

Llanrhidian Higher Community Council
Minutes of the Personnel Committee Meeting
Held at Penclawdd Community Centre
on Tuesday, 11th June 2024 at 6.30 p.m.

Present:

Councillors: Sarah Hughes, James Matthews, Mike Sheehan, Paul Tucker and Andrew Williams.

Officers: Jeremy Parkhouse – Clerk to the Community Council

1. To Elect the Chair of the Personnel Committee for the 2024-2025 Municipal Year

Resolved that Councillor Sarah Hughes be elected Chair of the Personnel Committee for the 2024-2025 Municipal year.

(Councillor Sarah Hughes (Chair) presided)

2. To Elect the Vice-Chair of the Finance Committee for the 2024-2025 Municipal Year

Resolved that Councillor James Matthews be elected Vice-Chair of the Personnel Committee for the 2024-2025 Municipal year.

3. Apologies for Absence

None.

4. Disclosures of Personal and Prejudicial Interests

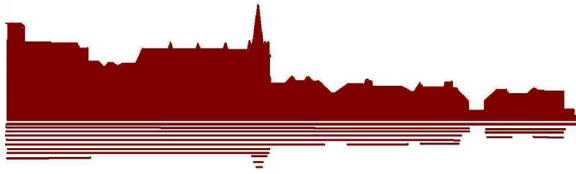
In accordance with the Code of Conduct adopted by Llanrhidian Higher Community Council, no interests were declared.

5. Minutes

Resolved that the Minutes of the Personnel Committee meeting held on 12th March 2024 be approved and signed as a correct record.

6. Public Question Time

None.



7. Exclusion of the Public

Resolved that the public be excluded from the meeting during consideration of the following item(s) of business on the grounds that that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted as set out in the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

(Closed Session)

8. Personnel Matters

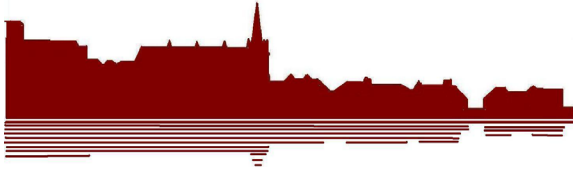
The Clerk presented a report on personnel matters that covered the following areas: -

1. To oversee the performance / annual appraisal / set the targets & priorities of the Clerk (to link in with the Annual Plan).
2. To oversee and monitor the hours, holiday entitlement, sickness or absence of the Clerk and organising appropriate cover.
3. To manage any disciplinary or grievance issues (for or against) relating to the Clerk.
4. To manage and agree the annual pay of the Clerk.
5. To manage the training and continuous professional development of the Clerk.
6. To deal with any other issues referred by the Council (that do not come under the jurisdiction of the Finance Committee).
7. To manage the training programme / development of Councillors.

The Committee discussed the Clerk's / Council priorities as detailed in the report.

Resolved that: -

- 1) The Performance Indicators / objectives of the Clerk be noted.
- 2) The Continuous Professional Development (CPD) progress of the Clerk in obtaining the required CPD points to maintain his current membership level of SLCC, be noted.
- 3) The Clerk be paid for 105 hours overtime worked.
- 4) The Clerk's leave be noted.
- 5) The following objectives / targets / actions for the Clerk were discussed and noted as follows: -
 - Continuing with the current onsite works, to continue with the digital transfer of records and to plan further capital works at Parc Hendy Cemetery – Quotations were awaited.
 - To continue with the digital transfer of records and to plan further capital works at Mount Hermon Cemetery – The Clerk was requested to contact the Baptist Movement regarding burial records in the immediate vicinity of the Chapel.



- Organising CPR training at Penclawdd Community Centre on an annual basis – The Clerk will contact David Nicholas regarding holding training in autumn 2024.
 - Organisation of the Remembrance Sunday Service 2024 – The Clerk requests that 3-year quotations in future.
 - To finalise Parc Dan Y Graig Changing Rooms Project – Quotations were awaited to finish the old changing rooms and the Clerk will attend training regarding potential grant funding.
 - To oversee the installation of CCTV at problem areas – A quotation was still awaited for Penclawdd Recreation Ground and the situation at the Foreshore Car Park was progressing.
 - To complete One Voice Wales Advanced Local Government Finance Training Module – The Clerk is to book the training.
- 6) To note and review the Councillor Training Programme at the Community Council Annual Meeting.

The meeting ended at 6.53 p.m.

Chair