

Llanrhidian Higher Community Council
Minutes of the Personnel Committee Meeting
Held at Penclawdd Community Centre
on Tuesday, 11th November 2025 at 6.30 p.m.

Present: Councillor Sarah Hughes (Chair) presided

Councillors: James Matthews, Paul Tucker and Andrew Williams.

Officers: Jeremy Parkhouse – Clerk to the Community Council

10. Condolences - Raymond Williams, Father of Councillor Andrew Williams

The Presiding Member referred with sadness to the recent death of Raymond Williams, father of Councillor Andrew Williams. All present stood as a mark of sympathy and respect.

11. Apology for Absence

Apology for absence was received from Councillor Mike Sheehan.

12. Disclosures of Personal and Prejudicial Interests

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

13. Minutes

Resolved that the Minutes of the Personnel Committee meeting held on 3rd June 2025 be approved and signed as a correct record.

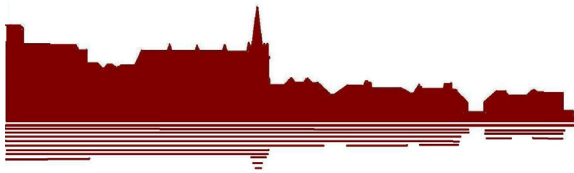
14. Public Question Time

None.

15. 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)



16. 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 following: -

- Clerk's priorities and progress made, as detailed in the report.
- The Clerk's hours / contracted hours / budget impact of increasing hours.
- The pay / training of the Clerk.
- The Councillors Training Programme.

Resolved that: -

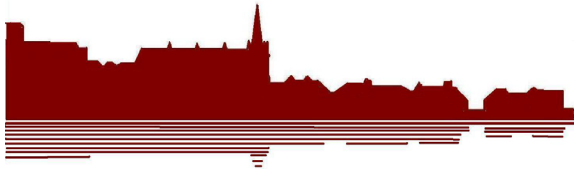
- 1) The progress of the performance Indicators / priorities of the Clerk be noted.
- 2) The Clerk be paid for the hours of overtime worked.
- 3) The annual leave balance of the Clerk be noted.
- 4) The Continuous Professional Development (CPD) progress of the Clerk in obtaining the required CPD points to maintain his current membership level of SLCC, be noted.
- 5) The Training Programme / Development of Councillors Report be noted.

17. Employment Issues

The proposed new contract of the Clerk, including additional hours, was presented at Appendix A of the report. Appendix B provided the NJC Pay Scales 2025-26.

Resolved that: -

- 1) The new contract of employment of the Clerk be approved
- 2) The new contract of employment be signed by the Chair of the Personnel Committee and the Clerk, prior to 1st April 2026.



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

The meeting ended at 7.10 p.m.

Chair