

Llanrhidian Higher Community Council
Minutes of the Personnel Committee Meeting
Held at Penclawdd Community Centre
on Thursday, 11th June 2026 at 6.30 p.m.

Present:

Councillors: Russell Garrington, Sarah Hughes and Paul Tucker.

Officers: Jeremy Parkhouse – Clerk to the Community Council

1. To Elect the Chair of the Personnel Committee for the 2026-2027 Municipal Year.

Resolved that Councillor Russell Garrington be elected Chair of the Personnel Committee for the 2026/27 Municipal Year.

(Councillor Russell Garrington (Chair) presided)

2. To Elect the Vice-Chair of the Personnel Committee for the 2026-2027 Municipal Year.

Resolved that Councillor James Matthews be elected Vice-Chair of the Personnel Committee for the 2026/27 Municipal Year.

3. Apologies for Absence.

Apologies for absence were received from Councillors James Matthews and Mike Sheehan.

4. Disclosures of Personal and Prejudicial Interests

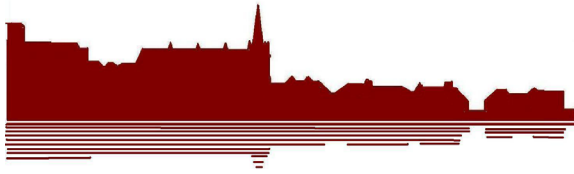
In accordance with the Code of Conduct adopted by Llanrhidian Higher Community Council, no interests were declared.

5. Minutes

Resolved that the Minutes of the Personnel Committee meeting held on 3rd March 2026, 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

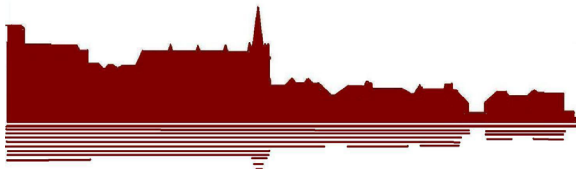
The Clerk presented a report on personnel matters that covered the following areas: -

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 other committees).
7. To manage the training programme / development of Councillors.

The Performance Indicators (PI's) of the Clerk, agreed by the Committee in March 2026, were listed in the report and were attached at Appendix A.

The Committee discussed the following: -

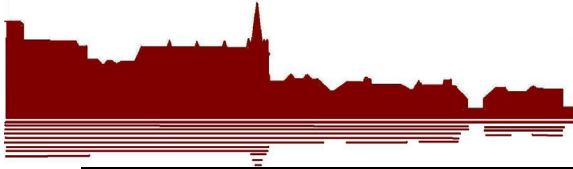
| Clerk's Priorities 2026-2027 | | |
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| | Priority | Action / Progress |
| 1. | To organize the 2026 Remembrance Sunday Service. | Progress would be reported to the Finance & Events Committee on 11 th June 2026. |
| 2. | To continue to oversee the transfer of graves at Mount Hermon / Parc Hendy Cemeteries onto Edge IT software. | Work to transfer the records at Parc Hendy Cemetery was ongoing. Action: - Agreed to continue with the current |



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| | | burials administrative support. |
| 3. | To oversee the transfer of ownership of St Gwynour's Cemetery, Llanyrnewydd to the Community Council. | The Council had appointed Tonner, Johns, Ratti Solicitors to complete the transfer of ownership. The Clerk met Father Tim Ardouin on 9 th June 2026 regarding the transfer of records. Actions: - Quotations regarding mapping / administration of burials were scheduled to be approved by Council in June 2026. |
| 4. | To work towards the resolution of issues at the Foreshore Car Park. | Councillors Paul Tucker and Andrew Williams met with Somerset Trust representatives on 28 th May 2026 and highlighted the current issues, which would be given consideration by the Trust. Councillors Paul Tucker, Andrew Williams and the Clerk met with John Davies MS and highlighted the ongoing issues which would be presented to the Welsh Government Minister. Action: - The Clerk was requested to contact Somerset Trust and Benson Estates. |
| 5. | To organize CPR training and to monitor the defibrillators within the Ward. | Councillor Paul Tucker, Councillor Andrew Williams and the Clerk discussed adding an additional defibrillator cabinet at Station Square, Penclawdd with David Nicholas, Life Support Training and Safety, who had a spare defibrillator unit which could be used at the site. CPR / Fire |



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| | | <p>training also had to be organized.</p> <p>Actions: - 1) Agreed to proceed with the option at Station Square. 2) The Clerk arranges suitable dates for CPR / Fire training.</p> |
| 6. | To continue with the training programme for Councillors / the Clerk. | <p>The Training Programme was approved at Annual Council on 21st May 2026.</p> <p>Actions: - 1) The Council purchases Institute of Cemetery and Crematorium Management (ICCM) membership. 2) The Clerk proceeds with booking memorial testing training, subject to the location of the training.</p> |
| 7. | To oversee the increase in hours of the Clerk to full-time (37 hours a week). | <p>The Clerk commenced full-time hours on 1st April 2026. The Clerk highlighted the long-term ambitions of the Council, the risks associated with the current set up and the ground maintenance contract, which was scheduled to go out to tender at the end of 2026.</p> <p>Actions: - 1) The Clerk contacts other community / town councils regarding their administrative organization. 2) The Clerk discusses the current ground maintenance contract with the contractor, particularly items that need to be removed / added. 5) The Clerk seeks further advice from Swansea Council procurement regarding organizing the procurement of the</p> |



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| | | ground maintenance contract 2027-2030. |
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Resolved that: -

- 1) The Performance Indicators / objectives of the Clerk, be noted.
- 2) The actions listed above, be approved.
- 3) 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.
- 4) The annual leave balance / hours of the Clerk, be noted.
- 5) The Training Programme / Development of Councillors / Clerk Report, be noted.

The meeting ended at 6.55 p.m.

Chair