

**Llanrhidian Higher Community Council**  
**Minutes of the Personnel Committee Meeting**  
**Held at Penclawdd Community Centre**  
**on Tuesday, 3<sup>rd</sup> June 2025 at 6.30 p.m.**

**Present:**

**Councillors:** Mike Sheehan, Paul Tucker and Andrew Williams.

**Officers:** Jeremy Parkhouse – Clerk to the Community Council

**1. Election of Chair for the 2025/26 Municipal Year**

**Resolved** that Councillor Sarah Hughes be elected Chair of the Personnel Committee for the 2025/26 Municipal Year.

**2. Election of Vice-Chair for the 2025/26 Municipal Year**

**Resolved** that Councillor James Matthews be elected Vice-Chair of the Personnel Committee for the 2025/26 Municipal Year.

**3. Election of Chair Pro-Tem**

**Resolved** that Councillor Paul Tucker be elected Chair Pro-tem.

**(Councillor Paul Tucker presided)**

**4. Apologies for Absence**

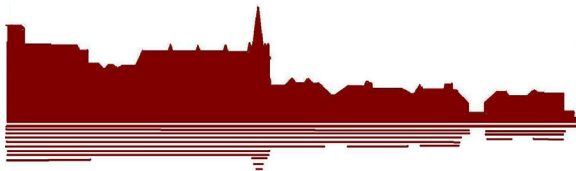
Apologies for absence were received from Councillors Sarah Hughes and James Matthews.

**5. Disclosures of Personal and Prejudicial Interests**

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

**6. Minutes**

**Resolved** that the Minutes of the Personnel Committee meeting held on 18<sup>th</sup> February 2025 be approved and signed as a correct record.



**7. Public Question Time**

None.

**8. 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)**

**9. Personnel Matters**

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

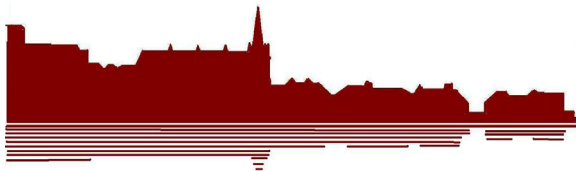
1. To oversee the performance / annual appraisal / set the targets & priorities of the Clerk (to link in with the Annual Plan).
2. To oversee and monitor the hours, holiday entitlement, sickness or absence of the Clerk and organising appropriate cover.
3. To manage any disciplinary or grievance issues (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.
- The Community Council meeting socially.

**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 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 proposals regarding the Clerk be forwarded to Council for approval.



Llanrhidian Higher Community Council

Cyngor Cymuned Llanrhidian Uchaf

- 5) If possible, the proposals be actioned during the 2026/27 or 2027/28 financial years.
- 6) The Training Programme / Development of Councillors Report be noted.

The meeting ended at 6.50 p.m.

**Chair**