



Be kind



Byddwch yn garedig

## COWBRIDGE WITH LLANBLETHIAN TOWN COUNCIL

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#### Minutes of the Meeting of the Staffing Committee held 14<sup>th</sup> October 2021, 12 Noon by Video Conference

**PRESENT:** Councillor S Vaughan (Chair of Staffing Committee) (Mayor)  
Councillor J Andrew (Deputy Mayor)  
Councillor A Trousdell  
Councillor H Weddell

Ms C Kennedy - Town Clerk  
Mr A Davies - Assistant Town Clerk

**APOLOGIES:** None

**ABSENT:** Councillor R Watkins

#### 1. APOLOGIES

There were no apologies for absence.

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest in accordance with the Code of Conduct.

#### 3. EYE TESTS

A discussion took place regarding the statutory requirement as per the **Health & Safety Executive** to arrange an eye test for display equipment (DSE) users if they ask for one and provide glasses if an employee needs them only for DSE use.

#### RECOMMENDED

To book any requested eye tests with local Optician Robert Lloyd and if required to purchase glasses for DSE use with local Optician Specsavers.

#### 4. EMERGENCY CONTACT LIST

A discussion took place regarding the current emergency contact list. The following Councillors volunteered to be named contacts on the list; Cllr A Trousdell, Cllr J Andrew, Cllr A Pritchard, Cllr H Weddell and Cllr M Wilson.

#### RECOMMENDED

- a) The above Councillors be added to the list and the names moved up the page on a rotating basis.
- b) The above Councillors inform the Town Clerk if they are going away or unable to be on the list.
- c) The above Councillors be supplied with keys to the Town Hall.

#### 5. STAFF SICKNESS/ABSENCE

The Town Clerk updated the Committee regarding staff absence. This item was for information only with no actions or recommendations to be taken.

**NOTE:**

***The Assistant Town Clerk left the meeting.***

**6. PATERNITY LEAVE**

The Town Clerk informed the Committee of the statutory requirements regarding paternity leave.

**ACTION**

The Town Clerk to speak to other councils regarding their stance on paternity leave/pay.

**7. PROBATIONARY REVIEWS**

The Town Clerk reported on the outcome of the Assistant Town Clerk and the Caretaker/Maintenance Person probationary review meetings.

**RECOMMENDED**

- a) That Mr Timothy Stephens has successfully completed his probationary period and should now be confirmed as Caretaker/Maintenance Person. It was noted that he had requested training in first aid and weed spraying.
- b) That Mr Adam Davies has successfully completed his probationary period and should now be confirmed as Assistant Town Clerk. It was noted that he had requested reasonable time off to complete the Certificate in Local Council Administration (CiLCA).

**NOTE:**

***The Town Clerk left the meeting.***

- c) That Ms Cathy Kennedy has successfully completed her probationary period and should now be confirmed as Town Clerk. It was noted that she had requested training on Cemetery administration and also on Scribe.

**8. STAFFING MATTERS**

In July 2021 a councillor advised the Mayor of their intention to lodge an official complaint against the Town Clerk but, to date, the complaint has not been received in the format requested. It was resolved that if nothing was received by the end of October, the matter should be considered to be closed.