



Be kind



Byddwch yn garedig

**COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF Y BONT FAEN (Bwrdeistref
Hynafol) gyda
LLANFLEIDDAN**

**Minutes of a Meeting of the Staffing Committee held remotely using Microsoft Teams at
11.00 am on Tuesday the 19th of April 2022**

By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions regarding Staffing on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Present: Cllr S Vaughan (Chair of the Staffing Committee) (Mayor of the Council)
Cllr J Andrew
Cllr A Trousdell
Cllr H Weddell

Apologies: Cllr R Watkins
Town Clerk Catherine Kennedy

1	<u>APOLOGIES FOR ABSENCE</u> Apologies were noted from Cllr R Watkins and the Town Clerk, Catherine Kennedy
2	<u>DECLARATIONS OF INTEREST</u> There were no declarations of interest received.
3	<u>MINUTES RESOLVED</u> The Committee approved the minutes of the previous Staffing Committee Meeting which took place by Video Conference at 7:00pm on Tuesday the 15 th of March 2022. There were no matters arising that were not on the agenda.
4	<u>PAY REVIEW RESOLVED</u> The Town Clerk had carried out an appraisal of the staff and recommended an increase of 1 spinal point, effective 1st April 2022. The Mayor and Deputy Mayor had carried out an appraisal on the Town Clerk and recommended an increase of 1 spinal point effective 1st April 2022.

5	<p><u>STAFFING REVIEW</u></p> <p>As no entirely satisfactory candidate had been found for the ATC position, one of the candidates had been offered the position on a temporary basis. Unfortunately, transport problems mean that he had been unable to continue.</p> <p>The Town Clerk had suggested that the role should be split with one person dealing with the community engagement aspects such as hall hire and the other person helping with the financial administration. Draft job descriptions had been prepared for discussion with the Town Clerk when she returns and final versions with job titles will be presented to the Staffing Committee. The previous meeting had agreed that a recruitment agency could be used and this remains an option.</p>
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Cllr S Vaughan, Chair of the Staffing Committee & Mayor of the Town Council