



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 7pm on Tuesday the 11<sup>th</sup> of August 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 J Andrew (Chair of the Staffing Committee) (Mayor of the Council)  
Cllr. M Wilson (Deputy Chair of the Staffing Committee) (Deputy Mayor of the Council)  
Cllr A Trousdell  
Cllr H Weddell  
Town Clerk Cathy Kennedy

### **1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **3. MINUTES**

#### **RESOLVED**

The minutes of the meeting held at 11am on the 19<sup>th</sup> of April 2022 were approved.

### **4. RECRUITMENT OF DEPUTY TOWN CLERK**

#### **RESOLVED**

The job description was approved and it was agreed to advertise the role using Indeed.

### **5. HOLIDAY COVER ARRANGEMENTS**

The Town Clerk updated the Committee regarding arrangements she had put in place for holiday cover.

### **6. STAFF TRAINING**

The Town Clerk informed the Committee that she had booked herself and a member of the maintenance team in for cemetery management training and was in the process of planning First Aid training for all staff.

### **7. OTHER STAFFING MATTERS**

There were no other staffing matters to discuss.