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| **Cyngor Cymuned Llannon Community Council** | | |
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**AT: HOLL AELODAU PWYLLGOR PERSONÉL CYNGOR CYMUNED LLANNON**

**TO: ALL MEMBERS OF THE PERSONNEL COMMITTEE OF LLANNON COMMUNITY COUNCIL**

**DYDDIAD/DATE: 08/12/2022**

Annwyl Gynghorydd/Dear Councillor,

Yn unol â Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021 (Paragraff 21 o S.4), cewch eich galw drwy hyn i fynychu Cyfarfod Pwyllgor Personél Cyngor Cymuned Llannon, a gynhelir yn Neuadd y Tymbl Dydd Iau 9 Rhagfyr, 2022 am 13.00.

In accordance with the Local Government and Elections (Wales) Act 2021 (Paragraph 21 of S.4), you are hereby summoned to attend a Personnel Committee Meeting of Llannon Community Council, to be held in Tumble Hall on Friday 9th December, 2022 at 13.00.

**AGENDA**

1. Ymddiheuriadau a rhesymau dros absenoldeb/*Apologies and reasons for absence.*
2. Datgelu buddiannau/*Declarations of interest.*
3. Trafod swydd Rheolwr Neuadd a chytuno ar bwyllgor penodi a phwerau llawn y broses recriwtio/*To discuss the position of Hall Manager and agree an appointments committee and plenary powers for the recruitment process.*
4. I drafod oriau ychwanegol ar gyfer staff presennol/*To discuss additional hours for existing staff.*
5. I gytuno ar bolisi Amser i ffwrdd yn Lieu /*To agree a Time off in Lieu policy*
6. I adolygu gwerthusiad y Clerc/*To review the appraisal of the Clerk.*

**Text, letter

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**Mrs Clare Hope (Clerc/Clerk)**

*Yn unol â Deddf Cyrff Cyhoeddus (Derbyn i Gyfarfodydd) 1960, a1(2) a Deddf Llywodraeth Leol 1972, a,100(2), gofynnir i aelodau o'r cyhoedd a'r wasg adael y cyfarfod pan nad yw'r eitemau a drafodir er budd y cyhoedd. Darperir mynediad o bell ar gyfer y cyfarfod hwn ar gais i'r Clerc drwy e-bost: llannonccclerk@outlook.com erbyn 9am on 09/12/22.*

*In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2) and the Local Government Act 1972, s,100(2), members of the public and press will be asked to leave the meeting when items discussed are not for the public interest. Remote access will be provided for this meeting by request to the Clerk via email:* [*llannonccclerk@outlook.com*](mailto:llannonccclerk@outlook.com) *by 9am on 09/12/22.*