

**CYNGOR CYMUNED LLANNON COMMUNITY COUNCIL**



**Minutes of the Personnel Meeting of Llannon Community Council**

**on**  
**Monday 18<sup>th</sup> July 2022 at 1pm**  
**At Tumble Hall**

**Meeting commenced at 1:31pm**

**Minute No.1 - Members Present**

Cllr Lesley Williams (LW)  
Cllr Rhys Jones (RJ)  
Cllr Emlyn Dole (ED)  
Cllr Michael Jones (MJ)  
Cllr Emyr Gwyn Evans (EGE)

<p><b>The Chair of the Council, Cllr Lesley Williams, opened the meeting.</b></p>
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**Minute No.2 – To Elect a Chair of the Personnel Committee**

*Proposal from EGE that ED be the Chair*

*Seconded by MJ*

*All in favour*

**Resolved – Cllr Emlyn Dole elected as Chair of Personnel Committee**

**Minute No.3 – Apologies for absence.**

All members of the Personnel Committee were in attendance.

**Minute No. 4 – Declarations of interest**

None noted.

**Minute No.5 – To review the current staffing structure and new permanent roles**

The Clerk presented the attached Organisation Chart showing the existing composition of staff and recommendations regarding the staffing going forward.

*Proposal from RJ to accept the proposed new Staffing Structure as recommended by the Clerk*

*Seconded by EGE*

*All in favour*

**Resolved – To accept the new Staffing Structure recommended by the Clerk**

**Minute No.6 – To review pay scales for existing permanent staff and establish pay scales for new permanent roles**

**Existing Staff**

The Clerk noted that the Maintenance Lead has recently received a payrise. The Maintenance Operatives will both be reviewed next year.

*Proposal from LW to increase the Caretaker's wage to £10.01 per hour*

*Seconded by MJ*

*All in favour*

**Resolved – Caretaker's pay to be increased to £10.01 per hour**

The Clerk stated that the current pay reviews are on the anniversary of staff's start date. She suggested this is amended back to June of each year as part of the Standing Order review.

All agreed to look at this as part of the review of the Standing Orders.

The Clerk's salary will be reviewed following completion of the appraisal.

**New Permanent Roles**

The Clerk advised that with the change in the staffing structure, the staffing budget is estimated at £208,000. The current budget is £190,000. There was £33,689.94 remaining at the end of the year. The Clerk suggested that £18,000 of that money is put into the staffing budget. This was agreed to be a sensible idea by the committee and will need ratification by Full Council during Wednesday night's meeting.

The Clerk made the following recommendations:

**Deputy Clerk – 24 hours per week**

SCP LC2 SCP: 24-28 £29,174 - £32,798 (pro-rata) - Depending on qualifications and experience

*LW proposed to accept the salary scale above for the Deputy Clerk*

*RJ Seconded*

*All in favour*

**Resolved to accept the salary scale above for the Deputy Clerk**

**Property & Facilities Officer – 16 hours**

SCP LC2 SCP: 18-23 £25,419 - £28,226 (pro-rata) - Depending on qualifications and experience

*EGE proposed to accept the salary scale above for the Property & Facilities Officer*

*MJ Seconded*

*All in favour*

**Resolved to accept the salary scale above for the Property & Facilities Officer**

**Hospitality Manager – 24 hours**

SCP LC2 SCP: 18-23 £25,419 - £28,226 (pro-rata) - Depending on qualifications and experience

*RJ proposed to accept the salary scale above for the Hospitality Manager*

*EGE Seconded*

*All in favour*

**Resolved to accept the salary scale above for the Hospitality Manager**

**Facilities & Administration Assistant – 20 hours**

SCP LC2 SCP 7-12 - £20,444 - £22,571 (pro-rata) Depending on qualifications and experience

*EJE proposed to accept the salary scale above for the Facilities & Administration Assistant*

*RJ Seconded*

*All in favour*

**Resolved to accept the salary scale above for the Facilities & Administration Officer**

**Minute No.7 – To review and agree the job descriptions and employee specifications of new permanent roles**

The Clerk presented job descriptions and employee specifications for each role which the committee looked at in detail and some changes were made. (These documents are attached).

**Deputy Clerk**

*EGE proposed to agree the final draft of the job description and employee specification of the Deputy Clerk*

*RJ Seconded*

*All in favour*

**Resolved – to agree the final draft of the job description and employee specification of the Deputy Clerk**

**Hospitality Manager**

*LW proposed to agree the final draft of the job description and employee specification of the Hospitality Manager*

*RJ Seconded*

*All in favour*

**Resolved – to agree the final draft of the job description and employee specification of the Hospitality Manager**

**Property & Facilities Officer**

*EGE proposed to agree the final draft of the job description and employee specification of the Property & Facilities Officer*

*RJ Seconded*

*All in favour*

**Resolved – to agree the final draft of the job description and employee specification of the Property & Facilities Officer**

**Facilities & Administration Assistant**

*RJ proposed to agree the final draft of the job description and employee specification of the Facilities & Administration Assistant*

LW Seconded

All in favour

**Resolved – to agree the final draft of the job description and employee specification of the Facilities & Administration Assistant**

**Minute No.8 – Standard Vehicle Allowance**

The Clerk advised that WW has been using his own vehicle as an essential vehicle user and a standard allowance should have been paid as a result. For the vehicle in question the standard allowance is £1170 per/annum. The committee discussed this further.

*RJ proposed to agree to a standard vehicle allowance of £1170 backdated for the financial year's 2020-21/2021/22 and for 2022/23.*

LW Seconded

All in favour

**Resolved – to agree to a standard vehicle allowance of £1170 backdated for the financial year's 2020-21/2021/22 and for 2022/23.**

**The Chair closed the meeting at 3.15pm**

Signed .....

Date .....

Chair