

Cyngor Cymuned Llannon Community Council



Minutes of the Personnel Committee of Llannon Community Council

Monday 24th July 2023 at 1.30pm
Held in Tumble Hall

Meeting commenced at 1.30pm

The Chair of the Council, Cllr. Julie Owen opened the meeting.

Minute No. 1 – To elect a Chair of the Committee for 2023-2024.

NT proposed that Cllr. Ruth Lloyd-Davies is elected Chair of the Personnel Committee for 2023-2024. MJ seconded the proposal. All in favour.

Resolved that Cllr. Ruth Lloyd-Davies is the Chair of the Personnel Committee for 2023-2024.

Cllr. J. Owen passed the Chair to Cllr. Ruth Lloyd-Davies who Chaired the remainder of the meeting.

Minute No. 2 – Members Present.

Cllr. J. Owen (JO)
Cllr. R. Lloyd-Davies (RLD)
Cllr. N. Thomas (NT)
Cllr. M. Jones (MJ)
Cllr. P Owen (PO)

Also Present:

Mrs. C. V. Hope – Clerk (CH)

Minute No. 3 – Apologies and reasons for absence.

None as all members present.

Minute No. 4 – Declarations of Interests.

There were no new declarations of interests.

Minute No. 5 – To receive a report from the Clerk.

The Clerk provided an overview of the current staffing structure. The Clerk noted that the Maintenance Lead has fitted in very well and is also responsible for ensuring the completion of day-t-day risk assessments etc. The Clerk explained that the outside maintenance staff are managing most of the works now they are reduced to three but on occasion need assistance from outside contractors.

The Clerk & Deputy-Clerk have been concentrating on completing outstanding work for the 2021-22 and 2022-23 audits. The Deputy-Clerk has worked extremely hard and prepared impressive spreadsheets that are easy to understand but display the Council's financial position accurately and clearly.

Both staff members have also been preparing for the many committee meetings, where a considerable amount of work has already been achieved.

The Clerk has written the Council's Well-being Plan which will be presented to Full Council in July's meeting. Most of the objectives of the plan will assist in focussing the Forward Development Plan of the council, to include future staffing requirements.

The Facilities Officer has spent a considerable amount of time completing the Asset Register which needs to be reviewed by the Clerk prior to presenting to Council for ratification. He has also prepared over fifty Health & Safety risk assessments. Work Nest are carrying out their next Health & Safety Audit on 2nd August 2023 so the Clerk & Deputy-Clerk will review all Health & Safety paperwork prior to the visit.

The Facilities and Administration Assistant continues to work extremely hard to update the Burial Records. She is currently also sorting through all the historic paperwork found in the attic of Tumble Hall to assess what we need to keep; what needs to be archived in County Hall and what can be destroyed. In addition to this, she continues to assist with the day-to-day operation of the Hall.

The Cleaner is extremely reliable and doing an excellent job.

Y Cwtsh still requires a temporary manager, however due to a lack of funding over the Summer months, her hours have been reduced to 10 per week to accommodate Friday only opening times and to prepare for the new “Points” system due to be implemented in September. The Manager and the volunteers have done an excellent job of developing Y Cwtsh.

The Clerk noted that all staff are working extremely hard. They are an extremely loyal, dedicated team who work very well together.

Minute No.6 – To review the Staff Handbook

The Clerk advised the Committee that Work Nest had provided an updated Staff Handbook with recent employment law changes. If adopted, the Handbook also provides the Council with many of the Personnel Policies and Procedures that should be in place.

PO proposed that the Committee recommend to Full Council that they adopt the Staff Handbook prepared by Work Nest. NT seconded the proposal. All in favour.

Minute No.7 – To ratify the Stress Management Policy of the Council

The Clerk presented the Stress Management Policy prepared by One Voice Wales from the suite of policies purchased.

JO proposed that the Committee recommend to Full Council that they adopt the Stress Management Policy as presented. MJ seconded the proposal. All in favour.

Minute No.8 – To discuss the temporary Y Cwtsh Manager Position

The Clerk informed the committee that the Household Food Poverty Fund ran up until the end of June 2023 but was supposed to re-open for applications earlier. An announcement was made to state the fund will be eligible from September to December 2023 with the application process currently open. Due to the lack of food, Y Cwtsh will only open one day per week during the Summer Holidays. The Clerk is confident the Council will be eligible for the funding up until the end of December so requested the temporary position is extended until the end of December.

JO proposed that the Committee recommend to Full Council that the position of Temporary Y Cwtsh Manager, is extended until the end of December 2023. MJ seconded the proposal. All in favour.

Minute No. 9 - To arrange the date for the next meeting.

The next meeting will be held on Monday 21st August at 1pm. Venue to be decided.

The Chair closed the meeting at 2.15pm

Signed Date

(Chair)

Recommendations to be taken to Full Council Meeting 26th July 2023

- Staff Handbook is agreed.
- Stress Management Policy is agreed.
- Temporary Y Cwtsh Manager Position is extended until the end of December 2023.