

Cyngor Cymuned Llannon Community Council



Minutes of the Personnel Committee of Llannon Community Council Monday, 23rd October 2023 at 2pm Held in Tumble Hall

Meeting commenced at 2pm

The Chair of the Committee, Cllr. Ruth Davies presided over the meeting.

Minute No. 10 – Members Present.

Cllr. J. Owen (JO)

Cllr. R. Lloyd Davies (RLD)

Cllr. M. Jones (MJ)

Cllr. P Owen (PO)

Also Present:

Mrs. C. V. Hope – Clerk (CH)

Minute No. 11 – Apologies and reasons for absence.

None received.

Minute No. 12 – Declarations of Interests.

There were no new declarations of interests.

Before moving on to points 12,14 and 15, the Clerk provided the following overview:

One full-time staff member that left the council in May 2023 has not been replaced and there is budget left over for the remainder of 2023-24. The Council's staffing requirements have changed inline with new projects and initiatives.

Minute No. 13 – To discuss staffing requirements in accordance with the Council’s Well-being Plan Objectives

The Clerk provided an overview of the well-being objectives and how projects are developing at Y Cwtsh as it evolves. Following the Community Consultation, the Clerk is hoping that a volunteering hub will be established. The Council will also need someone to oversee an idea to support the elderly and vulnerable and community transport. The Clerk requested the Committee consider increasing the manager of Y Cwtsh’s hours from 15 to 25 until the temporary post is reviewed at the end of the year.

MJ proposed to accept this recommendation which was seconded by PO. All members present were in favour.

Minute No. 14 – To discuss staffing requirements for Tumble Hall.

The Clerk advised the Committee that the management of the Hall is still taking up a considerable amount of her time which she is unable to bank as TOIL as due to the requirements of her role as the Clerk, she is unable to take additional time off work. The role of the Deputy-Clerk has also evolved and both staff Members are yet to take any 2023-24 annual leave.

The Clerk noted that a current casual staff member is willing to take on some extra responsibilities. The Clerk requested that the current casual staff member is allocated 10 hours per week on a temporary basis which will include taking and managing hall bookings; stock ordering; updating till pricing; arranging staffing; setting up the room for functions etc. The hours will be regularly reviewed. The salary will be NCP Point 9. The temporary position will be reviewed at the end of the financial year.

JO proposed to accept this recommendation which was seconded by MJ. All members present were in favour.

Minute No. 15 – To discuss staffing requirements for the maintenance team.

As the outside maintenance team did not replace a full-time member of staff, the Clerk requested that the hours of WW and DF are only decreased to 18 instead of the planned 12 from 1st November 2023 – 31st March 2024.

PO proposed to accept this recommendation which was seconded by MJ. All members present were in favour.

Minute No. 16 - To arrange the date for the next meeting.

The Clerk will liaise with the Chair regarding the next meeting date.

The Chair closed the meeting at 3.50pm

Signed Date
(Chair)

Recommendations to be taken to Full Council Meeting on 25th October 2023

- Temporary Y Cwtsh Manager's hours to be increased to 25 per week until end of the year.
- A current casual staff member is allocated 10 hours per week on a temporary basis to assist with the running of Tumble Hall at NCP 9.
- WW & DF's Winter hours to drop to 18 per week instead of 12 as originally planned.