

CYNGOR CYMUNED LLANNON COMMUNITY COUNCIL



**TO: ALL MEMBERS OF THE PERSONNEL COMMITTEE OF LLANNON COMMUNITY COUNCIL
DYDDIAD/DATE: 18/09/2024**

Dear Councillor,

You are hereby summoned to attend a Personnel Committee Meeting of Llannon Community Council, to be held in Tumble Hall at 2pm on Monday 23rd September 2024.

AGENDA

1. Apologies and reasons for absence.
2. Declarations of interest.
3. To appoint a Chair of the Personnel Committee for 2024-25.
4. To receive a report from the Clerk regarding a review of the Councils Staffing Structure.
5. To consider any changes to be made regarding the **Clerk/RFO**, including title, job description, hours, remuneration and contract.
6. To consider any changes to be made regarding the **Deputy-Clerk**, including title, job description, hours, remuneration and contract.
7. To consider any changes to be made regarding the **Fire Officer & Playground Inspector**, including title, job description, remuneration and contract.
8. To consider any changes to be made regarding the **Grounds & Assets Maintenance Lead**, including job description, remuneration and contract.
9. To consider any changes to be made regarding the **Grounds & Assets Operative**, including job description, remuneration and contract.
10. To consider any changes to be made regarding the **Admin & Facilities Assistant**, including title, job description, hours, remuneration and contract.
11. To consider any changes to be made regarding the **Hall Caretaker**, including remuneration and contract.
12. To consider any changes to be made regarding the **Tumble Hall Cleaner**, including remuneration and contract.
13. To consider the appointment of an additional **Cleaner**, including job description, hours, remuneration and contract.
14. To consider the appointment of a **Well-being Officer**, including job description, hours, remuneration, contract and recruitment process.
15. To consider the appointment of a **Bar Manager** for Tumble Hall, including job description, hours, remuneration, contract and recruitment process.



Mrs Clare Hope (Clerc/Clerk)

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 are not permitted to attend this meeting.