

# Cyngor Cymuned Llannon Community Council



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

**Monday, 7<sup>th</sup> April 2025 at 2pm**  
**In Tumble Hall**

**Meeting commenced at 2pm**

<p>The Chair, Cllr. R. Davies presided over the meeting.</p>
--

### **Minute No. 22 – Members Present.**

Cllr. J. Owen (JO)  
Cllr. N. Thomas (NT)  
Cllr. P. Owen (PO)  
Cllr. R. Lloyd Davies (RD)  
Cllr. E. G. Evans (EGE)

### **Also Present:**

Mrs. C. V. Hope – Clerk (CH)

### **Minute No. 23 – Apologies and reasons for absence.**

Cllr. S. Eldridge (SE) – Work commitments.  
Cllr. J. Anderson (JA) – Work commitments.

### **Minute No. 24 – Declarations of Interests.**

There were no new declarations of interests.

### **Minute No. 25 – To discuss a re-structure due to staffing changes.**

A private discussion took place regarding a current officer and the Committee gave the Chief Officer authority to liaise with the officer regarding this.

The Chief Officer noted that a succession plan needs to be put in place in preparation for the pending retirement of a member of the maintenance team. It was agreed that a member of the casual staff who has helped out over the past few months, has more than proved themselves to be an asset to the team. Due to staffing changes and a lower-than-expected maintenance contract, there is budget available to offer 30 hours per week at Point 13. It was agreed that a formal interview should take place to appoint the staff member permanently.

*All members present voted in favour.*

**Resolved** to formally interview a casual staff member for a permanent position as a Maintenance & Assets Operative.

### **Minute No. 26 – To discuss applications received for the Community Engagement Officer position and agree the recruitment process.**

The Chief Officer explained that 32 applications were received via Indeed and 2 via e-mail. Many of the applications were rejected as they did not have the skills required of the role. Two candidates stood out for different reasons. Candidate A lives locally and has been involved in the community for many years. They have a proven record of delivering the criteria we were looking for.

Candidate B, also lives nearby and has a proven history of sports delivery, with various sporting qualifications, including Level 2 Tennis Coaching. We are required to provide free tennis lessons this year.

The Chief Officer explained that both candidates were willing to work 15 hours per week each instead of the 20 originally advertised and that she felt bringing them both together to work with our Well-being Officer could offer so much more than we were ever expecting from this position. Candidate B could also offer 1-2-1 coaching which would assist in paying the extra 10 hours required.

The Chief Officer asked the Committee to consider offering 30 hours per week instead of the original 20 hours so if both candidates proved themselves at interview, they could potentially be offered the roles.

The Committee was delighted with the Chief Officer's proposal and felt very fortunate that such qualified candidates had applied.

It was agreed that the Chair of Personnel, the Chief Officer and the Deputy-Chief Officer would carry out the interviews and had authority to appoint.

*All members present voted in favour.*

**Resolved** – if both candidates are suitable for the position of Community Engagement Officer following interview by Cllr R Lloyd Davies, The Chief Officer and Deputy-Clerk, to offer both candidates 15 hours per week.

***The Chair closed the meeting at 2.45pm***

**Signed .....**

**Date .....**

**(Chair)**