

Cyngor Cymuned Llannon Community Council



Minutes of the Personnel Committee Meeting of Llannon Community Council

on
Monday 28th July 2025 at 1.00pm
in Tumble Hall

Meeting commenced at 1.00pm

The Chair, Cllr. R. Lloyd Davies presided over the meeting.

Minute No. 1 – Members Present.

Cllr. R. Lloyd Davies (RD)
Cllr. J. Owen (JO)
Cllr. P. Owen (PO)
Cllr. J. Anderson (JA)
Cllr. E. G. Evans (EGE)

Also Present:

Miss. Ff. Davies – Deputy Chief Officer / RFO (FD)

Minute No. 2 – Apologies and reasons for absence.

There were no apologies for absence.

Minute No. 3 – Absence without apologies given.

There was no absence without apologies.

Minute No. 4 – Declarations of Interests.

There were no new declarations of interest.

The Chair informed the Council that the remainder of the meeting should be discussed in camera as all items are Personnel related.

JO proposed that the Council conduct the remainder of the meeting in camera. JA seconded the proposal. All members present in favour.

Resolved that the remainder of the meeting was discussed in camera.

Minute No. 5 – To discuss the Chief Officer's Pay Scale.

The Chair provided the Committee with a full report following the Chief Officer's excellent appraisal.

All members present discussed the Chief Officer's current position and the extra responsibility and work that she has been doing. It was resolved to recommend to the Full Council that the Chief Officer's salary should be amended to SCP 46, backdated to 1st June 2025.

The Chair commended and thanked the Chief Officer for all of the hard work that she has done for Llannon Community Council.

Minute No. 6 – To discuss an honorarium for the Chief Officer.

A long discussion took place regarding this agenda item. It was noted that the Council has the following policy in place allowing for Staff Bonuses to be awarded:

Staff Bonus Payments/Honorarium

Staff bonus payments exist to allow employees to be financially recompensed for significant additional work performed over and above their usual responsibilities.

Staff bonus payments must be single, one-off payments paid via payroll retrospectively. They should therefore be short term in nature. Employees cannot receive both a staff bonus payment and an acting up allowance.

Amounts payable:

- *Minimum – no minimum limit.*
- *Maximum - £500.*

A maximum of one staff bonus payment may be given to one individual in any financial year 1st April – 31st March.

Approvals:

- *Any staff bonus payment must be approved by the Full Council.*
- *It will be paid retrospectively.*

It was resolved by the Committee to recommended to the Full Council that an honorarium be granted to the Chief Officer for the work that she has carried out which is over and above her job description.

Recommendations to Full Council

- Chief Officer's salary to be increased to SCP Point 46, backdated to 1st June 2025.
- Honorarium to be awarded.

The Chair closed the meeting at 1.40pm

Signed

Date

(Chair)