



Cyngor Tref Rhydaman

Minutes of Personnel Sub-Committee Meeting of Ammanford Town Council (ATC)
on
Monday 28th January 2019 at 7pm
at the Council Chamber, Town Hall, Iscennen Road, Ammanford SA18 3BE

Minutes taken by: Interim Clerk, Clare Hope (CH)

Attendees: Mayor Deian Harries (DH); Deputy Mayor Wendi Mills-Lowe (WML); Councillor Marie Griffiths (MG); Councillor Emma Evans (EE); Councillor Gwenllian Harries (GH); Councillor Colin Evans (CE); Councillor Carol Cadman (CC); Councillor Llio Davies (LD); Councillor Julia Bell (JB); Councillor Gruff Harrison (GH); Councillor Rhys Fisher (RF)

Deputy Mayor Wendi Mills-Lowe presiding

This meeting was a closed meeting, under the Public Bodies (Admission to Meetings) Act 1960, of the following grounds: Terms and Conditions of Employment

1. Apologies and reasons for absence

Councillor Paula Treharne-Hanbury - Work

2. Declarations of interest

None Noted

3. To discuss and approve the contracted hours and rate of pay for Temporary Clerk

EE asked whether the Clerk should stay in the room. EE advised that as a member of personnel she was aware that the former Clerk, Anette Bell was required to leave the room for any discussions involving her.

WML requested the Clerk stay in the room as the Clerk had all of the information regarding the position

CE wished to thank the Clerk for the hard work, dedication and hours she has already shown.

The Clerk advised she had originally offered ten hours per week, however she is working far more than this. She requested a contract of 15 hours per week is agreed with any additional hours worked being paid at single time in addition.

Hours of Contract and Overtime - Unanimously agreed

CE advised that the rate of pay [REDACTED] is not accurately remunerating the Clerk for the level of responsibility she has taken on. The Clerk advised she is happy to stay on this rate whilst this is a temporary position. The Clerk requested that if the position becomes permanent, she would require remuneration within the Level 3 of NJC Payscale.

Rate of Pay at [REDACTED] – Unanimously agreed

4. To discuss and approve the terms and conditions including contracted hours and rate of pay for Technical Officer

The Clerk advised Paul Murray has agreed to act as interim technical officer and requested the agreement of Members

CE advised he could not think of a better person for the role.

Unanimously agreed

The Clerk recommended a contract of 10 hours per week with any additional hours worked to be paid at single time in addition

Unanimously agreed

The Clerk recommended a salary of [REDACTED] per hour

Unanimously agreed

Action – The Clerk to confirm employment and contract details with the interim Technical Officer, Paul Murray

Discussion then ensued regarding the detail of the contract for RFO

The Clerk recommended a contract of 10 hours per week with any additional hours worked to be paid at single time in addition

Unanimously agreed

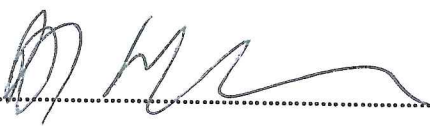
The Clerk recommended a salary of [REDACTED] per hour

Unanimously agreed

Action – The Clerk to confirm employment and contract details with the interim RFO as and when she finds one

Meeting closed at 7.20pm



Signed:  (Chair)

Print Name: ALAN DEAN MARSH

Date: 11.3.19