



Minutes of the HR Committee meeting held at Glanhelyg, Llechryd at 11am on the 16<sup>th</sup> February, 2026 in accordance with The Local Government and Elections (Wales) Act 2021. Virtual access was also provided.

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**Present:**

Cllr Jan Culley (Chairman), K. Symmons, M. Robinson and Gareth El Tawab.

Clerk

Members of the public: 0

**1. Election of Chairman**

Cllr J. Culley was elected as Chairman of the Committee.

**2. Apologies for absence**

There were no apologies for absence.

**3. Declarations of interest on Matters arising from the Agenda.**

There were no declarations of interest.

**4. Confirmation of Order of the Agenda and identification of any items that might be resolved in confidential session.**

The agenda was accepted as presented.

**5. Confirmation of Minutes of 10<sup>th</sup> February 2025**

The minutes of the meeting were accepted as set out with the correction of one error.

Proposed that minutes 10 <sup>th</sup> February 2025 be accepted as an accurate record subject to the correction of the date which read 2024.	Seconded	
Cllr J. Culley	Cllr G. El Tawab	Carried

*Chairman's signature*

*Dated:*

## **6. Staff Line Management Arrangements**

The Chairman of the HR Committee was confirmed as the Clerk's line manager.

It was agreed that the Clerk would set up a series of monthly 1 hour meeting Zoon in conjunction with the Chairman.

The Chairman of the HR Committee would set targets with the Clerk and undertake the ongoing appraisal of the Clerk as part of these arrangements.

## **7. Arrangements for Probationary Period Review**

The Chairman is to confirm the successful completion of the probationary period.

## **8. 2024-25 Annual Leave and 2025-26 Annual Leave**

The Chairman is to take this matter forward.

## **9. Arrangements for Sitting SLCC Examinations**

The Clerk needs to register to undertake the SLCC examinations.

## **10. Outstanding Work**

A plan needs to be put in place so that the extra non recurring hours allocated to the Clerk are used to address the schedule of outstanding work.

## **11. Staff Appraisal Arrangements**

The Clerk would be appraised based on the achievement of the targets set by the Chairman and the Clerk.

## **12. DBS Checks for Councillors – Cllr J. Culley**

Cllr Culley would raise this matter with the Council.

## **13. Any Other Business**

There was no other business.

## **14. Date of next meetings**

A date for the next meeting is to be set.

There being no further business to discuss, the meeting closed at 12:40pm.

*Chairman's signature*

*Dated:*