CYNGOR CYMDEITHAS LLANGOEDMOR COMMUNITY COUNCIL

Minutes of the HR Committee meeting held at Coracle Hall, Llechryd at 5.30pm on the 15th June, 2026 in accordance with The Local Government and Elections (Wales) Act 2021. Virtual access was also provided.

Present:

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

Clerk

Members of the public: 0

1. Apologies for absence

Apologies for absence were received from Cllr El Tawab.

2. Declarations of interest on Matters arising from the Agenda.

There were no declarations of interest.

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

The agenda was accepted as presented.

4. Confirmation of Minutes of 10th February 2026

Proposed that minutes 10th February 2026 be accepted as an accurate record.	Seconded	
Cllr M. Robinson	Cllr K. Symmons	Carried

5. Staff Line Management Arrangements

It was noted that the line management meetings were going ahead and the clerk was being monitored against the agreed targets.

6. Probationary Period Letter

It was confirmed that this letter had now been issued. The Chairman wanted it noted that the late issue had nothing to do with the Clerk's performance.

Chairman's signature *Dated:*

DRAFT

7. 2024-25 Annual Leave and 2025-26 Annual Leave

It was agreed that the Clerk would cost up the unpaid leave and bring it to the next meeting of the HR Committee. Agreement would need the consent of the Council.

8. Arrangements for Sitting SLCC Examinations

The Clerk needs to register to undertake the SLCC examinations.

9. Outstanding Work

The Clerk is to put together a plan to utilise the extra hours allocated this year and present it to the next meeting. The church path in particular needed urgent attention.

10. Office Hours

It was agreed that normal office hours would be:

Tuesday 11am to 3pm

Thursday 11am to 3pm

The additional hours to make up the 10 hours per week would be worked on the evening the Council meets and thereafter at the Clerk's discretion.

11. Clerk Banding

It was noted that the Clerk had not been appraised and re-banded since they had joined the Council. It was acknowledged that the Council was at fault as regards this matter.

Proposed that the Clerk is re-banded as per the terms of the contract of employment based on satisfactory performance since appointment..	Seconded	
Cllr J. Culley	Cllr M. Robinson	Carried

It was agreed that the Clerk would calculate the backpay for the next HR Committee Meeting and that the proposal would need to go before the full Council.

12. Any Other Business

There was no other business.

13. 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 6:45pm.

Chairman's signature *Dated:*

DRAFT