

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE

OF CLUN TOWN COUNCIL

HELD AT THE MEETING ROOM, CLUN FIRE STATION ON FRIDAY 17TH OCTOBER 2025 AT 7.30PM

PRESENT	APOLOGIES
Cllr M. Jones Cllr J. McVicar Rowena Bowles	None

ALSO IN ATTENDANCE
Mr Gwilym Rippon (Clerk)

There were no members of the public present.

	Agenda item	
013-2025	1	TO CONFIRM THE APPOINTMENT OF THE CHAIR OF THE COMMITTEE Councillor James Mc Vicar was conformed as Chair of the Personnel Committee
014-2025	2	TO RECORD PERSONS PRESENT See list above
015-2025	3	APOLOGIES There were no apologies
016-2025	4	DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING AND WHICH IS NOT INCLUDED IN THE REGISTER OF INTERESTS (Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer). <i>Please note that all members need to complete a new declaration of pecuniary interests register for the Council term, whether previously a councillor or not.</i> There were no declarations made

017-2025 5 **TO CONFIRM THE APPOINTMENT OF THE VICE CHAIR OF THE COMMITTEE**

Councillor. Monika Jones was confirmed as Vice Chair of the Personnel Committee

018-2025 6 **TO NOTE THE MINUTES OF THE COMMITTEE MEETING HELD ON FRIDAY 29TH AUGUST 2025**

The minutes of the Personnel Committee meeting on Friday 29th August were noted

019-2025 7 **TO CONSIDER OUTSTANDING ACTIONS FROM THE COMMITTEE MEETING HELD ON FRIDAY 29TH AUGUST 2025**

The following policies had been agreed by full Council

1. The Grievance Procedure
2. The Disciplinary Procedure
3. The Anti-Harassment and Bullying Policy
4. The amendments to the Terms of Reference of the Personnel Committee

020-2025 8 **TO REVIEW PROGRESS ON THE APPOINTMENT OF THE ASSISTANT TO THE CLERK**

The Contract that the clerk had produced was in the old format. The new NALC/SLCC approved contract should be used. The clerk was asked to complete and circulate.

021-2025 9 **TO DISCUSS THE CLERK'S CURRENT WORKLOAD, OBJECTIVES AND PRIORITIES**

The Clerk highlighted his working week to the committee and it was discussed how the role of Assistant to the Clerk Job Description would assist with the Administration of the Council

022-2025 12 **TO AGREE DATES FOR FUTURE MEETINGS OF THE COMMITTEE**

It was proposed and agreed unanimously to hold the next meeting of the committee on Tuesday 8th December 2025 at 7.30pm in the Meeting Room at Clun Fire Station.

The business of the meeting being concluded, it was closed at 8.30pm.

Signed by the Chair: _____

Date: _____