

# CYNGOR TREF PONTARDDULAIS TOWN COUNCIL

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*Correspondence is welcomed in English or Welsh / Croesewir gohebiaeth yn Gymraeg neu'n Saesneg*

7<sup>th</sup> March 2024

## **A MEETING OF THE HR & TRAINING COMMITTEE WILL BE HELD IN THE INSTITUTE ON TUESDAY 12<sup>th</sup> MARCH 2024 AT 7.00PM**

*H. J. Davies*- Clerk to the Council

### **BUSINESS**

1. Apologies for absence
2. To receive declarations of personal interest from members in accordance with the Council's Code of Conduct
3. To review and provide updates of actions of the minutes from 9th January 2024
4. Staffing matters:
  - a. To approve job descriptions/adverts (to follow)
  - b. To agree recruitment and selection arrangements
  - c. To discuss matters relating to the Clerk
5. Date of next meeting