

MINUTES OF THE HR & TRAINING COMMITTEE

HELD ON MONDAY 5th JUNE 2023 AT 7.00PM

PRESENT:

Cllr A. Wilson (Chair)
Clerk H. Davies

Cllr C. Evans (Mayor)
Asst. Clerk J. James

Cllr J. Harris

Cllr H. Roberts

The meeting was recorded for minuting purposes and will be deleted once minutes are agreed.

		Who	Date by	Status
1.	To elect a chairperson Cllr A. Wilson was nominated and this was seconded. Cllr Wilson accepted the position.			
2.	To elect a deputy chairperson Cllr C. Evans was nominated and this was seconded. Cllr Evans accepted the position.			
3.	APOLOGIES FOR ABSENCE Apologies received from Cllr J. Beynon and Cllr K Griffiths.			
4.	TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT No declarations received			
5.	Terms of Reference A draft copy will be prepared and discussed in the next meeting. The principal purpose will include dealing with matters arising in relation to the people side of the town council and training. In addition, identification of a training budget; policies & procedures, and staff development. Further consideration to be given for induction of new councillors and mentoring. More information of the role of the councillor needed. Cllr Wilson to work with Clerk on preparing. Committee to work on HR elements of Finance & Government Toolkit.	Clerk Clerk/Cllr Wilson		
6.	Training Courses identified on Flick for HR & T committee members			

	<p>Caretaker & Cleaner to be trained during the summer period whilst bookings are less. Option to undertake training in Canolfan. Dates to be identified and agreed with Cllr Wilson.</p> <p>Tablet needs to be purchased for Caretaker and council email address to be obtained. Recommendation to be taken to Council for purchase.</p>			
7.	<p>Staffing</p> <ul style="list-style-type: none"> • Clerk and Assistant's hours in total are less than one FTE (full-time equivalent) by 4 hours. In comparison to other council's, we are under staffed with the volume of work is increasing. • Discussion took place regarding options for increasing staffing for council. This will be discussed further at the next meeting. Clerk to research ratio of staff in other councils in relation to their precept, along with options. • The Clerk's additional hours still to be agreed for extra work preparing for festival. Clerk to list hours and key work undertaken for festival. 	Clerk		
8.	<p>HR Policies & Procedures</p> <p>To be reviewed in committee over next three meetings.</p>			
9.	<p>Frequency of meetings</p> <p>Meetings to continue monthly for foreseeable future. No August meeting. Future meetings to be held on the second Tuesday of the month.</p>			
10.	<p>Complaints</p> <p>The committee considered a complaint received and discussed further.</p>			