**CYNGOR TREF PONT****ARDDULAIS TOWN COUNCIL**

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

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Dear Member

You are hereby summoned to attend the **HR and Training Committee Meeting**, of Pontarddulais Town Council in the Council Chamber/Room 1, Mechanics Institute, 45 St Teilo Street, Pontarddulais on **Thursday 16th January 2025** at 7pm

If you wish to attend the meeting remotely, please contact the Clerk at: [clerk@pontarddulaistowncouncil.gov.uk](mailto:clerk@pontarddulaistowncouncil.gov.uk) for the Teams link by Tuesday 14th January 2025.

*Council meetings are recorded for minute taking purposes and are deleted once minutes are agreed.*

**Apologies for Absence**

**Declarations of Interest**

**Questions from the public relating to items on the agenda. (limited to 15 minutes)**

**HR and Training Agenda**

1. **Motion to exclude public and press for items 2 and 3.**
2. **To discuss and agree recommendation to Full Council for employee to join NALC/NJC Salary Scale.**
3. **To discuss and agree recommendation to Full Council for increase in hours and salary spine point for employee.**
4. **Review of HR Policies**
5. **To review the Council training plan for Councillors and Employees and agree any changes.**
6. **To agree to make representations to Full Council to appoint a Community Engagement and Development Officer subject to funding applications.**
7. **To note application to Mynydd y Gwair Grant fund.**
8. **To discuss and agree HR and training budget 2025/26 for recommendation to Full Council.**

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Town Clerk