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

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



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 13th February 2025** at 7pm

If you wish to attend the meeting remotely, please contact the Clerk at: clerk@pontarddulaistowncouncil.gov.uk for the Teams link by Wednesday 12th February 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. **Review of HR Policies**
2. **To review the Council training plan for Councillors and Employees and agree any changes.**
3. **To agree motion to exclude public and press for the remainder of the meeting**
4. **To agree employee appraisals and contract review**

Susan Rodaway

Town Clerk

07/02/2025