**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 1st May 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 30th April 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)
Press and Public will be excluded from this meeting due to the confidential nature of the business to be transacted.**

**HR and Training Agenda**

*It is proposed* *under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of item 10 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted*

1. **To note update to employee contracts due to previously agreed salary changes**
2. **To agree review of employee roles/job description/ways of working and any subsequent changes to contracts required.**
3. **To discuss ongoing HR policy review and agree policies for approval at the Annual Meeting.**
4. **To discuss and agree employee training.**

Susan Rodaway

Town Clerk

07/02/2025