

CYNGOR CYMUNED
YNYSYBWL & COED-Y-CWM COMMUNITY COUNCIL
Cefnodion Cyfarfod y Cyngor

MINUTES of the HUMAN RESOURCES sub committee
of

Ynysybwl & Coed-y-Cwm Community Council Held at the Ynysybwl Community Centre
on Wednesday 16th June, 2021
at 10.30am

Clerk.....

PRESENT:- Cllrs Mrs A Ellis, Messrs A Burnell, H Osborne

APOLOGIES:- Cllr D Baish

1. TO CONSIDER:

1.1 The employment of a new Clerk

The committee looked at the current Clerk's Contract of Employment and it was **RESOLVED** that this should remain in place for the new employee.

Cllr C Jones had sent a written request that the new Clerk work from 9.30am to 2.30pm Monday to Friday plus assisting at meetings (an extra 2 to 2.5 hours once a month) and this was discussed. It was agreed that no more than 16 hours per week plus extra for the monthly meeting would be more than adequate. Flexibility will be allowed for the working hours. It was **RESOLVED** to include in the advert that there may be a possibility of an increase of hours if the need arises. The applicant must be available on the first Tuesday evening of every month (excluding August) to attend the monthly meetings. A pension will be made available.

The Clerk is currently being paid on point 26 on the NALC salary scale, £15.83 per hour. It was agreed that the new Clerk would start at the same point if qualified but if not, they would start on point 21, £13.78 per hour or even point 20, £13.51 per hour. Increments will be awarded for qualifications gained.

The job advertisement will be placed with One Voice Wales, Community Council Clerks, Wales Online and the YCC website and Facebook page. Contacts would be the Chair and the Clerk. It was **RESOLVED** that the closing date will be Friday 23rd July and interviews will be held on Wednesday 4th August.

It was **RESOLVED** that the Clerk contact Paul Egan of One Voice Wales for a job advertisement template.

Closure of official business of the council

Verbal report of the Community Councillors

Meeting closed at 12pm

Signed: Date.....