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Minutes of the meeting of Whitland Town Council held on 17th June 2019.

Present: Cllr Barry Chapman(Chair), Ron Jenkins MBE, Gabriela Poore, the Clerk.

It was agreed that due to the sensitive nature of the business to be discussed, the following item was dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, that the press and public were not admitted to this meeting.

Cllr Chapman welcomed everyone to the meeting.

- 1. To accept apologies for absence.** None were received
- 2. To disclose personal and pecuniary interests in the items listed below.** No interests were declared.
- 3. To consider the recommendation to exclude press and public for reasons given above.** This was agreed by all.
- 4. To confirm the minutes of the previous staffing committee meeting.** These were agreed as accurate and duly signed.
- 5. To carry out the annual appraisal of the Clerk and decide any recommendations to make to Council.** The Clerk had provided the SLCC job profiles and evaluation guidance to all prior to the meeting, as well as a summary of the role currently. This was reviewed and discussed, and it was agreed the role matched the current requirements of the Council. It was also discussed and agreed that the pay rate currently offered was suitable, so the Clerk would remain on scp23 until the next annual appraisal. It was agreed that the Clerk had performed very well in a very difficult period of the Council and continued to ensure Council were up-to-date on current legislation, policies were current and that there were no issues or complaints.

The Clerk was requested for the coming year to record time spent administering the cemetery (once control assumed) separately to ensure Council can know whether it is self-funding. The Clerk was also requested to explore different ways to make the information received by Councillors more accessible and manageable. It was noted that CiLCA was a potential future qualification for the Clerk to undertake.

There being no other business to discuss, the meeting closed at 7.35pm.

Signed by Chair

Date
