

Clerk - Whitland Town Council
Mayor's Parlour
Whitland Town Hall
Whitland
Carmarthenshire
Email: clerk@whitlandtowncouncil.co.uk



To the Councillors, Whitland Town Council

You are hereby summoned to attend the Meeting of Whitland Town Council Personnel Committee Meeting to be held remotely, via the medium of Zoom, on Monday 16th September 2024, at 6.00pm. The business to be considered is as set out in the agenda below.

Due to the nature of business being discussed and in accordance with Sec 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 this meeting will be conducted in confidence and no members of the public nor press will be able to attend.

Yours faithfully
Financial Officer/Clerk to the Council (11.09.2024)

All documentation has been Emailed to Councillors prior to the meeting.

Please note that Audio or Video recording of Full Council meetings is not permitted.

All Whitland Town Council meetings are regulated by its Standing Orders.

Agenda

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| 2024/09 PC 1 | To appoint a Chair of the Whitland Town Council Personnel Committee |
| 2024/09 PC 2 | To accept apologies of absence |
| 2024/09 PC 3 | To acknowledge any declarations of interest, as per the Code |
| 2024/09 PC 4 | To consider the Terms of Reference for the Whitland Town Council Grounds Maintenance Committee |
| 2024/09 PC 5 | Action Tracking of matters appertaining to Whitland Town Council Personnel Committee |
| 2024/09 PC 6 | To consider the current contracted hours for the Town Clerk – With additional responsibilities and every increasing legal obligation of Town and Community Councils, consideration to be given as to whether the current contracted hours for the Clerk and Responsible Finance Officer require increasing or office assistance is employed. |
| 2024/09 PC 7 | To consider when the Studio Manager should be appointed and the recruitment process
- with the approval of the grant monies and the opening of the Studio scheduled for 3 rd February 2025 consideration to be given as to the duties of the Studio Manager and as to when the recruitment process should commence. |
| 2024/09 PC 8 | Consideration of actions to be carried out in readiness for the next meeting of this Committee. |