



MINUTES – Personnel Committee Meeting 2024

Minutes of the September 2024 Meeting of Whitland Town Council Personnel Committee, held via Zoom, on Monday 16th September 2024

All documents have 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.

Present: Cllrs L Shipton, E Morgans, J Davies-Scourfield, M Mc Dowell and J Blandford

The meeting commenced 18.30

2024/09 PC 1 To appoint a Chair of the Whitland Town Council Personnel Committee

Cllr Davies-Scourfield was nominated and seconded as Chair for the Finance Committee – No other nominations made. Cllr Davies Scourfield accepted the nomination and took place as Chair to the Finance Committee.

2024/09 PC 2 To accept apologies of absence - None

2024/09 PC 3 To acknowledge any declarations of interest, as per the Code

The Clerk declared a personal and prejudicial interest in agenda item 2024/09 PC 6

2024/09 PC 4 To consider the Terms of Reference for the Whitland Town Council Personnel Committee

It was proposed and seconded that the Terms of Reference, as presented, be accepted by the Committee. Vote taken – all Cllrs in full agreement.

2024/09 PC 5 Action Tracking of matters appertaining to Whitland Town Council Personnel Committee

None at present

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.

The Clerk left the meeting room

Following a discussion on the Clerk's workload and the increasing legal requirements of the Council, it was agreed to present a formal proposal to the full Council to consider increasing the Clerk's hours to 21 per week until the end of January, when the situation will be reassessed.

It was also noted that the Clerk has already worked additional hours, which will be formally acknowledged at the October full Council meeting and compensated in the November 2024 payroll.

The Clerk re-joined the meeting. (Heading notes taken by the Chair and reported by the Clerk)

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 3rd February 2025 consideration to be given as to the duties of the Studio Manager and as to when the recruitment process should commence.

After a thorough discussion, it was decided that the Clerk would contact voluntary organisations to explore whether they would be willing to promote and manage the Studio on a voluntary basis.

The Clerk will report her findings at the October 2024 meeting of Whitland Town Council.

2024/09 PC 8 Consideration of actions to be carried out in readiness for the next meeting of this Committee.

None at this point in time.