

## Towyn & Kinmel Bay Town Council

Minutes of the HR Committee held on Monday 23<sup>rd</sup> October, 2017 at 7:00pm in the Community Resource Centre.

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Present Cllrs: B Griffiths, D Johnson, M Jones

Non Voting:

Clerk: Dylan Thomas

**1. Apologies**

Apologies for absence had been received from Cllr Nigel Smith, Cllr Luke Knightly and Cllr Bernice McLoughlin

**2. Declarations of Interest**

There were no declarations.

**3. Public Participation**

There were no applications to address the Committee.

**4. Minutes**

Minutes for the meeting 28<sup>th</sup> March, 2017 were approved and signed.

**5. Exclusion of the Public**

**Agenda Item: 6 Contracts of Employment**

**Agenda item: 7 Clerk End of Probation Period/Pay Review**

**Agenda Item: 9 assistant – Role re-evaluation**

**Resolved that: Approved**

**6. Contracts of Employment**

Assistant's Contract of Employment had not been reviewed/updated since 2012, when the present Assistant took up the Role.

Draft Contract prepared for both the Assistant and the Clerk.

**Resolved that: The prepared Contracts of Employment for both the Clerk and Assistant be approved and that both Contracts would be signed on the behalf of the Town Council by Cllr Nigel Smith the current Mayor.**

**7. Clerk end of Probation Period/Pay Review**

The Clerk left the room whilst this Agenda Item was discussed.

**Resolved that: The Clerk's position be made permanent and to acknowledge the amount of work and excess hours that the Clerk had undertaken to resolve the Internal and External Audit Action Plans, and to acknowledge his completion of the ILCA Certification, it was agreed that the Clerk's salary would increase to pay scale 34, and that it would be back dated to 1<sup>st</sup> April, 2017.**

**8. Annual Appraisal**

No formal/documented annual appraisals have been undertaken for a number of years, the Clerk prepared draft documentation for discussion/approval.

**Resolved that: The annual appraisal documentation be approved and that the first appraisal using these documents would be undertaken in February 2018 and annual there after February.**

**9. Assistant's Role**

The Assistant's role had not been reviewed/re-evaluated for a number of years; the Clerk compared the duties/responsibilities of the role from 2012 when the current Assistant commenced the role, and the current role and responsibilities.

**Resolved that: To acknowledge the increased responsibilities and to bring into line with similar roles at other Local Town Councils, agreed to increase to pay scale point 14 and to back date the increased pay to 1<sup>st</sup> April, 2017.**

**10. Caretaker**

As no Cleaning Schedules had previously been discussed/implemented, the Clerk prepared draft Cleaning Schedules for both the Community Resource Centre and the Community Centre.

**Resolved that:**

- 1. The cleaning schedules be approved and introduced.**
- 2. That the Clerk will arrange a meeting with the Caretaker and explain/discuss the schedules in detail.**

**11. Policies**

**Noted:-That the lone working, manual handling and display screen equipment assessments were undertaken in August 2017, with all staff (where appropriate).**

**Resolved that: The draft staff fire training awareness document be approved, and that training be undertaken with all employees by the end of December, 2017.**

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Signed by the Chairman of the HR Committee