These are DRAFT Minutes and may be amended when presented for adoption at the next meeting of Council

Clydach Community Council

Minutes of the Staffing Committee Meeting

Held on Tuesday, 10 November 2026 at 5.00 PM
Held in the Waterfall Suite, Forge Fach Resource Centre

Present: Councillors Julian Nicholds, Sue Powell, and Rowena Bent
In Attendance: Michaela Chaplin – Clerk and RFO

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1. **Apologies for Absence**
   Apologies received and approved from Councillor Eve Jackson.

2. **Declarations of Interest**
   No declarations were received

3. **To approve the Minutes of the Staffing Committee held on 28 September 2026 as an accurate record**
   RESOLVED that the Minutes from 28 September are accurate and were adopted by Full Council on 20 October.

4. **Matters arising from the Minutes**
   No matters arising from the Minutes.

5. **To receive Clerks budget report and discuss the staffing budget for 2027-2028**
   The budget for 2027 – 2028 was discussed and it is recommended that a budget of £135,779.94 is approved for staffing of Clydach Staff with a further £23,548.26 approved for the additional staff that Clydach Community Council maybe gaining from the Boundary changes in May 2027. RESOLVED

6. **To approve the following Staffing Policies and Procedures**
   It was RESOLVED to approve the following Policies and Procedures -
   a. Anti-Harassment Policy
   b. Carers Leave Policy
   c. Disciplinary Policy and Procedure
   d. Emergency and Dependants Leave Policy

e. Expenses Policy
f. Flexible Working Policy
g. Whistle blowing Policy

7. **To discuss and approve a HR Service provider**
The Clerk had circulated a report to members prior to the meeting outlining the available HR service provider options.

Following consideration and discussion, it was RESOLVED to appoint WorkNest on a 60-month agreement, incorporating a 36-month break clause. The agreement is to include the insurance cover and one year of complimentary training.

8. **Public and Press**
RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following two items, by virtue of the nature of the business to be transacted.

9. **Staffing Matters – Caretaker and Maintenance Arrangements**
Members were advised that the individual originally appointed to the Caretaker/Maintenance Person role is no longer employed by the Council. **NOTED.**
The second candidate, who had previously undertaken temporary work for the Council, has accepted the offer of employment as Caretaker.
Following discussion, it was **RESOLVED** to reduce the contracted hours of the position to 15 hours per week and remove the maintenance element from the role, bringing the position in line with the duties and working arrangements of the Council's other Caretakers.

Meeting closed at 5.48pm

Signed:

Date: