Cyngor Cymuned Clydach
Clydach Community Council
Forge Fach Community Resource Centre
Hebron Road, Clydach. SA6 5EJ
01792 845566
clerk@clydach.wales

To the Members of Clydach Community Council Staffing Committee, You are hereby summoned to attend a meeting

To be held at Waterfall Suite, Forge Fach Resource Centre and Online (upon requested to the Clerk by noon on10 November)
on
Tuesday 10 November 2026 at 5:00 PM
Michaela Chaplin
CLERK TO THE COUNCIL

AGENDA

1. **Apologies for Absence**
   To note any apologies received for non-attendance.

2. **Declarations of Interest**
   Members to declare any personal or financial interests related to the agenda items.

3. **To approve the Minutes of the Staffing Committee held on 28 September 2026 as an accurate record**

4. **Matters arising from the Minutes**

5. **To receive Clerks budget report and discuss the staffing budget for 2027-2028**

6. **To approve the following Staffing 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**

8. **To consider passing a resolution 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 items by virtue of the nature of business to be transacted.**

9. **Staffing Matters – Caretaker and Maintenance Arrangements**
   To consider matters relating to the resignation of the Caretaker/Maintenance Person and the proposed restructuring of the caretaker and maintenance roles.