



Minutes of the Extra Ordinary Meeting of the Council
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 6:20pm on Monday, 18th March 2024

Present: Cllr Linda Michel (Chair)
Cllr Austin Davies
Cllr Mary Davies
Cllr Glenn Evans
Cllr Danny Grehan
Cllr Debra James
Cllr Dan Owen Jones
Cllr Greg Powell
Cllr Amanda Richards
Cllr Ceirion Skym
Cllr Karen Webb

Officers: Ms Jo van Tonder (Clerk & RFO)

1. Apologies for absence

No apologies for absence had been received; all present.

2. Declarations of Interest

There were no declarations of interest made.

Introduction of Standing Order 3(d) – exclusion of members of the press and public

3. Matters of a confidential nature pertaining to Staffing

a) Staff Appraisals 2024

i) Clerk's annual appraisal

Cllr Linda Michel confirmed the Clerk's appraisal had been completed successfully and reported on the positive findings.

ii) Other Staff appraisals

The Clerk advised that all but two staff appraisals had been completed in early February with the remaining appraisals to be undertaken at the earliest opportunity.

b) Performance-related staff increases w.e.f. 1st April 2024

Members discussed the paper presented and it was proposed, seconded and

Resolved: To agree the increases as per the Clerk's recommendation, with effect from 1st April 2024.

c) Update on recent disciplinary matters

The Clerk updated members on matters pertaining to recent disciplinary issues.

d) Update on Staff absences

The Clerk reported on current staff sickness absences.

e) Staff vacancies

i) Resignation of Administration Assistant

Members noted the resignation of the administration assistant following the completion of her probation period.

ii) Part-time and temporary workforce support

It was noted that, with staff absent, there was a need for support staff to be available to cover ad hoc shifts both within the administrative and operational fields.

It was proposed, seconded and

Resolved: To delegate authority to the Clerk, for a period of up to three months, to source and hire personnel on zero-hours contracts for part-time, temporary work at a rate of pay equal to that of the minimum rate currently paid by the Council.

iii) Administration restructure

The Clerk presented a paper outlining three options for the restructuring of the administration team that would facilitate a spread of the workload whilst also ensuring continuity of cover and secure succession planning.

Following discussion and consideration of the financial implications and merits of each option, it was proposed, seconded and

Resolved: To adopt option 2, being the retention of the Clerk / RFO role and reconfiguration of the current Deputy Clerk / Cemetery Administrator role into two separate roles.

iv) Administrative position to be filled

It was proposed, seconded and

Resolved: To recruit to fill the position of Deputy Clerk.

v) Job description

It was proposed, seconded and

Resolved: To agree the job description as presented for the role of Deputy Clerk.

vi) Recruitment timetable

It was agreed to commence recruitment at the very earliest opportunity; the Staffing Committee having delegated authority to oversee the recruitment process and make an appointment.

Meeting concluded at 7:02pm.