

TONYREFAIL & DISTRICT COMMUNITY COUNCIL
CYNGOR CYMUNED TONYREFAIL A'R CYLCH

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c/o TRANE CEMETERY
GILFACH ROAD
TONYREFAIL, PORTH,
R.C.T. CF39 8HL

9th October 2024

Dear Member,

I wish to advise you that there is a meeting of the **Staffing Committee** scheduled for **Monday, 14th October 2024 at 6:30pm** to be held at the Council meeting room, Trane Cemetery, Gilfach Road, Tonyrefail.

Members of the public and councillors not members of this committee are welcome to attend either in person or remotely, in accordance with the provisions of The Local Government and Elections (Wales) Act 2021.

[Invitation to ZOOM meeting](#)

Meeting ID: 873 9285 3988 Dial from a phone: 0208 080 6592

J van Tonder

Ms J van Tonder
Clerk & RFO

AGENDA

1. To receive Apologies for Absence
2. To receive Members' Declarations of Interest in respect of the business to be transacted
3. To agree Minutes of the previous meeting: [22nd August 2024](#)
4. Matters pertaining to Training
 - a. To agree [Staff Training Agreement](#)
 - b. To agree Burials team training plan
 - c. To agree Grounds Operative training plan
 - d. To agree Administration training plan
 - e. To agree Staffing Committee training plan
5. Matters pertaining to Recruitment
 - a. To consider Recruitment of Cemetery Supervisor
 - i. To agree Job Description & Person Specification, Terms & Conditions and Recruitment timetable
 - b. To consider Recruitment of P/T Grounds Operative
 - i. To agree Job Description & Person Specification, Terms & Conditions and Recruitment timetable

Introduction of Standing Order 3(d) – exclusion of members of the press and public due to the confidential nature of the matters to be discussed

6-8. Matters pertaining to Staffing of a confidential nature

Committee Members: Cllrs **Danny Grehan**, Linda Michel, Dan Owen-Jones, Amanda Richards, Ceirion Skym, Karen Webb
Terms of Reference: [Staffing Committee Terms of Reference v2023](#)