



Minutes of the Meeting of the Staffing Committee
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 5:30pm on Tuesday, 18th March 2025

Present: Cllr Danny Grehan (Chair)
Cllr Linda Michel
Cllr Amanda Richards

Absent: Cllr Ceirion Skym
Cllr Karen Webb

Officers: Ms Jo van Tonder (Clerk & RFO)

1. Apologies for absence

No apologies for absence had been received.

2. Declarations of Interest

There were no declarations of interest made.

3. Minutes of the previous meeting: 14th October 2024

It was proposed, seconded and

Resolved: To agree the minutes of the Meeting held on 14th October 2024 as a true and accurate record.

4. Matters pertaining to Recruitment

a) Resignation of Burials Operative

Members noted the resignation of Grant Buffey from his position as burials operative. The Clerk advised he was moving on for personal reasons and members wished him well in his future endeavours.

b) Recovery of training fees

Members noted that the training fees that had been paid out for Mr Buffey had been fully recovered, under the Staff Training Agreement.

c) Recruitment of Burials Operative

Members discussed the role. The Clerk confirmed she had sought the views of the Operations Supervisor who had recommended the vacancy be filled like-for-like in terms of the number of hours on offer.

The Clerk explained the salary range and suggested there was sufficient scope within the five scale points to accommodate all levels of burials experience the position might attract.

Members considered the make-up of the interview panel and it was agreed Cllrs Michel and Richards would interview, together with the Clerk and Operations Supervisor. Depending on the

level of burials experience of the candidates, the Burials Team leader might be called on to offer his specialist expertise.

It was proposed, seconded and

Resolved: To i) approve the Job Description, person specification and salary range, and
 ii) proceed with the recruitment of a full-time Burials Operative according to
 the timetable presented.

This position would be open to internal candidates.

5. Timetable for Annual Appraisals

Members noted the Clerk would conduct the annual staff appraisals in early May.

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

6. Matters pertaining to Staffing of a confidential nature

Members noted the contents of the Clerk's confidential report.

7. Date of the next meeting

The date of the next meeting will be decided at the Annual Meeting in May 2025.

Meeting concluded at 6:09pm.