

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

12th March 2025

Dear Member,

I wish to advise you that there is a meeting of the **Staffing Committee** scheduled for **Tuesday, 18th March 2025 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: 871 525 09683 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: [14th October 2024](#)
4. Matters pertaining to Recruitment
 - a. To note Resignation of Burials Operative
 - b. To note Recovery of training fees from exiting employee
 - c. To consider Recruitment of Burials Operative
 - i. To agree Job Description & Person Specification
 - ii. To agree Recruitment timetable
5. To note Timetable for Annual Appraisals

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. Matters pertaining to Staffing of a confidential nature
7. Date of the next meeting: TBC