

TONYREFAIL & DISTRICT COMMUNITY COUNCIL
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CLERK: JO VAN TONDER
TEL: 01443 672920
clerk@tonyrefail-cc.gov.wales



c/o TRANE CEMETERY
GILFACH ROAD
TONYREFAIL, CF39 8HL

Minutes of the Meeting of the Staffing Committee
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 6:30pm on Tuesday, 19th August 2025

Present: Cllr Linda Michel (Chair)
Cllr Mary Davies
Cllr Amanda Richards

Officers: Ms Jo van Tonder (Clerk & RFO)

1. Election of Chair

Having confirmed her acceptance of the nomination, it was proposed, seconded and

Resolved: To elect Cllr Linda Michel to the role of Chair.

2. Apologies for absence

Apologies for absence had been received from Cllrs M Barron, D Grehan, D Lawrence and C Skym.

3. Declarations of Interest

There were no declarations of interest made.

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

It was proposed, seconded and

Resolved: To agree the minutes of the Meeting held on 18th March 2025 as a true and accurate record.

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

5. Matters pertaining to Staffing of a confidential nature

a) Staff Appraisals

Members noted that the Clerk's and staff appraisals had been carried out during June and July.

It was agreed the Clerk's appraisal will be carried out by two members of the Staffing Committee in the following year, in line with the Committee's Terms of Reference.

b) Staff Performance

The Clerk updated members on this matter.

c) Pay increases

It was proposed, seconded and

Resolved: To recommend the agreed performance- and realignment scale point increases to Full Council for adoption and application from 1st September 2025.

Members noted the 2025/26 Local Government pay agreement in England, Wales and Northern Ireland had been reached, with a 3.2% increase for most staff, backdated to 1st April 2025.

d) Increase in contracted hours

Following discussion, it was proposed, seconded and

Resolved: To recommend to Full Council that the staff member in question's contracted hours increase from 16 to 20 hours per week with immediate effect.

e) Cemetery Administrator role

Members noted the resignation of Cemetery Administrator.

Following discussion, it was proposed, seconded and

Resolved: To accept the One Voice Wales proposal to carry out a role evaluation on the Cemetery Administration function at a cost of £500.

It was agreed to await the outcome of the role evaluation and call an extra ordinary meeting to agree the recruitment timetable thereafter.

f) Conversion of pre-2024 Contracts of Employment to NALC/OVW model template

The Clerk reported that members of staff, employed prior to 2024, were on Contracts of Employment that no longer aligned with the recently updated NALC Model Contract of Employment.

Members were advised that a consultation process would be followed as is required with any change of contract the Council wished to impose.

It was proposed, seconded and

Resolved: To recommend to Full Council the migration of selected contracts of employment to the 2024 NALC model contract.

6. Date of the next meeting

The date of the next meeting will be Monday, 13th October 2025.

Meeting concluded at 7:36pm.