

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

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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 Monday, 13th October 2025

Present: Cllr Linda Michel (Chair)
Cllr Mary Davies
Cllr Danny Grehan
Cllr Dan Lawrence
Cllr Amanda Richards
Cllr Ceirion Skym

Officers: Ms Jo van Tonder (Clerk & RFO)

1. Apologies for absence

Apologies for absence had been received from Cllr M Barron.

2. Declarations of Interest

There were no declarations of interest made.

3. Minutes of the previous meeting: 19th August 2025

It was proposed, seconded and

Resolved: To agree the minutes of the Meeting held on 19th August 2025 as a true and accurate record.

4. Clerk's upcoming training

The Clerk reported that she would be attending Leadership Skills, People Management and Public Procurement for Community Councils training over the course of the next two months.

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

5. Confidential Staffing matters

a) Cemetery Administrator – Job Evaluation

Members noted the formal Job Evaluation undertaken by One Voice Wales at the Council's request had determined the Cemetery Administrator role should be positioned between SCP12 and SCP17 on the NJC salary scales.

It was proposed, seconded and

Resolved: To accept the findings of the assessor as per the report presented.

b) Cemetery Administrator – Workload Assessment

Members noted the final version of the Workload Assessment awaited from One Voice Wales had not yet been received, however, the Clerk presented the preliminary findings.

Members considered the recommended hours for the role.

c) Cemetery Administrator – Job description

Members considered the job description and person specification for the role.

Members discussed the required hours and desired working pattern.

It was proposed, seconded and

Resolved:

1. To accept the job description and person specification as presented, and
2. To agree a working pattern of 24 hours per week, worked over Monday to Thursday, 10am to 2pm as a minimum.

d) Timetable for recruitment of Cemetery Administrator

The Clerk presented a recruitment timetable and members shared their availability for interviewing.

e) Contracted working hours

The Clerk advised members of a misunderstanding that had brought about a Full Council decision in September that warranted reconsideration.

It was proposed, seconded and

Resolved: To withdraw an offer to increase a member of staff's working hours, thus maintaining their original contract.

6. Date of the next meeting

The date of the next meeting will be Monday, 23rd March 2026.

Meeting concluded at 7:30pm.