

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

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 6:00pm on Tuesday, 31st March 2026

Present: Cllr Linda Michel (Chair)
Cllr Dan Lawrence
Cllr Amanda Richards
Cllr Ceirion Skym

Officers: Ms Jo van Tonder (Clerk & RFO)
Mrs Aingie Cripps Melody (Deputy Clerk)

1. Apologies for absence

Apologies for absence had been received from Cllrs M Barron and D Grehan.

2. Declarations of Interest

There were no declarations of interest made.

3. Minutes of the previous meeting: 13th October 2025

It was proposed, seconded and

Resolved: To agree the minutes of the Meeting held on 13th October 2025 as a true and accurate record.

4. Matters pertaining to Staff Appraisals

a) Timetable for staff appraisals

The Clerk advised that she would be conducting annual appraisals with all staff at the end of April and would be reporting on this to the committee at the next meeting.

b) Arrangements for Clerk's appraisal

It was agreed Cllrs L Michel and C Skym would conduct the Clerk's annual appraisal with her on 28th April 2026.

5. Cemetery Lock-up role description

The Clerk presented the draft role description covering the Cemetery lock-up duties undertaken by staff on a voluntary, paid basis.

Members discussed point 9: Eligibility during Annual and Sickness Leave, and agreed that, as was stated for periods of sick leave, staff on annual leave could not be eligible for lock-up duty.

It was proposed, seconded and

Resolved: To adopt the Cemetery Lock-up role description as amended.

6. Council Officer work-from-home flexibility

The Clerk presented a case for allowing the Council's officers limited flexibility to work from home on occasion in the interests of staff wellbeing.

It was proposed, seconded and

Resolved: To agree to the Clerk's proposal.

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

7. Confidential Staffing matters

a) Change to Grounds Supervisor working pattern

Members noted the Grounds Supervisor's working pattern had changed, bringing him in line with the other full-time grounds and burials staff.

b) Temporary amendment to scope of responsibilities

Members noted an amendment to the scope of the Supervisor's responsibilities, brought about by operational requirements.

c & d) Matters of a confidential nature

Members noted the Clerk's report and discussed the findings.

It was proposed, seconded and

Resolved: To extend the Cemetery Administrator's probation period to 31st May 2026.

8. Date of the next meeting

The date of the next meeting will be determined at the Annual Meeting.

Meeting concluded at 7:20pm.