

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 5:15pm on Thursday, 14th May 2026

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

Officers: Ms Jo van Tonder (Clerk & RFO)

1. Apologies for absence

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

2. Declarations of Interest

There were no declarations of interest made.

3. Minutes of the previous meeting: 31st March 2026

It was proposed, seconded and

Resolved: To agree the minutes of the Meeting held on 31st March 2026 as a true and accurate record.

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

4. Confidential Staffing matters

a) Cemetery Administrator

Members noted the Clerk's report.

It was proposed, seconded and

Resolved: To approve the contractual recommendation as detailed within the Clerk's confidential report.

b) Long-term sickness

Members noted the Clerk's report.

It was agreed the Council's sickness absence policy would be followed.

c) Temporary additional hours for Grounds team

Members were advised of the additional pressure on the grounds team with the absence of one member on long-term sick.

It was agreed part-time grounds staff would be invited to increase their working hours by an additional four hours per week for as long as the need exists or the operative withdraws consent.

d) Employment of temporary contractor for fixed term

Following the Clerk's report, members agreed to obtaining quotations for the supply of grass cutting services on an adhoc, contractual basis.

5. Date of the next meeting

The date of the next meeting will be confirmed at the Annual Meeting of the Council in May.

Meeting concluded at 5:53pm.