

**LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF**



Minutes of the Hybrid Extraordinary Meeting of Llantwit Fardre Community Council held at the Community Council Office (rear of Carnegie Parish Hall, Main Road, Church Village on Monday, 15th August, 2022 at 10.30 a.m.

PRESENT

Community Councillor D.Stone – Chair

Community Councillors

J.Beattie, P.Fletcher, A.Green,
J.James, K.Johnson, R.McCracken, G.Stacey and G.Warren

Officer in Attendance

Ms.Karyl May – Clerk & Executive Officer

74. APOLOGIES FOR ABSENCE

RESOLVED – to note that apologies for absence were received from Community Councillors R.Butler, A.Raines and S.Trask.

75. DECLARATIONS OF INTEREST

RESOLVED - to note that in accordance with the Members' Code of Conduct declarations of a personal interest were made later on in the meeting when the newly appointed Clerk was named as Community Councillors J.James and G.Stacey knew the individual as she was a former County Borough Councillor with RCTCBC.

76. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED – that under the Public Bodies (Admission to Meetings) Act, 1960, the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they

involve the likely disclosure of exempt information as defined in Parts 4,5,6 (where appropriate).

REPORT OF THE CHAIR OF THE COUNCIL, COMMUNITY COUNCILLOR D.STONE, CONTAINING EXEMPT INFORMATION

77. APPOINTMENT OF CLERK & EXECUTIVE OFFICER

Following the resignation of the current Clerk & Executive Officer (KM) as she had been successful in being offered the post of Clerk & Responsible Finance Officer with a neighbouring Authority, the Chair of the Council reported that as there would be little time to find a replacement, he had been informed that there was a person who had shown an interest and meets the professional criteria as outlined in the Job Description and Person Specification.

Following the observations made by the Chair, a discussion ensued where the current Clerk was thanked for the work that she had undertaken on behalf of the Council and where all Members paid tribute to her and wished her all the best in her future endeavours.

RESOLVED –

1. to accept the resignation of the current Clerk & Executive Officer dated 11th August, 2022;
2. to note that KM's employment with this Council ends on Sunday, 9th October, 2022 and that she be allowed time off to receive an appropriate 'hand over' in her new role;
3. to agree and approve the attached Job Description and Person Specification for the post of Clerk & Executive Office and that it be SCP 31 – 33 (£35,336 = £37,568) x 30 hours per week (pro rata);
4. to avoid any unnecessary delay, to appoint SP as the Temporary Acting Clerk on SCP 32 (£36,371) x 30 hours per week (pro rata) and that this be reviewed after a three months probationary period;
5. That the newly appointed Temporary Acting Clerk commence her employment with this Council with effect from Monday, 12th September, 2022 thus allowing an appropriate 'hand over' with the current Clerk.

6. That following, to date, the duties of the Responsible Finance Officer being carried out to a satisfactory standard by CH, she be regraded to SCP 31 (£35,336) x 30 hours per week (pro rata) with effect from Monday, 10th October, 2022 and that she be allowed to undertake the necessary training associated with the post.

DAVID STONE
CHAIR

The meeting closed at 10.47 a.m.

Signed.....Date.....

