

# LLANTWIT FARDRE COMMUNITY COUNCIL CYNGOR CYMUNED LLANILLTUD FAERDREF



**Minutes of the Hybrid Meeting of the Staffing Committee of Llantwit Fardre Community Council held on Monday, 16<sup>th</sup> March 2026 following on from the Finance and Policy Committee.**

## **PRESENT**

Community Councillor G Stacey – Chair

### **Community Councillors**

A Raines, G Warren

### **In Attendance**

Ms. Claire Hendy – Clerk and Executive Officer  
Mr. Michael Copper – General Service Manager

## **8 APOLOGIES FOR ABSENCE**

**RESOLVED** – to note that there were apologies for absence from Councillors P Fletcher

## **9 DECLARATIONS OF INTEREST**

**RESOLVED** – To note that there were no declarations of interest made at the meeting pertaining to the agenda.

## **10. MINUTES**

**RESOLVED** – to approve as a correct record the minutes of the Staffing Committee held on the 7<sup>th</sup> July 2025 and to note that these minutes

had been received, for information, at the meeting of the Council held on the 29<sup>th</sup> July 2025.

#### **11. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** – that under the Public Bodies (Admission to Meetings) Act, 1960 (as extended by s.100 of the Local Government Act, 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on that the grounds that it involves the likely disclosure of exempt information as defined in Parts 4,5,6 (where applicable), namely information relating to employees of the Council.

#### **12 . DISCIPLINARY POLICY**

Members were presented with an updated Disciplinary Procedure policy which highlighted the requirements the Community Council must use to ensure that there is a structured framework for addressing any allegations of misconduct and ensures that any action taken is fair and in line with legislation and good practice.

After in depth discussion Members **RESOLVED** to

- a) Approve and adopt the Disciplinary Policy for use by the Council.
- b) Agree that the delegated authority be given to the Clerk to implement as and when the policy requires.

#### **13 GRIEVANCE POLICY**

Members considered the updated Grievance Policy of the Council. It was explained that as an employer the Community Council is required to have appropriate employment policies and procedures in place to ensure that workplace issues are handled consistently, fairly and in accordance with employment legislation.

After consideration of the report and policy Members **RESOLVED** to

- a) Approve and adopt the Grievance Policy for use by the Council
- b) Agree that the delegated authority be given to the Clerk to implement as and when the policy requires

#### **14 . STAFF TRAINING AND DEVELOPMENT PLANS FOR OFFICE STAFF**

The Clerk presented a report in respect of training plans for office based staff for the forthcoming year, it was explained that number of training opportunities had be identified along with estimated cost.

Members considered the items in the report and agreed for the Clerk to proceed with the booking of courses as and when required.

Members **RESOLVED**

- a) Note the proposed training plan
- b) Approve allocation of fund for staff training
- c) Support ongoing staff training development to ensure the effectiveness of the Council's administration.

## **15 STAFF TRAINING AND DEVELOPMENT PLANS FOR OUTSIDE OPERATIVES**

The Clerk presented a report in respect of training plans for the outside operatives staff for the forthcoming year, it was explained that number of training opportunities had be identified along with estimated cost.

Members considered the items in the report and agreed for the Clerk to proceed with the booking of courses as and when required.

Members **RESOLVED**

- d) Note the proposed training plan
- e) Approve allocation of fund for staff training
- f) Support ongoing staff training development to ensure the effectiveness of the Council's functions.

**The meeting closed at 17.30 pm .**

Signed \_\_\_\_\_ Date \_\_\_\_\_