



Minutes of the Personnel Committee

Held At / Via: Multi-Location Meeting - Llangyfelach Church, Llangyfelach & Microsoft Teams

On Thursday, 9 July 2026 at 5.30pm.

Present: Councillor Paul Baker (Chair) Presided

Councillors: Sharon Phillips & Julie Rees

Clerk to the Council: Huw Evans

6 Disclosures of Personal & Prejudicial Interests

In accordance with the Code of Conduct adopted by Llangyfelach Community Council, no interests were declared.

7 Apologies for Absence

An apology for absence was received from Councillor Jamie Jewell.

8 Minutes of Personnel Committee

Resolved that the Minutes of the Personnel Committee held on the following dates be approved and signed as a correct record:

- i) 11 June 2026.

9 Exclusion of the Public

Resolved that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted relating to the Clerk.

(Closed Session)

10 Appraisal of the Clerk

The Clerk stated that he commenced employment with the Council on 1 June 2020. He outlined the Terms of Reference of the Personnel Committee and stated that Councillor Paul Baker, Chair of the Personnel Committee carried out the day to day management of the Clerk.

The Personnel Committee carried out the Clerk's appraisal and completed the Clerks Appraisal Interview Form.

Resolved that:

- 1) The Performance Indicator (PIs) progress & Appraisal be noted.
- 2) The Clerks Appraisal Interview Form as agreed be signed by the Chair of the Personnel Committee and Clerk.

The meeting ended at 5.47pm

Chair