

**CYNGOR CYMUNED LLANGENNECH**  
**COMMUNITY COUNCIL**

At a meeting of the Personnel Sub Committee held on the 11<sup>th</sup> April 2022 at the Llangennech Community Centre.

**PRESENT:**                      **Councillors:**                      N Lloyd (Chair)  
G Thomas, I M Williams,  
G R Jones

**APOLOGIES:**                      **Councillor:**                      W D Griffiths

1. The purpose of the meeting was to consider and decide on the Terms of Reference for both the Personnel Sub Committee and the Appeals Committee and also staff contract clauses and job description clause for the post of Assistant Caretaker at the Llangennech Community Centre.
2. **Terms of Reference for the Appeals Committee**

Members considered a document provided by Paul Egan, One Voice Wales, outlining the possible basis for the terms of reference for such a Committee.

After due discussion and some amendments to the document it was RESOLVED that the following be the terms of reference of the Appeals Committee.

**TERMS OF REFERENCE FOR LLANGENNECH**  
**COMMUNITY COUNCIL**  
**APPEALS COMMITTEE**

The Committee is responsible for:

1. Considering and deciding on whether individual appeals have established appropriate grounds for appeal according to the disciplinary or grievance procedure.
2. To gather further evidence at appeal committee hearings and to decide, on the basis of that information, whether an appeal should be upheld or rejected.
3. To determine whether any appeal made by a members of staff under any of the Council's personnel policies are valid.
4. To hold appeal hearings under the Disciplinary, Grievance, Competence, Redundancy and Redeployment processes with a view to:-
  - Determining the appeal under the appropriate procedure. (NB Any Councillor who has previously been involved in the process prior to the appeal may not sit on the Appeal hearing).
  - Only the Council may endorse a decision to dismiss the Clerk.
5. To determine any appeals under the Council's Complaint Procedure which is delegated to it.
  - Committee to determine the appeal under the Procedure. (NB Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing).

**3. Terms of Reference for the Personnel Sub Committee**

Members considered a document provided by Paul Egan, One Voice Wales, outlining the possible basis for the terms of reference for such a committee.

After due discussion and some amendments to the document it was RESOLVED that the following be the terms and reference of the Personnel Sub Committee.

## TERMS OF REFERENCE FOR LLANGENNECH COMMUNITY COUNCIL PERSONNEL COMMITTEE

1. To establish and keep under review the staffing structure of the Council and to make recommendations for any changes to the Community Council.
2. To draft, implement and review, monitor and revise policies for staff.
3. To establish and review salary pay scales and to be responsible for their administration and review.
4. **To oversee the recruitment and appointment of staff.**
5. **To arrange the execution of new employment contracts and changes to contracts.**
6. **To establish and review performance management (including annual appraisals) and staff training programmes.**
7. **To oversee any process leading to dismissal of staff (including redundancy).**
8. **To keep under review working conditions and health and safety matters.**
9. **To monitor and address regular or sustained staff absence.**
10. To make recommendations on staffing related expenditure to the Town Council.
11. **To consider any appeal against a decision in relation to pay.**
12. **To consider a grievance or disciplinary matter (but not appeal stages which will be dealt with by the Appeals Committee).**
13. **To supervise and performance manage the Clerk's work, to administer leave requests, record and manage absences and handle grievance and disciplinary matters and pay disputes.**

It is suggested that those items emboldened might usefully be delegated to the Committee without a requirement to gain specific approval.



4. Staff Contract and Job Description Clauses for the post of Assistant Caretaker – Llangennech Community Centre.

- a) After due discussion of the Job Description and Employee Specification Clause with regard to normal working hours it was RESOLVED that the following wording be inserted.

Normal working hours to be based on 5.5 hours on any day over 2 days from Monday to Friday and alternate weekends for 4 hours on a Saturday (6 hours paid which is inclusive of enhancement at time and a half) and 4.5 hours on a Sunday (9 hours paid which is inclusive of enhancement at double time). This will average to 13 hours paid per week over each two week period for 9.75 hours worked at enhanced rates.

- b) After due discussion of the Terms and Conditions of Employment Clauses with regard to days and times of work and additional hours it was RESOLVED that the following wording be inserted.

**Days and Times of Work**

You are required to attend work at the Llangennech Community Centre with normal working hours to be based on 5.5 hours on any day or over 2 days from Monday to Friday and alternate weekends for 4 hours on a Saturday (6 hours paid which is inclusive of enhancement at time and a half) and 4.5 hours on a Sunday (9 hours paid which is inclusive of enhancement at double time). This will average to 13 paid hours per week over each two week period for 9.75 hours worked at enhanced rates.

**Additional Hours**

You will be required to work additional hours when authorised and as necessitated by the Council. If you work in excess of 37 hours which is only likely when the full-time caretaker is on holiday or on sick then overtime payments will be made at the appropriate rate. The enhancement if applicable will be based on the provisions in part 3, Clause 2.6(a) and 2.6(b) as it relates to part-time employees contained in the NJC for Local Government Services National Agreement on Pay and Conditions of Service. In the case of call outs and working after 8.00p.m these hours will be paid with an enhanced element in accordance with Part 3, Clause 2.6(c) of the NJC Conditions.

## **CYNGOR CYMUNED LLANGENNECH COMMUNITY COUNCIL**

At a meeting of the Council held on Monday, 11<sup>th</sup> April 2022, at the Llangennech Community Centre.

**PRESENT:**                      **Councillors:**                      N Lloyd (Chair)  
G Thomas, G F Davies,  
I M Williams, L M Morgan,  
G R Jones, S Hughes,  
M I Slader

**APOLOGIES:**                      **Councillors:**                      R Willock, W D Griffiths,  
J A Seward, JC Lee

**1. Declaration of Interests**

There were none.

**2. Public Participation**

There were no members of the public present.

**3. Minutes of the Meeting held on the 14<sup>th</sup> March 2022**

It was proposed by Councillor G F Davies and seconded by Councillor S Hughes that the Minutes be accepted.

It was so RESOLVED.

**i) Peter Hughes-Griffiths**

There has been no official response from Mr Hughes-Griffiths since the last meeting in particular with regard to the planning application for 10 additional pitches at Maesydderwen.

Councillor G R Jones had "E" Mailed Mr Hughes-Griffiths who responded on the 11<sup>th</sup> April by stating that he had contacted the enforcement officers but with no response. He also states that he has requested Wendy Walters, Chief Executive, to arrange a special meeting with local members and appropriate planning staff. Unfortunately the Chief Executive is off on sick leave and therefore nothing has happened.

Councillor G R Jones reported that there had been more activity on the site last weekend.

Councillor G Thomas stated that there is a need to know situation with regard to whether enforcement officers have been to the site.

Councillor G R Jones reported that there is a planning meeting scheduled for the end of this month but does not know whether the planning application for 10 additional pitches will be considered.

ii) **Proposed MUGA**

The Surveyor reported that he does not recognise the figures quoted by Emyr Williams of £76,000 for a tarmac surface and £140,000 for artificial grass.

The Surveyor's view is that the Scheme needs to be tendered. This will provide the basis for the Council to assess whether the Scheme is affordable. It is only when costs are known that budgets can be prepared and also to establish timescale of implementation. He believes that there is an urgent need for the involvement of Sport Wales for grant and advice purposes in particular to appoint a specialist on the matter.

iii) **Hendy link to Motorway**

There has been no response to date to matters raised and Councillor G F Davies who was to take photographs of the problem but he has been unable to do so. He believed that there has been an improvement in particular to get on the motorway to go to Cardiff and the problem at times is getting off the motorway.

It was agreed to approach the local AM to establish any comments that are forthcoming from the Welsh Government.

**4. Surveyor's Report**

i) **Bridge Inn**

The Surveyor has had a lot of discussions with the Council Solicitor and it was established that some matters had not been completed by the Solicitor but these have now been actioned. The delay in completion lies with the Council Solicitor.



ii) **Fly Tipping at Aber Llwchwr**

The Surveyor met with Mr David Williams and walked the area but found nothing in particular of illegal tipping. He suggests that two bollards are erected at the top end of the path to prevent access to vehicles.

This was approved.

iii) **Tree Removal at the Centre**

The Surveyor reported that there have been some complaints reported to Councillor R Willock regarding the state of the back lane following the removal of the trees by the use of heavy equipment.

He recommends that nothing is done to the surface at present but he will monitor the position and he will assess later in the year if some surface work is required.

The Surveyor also referred to the need to plant shrubs as a replacement for the trees removed. He recommends laurel bushes and has obtained a quotation of £485 including VAT for the purchase of some 60 bushes. These will be planted later in the year.

It was agreed to purchase these bushes.

iv) **Cemetery Plinth**

Work on a new plinth is about to be started.

v) **Draft Heads of Terms for Lease for Tennis Court in favour of the LBSA**

This has now been provided to the LBSA and development is awaited.

**5. County Councillor Report**

- i) It was agreed to amend minute 7 ix) of the Minutes of the meeting held on the 14<sup>th</sup> March 2022 to read “monthly zoom meetings are encouraged and are attended by Llanelli County Councillors”.

Councillor Thomas reported as follows:-

- ii) Chevron Markings near Brynhyfryd is still outstanding.



- iii) Mencap house at Maesydderwen. Trees seem to be causing a problem and Councillor Thomas has asked for an assessment but this has not been carried out yet.
- iv) Purdah. This is affecting Council meetings.
- v) Election closing date for nominations has now passed.
- vi) Underpass – painting at this location and an estimate to carry out the work is still awaited. Councillor Thomas planned to use some of her Chair Allowance to carry out this work and she asked as to whether funds are still available for this work. The Clerk replied that the sum is now in Council reserves and available to spend.
- vii) Llangennech School – excellent results were achieved during the latest review.
- viii) Religious education in Schools - a zoom meeting has taken place to discuss this as a curriculum item.

Councillor G R Jones reported as follows:-

- i) Mencap school - Rhodri Dixon is the person to contact and it has been reported to the local team to look at the tree problem.
- ii) A child had an injury at the playground when he fell into a manhole. The Surveyor reported that 3 manhole covers have been replaced today.
- iii) Section 106 Money - housing development adjacent to Tafarn Morlais. Councillor G R Jones reported that he has not had a complete answer to his request to date.

#### **6. Appoint Chair of the Council for 2022/23**

It was proposed by Councillor G Thomas and seconded by Councillor G F Davies that Councillor I M Williams be the Chair of the Council for 2022/23.

It was so unanimously RESOLVED.

**7. Appoint Vice Chair of the Council for 2022/23**

It was proposed by the Chair, Councillor N Lloyd, and seconded by Councillor S Hughes that Councillor G R Jones be the Vice Chair of the Council for 2022/23.

It was so unanimously RESOLVED.

**8. Letters - Cricket Club requesting access to the use of Pavilion Kitchens and Ladies Toilet during cricket season and Cylch Meithrin response.**

The Cricket Club requests the use of the Pavilion kitchen, ladies toilet and part of the hall during Cricket matches. These have been out of bounds for the Cricket Club over the last two years because of Covid regulations.

The Cylch Meithrin are concerned with the opening of the kitchen, ladies toilet and main hall to other users. The Cylch maintain that they have to make sure that children in their care are as safe as possible. The Cylch also pays £20 per hour for a person to come in on the weekend to disinfect and clean the toys and equipment.

Councillor I M Williams was of the view that the Cricket Club should not have use of these facilities.

Councillor M I Slader stated that the time has now come for the Pavilion to be opened up to other users. The Cylch Meithrin should not have exclusive use indefinitely.

The Chair felt that the Pavilion should now begin to be opened up to other users. This should be a gradual process.

Councillor G F Davies has spoken to Mr Eric Lewis of the Cricket Club and there is a feeling that cleaning of the building after use could be an issue.

Councillor L M Morgan stated that Covid cleaning of school premises will not be continued after Easter.

Councillor I M Williams stated that a toilet facility for ladies could be accommodated in the gents toilet.

Councillor M I Slader proposed that the Cricket Club be allowed to use the kitchen, ladies toilet and part of the main hall of the Pavilion.

After due discussion it was agreed in principle to gradually open the Pavilion for use by the Cricket Club as stated in their letter and as set out in further discussions with the Clerk. It was further agreed that prior to opening the Surveyor and Clerk meet with the Cricket Club and Cylch Meithrin to discuss and resolve any problem that might arise from the opening of the Pavilion for Cricket Club use.

**9. Planning Applications**

It was RESOLVED not to object to the following:-

Unit 3 – Heol y Parc - removal of present Unit and replaced by a new unit.

PL/03566 - Siting of 5 no. Glamping Pods with associated parking area At Blaenhiraeth Farm, Llangennech.

**10. Llwynifan Farm, Llangennech**

Councillor G F Davies reported that the caravan site located at Llwynifan Farm has been voted the best small site “in the top 100 sites” awards in the UK by the Practical Caravan and Practical Motor Home magazine.

The proprietors are to be congratulated for achieving this award and a recognition of the excellent facility that is being offered at the location.

---

**12. Chair**

The Chair expressed her gratitude for the support given to her during her period of office as Chair of the Council.

Councillor G Thomas gave her best wishes to members retiring from office as Councillors in particular to those members who have given a considerable number of years service on the Council.