

NANTYGLO & BLAINA TOWN COUNCIL CYNGOR TREF NANT-Y-GLO A BLAENAU

Mrs T Hughes - Town Clerk/RFO
Council Offices, Blaina Institute, High Street, Blaina NP13 3BN
Swyddfa'r r Cyngor, Y Stryd Fawr, Blaenau NP13 3BN Tel: 01495 292817
e-mail: clerk@nantygloandblainatc.co.uk

Minutes of the hybrid meeting of the Personnel Committee held at 11.00am on Wednesday 28th January at the Council Chamber, Blaina Institute, High Street, Blaina.

A meeting to which members of the public were NOT entitled to attend

(Public Bodies Admission to Meetings Act 1960)

Present: Councillor G Morvan, Leader, Chair of the Personnel Committee, presiding.
Councillors K Jones JP and D Hillman.

In attendance: K Rowland, Assistant Officer

Declaration of Interest

Members were invited to declare matters of interest either at the beginning or at any time during the proceedings. Members were reminded that all declarations of interest must be recorded in the book provided. **Resolved** to note that no declarations of interest were made.

1. Apologies for absence:

Members were invited to consider the apologies for absence received and to formally resolve to accept. **Resolved** to note that no apologies were received.

2. Post of Town Clerk/RFO:

Members were invited to consider the Job Description & Person Specification in respect of the post of Town Clerk/RFO.

Members considered the job description and person specification.

If they were not already qualified, they would be put forward for training.

It would be difficult to find someone who ticks all the boxes.

Members agreed that advice from a local Town Clerk to be sought to update the Job Description and Person Specification.

It was **Proposed** and **Resolved** that the post of Town Clerk/RFO be advertised as soon as possible and **Further Resolved** to seek the advice from a local Town Clerk to ensure the Job Description and Person Specification are suitable to be advertised.