Fishguard & Goodwick Town Council
Cyngor Tref Abergwaun ac Wdig

Town Hall, Fishguard, Pembrokeshire, SA65 9HE
Neuadd Y Dre, Abergwaun, Sir Benfro SA65 9HE

Clerk/Clerc: Catherine Bannister
Tel: 01348 874406
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Dear Council Member,

The Minutes of the Human Resources (HR) Committee Meeting held virtually, hosted by ZOOM, on **Monday 18th November 2021** at 2pm.

Cllr. Stokes was in the Chair.

Mrs. Cath Bannister
C. Bannister
Town Clerk/RFO

HR MINUTES:

21/21 APOLOGIES: CLLR. STOKES
To formally record apologies for absence and to record the attendance of Town Councillors.

Apologies were received from: Cllr. Ryan
Those Cllrs. who were present were: Cllrs. Stokes, McCarney, Murphy and Thickitt,

22/21 DECLARATIONS OF INTEREST: CLLR. STOKES
No declarations of interest were declared

23/21 MINUTES OF THE PREVIOUS MEETING: CLLR. STOKES
To record the previous meeting minutes, held on 19.7.21, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting held on 19.7.21, as a true and accurate record of the meeting.

24/21 UNDERSTANDING BASIC WORKING PRACTICES: CLLR. STOKES
The Town Council needs to make sure that the everyday responsibilities of the Clerk, are discussed, agreed and understood by all. This will include holiday entitlement, hours worked and overtime claimed. Please discuss.

How the Clerk records hours worked and overtime claimed was discussed. The Clerk will continue to update the designated Cllr.
Overtime will be approved by the designated Cllr. and authorised in advance where appropriate
Overtime claimed as TOIL will be paid after 3 months if not taken.
There was a general discussion about workloads and available hours. Job Share – cannot job share a Town Clerk role. Recruitment of a Deputy Clerk or an Admin. Assistant were also

discussed. It was noted that there are considerable hidden costs involved when recruiting staff.
Going forwards, the Clerk, who does not wish to permanently increase her current hours at this time, is willing to work extra hours for a period of time at busy periods. For example at end of year audit time and other busy periods.
The Clerk will continue to record annual holiday entitlements and time taken off, to the designated Cllr. for approval.
The Clerk will prepare a staff handbook for new/current employees.
It was resolved to accept the above.

25/21 DATES AND TIMES OF FUTURE MEETINGS: CLLR. STOKES

In the light of COVID-19, all meetings will be held virtually on the third Monday of each month. The start time for all meetings, will be at the discretion of the Chair:
17th January 2022

26/21 URGENT MATTERS: CLLR. STOKES

Any matters that have come to the attention of the Town Council after the Agenda has been circulated, can be discussed here.

The Chair and the Clerk will need to be advised before the start of the meeting.

Please be advised that no resolution can be reached on non-agenda items but they can be discussed and deferred to the relevant committee for further discussion.

There being no further business to discuss, the meeting was closed at 2.37pm