

## CLERK APPRAISAL

May 2021 to May 2022

Minutes of the Human Resources Committee Thursday 23rd June 2022 Hybrid meeting at Llanfrynach & Cantref Community Hall

Present: Mr Charles de Winton CdeW  
Mrs Jackie Williams JW (Chairperson)  
Mr Phil Kendrick (voting invitee)  
Mr Gary Watkins (voting invitee)

- 1. Election of a Chairperson – JW**
- 2. Apologies for absence: JP**
- 3. Declarations of interest in the items below: None**
- 4. Consideration of the Clerk's job performance:**

The aim of the appraisal is to:

Assess past performance and pay level

- Improve future performance if appropriate
- Assess training and development needs if appropriate

The appraisal compared performance with job description. The overall rating was 30 of 30.

- 5. Consideration of the Clerk's pay:**

The Clerk's pay (£440.20, including £15 stationery allowance) is in line with the National Association of Local Councils' published pay scales. However the Committee are recommending a 1 scale point rise for the clerk in view her exceptional performance last year (£8.40/month, taking the clerks earnings to £10.84/hour plus Stationery Allowance £15/month).

- 6. Consideration of a new laptop for the Clerk to perform her duties.**

The Committee recommends joining with Llangynidr Community Council to purchase a suitable machine. This would have to be capacious enough to accommodate and run the HMRC Basic Tools set (programme to deal with the payroll).

- 7. Any other human resources business.** A training budget for the clerk is recommended to Council, perhaps involving Llangynidr Community Council.

- 8. Date of next meeting : To be decided**

The Chairperson closed the meeting at 10.05pm, there being no further business to discuss.