

LLANFRYNACH COMMUNITY COUNCIL

CLERK APPRAISAL
May 2018 to May 2019

**Minutes of the Human Resources Committee Wednesday May 22nd
2019 Groesffordd Village Hall**

Present: Mr Charles de Winton CdeW(Chairman)
Mrs Jackie Williams JW
Mr Ian Matthews IM

In attendance: Sue Dale (Clerk) SD (absent during appraisal stage).

1. Apologies for absence:

None

2. Declarations of interest in the items below:

None

3. 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 assessment was "very acceptable". No areas of performance were highlighted for improvement in the coming year.

1. Consideration of the Clerk's pay:

The Clerk's pay was assessed at £406.40 per month that is no increase over last year. This is in line with the National Association of Local Councils' published pay scales.

2. Any other human resources business.

The clerk's job description should be updated to include a short paragraph on maintenance of good working relationships within and beyond the Community Council. Training needs were identified as advanced finance, a course is run by One Voice Wales.

3. Date of next meeting:

To be decided