THE COMMUNITY COUNCIL OF ABERTILLERY & LLANHILLETH
CYNGOR CYMUNED ABERTYLERI A LLANHILEDD

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NOTICE OF MEETING 16 November 2026

Dear Councillor

You are summoned to attend a meeting of the Human Resources Committee of Abertillery and Llanhilleth Community Council, to be held in the Council Offices, Mitre Street on **Monday 23rd November 2026 at 6:00pm**. The agenda for the meeting is set out below.

Yours faithfully

Molly Jones
Deputy Clerk

AGENDA

1. **Apologies for absence**
2. **Declarations of interest or dispensations**
3. **Minutes – 14th August 2026**
4. **Scheme of Delegation (papers attached)**

   To review the draft Scheme of Delegation to Officers and recommend it to the Finance & Governance Committee.
5. **Christmas Office Shutdown**

   To agree office closure dates for Christmas Holidays (23 December 2026 to 1 January 2027).
6. **Resolution to Exclude the Press and Public**
   Members are recommended to consider and resolve that, by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
7. **Officers Appraisal Reports (hard copy papers distributed prior to meeting)**

   To receive appraisal reports for Erika Davies and Molly Jones and confirm report findings.
8. **Pay Increases**

   To agree to movement of Deputy Clerks up one spine point, if appraisal reports satisfactory.

9. **Deputy Clerk Recruitment**

   To agree the process for recruitment of a new Deputy Clerk.

10. **Date of Next meeting**