



**Minutes of the Extraordinary Meeting of Glynneath Town Council**  
**held on a remote basis in accordance with the provisions of**  
**The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020**  
**at 6.30pm on Tuesday, 30<sup>th</sup> March 2021**

Present: Cllr G Reynolds (Mayor)  
Cllr J Collins Cllr S McMenamin  
Cllr C Edwards Cllr D Morgan  
Cllr S Evans Cllr H Morgan  
Cllr J Gregory Cllr M Powell  
Cllr R Knogle Cllr J Roberts  
Cllr S Knogle

Absent: Cllr R Simons

Clerk (acting) / RFO: Ms J van Tonder

**1. Presiding: Cllr G Reynolds**

GR apologised for the late start to the meeting citing technical difficulties.

**2. Apologies for absence**

Apologies for absence had been received from Cllr J Evans.

**3. Declarations of Interest**

Cllr C Edwards	Personal, NPTCBC Member
Cllr S Knogle	Personal, NPTCBC Member; Secretary to Glynneath RFC; Friends of Glynneath Library
Cllr D Morgan	Personal, NPTCBC Member; Potential work with OVW
Cllr S Evans	Personal, Treasurer to Glynneath RFC
Cllr J Roberts	Personal, Trustee of Glynneath Silver Band
Cllr H Morgan	Personal, Treasurer to Friends of Glynneath Library

**4. Consider item Human Resources**

**a) Consider HR Committee recommendations**

***The RFO left the room***

**i. Appointment of Clerk**

Following discussion and in consideration of advice obtained from the Council's HR consultants, it was proposed, seconded and

**Resolved:** To appoint the RFO to the position of Clerk/RFO with effect from 6<sup>th</sup> April 2021 at SCP 26 for 30 hours per week.

***The RFO was called back to the meeting and advised of the Council's decision, accepting the offer and thanking the Council.***

**ii. Recruitment of supplementary staff**

The RFO was invited to outline her proposal for the recruitment of two supplementary staff members to make up the Council's administrative team, those being a Facilities & Maintenance Supervisor and an Administration Assistant.

The RFO explained the benefits of having an appropriately knowledgeable member of staff overseeing the day to day running of the Council's facilities.

Following further discussion, it was proposed, seconded and

**Resolved:** To accept the HR Committee's recommendation to adopt the staffing proposal set out by the RFO and begin the recruitment of:

- 1x Facilities & Maintenance Supervisor – 15 hours per week
- 1x Administration Assistant – 10 hours per week

**b) Scope of delegation of authority to HR Committee in respect of recruitment of supplementary staff**

It was proposed, seconded and

**Resolved:** To maintain the delegated authority conferred on the HR Committee within the Committee's Terms of Reference for the full execution of the recruitment to fill the two posts as detailed in 4(a)(ii), above.

**5. Town Hall foyer**

Members considered Cllr Janet Collins' report outlining the need, and proposals for a reconfiguration of the foyer area at the Town Hall (report previously circulated).

The plans included an extended kitchen/serving area, disabled toilet facilities, a "box office" and repositioned entrances. It was noted the stairway to the balcony shown on the plans did not form part of this first phase of the overall project.

The installation of a *Changing Places* style toilet facility in place of the proposed disabled cubicle was raised as a possibility, funds permitting.

The RFO confirmed that, should the Council be minded to agree to proceed with a grant application, estimates for the foyer works would be obtained for the purposes of the grant application. Should the Council's application be successful, a formal tender process would follow and the awarding of the contract would be decided at Full Council.

It was proposed, seconded and

**Resolved:** To accept the plans as presented and proceed with an application to the Maesgwyn Community Fund for a grant to part-fund the proposed new works to the Town Hall foyer.

The meeting concluded 7.38pm.