



**THE COMMUNITY COUNCIL OF ABERTILLERY & LLANHILLETH
CYNGOR CYMUNED ABERTYLERI A LLANHILLEDD**

E-mail: clerk@abertilleryandllanhilleth-wcc.gov.uk

Telephone 01495 217323

Council Offices,
Mitre Street,
Abertillery, Blaenau Gwent. NP13 1AE.

Swyddfa'r Cyngor,
Stryd Meitre,
Abertyleri, Blaenau Gwent. NP13 1AE.

NOTICE OF MEETING

21 Oct 2025

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 **Wednesday 29th October 2025 at 10:00 am**. The agenda for the meeting is set out below.

Yours faithfully

Steve Edwards
Clerk

AGENDA

- 1. Apologies for absence**
- 2. Declarations of interest or dispensations**
- 3. Minutes – 4 November 2024**
- 4. Policy Review (Papers attached)**
 - To review the list of Council policies and agree actions to bring HR/staffing policies up to date.
 - To review and agree the Staff and Disciplinary Policy.
- 5. Christmas Office Shutdown**

To agree Office closure dates for Christmas Holidays. (24 December 2025 to 2 January 2026)
- 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. Clerks Annual Leave**

To authorise the Clerks major annual leave for 2026

8. Officers Appraisal Reports (hard copy papers distributed prior to meeting)

To receive reports for Steve Edwards, Erika Davies and Molly Jones and confirm report findings.

9. Pay Increases

To agree movement of staff up one spine point if satisfactory reports

10. Staffing review.

To conduct a review of staffing requirements for 2026/2027

11. Date of Next meeting.