



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Minutes of an EXTRAORDINARY COUNCIL MEETING held on 7 October 2021 at 6:30pm.

This meeting was held remotely via Zoom

Present: Cllr Huw Onllwyn Jones, (Chair), Cllr Julia Charles, Cllr Allan Cook, Cllr Tyrone Davies, Cllr Clive Morgan, Cllr Vina Patel, Cllr David Suthers, Cllr Ralph Vaughan, Michelle Lenton Johnson

Clerk: Lynne Thomas

127 Apologies for absence

Cllr Rod McKerlich, Cllr Myles Vatsaloo

128 Declarations of Interest

No declarations were made.

129 Meeting adjourned: Members of the public invited to speak

No members of the public were present.

130 Minutes of the Extraordinary Meeting of Full Council on 27 September 2021

The Minutes of the Extraordinary Meeting of Full Council held on 27 September 2021 were received and approved by Council.

131 Assessment of Grading and Workload of Clerk and Responsible Financial Officer

Cllr T Davies (Chair of Employment Sub-Committee) presented the assessment of the grading and workload of the Clerk and Responsible Financial Officer undertaken by One Voice Wales.

Council agreed to implement the recommended salary scale and hours for the new Clerk and Responsible Financial Officer.

132 Interim arrangements for the Clerk and Responsible Financial Officer

Cllr T Davies (Chair of Employment Sub-Committee) reported on progress with implementing interim arrangements to cover the Clerk and RFO position.

Council agreed to appoint a temporary Clerk and RFO to work on average for six hours a week on a flexible basis to cover the statutory duties of the Clerk. The appointment is subject to two satisfactory references to be requested by the Chair of Council.

133 Recruitment of Clerk and Responsible Financial Officer

Members received and approved the advertisement, job description and person specification for the Clerk and Responsible Financial Officer.

Members agreed that the application period would be three weeks with a closing date of 5 November 2021.

Members agreed that the post would be advertised widely through One Voice Wales, the Society of Local Council Clerks, the RMCC website and noticeboards, the R&M community website and on local social media.

Members agreed that the interview panel would be confirmed at the next ordinary Council Meeting in October.

134 Any other business

The Clerk reported on arrangements for renewing the Zoom subscription. Members agreed that the Council would take out an annual subscription from October at a cost of £95.92, to be reimbursed to the Clerk at the end of October. Members agreed that the Clerk’s payment details would be removed from the Council’s Zoom account before the subscription next fell due and that the Chair of Finance Committee would give a written assurance to the Clerk that any further payments debited would be refunded immediately and in full by the Council.

Signed

Date