Minutes of a meeting of the Personnel Committee held on 27 October 2026 in the Mayor's Parlour, De Valence Pavilion, Upper Frog Street, Tenby at 7:30pm.

Members Present: Councillors T Carmody (Co-Chair), J Phillips (Co-Chair), L Blackhall, D Morgan, S Skyrme-Blackhall and P Spence.

PER 005/26-27 Apologies for Absence

Apologies were received and accepted from Cllr Sloan.

PER 006/26-27 To disclose any Personal Interest in Items of Business listed below

There were no declarations of interest.

PER 007/26-27 Public Participation

There were no members of the public present.

PER 008/26-27 Confirmation of the Minutes of the previous Meeting held 11 August 2026

It was **RESOLVED** that the minutes of the meeting of the Personnel Committee held on 11 August 2026 be **APPROVED** and were signed by the Co-Chairs.

PER 009/26-27 Matters arising from the Minutes of the previous Meeting held 11 August 2026

There were no matters arising.

PER 010/26-27 Draft Training and Development Policy

The Committee considered the draft training and development policy.

The Committee noted some typographical amendments for correction within the draft training and development policy as well as the prudency of including mentoring and coaching within the identified forms of training and development.

The Town Clerk noted that Town- and Community Councils in Wales are required by law to create and approve a bespoke and costed training plan for its officers and councillors, which must be approved by Full Council. The Town Clerk recommended that the Committee approve the training and development policy as a overarching policy for a training plan to be created to append to the policy for approval by Full Council.

It was **RESOLVED** that the training and development policy be approved to overarch a training plan to be presented to Full Council for approval of the appended training plan at a forthcoming meeting, subject to the noted typographical amendments and inclusion of mentoring and coaching within the identified forms of training and development.

PER 011/26-27 Draft Terms of Reference

The Committee considered the draft terms of reference.

Initials: ……

The Town Clerk noted a typographical error referring to the name of the Committee for amendment.

The Committee noted the prudency of clarifying the role of the Town Clerk as the Committee's advisor within the terms of reference's constitution as well as the explicit reference to overseeing recruitment within the Committees purpose and areas of responsibility.

The Town Clerk noted the prudency in making provision in the terms of reference for how an equality of votes may be resolved. The Committee noted the desired approach of an alternating Chairship with a casting vote between the Co-Chairs for inclusion in the draft terms of reference.

It was **RESOLVED** that the draft terms of reference be approved for recommendation to Full Council, subject to the above noted amendments.

PER 012/26-27 Society of Local Council Clerks Membership – Town Clerk & Responsible Financial Officer

The Committee considered the report regarding a subscription to the Society of Local Council Clerks for the Town Clerk and Responsible Financial Officer.

It was **RESOLVED** that a subscription for a membership to the Society of Local Council Clerks be remitted on behalf of the Town Clerk and Responsible Financial officer in the sum of £399 (exempt of VAT) to be met from the "Administration – Subscriptions" budget line.

PER 013/26-27 Budget Recommendation – 2027/28 Financial Year

The Committee considered the report regarding its budget recommendation to Full Council for the 2027/28 financial year.

The Town Clerk noted the proposed restructuring of the presentation and monitoring of the Town Council's expenditure relating to its people.

The Committee carefully considered each proposed budget and any potential amendments to be made. The Committee noted the potential under-provision within the budgets for officer and Councillor mileage and the Council's desire to invest in the training and development of its people. The Committee thoroughly considered the budget allocated towards Councillor allowances and noted that this could be reduced to increase the financial provision in other cost centres, such as training and mileage.

It was **RESOLVED** that Budget 2 be recommended to Full Council for inclusion in Tenby Town Council's 2027/28 budget, subject to the noted budgetary reallocation from Councillor Allowances to training and mileage budget lines.

PER 014/26-27 Any other Items the Co-Chairs Deem urgent

There were no other items deemed urgent.

Initials: ……

PER 015/26-27 Date of the next Meeting

It was noted that the next meeting of the Personnel Committee was scheduled to be held on **24 November 2026** at **7:30pm** in the Mayor's Parlour, De Valence Pavilion, Upper Frog Street, Tenby.

PER 016/26-27 Confidential Session

It was **RESOLVED** that under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.

PER 017/26-27 Training Course Expenditure

The Committee considered the report regarding the training course expenditure.

It was **RESOLVED** that the expenditure in the sum of £550 (excl. VAT) be approved for a grant and funding training course by Gov PD to be met from the "Administration – Course/Training" budget line.

PER 018/26-27 Officer Equipment

The Committee considered the report regarding the purchase of officer equipment.

It was **RESOLVED** that the identified equipment be purchase from Crazybirdbike up to the sum of £759 (excl. VAT) to be met jointly from the "Town Maintenance – Tools and Equipment" and Town Maintenance – Specialist Maintenance Projects" budget lines.

PER 019/26-27 National Joint Council Pay Agreement

The Committee noted the 2026/27 National Joint Council Pay Agreement.

PER 020/26-27 Staffing Matters

The Committee considered the report regarding staffing matters and received the update from the Town Clerk.

It was **RESOLVED** that a staff handbook be drafted for subsequent consideration and approval at a forthcoming Personnel Committee meeting.

Co-Chair:…… Co-Chair:……

Date:…… Date:……

DRAFT

Initials: ……