

**CARMARTHEN TOWN COUNCIL**  
**MANAGEMENT COMMITTEE**  
**HELD ON 18<sup>th</sup> OF JULY 2023 AT 5:00PM**

The meeting was held online in accordance with the Local Government and Elections (Wales) Act 2021, enabling meetings of local authorities held from 1 May 2021 to be attended by means of remote attendance.

Cllr. Miriam Moules presided over the meeting.

**PRESENT:** Councillors, Peter Hughes Griffiths (Video), Angharad Jones Leefe (Video), Miriam Moules, Emlyn Schiavone, Jeff Thomas, Wyn Thomas.

Emma Smith – Town Clerk  
Wendy Dickson – Deputy Town Clerk

**101. Apologies for absence**

Apologies were received from Cllr. Heledd ap Gwynfor, Luned Voyle.

**102. Declarations of Interest**

Cllr Miriam Moules to item 105 due to a close personal association with the present Hall Keeper.

**103. Revised Training Plan**

Members considered the revised training plan, prepared with the Town Sheriff, and submitted by the Clerk. The Clerk suggested that the training budget be increased to meet with the greater demands facing the Council in ensuring that all Councillors and Staff are adequately trained and confident in fulfilling their individual roles proficiently. Members agreed to **SUPPORT** an increase in the training budget subject to the discussions of the Finance Committee in September. Cllr. Emlyn Schiavone proposed that the plan should be approved, seconded by Cllr. Angharad Jones Leefe, and the plan was **RECOMMENDED** to Council for approval.

**104. Revised Employee Handbook**

Members considered the revised Employee Handbook with Cllr. Angharad Jones Leefe proposing that a flexible working policy be developed and incorporated into the handbook. The Clerk noted that family policies and a menopause policy would be developed shortly. Cllr Emlyn Schiavone proposed that the handbook should be approved, seconded by Jeff Thomas, and the handbook was **RECOMMENDED** to Council for approval.

**105. Update on Hall Keeper's role**

The Clerk updated the members on the appointment of Huw Garan as the Hall Keeper, with the second role remaining unfilled. Members **RECOMMENDED** that the second vacancy should be kept open until a suitable candidate was found with the standard 6 month probationary period required for both posts.

Members **NOTED** the update.

**106. Exclusion of Public and Press – S.1(2) Public Bodies (Admission to Meetings) Act 1960.**

It was **RESOLVED** that due to the confidential items on the agenda (i.e Application under the local agreement 1986) the press and public would be excluded from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings Act 1960).

**Town Clerk's Report****107. Application under the local agreement 1986**

Members discussed the matter and requested that the Clerk obtain further advice from One Voice Wales and the Society of Local Council Clerks. The matter would be discussed further during the next meeting, which will be in September.

**The meeting closed at 5.44 pm.**