



Pursuant to the requirements of **Section 47 of the Local Government & Elections Act 2021** Members of Neath Town Council are hereby summoned to attend a Hybrid Meeting of

PERSONNEL & POLICY COMMITTEE

at 6.00pm on Monday, 23rd September 2024 held in Neath Town Council Chambers, 1st Floor,
10 -12 Orchard Street, Neath and virtually via Zoom

Members should submit all apologies directly to the Town Clerk.

Please note that should any member of the public wish to join virtually, they will need to email the Town Clerk in advance of the meeting in order that a link can be provided. Those who wish to attend the meeting in Council Chambers will also need to notify the Town Clerk to gain access. Public attendance will be in an observer capacity.

Kathryn Charles - Town Clerk
19th September 2024

A G E N D A

Att.

- | | |
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| 1. To accept apologies for absence from Members | |
| 2. To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct | |
| 3. To discuss One Voice Wales Guidance on Code of Conduct (Members & Officers) | 1 |
| 4. To discuss One Voice Wales Guidance on Policies & Powers | 2 |
| 5. To discuss One Voice Wales Guidance on 'The 6 month rule' | 3 |
| 6. To discuss One Voice Wales Guidance on Multi Location Meetings | 4 |
| 7. To receive a report from Audit Wales on Community & Town Council Audits 2022/23 | 5 |
| 8. To review the Council's Training Plan 2024/25 | 6 |
| 9. To discuss and agree postage costs for distribution of Council papers (passed from Finance Committee) | 7 |
| 10. To receive items for the next Agenda from Members | |
| 11. Confidential Matters – To consider passing a resolution under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting | |
| 12. To receive an update relating to any:
a) staffing issues
i) to discuss a replacement gardener
ii) to discuss a replacement community engagement officer
b) annual leave, clocking in/out statistics and sickness issues via BrightHR
c) van tracking statistics
d) correspondence received | 8 |
| 13. To fix a date for the next Meeting
tbc | |



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