

**LLANTWIT FARDRE COMMUNITY COUNCIL  
CYNGOR CYMUNED LLANILLTUD FAERDREF**



**Minutes of the Extraordinary Meeting of the Llantwit Fardre Community Council held on Tuesday, 20<sup>th</sup> August, 2019 at 7 p.m. at the Council Office, rear of the Carnegie Parish Hall, Main Road, Church Village, Pontypridd CF38 1PY**

**PRESENT**

Community Councillor B.James – Chair

**Community Councillors**

R.Butler, J.James, G.Stacey, L.Walker and A.Watts

**In attendance:** Mrs. Janice Stuckey - Clerk and Executive Officer  
Mrs.Judith Owen – Administrative Officer

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Community Councillors M.Diamond, A.Handley, C.Johnson, A.Raines and N.Tizard-Lee.

**Noted** – An apology for absence was not received from Community Councillor S.Bristo.

**2. DECLARATIONS OF INTEREST**

**RESOLVED** – to note that there were no declarations received by Members at the meeting pertaining to item(s) on the agenda.

**3. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** – That under the Public Bodies (Admission to Meetings) Act, 1960 (as extended) by s.100 of the Local Government Act, 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act, 1972 namely information relating to a particular individual.

**4. PROCESS/PROCEDURE – APPOINTING A CLERK/EXECUTIVE OFFICER**

Following the resignation of the Clerk and Executive Officer of this Community Council, Members met to consider/agree the process/procedure to be adopted in appointing a replacement and had before them a Draft Advertisement together with a Recruitment Pack.

Before considering the Draft Advertisement for the post of Clerk and Executive Officer, Members discussed the contents of the letter of resignation dated 29<sup>th</sup> July, 2019 from the current Postholder.

Following a discussion, it was **RESOLVED –**

1. To accept the resignation of the current Postholder and that she not be required to work during her notice period;
2. That interim arrangements be put in place for the appointment of an Acting Temporary Clerk and Executive Officer, until such time as a permanent appointment is made;
3. That the `Draft` advertisement for the post of Clerk and Executive Officer be approved subject to amendments and to be agreed at a future meeting of the Council.

**B.JAMES  
CHAIR**

The meeting closed at 7.48 p.m.

Signed \_\_\_\_\_ Date \_\_\_\_\_