

**MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING HELD
ON 30TH. SEPTEMBER 2024**

Present : Cllr K Williams (Chair)
Cllrs. R Mills, G Etheridge, C Clark, N Dix

1. Apologies for Absence

Apologies had been received from Cllrs. C Erasmus & D Box

2. Declarations of Interest

There were no Declarations of Interest

3. To Agree Contract of Employment for Assistant Clerk

The Clerk had previously circulated a copy of his Contract of Employment, and as this had only been issued in April 2022, it was **agreed** by all present should form the basis of the Contract for Clair Cook

Members went through each section of the Contract and agreed the following amendments/ additions

1. Commencement Date	Recommend 14 th . October 2024
8. Place of Work	Usual Place of Work - Council Offices & potentially Home address
9.1 Salary	As Job Advertisement
9.2	Increments as per plus Relevant Qualification to be Agreed
9.3	28 th . of the Month or before if weekend or bank holiday
12 Appraisal	6 monthly appraisal
13 Hours of Work	20 hours per week - to be agreed
14 Additional Hours	Time in lieu – to be taken within 6 weeks and with no carry over
20 Pensions	Will be entitled to join scheme - seek advice from Bargod T.C.
21 Notice	One Months Notice for this post, but would recommend 3 months for Clerk

Recommended the Contract be signed by the Mayor Deputy Mayor & Chair of Policy & Finance

The Chair stated she hoped now that the Appointment of the Assistant Clerk had been finalised the Committee could now get back to the regular planned meetings and work through the priorities.

Cllr G Etheridge reported that in discussion with One Voice Wales, they had identified a number of Policies/ Procedures we realistically needed to adopt, and that he and the Clerk had discussed same with a view to presenting same to the next Committee.

After some discussion it was agreed that if possible these documents be forwarded to members in advance of the meeting so that members might raise any issues/ queries prior to the meeting.

This was agreed by all present whilst understanding they would then need to be recommended to Town Council for adoption.

The Clerk asked the Chair's permission to raise an issue that had arisen over the past few days which was agreed.

He reported that he had received an email from Iain Richards (formerly organiser of Velvet Coalmine Festival) saying that the Head of the Lesotho Rugby Federation was in Wales for a week in October (and he as a Trustee of the Lesotho Rugby Academy) had convinced the organisers that he should visit Blackwood (partly because some 10 years ago a 7's Tournament had been played at Blackwood RFC which raised sufficient funds to send hundreds of rugby balls to Lesotho). This had been agreed and he wondered if Town Council might consider hosting a small Civic Reception to mark the visit as it is part of a wider cultural legacy between our two countries (Wales being twinned with Lesotho) and Blackwood along with Cardiff & St. David's would be the only 3 places being officially visited.

This he felt could be good publicity for the town

The Clerk reported he had made initial contact with Blackwood RFC regarding possibly hosting the small Civic Reception at the Rugby Club and response was positive.

It was anticipated Town Council plus Rugby Club officials plus representatives from local schools etc. be invited to attend at 6.30pm on Tuesday 15th. October

After some discussion it was **agreed** a budget of £250 be allocated to allow potential contribution to cost of buffet plus a small memento from Town Council, and if slightly more were required the Clerk contact the Mayor & Chair of this Committee