

LLANFRYNACH COMMUNITY COUNCIL

CLERK APPRAISAL
May 2019 to May 2020

Minutes of the Human Resources Committee Thursday November 12th 2020 Via Electronic
Media

Present: Mr Ian Matthews(Chairman)
Mrs Jackie Williams JW
Mr Ray Powell RP

In attendance: Sue Dale (Clerk) SD.

1. Apologies for absence: None
2. Declarations of interest in the items below: None
3. Consideration of the Clerk's job performance:
The aim of the appraisal is to:
 - Assess past performance and pay level
 - Improve future performance if appropriate
 - Assess training and development needs if appropriate

The appraisal compared performance with job description. The overall rating was 29 of 30. No areas of performance were highlighted for improvement in the coming year.

4. Consideration of the Clerk's pay:
The Clerk's pay was assessed at £417.60 + £15 stationery allowance (=£432.60) per month. This is in line with the National Association of Local Councils' published pay scales.
5. Any other human resources business.
The clerk's job description should be updated to include a short paragraph on maintenance of good working relationships within and beyond the Community Council.
5. Date of next meeting : To be decided