



Dyddiad: 9 Ebrill 2024

Annwyl Aelod

Fe'ch gelwir i fynychu cyfarfod Pwyllgor Personél Cyngor Cymuned Llangunnor a gynhelir nos Fercher, **9 Ebrill 2024**, am 6:30pm yn Yr Aelwyd, Tregunnor, Caerfyrddin, Sir Gaerfyrddin, SA31 2ED

Mae croeso i aelodau'r cyhoedd wyllo'r cyfarfod ar-lein drwy gysylltu â'r clercc / cadeirydd

Yn gywir

Jenny Slate - Cadeirydd

### Agenda

1. Ymddiheuriadau am absenoldeb
2. Cofnodi pob Datganiad o Ddiddordeb
3. Cynnig gan y Cynghorydd Jenny Slate i eithrio'r wasg a'r cyhoedd oherwydd natur gyfrinachol y materion sydd i'w trafod yn yr eitem (au) agenda ganlynol.
4. Trafod Rôl y Clerc / SAC a chytuno ar rôl ac atebolrwydd
5. Adolygu'r strwythur cyflog a'r lwfansau/treuliau ar gyfer rôl y clercc a chytuno ar yr oriau a'r cyflog sydd i'w cynnig
6. Cytuno ar eiriad yr hysbyseb ar gyfer swydd y clercc
7. Gwneud argymhellion i'r Cyngor ynghylch trefniadau dros dro ar gyfer cyflawni swydd y clercc/SAC nes llenwir y swydd
8. Dyddiad y Cyfarfod Nesaf : 10 Gorffennaf 2024 am 6.30pm

**Councillor Jennifer Slate, Chair - Llangunnor Community Council, Valhalla,  
Heol Blaengwastod, Llangunnor, SA31 2LE**



Date: 9 April 2024

Dear Member

You are summoned to attend a Personnel Committee meeting of Llangunnor Community Council to be held on Wednesday evening, **9 April 2024**, at 6:30pm at Yr Aelwyd, Tregunnor, Carmarthen, Carmarthenshire, SA31 2ED

Members of the public are welcome to observe the meeting online by contacting the clerk/chair

Yours faithfully  
Jenny Slate - Chair

### **Agenda**

1. To receive apologies for absence
2. To record all declarations of Interest
3. Motion from Cllr Jenny Slate to exclude the Press and Public due to the confidential nature of matters to be discussed in the following agenda item(s)
4. To discuss the Role of the Clerk/RFO and agree role and responsibilities
5. To review the pay structure and allowances/expenses for the clerk's role and agree on the hours and salary to be offered
6. To agree the wording for the advertisement for the clerk position
7. Make recommendations to Council regarding temporary arrangements for carrying out the clerk/RFO position until the post is filled
8. Date of Next Meeting : 10 July 2024 at 6.30pm

**Councillor Jennifer Slate, Chair - Llangunnor Community Council, Valhalla,  
Heol Blaengwastod, Llangunnor, SA31 2LE**