BLAENAVON TOWN COUNCIL
MINUTES OF THE PERSONNEL & ESTABLISHMENT COMMITTEE MEETING HELD ON WEDNESDAY THE 1st OF JULY 2026 AT 6.30 PM.

Pursuant to the requirements of Section 47 of the Local Government and Elections Wales) Act 2021, the meeting was held on a hybrid basis in the Council Chamber at 101, High Street Blaenavon and remotely.

In attendance:

Councillors: L. Cowles (Chair) M. Wheeler A. Lewis.

Officers: Kevin Warren (Chief Officer), Kerry Jones (Assistant Chief Officer).

Visitors: None present

Members of public: None present.

The Personnel & Establishment Committee meeting was opened at 6:30pm by Cllr Cowles who welcomed everyone and expressed thanks for attendance.

1. To receive any questions from the public.

None received.

2. To receive and accept apologies.

- Cllr Hunt
- Cllr Griffin

It was proposed by Cllr Wheeler and seconded by Cllr Lewis that the apologies be accepted.

All members in agreement.

Resolved: Apologies accepted.

3. Declarations of Interest

None received.

4. Council Meetings: To confirm the minutes of the Council Personnel and Establishment Committee meeting held on the 4th of March 2026.

Minutes were read for accuracy with no amendments.

It was proposed by Cllr Wheeler and seconded by Cllr Lewis that the minutes be accepted.

All members in agreement.

Resolved: Minutes approved as a true and accurate record.

5. To discuss and make any relevant determinations relating to building premises management.

Members were advised that all statutory inspections and compliance checks for the Council premises had been completed, including the fire safety inspection and intruder alarm servicing.

The Council's contents insurance policy, including cover for the office safe, had also been renewed. The annual gas boiler service is due in August, and arrangements will be made for an engineer to carry out the service.

Members also considered the installation of a doorbell-style camera at the front entrance as an additional lone working safety measure. Whilst the current level of risk was considered low, Members agreed that the option should be explored.

It was proposed by Cllr Cowles and seconded by Cllr Lewis that the installation of a doorbell-style camera be investigated.

All members in agreement.

Resolved: Installation of a doorbell-style camera at the front entrance be investigated.

6. To discuss and make any relevant determinations relating to Blaenavon Town Council's Training Plan 2022/27.

Members were advised that a request had been issued to all Cllrs to provide details of any training requirements for inclusion within the Council's Training Plan 2022–2027.

To date, responses from five Cllrs remain outstanding despite a request being made by the Chief Officer.

Members noted that whilst the Council is required to maintain a Training Plan, participation in training is not currently mandatory. It was also confirmed that all Cllrs have successfully completed the mandatory Code of Conduct training.

Resolved: Members noted the update.

7. To discuss and make any relevant determinations relating to internal communications between Town Council Officers and Councillors.

Members were reminded of the importance of responding promptly to correspondence from Officers. It was noted that follow-up reminders are often required to obtain responses.

Members were requested to ensure timely replies to all communications, particularly where there are legal or statutory requirements.

Resolved: Members noted the update.

Cllr Cowles proposed to adhere to the Public Bodies (Admission to Meetings) Act 1960.

This was seconded by Cllr Lewis.

All members in agreement.

Resolved: The Public Bodies (Admission to Meetings) Act 1960 was adhered to.

Recording confirmed as stopped at 18.42 hrs

By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and the public be excluded from the remainder of the meeting on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

8. To receive, discuss and make any relevant determinations relating to sickness absence in respect of Council staff.

[redacted]

9. To review and make any relevant determinations relating to current staff contracts of employment, job descriptions and review of salaries.

[redacted]

[redacted]

[redacted]

[redacted]

10. To review, discuss and make any relevant determinations relating to the Chief Officer's role and pay review as per the Personnel and Establishment working group recommendations and determination made in the Full Council Meeting held in March 2026.

[redacted]

[redacted]

[redacted]

[redacted]

11. To discuss, review and make any relevant determinations relating to staff working conditions ensuring that all relevant health and safety policies and risk assessments are being implemented.

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Recording confirmed as restarted at 19.04 hrs

Meeting ended at 19:04 hrs

Signed Chairman: L. Coules **Date: 04/11/26.**