



# Cyngor Tref Castell-nedd Neath Town Council

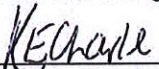
Pursuant to the requirements of **Section 47 of the Local Government & Elections Act 2021** Members of Neath Town Council are hereby summoned to attend a Hybrid Meeting of

## POLICY & PERSONNEL COMMITTEE

at 6.30pm on Thursday, 24<sup>th</sup> March 2022 held in  
Neath Town Council Chambers - 1<sup>st</sup> Floor, 10 -12 Orchard Street, Neath  
and virtually via Zoom

Members should submit all apologies directly to the Town Clerk.

Please note that should any member of the public wish to join virtually, they will need to email the Town Clerk in advance of the meeting in order that a link can be provided. Those who wish to attend the meeting in Council Chambers will also need to notify the Town Clerk to gain access. Public attendance will be in an observer capacity.

  
Kathryn Charles - Town Clerk  
17<sup>th</sup> March 2022

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## AGENDA

	Att.
1. To accept apologies for absence from Members	
2. To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct	
3. To welcome Members of the Public to the meeting and receive any queries relevant to the Agenda	
4. To review Neath Castle opening times	1
5. To receive the updated draft Complaints Procedure for agreement	2
6. To consider and review Lone Worker Policy	3
7. To review updated Neath Town Council letterhead font	4
8. To receive items for the next Agenda	



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|---|--------------------------------------|
| 9. Confidential Matters – To consider passing a resolution under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting |                                      |
| 10. To receive and update on the Job Evaluation process   | verbal                               |
| 11. To review Seasons Staff Rota  | 5                                    |
| 12. To receive usual Staff Stats for:<br>a) Seasons Café<br>b) Annual Leave and Sickness Data<br>c) Van Tracking Data<br>d) Clocking In/Out Data  | verbal<br>verbal<br>verbal<br>verbal |
| 13. To fix a date and agree an Agenda for the next Meeting  |                                      |



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