

BRACKLA COMMUNITY COUNCIL



THE NEXT MEETING OF BRACKLA COMMUNITY COUNCIL

HUMAN RESOURCES/PERSONNEL COMMITTEE MEETING

Wednesday 10th February 2020 at 6.30 pm

Via Video link

Members of Brackla Community Council Human Resources/Personnel Committee
are summoned to attend this meeting

A G E N D A

11. **Apologies for Absence**
12. **Declarations of Interest**
To receive declarations of personal and prejudicial interest in accordance with the Council's Code of Conduct.
13. **To consider the Grass Cutting and Grounds Maintenance Contract**
To review the current contract and make any necessary amendments in order to advertise for quotes for the new financial year.
14. **Staff Review – Job Descriptions and Roles for Office Staff**
To undertake a review of job descriptions and formalise the Admin Officer job description for a 6-month contract.
15. **Caretaker Contract of Employment**
To consider the Contract for the new Caretakers for the Community Centre.

Brackla Community Council c/o Oak Tree Surgery, Whitethorn Drive, Brackla, Bridgend CF31 2PQ

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Rachel Keepins
Clerk of the Council

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