

Minutes of the Meeting of St Davids City Council Staffing Committee on Friday 17th January 2025 in the Drop-In Centre at 11.30am.

Present: Chair Cllr ES Evans, Mayor Cllr BS Sehmi, Deputy Mayor, Cllr FD John, & Cllr RJ Thornton, with S Mann (Clerk).

1 Apologies for Absence: Cllrs DJ Griffiths, & S Minas.

2 Declarations of Interest: None.

3 Confirmation of Minutes:

- a. Staffing Committee Meeting on Thursday 21st November 2024 were RESOLVED to be approved.

4 Public Representations: None.

5 Appraisal Reviews

- a. Clerk - Six-Month Catch-Up. Review completed.
 - i. Details to be documented in standard form.

6 Staff Annual Leave and Office Access

- a. Office Closure during holiday season.

The meeting confirmed the standard practice of closing the council office during the holiday season. It was also decided that the January meeting agenda should be distributed by the Monday preceding the office's closure, ensuring councillors have sufficient time to obtain paper copies of the documents before the holiday period.

There being no further business the meeting closed at 12.15pm

Signed

Date

Chair