



Be kind



Bydawch yn garedig

COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF
Y BONTFAEN (Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

MINUTES OF A MEETING OF THE STAFFING COMMITTEE

**Held in the Council Chamber at 10am, Tuesday
12 December 2023**

By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions regarding Staffing 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.

PRESENT: The Mayor Cllr Malcolm Wilson, The Deputy Mayor Cllr Heather Weddell, Cllr John Andrew, Cllr Alec Trousdell, Cllr Peter Carter and the Town Clerk Cathy Kennedy.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

The minutes from the meeting on 29 November 2023, were reviewed. Cllr Andrew brought up a concern, noting that despite the minutes aiming to maintain confidentiality, he believed they were currently too ambiguous. The concern stemmed from the perception that future readers might struggle to discern the decisions made and the underlying reasons based on the current content of the minutes

RESOLVED

The Town Clerk revise the minutes to incorporate more specific information about the decisions made.

4. MATTERS ARISING

There were no matters arising.

5. STAFF SAFEGUARDING

The Staffing Committee commenced a discussion focusing on an informal meeting held with the Town Council's HR Advisor on 6 December 2023. The focus of the informal meeting centered around allegations made by the former Deputy Town Clerk against both the Town Clerk and the Town Council.

It was reported that on two separate occasions that the Committee are aware of, the former Deputy Town Clerk had posted allegations and slanderous comments on Facebook's public forum and had sent a similar email to all Councillors, Members of Parliament, Mayors of other Councils, the Vale of Glamorgan Monitoring Officer, among others. Concerns were raised by the Town Council HR Advisor about GDPR compliance, as personal emails of the Mayor, Deputy Mayor, and Town Clerk were utilised.

The Town Clerk emphasised the severe impact of these allegations on her mental and physical well-being, highlighting the Town Council's Duty of Care to protect staff members.

The Town Clerk reminded the Committee that during the informal meeting she had requested they instruct a Solicitor to write to the former Deputy Town Clerk, requesting she cease and desist harassment of the Town Clerk. The Town Clerk also reminded the Committee that during the informal meeting she as Town Clerk had requested a full and thorough investigation, expressing her willingness to cooperate fully.

The Town Clerk then noted that the Committee had agreed to the investigation, however, opted for the Mayor to write to the former Deputy Town Clerk, requesting she cease and desist harassment of the Town Clerk and the Town Council. The Committee had agreed that if this approach proved unsuccessful, they would then instruct a Solicitor to address the matter. The Town Clerk reported that the most recent comments by the former Deputy Town Clerk on Facebook followed the email sent by the Mayor, therefore, this approach had indeed been unsuccessful.

The Mayor then reported that he and the Deputy Mayor had attended a meeting with the former Deputy Town Clerk via Microsoft Teams on 11 December 2023. He said that the former Deputy Town Clerk welcomed the investigation but refused to cease posting about the Town Clerk and the Town Council on Facebook.

RESOLVED

The Mayor to direct a Solicitor, approved by the Staffing Committee, to draft a letter addressed to the former Deputy Town Clerk. The letter will reiterate the request for her to cease and desist posting comments of harassment and slander directed towards the Town Clerk and the Town Council.

The Mayor will coordinate with the Town Council's legal advisors through the insurance policy to confirm their approval of involving an external Solicitor.

The Mayor will liaise with the Town Council HR Advisor to identify and agree upon an investigating officer for the investigation.

6. STAFFING COVER

The revised Deputy Town Clerk Job Description was reviewed and pending minor amendments the following was agreed:

RESOLVED

To appoint the Town Hall/Finance Officer as Deputy Town Clerk effective 1 January 2024.

7. DATE OF NEXT MEETING

10am, 12 March 2024