

19 November, 2025

LLANELLI RURAL COUNCIL

Minute Nos: 241 – 245

At a Meeting of the **POLICY AND RESOURCES COMMITTEE** of the Llanelli Rural Council held at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, and via remote attendance on Wednesday, 19 November, 2025 at 4.45 p.m.

Present: Cllr. R. E. Evans (Chairman)

Cllrs.

S. R. Bowen	J. Lovell
D. M. Cundy	S. N. Lewis
N. Evans	W. E. Skinner
A. G. Stephens	

Absent: S. M. T. Ford, J. P. Hart

241. APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr. O. Williams.

242. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

243. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960

RESOLVED that in view of the confidential nature of the business to be transacted, the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

**244. CLERK TO THE COUNCIL
RECRUITMENT AND SELECTION PROCESS**

Members received the report of the clerk informing of the recruitment and selection process developed by the Recruitment and Selection Working Group.

The Clerk to the Council intended to retire on 31 July, 2026. A working group was established and tasked with developing a recruitment and selection process to appoint a successor.

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The working group met on 5 November, 2025 to consider a recruitment and selection process and a draft job application pack prepared by the clerk. Subsequently, the working group endorsed the recruitment and selection process (made up of several assessment methods) and the content of the job application pack, subject to some minor amendments and suggestions. The full details of which were attached as separate appendices to the covering report. The clerk then guided members through the appendices and responded to questions and other matters highlighted in the report, but particularly the job advertisement and where it ought to be placed and the anticipated timeline associated with completing the recruitment and selection process to appoint a successor, and it was

RESOLVED that:

1. The working group's report and accompanying appendices (including the job advertisement) be accepted and fully endorsed.
2. The job advertisement shall be placed with:
 - (1) The Society of Local Council Clerks, with it being listed on the SLCC website and its social media channels with a hyper-link to the job application pack downloadable from the council website. The job advertisement would also be distributed with the SLCC's fortnightly electronic news bulletin for an all-inclusive price of £347 plus VAT.
 - (2) The services of Council HR and Governance Support recruitment agents also be engaged to assist with advertising the post on the following job boards: Indeed; Reed; TotalJobs; LinkedIn and Guardian Jobs the price of which was likely to range between £250 to £400 exclusive of VAT depending on whether all job boards were ultimately utilised.
3. The interview panels for the first and second stage interviews be approved with Cllrs. R. E. Evans (Chairman of Committee) and S. N. Lewis (Chairman of Council) conducting the first stage interviews supported by senior officers and that Cllrs. R. E. Evans (Chairman of Committee), S. N. Lewis (Chairman of Council), S. R. Bowen, J. Lovell, A. G. Stephens and O. Willams be appointed to sit on the second stage interview panel supported by senior officers.
4. In addition to the two stage interview process candidates shall undergo a practical test to support the first stage interview and following successful completion of the second stage interview candidates shall make a presentation to full council, following which the full council will appoint its preferred candidate.

245. STAFFING MATTER

Members considered the report of the Deputy Clerk informing of staffing matters.

RESOLVED that the report referenced 11:2025 be accepted.

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The meeting concluded at 5.32 p.m.

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The fore-mentioned Minutes were declared to be a true record of the proceedings and signed by the Chairman presiding thereat and were, on 9 December, 2025, adopted by the Council.