From 1 May 2021, the Local Government and Elections (Wales) Act 2021 sets out a statutory requirement that: As soon as reasonably practicable after a meeting of a community council, and in any event before the end of seven working days beginning with the day on which the meeting is held, the council must publish electronically a note setting out—

(a) the names of the members who attended the meeting, and any apologies for absence;
(b) any declarations of interest;
(c) any decision taken at the meeting, including the outcomes of any votes.

Barry Town Council meets this duty by publishing this information in the form of draft meeting minutes which will be displayed electronically within 7 working days after the meeting. It should be noted that these minutes are DRAFT and not agreed until the next meeting.

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 9 NOVEMBER 2026 AT 7.00 PM

PRESENT: Councillor Perkes (Chair) together with Councillors Charles, S Hodges, Johnson (Vice Chair), Payne and Wiliam.

ALSO PRESENT: Deputy Chief Officer
Administrator

R305. APOLOGIES FOR ABSENCE

None received.

R306. DECLARATIONS OF INTEREST

None received.

R307. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

RESOLVED: That the Well-being of Future Generations (Wales) Act 2015 be received and noted.

R308. STANDING ORDER 3(o)

RESOLVED: That Standing Order 3(o) be received and noted.

R309. TO APPROVE THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON 14 SEPTEMBER 2026.

RESOLVED: That the minutes of the Personnel Committee held on 14 September 2026 be approved and signed as a correct record.

R310. **BUDGET MONITORING REPORT TO 30 SEPTEMBER 2026**

Members received the budget monitoring report to 30 September 2026 noting the projected out-turn for the year is to be an overspend of £14,078.

RESOLVED: That the budget monitoring report to 30 September 2026 be received and noted.

The Chair left the meeting at 7:07pm due to technical difficulties.

The Vice Chair subsequently took Chair of the meeting.

R311. **DRAFT BUDGET ESTIMATES FOR 2027/28**

The Chair rejoined the meeting at 7:09pm and resumed chairing the meeting.

The Deputy Chief Officer provided Members with a brief overview of the report.

Councillor Charles queried whether the estimates included the costs required to cover current administration work.

The Deputy Chief Officer clarified that the figures only reflected decisions already made, with any future decisions needing to be incorporated into the figures accordingly.

RESOLVED:

1. **That Members considered, agreed and received the draft estimates for 2027/2028.**
2. **That Members agreed to recommend the draft estimates for 2027/2028 to the Finance, Policy and General Purposes Committee meeting on 30 November 2026, as confirmation of the Personnel Committee's requirements for the 2027/2028 financial year.**

R312. **POLICY REVIEW AND APPROVAL**

The Deputy Chief Officer provided Members with a brief overview of the report, confirming that a Flexible Working Policy had been included within the Staff Handbook.

Councillor Johnson noted that the previously requested timetable had been provided but requested clarification on the anticipated timescales for policies to be reviewed and presented to Committee.

The Deputy Chief Officer confirmed that the Senior Leadership Team were prioritising the work, with completion expected it to be completed prior to the end of the administration.

RESOLVED:

1. **That Members reviewed and agreed the updated Employment Policy presented with the report.**
2. **That Members reviewed and agreed the Policy Review Timetable.**
3. **That Members recommended the Flexible Working Policy to the Finance, Policy and General Purposes Committee, held on 30 November 2026, for approval.**
4. **That Members noted that the Senior Leadership Team would continue to maintain a central policy review schedule to ensure employment policies were reviewed within appropriate timescales and in response to changes in legislation or good employment practice.**

R313. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Personnel Committee will be held on 18 January 2027.

R314. EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That in accordance with 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 be excluded from the remainder of the meeting.

R315. STAFF TRAINING UPDATE

Members extended their congratulations to the Deputy Chief Officer on his recent training achievements.

RESOLVED: That Members received and noted the staff training update.

The Administrator left the meeting at 7.19pm

R316. STAFFING UPDATE

The Deputy Chief Officer provided Members with a verbal update on current staffing matters including current sickness absences and requested members to consider an additional fixed term position for 6 months in the administration team to support capacity issues.

RESOLVED:

1. **That Members received and noted the verbal update on staffing matters.**
2. **That Members agreed to recommend to the extraordinary meeting of Full Council being held on 11 November 2026 that an additional 6-month fixed term temporary post be approved for the administration team.**

The meeting closed at 7:25pm

Signed …….. Dated ……