

**MOLD TOWN COUNCIL
CYNGOR TREF YR WYDDGRUG**

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Daniel Owen Precinct
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Flintshire
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To: Members of Personnel Committee:
Mayor and Deputy Mayor, Cllrs Tina Claydon, Catherine Frances Claydon, Sarah Taylor, Pete Dando and Haydn Jones

16th October 2025

Dear Councillor,

You are requested to attend a meeting of the **Personnel Committee** to be held at Town Council Offices, Unit 10 Daniel Owen Precinct and via Zoom, commencing at 6pm on Wednesday 22nd October 2025.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jane Jones'.

Town Clerk and Finance Officer

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**

To **receive** any known declarations of interest in items below.

3. **MINUTES**

To **note** the minutes of the meeting held on 28th April 2025.

4. **ANNUAL LEAVE REVIEW**

To **consider** aligning Mold Town Council staff annual leave entitlements with Flintshire County Council Policy.

5. TRAINING FOR CLERK

To **consider** the following training for the Town Clerk:

1. Introduction to Cemetery Management for Parish and Town Clerks (ICCM) – 17th February 2026, £100 + VAT.
2. CiLCA Training – starting February 2026, £495 (training costs not included and may vary by supplier; total approx. £1,000).

If approved to consider the amount of study time the Town Clerk may undertake during work hours.

6. EXCLUSION OF PUBLIC AND PRESS

To **consider** the exclusion of the public and press from the meeting in order to allow discussion on confidential matters.

7. APPRAISAL SNAPSHOT – ADMIN SUPPORT OFFICERS

To **note** the attached appraisal snapshots for both Admin Support Officers.

8. STAFFING MATTERS

To **note** the attached report from the Town Clerk with regards to staffing matters.

To **consider** the current Caretake Job Description.

Join Zoom Meeting

<https://us02web.zoom.us/j/85148591809?pwd=IkJwWbG2magqXlq7pPRyMUro5dZ9Zl.1>

Meeting ID: 851 4859 1809

Passcode: 046451

Agenda Item 3.

MOLD TOWN COUNCIL

Minutes of the meeting of the Personnel Committee held at Town Council Offices and via Video Conferencing at 6pm Monday 28th April, 2025

PRESENT:

Councillors: Brian Lloyd (Mayor), Paul Beacher (Deputy Mayor), Pete Dando, Tina Claydon and Haydn Jones

Via Zoom: Sarah Taylor (Chair)

Officer: Jo Lane, Town Clerk and Finance Officer

ABSENT: None

14. APOLOGIES

Councillor Catherine Frances Claydon

15. DECLARATIONS OF INTEREST

None

16. MINUTES

It was **resolved** that the minutes of the Personnel Committee Meeting held on the 2nd October 2024 be accepted as a true record.

17. UPDATE ON ADMIN SUPPORT OFFICER PROGRESS

After discussion it was **resolved** to recommend to the Full Town Council to update all staff to the newer staff contract.

18. ONE VOICE WALES/ SLCC EVENT

It was **resolved** that the Town Clerk be able to attend the Joint One Voice Wales/ SLCC Event on Ethical Frameworks in England and Wales to be held on Wednesday 14th May at a cost of £65+VAT.

19. ANNUAL PAY INCREASE

It was **resolved** that, in accordance with staff contracts, all employees who have not yet reached the top of their pay scale will receive an increment to the next pay point effective from 1st April 2025. Any back pay owed will be included in the next payroll.

20. EXCLUSION OF PRESS AND PUBLIC

It was **resolved** that, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting due to the confidential nature of the business to be transacted.

21. STAFFING MATTERS

The Confidential report written by the Town Clerk was **noted**.

It was **resolved** to recommend to the Full Council that the Bailey Hill Admin Support Officer and Town Clerk be paid for TOIL hours accrued undertaking caretaking/ cleaning duties at the Bailey Hill Centre.

It was **resolved** to organise a check in meeting with the caretaker/ cleaner. To be attended by the Town Clerk and Chair of Personnel Committee.

It was **resolved** that interim review meetings be scheduled with recent appointments to the administrative team, with provisions made for an extension of the initial assessment period by an additional quarter.

Meeting closed at 18.35pm

SUMMARY OF DECLARATIONS MADE BY MEMBERS IN ACCORDANCE WITH MOLD TOWN COUNCIL'S CODE OF CONDUCT

PERSONNEL COMMITTEE		DATE: 28.04.25
MEMBER	ITEM	MINUTE NO. REFERS

Chairman's signature: Date:

Agenda Item 4.

Report for Mold Town Council Personnel Committee

Date of Meeting: 22nd October 2025

by the Town Clerk and Finance Officer

Annual Leave – Review and Recommendation

Background:

Under the recently updated Mold Town Council staff contracts, annual leave entitlements are as follows:

Length of service	Days	Bank Holidays	Hours (Decimal)
Up to 5 years	23	8	170.2
5-10 years	28	8	207.2
10-15 years	29	8	214.6
15-20 years	30	8	222.0
20 years +	31	8	229.4

In addition to the above, staff are entitled to 2 statutory leave days to be taken as determined by the Council. Holiday entitlement is pro-rata for part-time employees. (Current contract attached for information).

Current Arrangements:

- Mold Town Council does not currently have a designated Christmas/New Year shutdown period, and staff are not required to reserve holiday for this period.
- The 2 statutory leave days included in staff contracts have not yet been allocated or scheduled. These could be incorporated into a formal Christmas/New Year shutdown if the Council chooses to introduce one.

Consideration:

- The Committee may wish to consider introducing a formal shutdown period for office staff over Christmas and New Year, incorporating the 2 statutory leave days.

Comparison with Flintshire County Council (FCC) Policy:

Flintshire County Council incorporates statutory leave days into annual leave entitlement as well as having a Christmas/ New Year shutdown period for most office staff.

Annual leave under FCC Policy is as follows:

The entitlements for employees on National Joint Council for Local Government (Green Book) and Soulbury Committee (Blue Book) are:

	Leave in Days	Leave in Hours	Bank Holiday Entitlement Days	Bank Holiday Entitlement - Hours
On Appointment	26 Days	192 Hours and 24 minutes	8 Days	59 Hours 12 minutes
After 5 Years Council Service	30 Days	222 Hours	8 Days	59 Hours 12 minutes
After 10 Years Council Service	33 Days	244 Hours 12 minutes	8 Days	59 Hours 12 minutes

Consideration:

Align Mold Town Council annual leave with FCC policy by:

- Incorporating the 2 statutory leave days into overall annual leave entitlement.
- Adjust annual leave to match FCC's scale.

Rationale:

- Ensures consistency with local authority standards
- Simplifies administration and improves clarity for staff.
- Provides an opportunity to introduce a structured Christmas/ New Year shutdown, improving planning and work-life balance.

Recommendation:

The Personnel Committee is asked to:

1. Consider the proposed alignment of Mold Town Council annual leave entitlement with Flintshire County Councils Policy.
2. Consider introducing a formal Christmas/ new Year shutdown for office staff.
3. If agreed, recommend the changes to Full Council for approval.

Agenda Item: 5.

INTRODUCTION TO CEMETERY MANAGEMENT FOR PARISH AND TOWN CLERKS

Level: Beginner

Tuesday, 17th February 2026 (09.30-13.30)

An ICCM quality online training event

Learn about the principles and practices of cemetery management

Learn new skills

Have your questions answered

Guiding you through best practice

Course overview

- General powers of management
- Overview of legal requirements and implications
- Grave identification and cemetery plans
- Checking procedures -verification of location, depth, size
- Dealing with shallow graves
- Overview of administration processes
- Memorials
- Grave ownership
- Exhumation
- The burial service
- Health and safety

Suitable for

Anyone involved in managing or working in a cemetery, particularly those in Town and Parish Councils, and is designed to give a general introduction to cemetery management.

Equipment required

A computer, phone or tablet with internet connection, video and microphone function, able to run Teams, either as an app or online.

Why Join this course

-] Elevate your cemetery management skills
-] Gain general knowledge of legal requirements
-] Learn effective management practices
-] Develop an understanding of operational responsibilities
-] Creates confident, empowered bereavement service professionals

Attendance

£150.00 plus VAT for non-members

Discounted rate

£100.00 plus VAT for ICCM members only

ENTRY LEVEL QUALIFICATION

Certificate in Local Council Administration (CILCA)



CILCA is a practical, Level 3 qualification awarded by Ascentis designed to meet local council sector standards. It assesses your knowledge and skills across all areas of a clerk's role, including law, procedures, finance, planning, and community engagement.

Why study CILCA?

CILCA provides essential knowledge and the practical skills needed to work confidently and professionally in local council administration. The course is structured around 30 learning outcomes across five key units:

- ▶ **Unit One:** Core Roles in Local Council Administration
- ▶ **Unit Two:** Law and Procedures for Local Councils
- ▶ **Unit Three:** Finance for Local Councils
- ▶ **Unit Four:** Management for Local Councils
- ▶ **Unit Five:** Community Engagement

These units reflect the broad scope of a clerk's role and the wide-ranging remit of local councils in governance, service delivery, and community support.



CILCA 2026 requires obligatory training with a CILCA-recognised trainer, each registered and approved to ensure quality.

→ Visit www.slcc.co.uk/cilca for more information.

Clerks in Wales who completed CILCA pre-2021, whose councils are looking to adopt the General Power of Competence, may register for the standalone LO7 module to provide additional support - visit www.slcc.co.uk/qualifications/the-general-power-of-competence-gpoc-wales/



"I undertook CILCA to strengthen my knowledge and

confidence in my role, ensuring I could provide the best possible service to my council and community. The qualification gave me a deeper understanding of local council procedures, improved my skills in governance and legal compliance, and boosted my confidence in decision-making. I would recommend it to anyone wanting to enhance their professional skills and make a real impact in their role. It helps me greatly in my day to day job. Suzanne Grant, Wollaston Parish Council

"Being from a very small parish, undertaking CILCA was a large cost from the precept and had to be spread across two financial years. Even whilst completing the qualification the council gained a much more confident clerk who can now happily and successfully advise the Council on a large range of matters." Rowena Boden PSLCC, Pounton & Sempringham Parish Council

Key details:

Entry Requirements	Recommended: 12+ months sector experience or completion of ILCA or county association training
Learning pathway	Evidence based e-portfolio of 30 Learning Outcomes
Duration	12 months
Cost	£495 non-variable *Training costs not included and may vary dependent upon supplier*
Enrolment	Register online via your SLCC account
SLCC CPD Points	20

