

**MOLD TOWN COUNCIL  
CYNGOR TREF YR WYDDGRUG**

Town Hall  
Earl Road  
Mold  
Flintshire  
CH7 1AB

Telephone: 01352 758532



Neuadd y Dref  
Ffordd yr Iarll  
Yr Wyddgrug  
Sir y Fflint  
CH7 1AB

Ffôn: 01352 758532

[www.moldtowncouncil.org.uk](http://www.moldtowncouncil.org.uk)

To: Members of Personnel Committee:  
Mayor and Deputy Mayor, Cllrs Geoff Collett, Catherine F Hill, Tina Claydon, Haydn Jones

8<sup>th</sup> March 2024

Dear Councillor,

You are requested to attend a meeting of the **Personnel Committee** to be held via Zoom, commencing at 6pm on Wednesday 13<sup>th</sup> March 2024.

Yours sincerely,

Town Clerk and Finance Officer

**AGENDA**

- 1. APOLOGIES**
- 2. MINUTES**

To **note** that the minutes of the meeting held on 17<sup>th</sup> October 2023 were approved at the Town Council Meeting.

- 3. DECLARATIONS OF INTEREST**

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

- 4. VAT TRAINING FOR STAFF AND COUNCILLORS**

Due to the services and variety of events provided by the Council – training on VAT would be beneficial for The Town Clerk, Community and Events Officer and interested Councillors.

## **5. EXCLUSION OF PUBLIC AND PRESS**

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

## **6. PART 2 ISSUES - STAFFING MATTERS**

To **note** the Cemetery Superintendent Job Description and Person Specification and Job Advert. To **decide** on a Personnel representative to sit on the interview panel (interview date – 2<sup>nd</sup> April 2024). (Paperwork attached).

## **7. VOLUNTEER AND ADMINISTRATION SUPPORT OFFICER**

To **discuss** and **agree** the Draft Job Description, Person Specification and Job Advert for the Volunteer and Administration Support Officer (paperwork attached).

## **8. CURRENT NOTICE PERIOD FOR STAFF MEMBERS**

To **discuss** the current notice period of staff members.

## **9. TOWN CLERK APPRAISAL**

To **organise** the appraisal of the Town Clerk and Finance Officer.

Join Zoom Meeting

<https://us02web.zoom.us/j/84117830878?pwd=SGpvdEc3YVRQL2twTmJyenhnTDFrZz09>

Meeting ID: 841 1783 0878

Passcode: 624609