

MOLD TOWN COUNCIL

Minutes of the special meeting of the Personnel Committee held in Mold Town Hall and via Video Conferencing on Thursday 1st September, 2022.

PRESENT:

Councillors: Sarah Taylor (Chair) Haydn Jones (Mayor), Geoff Collett, Catherine Hill
Officer: Ian Jones Town Clerk and Finance Officer

APOLOGIES: Teresa Carberry. (Deputy Mayor)

ABSENT: Tim Maunders

11. DECLARATIONS OF INTEREST

None

12. EXCLUSION OF PUBLIC AND PRESS

RESOLVED: That members of the public and press be excluded from the meeting.

13. STAFFING MATTERS AND FUTURE PLANNING

The Committee considered the following request from full Council held on 27th July 2022: -

‘RESOLVED: that a Special Personnel Committee meet on 1st September to consider the staff structure and options and report back either to a Special Council on 14th September or to the scheduled Council on 28th September, 2022.’

Members considered the current staffing structure and felt that the Business and Regeneration position was important to the vitality of the town and although part-time, it was preferred that a similar position was maintained in the future. It was further noted that the Bailey Hill Project Officer’s post would formally end on 31 March 2023. The Bailey Hill Steering Group was presently considering any options for the future.

It was noted that the Cemetery positions were stable and that nothing could really be altered at this stage. The Town Clerk reminded Members of the previous decision of Council for the Personnel and Cemetery Committees to meet at some point to discuss succession planning.

Members also felt that a new role could be looked at widening or changing the role of Caretaker to cover some work in the town to improve its appearance and to be a visible presence of the Town Council to traders and the public alike. Changes would only take place once the position became vacant.

Members considered a request on flexible working from the designate Town Clerk and Finance Officer and also considered ways of protection when there was lone-working. Several options were offered and considered.

RESOLVED: Recommendations to Council, that:

- (i) the Business and Regeneration Officer position should be advertised as soon as possible on its original 22 ½ hours - three days per week;
- (ii) Council consider whether to offer this position internally or go straight out to external advert;
- (iii) A new role be looked at widening or changing Caretaker post, to cover some 'handyman' type work in the town but any new implementation would only take place once the position became vacant;
- (iv) the designate Town Clerk and Finance Officer be advised that the Committee wish to have her presence in the office three days a week plus two mornings with two afternoons working flexibly; and
- (v) the Town Clerk investigate ways in which safe lone-working could be undertaken and report back on progress to the next meeting of the Committee.

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

PERSONNEL COMMITTEE		DATE: 1 st September, 2022
MEMBER	ITEM	MINUTE NO. REFERS
None		

Chairman's signature: Date:

MINUTES/PERSONNEL