

# MOLD TOWN COUNCIL

Minutes of the meeting of the Personnel Committee held at Town Council Offices and via Video Conferencing at 6pm Monday 28<sup>th</sup> 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 2<sup>nd</sup> 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 14<sup>th</sup> 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: .....