

MOLD TOWN COUNCIL

Minutes of the meeting of the Personnel Committee held at Town Council Offices and via Video Conferencing at 6pm Wednesday 22nd October, 2025.

PRESENT:

Councillors: Paul Beacher (Mayor), Sarah Taylor (Chair), Haydn Jones, Pete Dando

Via Zoom: Councillors Tina Claydon and Catherine Frances Claydon

Officer: Jo Lane, Town Clerk and Finance Officer

ABSENT: None

1. APOLOGIES

None

2. DECLARATIONS OF INTEREST

None

3. MINUTES

It was **resolved** that the minutes of the Personnel Committee Meeting held on the 28th April 2025 be accepted as a true record.

4. ANNUAL LEAVE REVIEW

After discussion it was **resolved** to recommend to the Full Town Council to align Mold Town Council's annual leave entitlement with Flintshire County Council.

It was **resolved** to recommend to Full Town Council that the Town Council offices close for the Christmas period in line with Flintshire County Council's shutdown, with staff required to use annual leave for the closure dates. Dates to consider office closed from 24th December until 2nd January.

5. TRAINING FOR CLERK

It was **resolved** to approve the Town Clerk's attendance at the Introduction to Cemetery Management for Parish and Town Clerks course via ICCM on 17th February 2026 at a cost of £100 + VAT.

It was further **resolved** to approve the Clerk's enrolment on the CiLCA training programme commencing February 2026 at a cost of £495, with estimated additional training costs of £500. It was **agreed** that the Clerk may use half a day per week of work time to complete the training, and is advised

to request additional support hours if required. Members highlighted the importance of the CiLCA qualification.

6. EXCLUSION OF PUBLIC AND PRESS

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.

7. APPRAISAL SNAPSHOT – ADMIN SUPPORT OFFICERS

The Appraisal snapshots for the Admin Support Officers were **noted**.

8. STAFFING MATTERS

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

It was **resolved** to recommend to the Full Council that the draft Job Description for a Facilities Officer be considered.

Meeting closed at 18.32pm

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

PERSONNEL COMMITTEE		DATE: 22.10.25
MEMBER	ITEM	MINUTE NO. REFERS

Chairman's signature: Date: