

MOLD TOWN COUNCIL

Minutes of the meeting of the Personnel Committee held at Mold Town Council Offices, Unit 10, Daniel Owen Precinct, Mold and via Video Conferencing at 6pm Tuesday 20th October, 2026.

PRESENT:

Councillors: Pete Dando (Deputy Mayor), Sarah Taylor (Chair) and Tina Claydon.

Zoom: Councillors Suzanne Thomas

Officer: Jo Lane, Town Clerk and Finance Officer

10. APOLOGIES

Apologies were received by Councillors Haydn Jones, Joanne Edwards (Mayor) and Catherine Claydon.

11. DECLARATIONS OF INTEREST

None

12. MINUTES

The minutes of the Personnel Committee Meeting held on the 7th July 2026 were **noted**.

13. 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.

14. STAFF APPRAISAL SUMMARY REPORT

Councillor Sarah Taylor provided a brief summary of the Annual Appraisals that have taken place.

The report received was **noted**.

15. STAFFING ARRANGEMENTS AND WORKING HOURS

The reports presented in relation to Staffing Arrangements and Working Hours and Staffing Structure were **noted**.

The request received from a member of staff to amend their contracted working hours was **noted** and discussed.

Members **agreed** that the request should be considered alongside the following agenda item, Staffing Structure, due to the potential implications for future staffing arrangements.

A detailed discussion took place regarding both reports and the wider staffing implications.

RESOLVED: That both reports be referred to Full Council for further consideration and discussion.

18.36pm Town Clerk left the meeting for the following item to be discussed.

16. TOWN CLERK – REVIEW OF EMPLOYMENT ARRANGEMENTS

The report presented was noted and considered by Members.

Following discussion, Members agreed to recommend to Full Council that the job title be amended from Town Clerk to Town Clerk & Chief Officer (RFO), to better reflect the responsibilities and seniority of the role.

Members further agreed that a comprehensive review of the position should be undertaken, including the current job description, roles and responsibilities, and salary grading.

18.41pm Town Clerk was invited back into the meeting.

RESOLVED: To recommend to Full Council:

1. That the job title be amended to Town Clerk & Chief Officer (RFO).
2. That a full review of the role be undertaken, including the job description, roles and responsibilities, and salary grading.

Meeting Ended: 18.42pm

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

PERSONNEL COMMITTEE		DATE: 20.10.26
MEMBER	ITEM	MINUTE NO. REFERS

Chairman's signature: Date: