

**MOLD TOWN COUNCIL
CYNGOR TREF YR WYDDGRUG**

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To: Members of Personnel Committee:
Mayor and Deputy Mayor, Cllrs Catherine Frances Claydon, Tina Claydon, Haydn Jones, Sarah Taylor and Suzanne Thomas

14th October 2026

Dear Councillor,

You are requested to attend a meeting of the **Personnel Committee** to be held at Town Council Offices, Unit 10 Daniel Owen Precinct and via Zoom, commencing at 6pm on Tuesday 20th October, 2026.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jane Jones'.

Town Clerk and Finance Officer

AGENDA

1. APOLOGIES

To **note** any apologies received.

2. DECLARATIONS OF INTEREST

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

3. MINUTES

To **note** the minutes of the meeting held on 7th July 2026.

4. EXCLUSION OF PUBLIC AND PRESS

To **consider** a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the meeting during consideration of the following items of business due to the confidential nature of the matters to be discussed.

5. STAFF APPRAISALS SUMMARY REPORT

To **receive** a confidential summary report on the staff appraisals undertaken during September and October 2026.

6. STAFFING ARRANGEMENTS – WORKING HOURS

To **consider** confidential report relating to request for a change in contracted working hours.

7. STAFFING STRUCTURE

To **consider** a confidential report relating to future staffing arrangements and the proposed creation of an additional support position.

8. TOWN CLERK – REVIEW OF EMPLOYMENT ARRANGEMENTS

To **consider** a confidential report relating to the review of the Town Clerk's Job Description, job title and salary grading.

****The Town Clerk will withdraw from the meeting for Members' deliberations and decision-making on this item. Alternative arrangements will be needed for recording the minutes.**

Join Zoom Meeting

<https://us02web.zoom.us/j/81634472092?pwd=5mlypHaM6oG1SbnSVqGyjVTh4U2Mly.1>

Meeting ID: 816 3447 2092

Passcode: 644448

3

MOLD TOWN COUNCIL

Minutes of the meeting of the Personnel Committee held via Video Conferencing at 6pm Tuesday 7th July, 2026.

PRESENT:

Councillors: Joanne Edwards (Mayor), Haydn Jones and Pete Dando

Zoom: Councillors Catherine Frances Claydon, Tina Claydon, Sarah Taylor and Suzanne Thomas

Officer: Jo Lane, Town Clerk and Finance Officer

1. CHAIR OF PERSONNEL COMMITTEE

It was **resolved** that Councillor Sarah Taylor would Chair the Personnel Committee for the Municipal year 2026/27.

2. APOLOGIES

None

3. MINUTES

It was **resolved** that the minutes of the Personnel Committee Meeting held on the 19th January 2026 are accepted as a true record.

4. 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.

18.05pm Councillor Suzanne Thomas joined the meeting.

5. STAFF ANNUAL REVIEWS

It was **resolved** that:

The Chair of the Personnel Committee (Cllr Sarah Taylor) and the Mayor (Cllr Joanne Edwards) would undertake the annual appraisal of the Town Clerk.

The Chair of the Personnel Committee (Cllr Sarah Taylor) and the Town Clerk would undertake the annual appraisals for all other members of staff.

ACTION: The dates for the appraisal meetings will be agreed between those involved.

ACTION: Town Clerk tot circulate the Staff Appraisal Policy and the appraisal documentation to members of the Personnel Committee.

6. FACILITIES OFFICER 6 MONTH REVIEW MEETING

It was **resolved** that the Chair of the Personnel Committee and the Town Clerk would undertake the Facilities Officer's six-month review meeting.

ACTION: The Town Clerk and Chair of the Personnel Committee to arrange a mutually convenient date for the review meeting.

7. STAFF ONE TO ONE MEETINGS

The Committee thanked the Town Clerk for the report outlining the discussions that had taken place during the recent one to one meetings with all members of staff.

The report was **noted**

8. VOLUNTEER MATTERS

The Committee considered a confidential report regarding volunteer governance and the review of the Council's volunteer documentation.

It was **resolved** that the volunteer's details be removed from the Council's volunteer contact database.

The Committee also considered the proposed amendments to the Volunteer Registration Form and Volunteer Agreement. Members raised comments regarding aspects of the wording within the Code of Conduct section.

It was **resolved** that the revised Volunteer Registration Form and Volunteer Agreement be referred to the Policy and Audit Committee for further consideration before being recommended to Full Council for adoption.

9. STAFFING REQUEST

The Committee considered a confidential report regarding a request from a member of staff to reduce their contracted hours with effect from March 2027.

It was **resolved** to approve the request. Additional event administration duties will be redistributed amongst the administrative team to accommodate the revised working hours.

ACTION: The Town Clerk to prepare a Flexible Working Policy for consideration and adoption by the Council.

ACTION: The Chair of the Personnel Committee and the Town Clerk to review the current staffing structure and staff roles, and to submit a report with any recommendations to a future meeting of the Personnel Committee.

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

PERSONNEL COMMITTEE	DATE: 07.07.26
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MEMBER	ITEM	MINUTE NO. REFERS

Chairman's signature: Date:

