

Cyngor Tref
Rhuddlan
Town Council

Personnel Committee

(Cllrs Val Simmons, Jackie Burnham and Mike Kermode)

8th April 2025

Dear Personnel Committee (and other Town Councillors for information).

I confirm that there will be a meeting of the **Personnel Committee on Monday 14th April 2025 at 10-30am in Hwb Rhuddlan, Clos David Owen, Rhuddlan, LL182UJ.**

As is usual practice, non-committee members may attend as observers, and it will help if observer members inform the Town Clerk in advance. Arrangements for a zoom link will be organised if this is required.

Members of the public wishing to attend may do so by informing the Town Clerk by the 11th of April so that necessary arrangements can be made.

Agenda

- 1. Apologies**
- 2. Declarations of Interest**
- 3. Minutes** - The minutes of the meetings held on 20th and 27th November were considered and approved by the Town Council on 12th December.
- 4. Part 2 Business** - It is recommended that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the press and the public be excluded from the remainder of the meeting because of discussions of items where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted
- 5. Staffing Matters:**
 - 5.1– Town Clerk – Contract of Employment**
 - 5.2 – Town Clerk – Annual Review**
 - 5.3 – Professional Development, Training and Networking**
 - 5.4 – Integration of Assistant Town Clerk Role**
 - 5.5 – Internal Communications.**

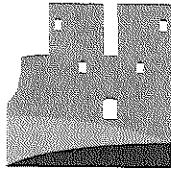
Yours faithfully,

Cllr. Mike Kermode

Secretary and Adviser to the Personnel Committee

For further information contact - Stephen Wilson – Town Clerk 07775 673706

clerk@rhuddlantowncouncil.gov.uk



Cyngor Tref
Rhuddlan
Town Council

Pwyllgor Personél

(Y Cyngorwyr Val Simmons, Jackie Burnham a Mike Kermode)

8 Ebrill 2025

Annwyl Aelodau'r Pwyllgor Personél (a Chyngorwyr Tref eraill er gwybodaeth).

Gallaf gadarnhau y cynhelir cyfarfod o'r **Pwyllgor Personél ddydd Llun, 14 Ebrill 2025 am 10-30am yn Hwb Rhuddlan, Clos David Owen, Rhuddlan, LL182UJ.**

Yn ôl yr arfer, gall aelodau nad ydynt yn aelodau o'r pwyllgor fynychu'r cyfarfod fel sylwedyddion, a byddai o gymorth petai'r aelodau-sylwedyddion yn rhoi gwybod i Glerc y Dref ymlaen llaw os ydynt yn bwriadu dod i'r cyfarfod. Bydd cyswllt Zoom yn cael ei drefnu os oes angen.

Dylai aelodau'r cyhoedd sy'n dymuno mynychu'r cyfarfod roi gwybod i Glerc y Dref erbyn 11 Ebrill fel bod modd gwneud y trefniadau angenrheidiol.

Agenda

- 1. Ymddiheuriadau**
- 2. Datgan Buddiant**
- 3. Cofnodion** – Cafodd cofnodion y cyfarfodydd a gynhaliwyd ar 20 a 27 Tachwedd eu hystyried a'u cymeradwyo gan Gyngor y Dref ar 12 Rhagfyr.
- 4. Busnes Rhan 2** – Yn unol â Deddf Cyrff Cyhoeddus (Derbyn i Gyfarfodydd) 1960, argymhellir bod y wasg a'r cyhoedd yn cael eu cau allan o weddill y cyfarfod oherwydd y trafodir eitemau y byddai rhoi cyhoeddusrwydd iddynt yn niweidiol i fudd y cyhoedd oherwydd natur gyfrinachol y busnes i'w drafod.
- 5. Materion Staffio:**
 - 5.1– Clerc y Dref – Contract Cyflogaeth**
 - 5.2 – Clerc y Dref – Adolygiad Blynnyddol**
 - 5.3 – Datblygiad Proffesiynol, Hyfforddiant, a Rhwydweithio**
 - 5.4 – Integreiddio Rôl Clerc y Dref Cynorthwyol**
 - 5.5 – Cyfathrebu Mewnol.**

Yr eiddoch yn gywir,

Y Cyngorydd Mike Kermode

Ysgrifennydd ac Ymgynghorydd y Pwyllgor Personél

I gael rhagor o wybodaeth, cysylltwch â Stephen Wilson – Clerc y Dref 07775 673706

clerk@rhuddlantowncouncil.gov.uk