



Minutes of the Personnel Committee held on 30th June 2026 in Rhuddlan Bowls Club (note – the original venue was Rhuddlan Hwb but because of a clash of bookings, the meeting was relocated – many thanks to Rhuddlan Bowls Club).

1. **PRESENT** – Cllrs. Jackie Burnham (Mayor), Mike Elgin (Deputy Mayor), Val Simmons (Immediate Past-Mayor) and Mike Kermode (Personnel Adviser and Clerk for the Committee); together with the Town Clerk.
2. **APOLOGIES** – None.
3. **ELECTION OF CHAIRPERSON** – It was proposed, seconded and **agreed** that Cllr Val Simmons be chairperson for this council year.
4. **DECLARATIONS OF INTEREST** – None.
5. **PART 2 BUSINESS** – It was proposed and **resolved** 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.
6. **STAFFING MATTERS:**
 - 6.1 **Assistant Town Clerk – Probationary Period** – The Town Clerk reported on the excellent progress that the Assistant Town Clerk had made over the past few months. He said that her probationary period had now been completed successfully. Committee members were also very satisfied with the work, commitment and enthusiasm shown by the Assistant Town Clerk and **agreed to confirm** to the Council that the probationary period had now been successfully completed.
 - 6.2 **Assistant Town Clerk – Overtime** – The Town Clerk reported that over the past few months there had been several Council activities that had required the Assistant Town Clerk to work additional hours. He was therefore recommending that a payment be made to cover a total of 17 hours. It was **agreed to recommend** this payment to the Council.
 - 6.3 **Town Clerk and Assistant Town Clerk – Hours of Work** – The Town Clerk said that he had had discussions with the Assistant Town Clerk about the hours of work for both of them. The Assistant Town Clerk had said that she was willing to undertake an additional 5 hours per month – thus increasing her hours from 35 to 40. The Town Clerk said that this could be done in a cost-neutral way by reducing his hours by 4 per month – thus reducing his hours from 28 to 27 per week. It was **agreed to recommend** this change in working hours to the Council.

6.4 Assistant Town Clerk – Continued Professional Development and Designation

– the Town Clerk said that he had had very positive discussions with the Assistant Town Clerk about her continued professional development and training. This was important in the context of her being able to fulfil the role of Town Clerk at times when he was absent for any reason. However, there was a small problem in that some elements of the CILCA course were only available to staff with the designation of Town Clerk or Deputy Town Clerk. He was therefore recommending that the Assistant Town Clerk's designation be changed to be Deputy Town Clerk, he stressed that there would be no change in job role or salary level. It was **agreed to recommend** this change of job designation to the Council.