



Minutes of the Personnel Committee held on 4th and 5th December 2025 in Rhuddlan Hwb.

1. **PRESENT** – Cllrs. Val Simmons (Chairperson) Ivor Beech, Jackie Burnham and Mike Kermode (Personnel Adviser and Clerk for the Committee); together with the Town Clerk.
2. **APOLOGIES** – None.
3. **DECLARATIONS OF INTEREST** – Councillors Jackie Burnham and Mike Kermode made personal declarations of interest and completed the required forms.
4. **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.

5. **STAFFING MATTERS:**

Assistant Town Clerk Vacancy – Interviews and Appointment.

Two applicants were interviewed on the evening of 4th December (L.S. and L.M.), and the remaining applicant (H.B.-P.) was interviewed on the morning of 5th December. The committee used a structured interview process that contained five key questions that related to the job role. Supplementary questions were also asked when additional information was needed. The applicants were also given the opportunity to ask questions to the committee members.

Following an analysis of the candidates' responses and with the information from their application forms, it was **resolved** to offer the post of Assistant Town Clerk to Heidi Barton-Price.

(Note – After the committee meeting, the Town Clerk contacted the three applicants and informed them of the outcomes for them from the interview process. He offered the post of Assistant Town Clerk to Heidi Barton-Price, which she accepted, and a start date of 12th January 2026 was agreed.)