



Personnel Committee

(Cllrs Val Simmons, Ivor Beech, Jackie Burnham and Mike Kermode)

13th November 2025

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

There will be a meeting of the **Personnel Committee at 6pm on Tuesday 18th November 2025 in Rhuddlan Library.**

As is usual practice, non-committee members may attend as observers and it will help if observer members inform the Town Clerk in advance. Members of the public are also able to attend.

Agenda

- 1. Apologies**
- 2. Declarations of Interest**
- 3. Minutes** – The minutes of the meeting held on 2nd October were considered and approved by the Town Council on 9th October (copy enclosed).
- 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** To consider application forms for the post of Assistant Town Clerk and prepare a shortlist of candidates for interview on 4th December (the relevant documents will be circulated before the meeting).
 - 5.2** To consider the interview arrangements.
 - 5.3** To consider other Staffing Matters, including overtime hours.

Yours faithfully,

Cllr. Mike Kermode

Secretary and Adviser to the Personnel Committee

For further information contact - Stephen Wilson – Town Clerk

tel. 07775 673706 or email - clerk@rhuddlantowncouncil.gov.uk

Note – these were considered and approved by Town Council on 9th October 2025



Minutes of the Personnel Committee held on 2nd October 2025 in Hwb Rhuddlan.

1. **PRESENT** – Cllrs. Ivor Beech, Jackie Burnham, Mike Kermode (Personnel Adviser and Clerk for the Committee) and Val Simmons; together with the Town Clerk.
2. **APOLOGIES** – None.
3. **ELECTION OF CHAIRPERSON** – It was proposed, seconded and agreed that Cllr. Val Simmons, the immediate past Mayor, be the 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:**

Assistant Town Clerk Vacancy

It was noted that the Assistant Town Clerk had resigned and would be leaving the Council on 14th October. The Town Clerk gave a summary of how the role had operated during the year and these observations helped committee members to look ahead to the next steps. An updated job description and person specification were considered and it was agreed that it was important for there be clarity about the role and the potential for development and progression within the Council. It was also agreed that it was important to have a back-up for the Town Clerk so as to provide cover during holidays and any other absences, such from illness.

The committee discussed the operation of the Community Market at the Community Centre. This work took up some 15 hours per month from the Assistant Town Clerk's time and meant that they needed to work on 10 Saturdays each year. This could potentially be a negative factor to future job applicants. The wider benefits of the Community Market were discussed and it was agreed that it be **recommended** to the Council that it should stop operating the market after the December event and that the Community Centre be asked if it wants to carry on with it independently or with a different external organiser. Support can be provided during any change-over period.

The committee considered the impact of not filling the post. This means no back-up support for the Town Clerk and that his work would be more focussed on the traditional demands of agendas, minutes and correspondence. Having an Assistant Town Clerk to share these duties means that the Town Clerk has sufficient time for his more active role in developing and organising community facilities and activities.

Having considered the above factors, it was agreed to **recommend** to the Council that the Assistant Town Clerk's post be filled but on reduced hours of 35 per month, based on the Council ceasing to run the monthly markets.