



Personnel Committee

(Cllrs Val Simmons, Jackie Burnham, Mike Elgin and Mike Kermode)

23rd June 2026

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

I confirm that there will be a meeting of the **Personnel Committee on Tuesday 30th June at approx. 8.00pm in Hwb Rhuddlan, Clos David Owen, Rhuddlan, LL18 2UJ or immediately following the meeting of the Events Committee.**

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 4pm on 30th June so that necessary arrangements can be made.

Agenda

- 1. Apologies**
- 2. To elect a Chairperson of the Committee**
- 3. Declarations of Interest**
- 4. Minutes** – Review the minutes of the meeting held on 5th December 2025 (already approved by the Council)
- 5. 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
- 6. Staffing Matters**
 - 6.1** To discuss continued professional development and training issues.
 - 6.2** Review the staffing arrangements and hours etc. of the Town Clerk and Assistant Town Clerk.

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