



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 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 to 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.

Signed.....Cllr Val Simmons (Chair)

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