

**MOLD TOWN COUNCIL
CYNGOR TREF YR WYDDGRUG**

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To: Members of Personnel Committee:
Mayor and Deputy Mayor, Cllrs Tina Claydon, Catherine Frances Claydon, Sarah Taylor, Pete Dando and Haydn Jones

13th January 2026

Dear Councillor,

You are requested to attend a meeting of the **Personnel Committee** to be held via Zoom, commencing at 6pm on Monday 19th January 2026.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jane Jones'.

Town Clerk and Finance Officer

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

To **receive** any known declarations of interest in items below.

3. MINUTES

To **note** the minutes of the meeting held on 22nd October 2025.

4. ANNUAL STAFF PAY INCREMENTS – APRIL 2026

To **note** the attached report regarding contractual annual pay increments for Council staff, effective from April 2026.

5. EXCLUSION OF PUBLIC AND PRESS

To **consider** the exclusion of the public and press from the meeting in order to allow discussion on confidential matters.

6. FACILITIES OFFICER VACANCY – RECRUITMENT PROCESS

To **agree** the arrangements for recruitment to the Facilities Officer vacancy, including:

- Membership of the interview panel
- Shortlisting criteria and scoring sheet for applications
- Interview questions and assessment process.

Join Zoom Meeting

<https://us02web.zoom.us/j/89384394003?pwd=aitiw5wbLIXHkooujq5CuzjNNYZQAa.1>

Meeting ID: 893 8439 4003

Passcode: 684460