

**MOLD TOWN COUNCIL  
CYNGOR TREF YR WYDDGRUG**

Unit 10,  
Daniel Owen Precinct  
Mold  
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CH7 1AP

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[www.moldtowncouncil.org.uk](http://www.moldtowncouncil.org.uk)

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

30<sup>th</sup> June 2026

Dear Councillor,

You are requested to attend a meeting of the **Personnel Committee** to be held at Town Council Offices, Unit 10 Daniel Owen Precinct and via Zoom, commencing at 6pm on Tuesday 7<sup>th</sup> July, 2026.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Janez', written in a cursive style.

Town Clerk and Finance Officer

**AGENDA**

**1. CHAIR OF PLANNING COMMITTEE**

To **elect** a chair for the Personnel Committee for the Municipal year 2026/27.

**2. APOLOGIES**

To **note** any apologies received.

**3. DECLARATIONS OF INTEREST**

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

**3. MINUTES**

To **note** the minutes of the meeting held on 19<sup>th</sup> January 2026.

#### **4. EXCLUSION OF PUBLIC AND PRESS**

To **consider** a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the meeting during consideration of the following items of business due to the confidential nature of the matters to be discussed.

#### **5. STAFF ANNUAL REVIEWS**

To **consider** the arrangements for the 2026 annual staff appraisals and determine the Members who will participate in the appraisal process.

#### **6. FACILITIES OFFICER 6 MONTH REVIEW MEETING**

To **consider** the arrangements for the Facilities Officers' six month probation review and determine the Members who will participate in the review process.

#### **7. STAFF ONE TO ONE MEETINGS**

To **consider** the attached report following recent staff one-to-one meetings and to consider any matters arising.

#### **8. VOLUNTEER MATTERS**

To **consider** a confidential report regarding a Town Council Volunteer and to consider any appropriate recommendations arising.

#### **9. STAFFING REQUEST**

To **consider** a request relating to an employee's working arrangements.

#### **Join Zoom Meeting**

<https://us02web.zoom.us/j/81634472092?pwd=5mlypHaM6oG1SbnSVqGyjVTh4U2MIy.1>

**Meeting ID: 816 3447 2092**

**Passcode: 644448**

Agenda item: 3.

## **MOLD TOWN COUNCIL**

Minutes of the meeting of the Personnel Committee held via Video Conferencing at 6pm Monday 19<sup>th</sup> January, 2026.

### **PRESENT:**

Councillors: Paul Beacher (Mayor), Sarah Taylor (Chair), Haydn Jones, Tina Claydon and Catherine Frances Claydon

Officer: Jo Lane, Town Clerk and Finance Officer

### **ABSENT:** None

#### **9. APOLOGIES**

Councillor Pete Dando

#### **10. DECLARATIONS OF INTEREST**

None

#### **11. MINUTES**

It was **resolved** that the minutes of the Personnel Committee Meeting held on the 22<sup>nd</sup> October 2025 be accepted as a true record.

#### **12. ANNUAL STAFF PAY INCREMENTS – APRIL 2026**

The committee **resolved** to recommend the report from the Town Clerk regarding contractual annual pay increments for Council staff, effective from April 2026 to Full Town Council.

#### **13. EXCLUSION OF PUBLIC AND PRESS**

It was **resolved** that, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting due to the confidential nature of the business to be transacted.

#### **14. FACILITIES OFFICER VACANCY – RECRUITMENT PROCESS**

It was **resolved** that:

Interview Panel Membership: The panel will comprise Cllr Sarah Taylor, Haydn Jones, Catherine Frances Claydon and the Town Clerk.

Shortlisting Criteria and Scoring: The draft shortlisting criteria and scoring sheet were **approved**.

Interview questions and assessment process: The draft interview questions and assessment process were **approved**.

The timetable for the process was also **noted**.

- Job advertisement to be published: Monday 5th January 2026
- Closing date for applications: Midnight, Friday 30th January 2026
- Shortlisting of applications: 6:00 pm, Wednesday 4th February 2026, at the Town Council Offices
- Interviews: Wednesday 11th February 2026, at a time to be agreed, at the Bailey Hill Centre

*Meeting closed at 18.09pm*

**SUMMARY OF DECLARATIONS MADE BY MEMBERS  
IN ACCORDANCE WITH MOLD TOWN COUNCIL'S  
CODE OF CONDUCT**

<b>PERSONNEL COMMITTEE</b>	<b>DATE: 19.01.26</b>
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<b>MEMBER</b>	<b>ITEM</b>	<b>MINUTE NO. REFERS</b>

Chairman's signature: ..... Date: .....