

MOLD TOWN COUNCIL

Minutes of the meeting of the Personnel Committee held via Video Conferencing at 6pm Monday 19th 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 22nd 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**

PERSONNEL COMMITTEE	DATE: 19.01.26
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MEMBER	ITEM	MINUTE NO. REFERS

Chairman's signature: Date: