



Minutes of a meeting of Rhuddlan Town Council's Personnel Committee held at the Community Centre, Parliament Street, Rhuddlan on Thursday 24th November 2016.

PRESENT: Cllrs. A. Roberts (Chairman) S. King, A Smith and M. Kermode (Clerk for the meeting); together with the Town Clerk.

- 1. DECLARATIONS OF INTEREST** – None
- 2. MINUTES** – The minutes of the meeting held on 10th October 2016 had been considered and approved by the Town Council on 10th November 2016.
- 3. URGENT MATTERS AS AGREED BY THE CHAIRPERSON** – It was agreed to discuss certain aspects of the Town Clerk's working arrangements (see Item 6).
- 4. PART 2 BUSINESS** – It was proposed, duly seconded and unanimously agreed that in accordance with Section 100A (4) of the local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item of business because it is likely that exempt information as defined in paragraph 1 of Part 4 of Schedule 12A of the Act would be disclosed.
- 5. TOWN CLERK'S PROBATIONARY PERIOD REVIEW** – The meeting took place at the mid-point of the 13 week probation period with the aim of reviewing the Town Clerk's progress in her new role and identifying any support that might be required either from within the Council or from other organisations. Discussions took place focussing on the main elements of the Town Clerk's job and responsibilities; namely Council Operations and Governance, Financial Matters, Communications, Information Technology and Continued Professional Development.

The discussions showed that the Town Clerk is making very good progress and that she welcomes the support that she receives from members of the Council. It was agreed that the laptop needs to be updated and serviced and it was decided to ask Denbighshire County Council's (DCC) IT team undertake this task. DCC will also be asked if there are any accounting software packages that might be of use to the Town Clerk. In terms of continued professional development and the gaining of the CILCA qualification; it was agreed that this should be left until the Town Clerk has had at least six months experience in her role.

In terms of communications; it was agreed that the setting up of a post office box arrangement would be deferred. Councillors will be informed that the formal "Clerk to Rhuddlan Town Council" e-mail address is now operating satisfactorily and should be used for their electronic communications.

6. WORKING ARRANGEMENTS – The Town Clerk left the meeting while Councillors reviewed certain aspects of the working arrangements. After a short discussion it was agreed to revisit this matter at the next meeting.

7. DATE OF THE NEXT MEETING – Thursday 5th January 2017 at 7pm