



Minutes of a meeting of Rhuddlan Town Council's Personnel Committee held at the Community Centre, Parliament Street, Rhuddlan on Tuesday 16th January 2018.

PRESENT: Cllrs. A. Roberts, G. Rowlands, A. Smith and M. Kermode (Personnel Adviser and Clerk for the Committee); together with the Town Clerk.

- 1. DECLARATIONS OF INTEREST** – None
- 2. URGENT MATTERS AS AGREED BY THE CHAIRPERSON** – None.
- 3. MINUTES** – The minutes of the meeting held on 21st September 2017 had previously been considered and approved by the Town Council.
- 4. MATTERS ARISING** – None.
- 5. COMPUTER HARDWARE AND SOFTWARE** – The Town Clerk reported that the laptop was working well, however, the printer was currently giving problems but it was hoped that these could be resolved soon. It was agreed that if the printer problems could not be resolved satisfactorily then the Town Clerk should replace it. Cllr. Smith said that during the Town Clerk's appraisal the issue of new accountancy software had been discussed and he would raise this later in the meeting.
- 6. PART 2 BUSINESS** – It was proposed, duly seconded and unanimously agreed that in accordance with the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of the following item of business because it is likely that confidential would be disclosed.
- 7. TOWN CLERK'S ANNUAL APPRAISAL AND CONTINUED PROFESSIONAL DEVELOPMENT** – Cllrs. Smith and Rowlands, as Mayor and Deputy Mayor, had recently met with the Town Clerk for the formal annual appraisal discussions. The outcomes were very positive and showed that the Town Clerk's work over the past year or so had improved the Council's financial position by reclaiming over £11,000 of VAT, improved the accessibility of information through the development of the new website and supported the Council's Wales in Bloom initiative. A key theme of the Town Clerk's work is to make a meaningful and positive contribution to the modernisation of the Council's operations and procedures. In 2018 the Town Clerk will be pursuing the Certificate in Local Council Administration

(CILCA) which is promoted by the Society of Local Town Clerks (SLCC) as the main qualification for this role. This will help to extend the Town Clerk's present knowledge and skills which will then benefit the Council.

Cllr. Smith said that it was clear from the discussions with the Town Clerk that the Council's workload has meant that she is consistently working in excess of the presently agreed 72 hours a month. This was evidenced in the regular timesheets maintained by the Town Clerk. The Committee discussed the Town Clerk's hours of work and it was agreed to recommend to the Council that they be increased by 10 hours to be 82 hours a month. Cllr. Rowlands pointed out that the Town Clerk's appraisal would normally have taken place on the anniversary of her appointment, which was last October and the increased hours that she is working would have been identified at that time. This point was taken on board by the Committee and it was agreed to recommend to the Council that the increase in the Town Clerk's hours should be backdated to November 2017.

Cllr. Smith raised the issue of accountancy software that he had mentioned earlier. The Town Clerk gave further information regarding the RIALTAS package which was specifically designed for use by Town and Community Councils. It would give a number of benefits and provided a comprehensive accountancy and financial package. The software is recommended by the SLCC and is used by many Town and Community Councils. The initial cost of the package is £600 plus an annual fee of £150. It was agreed to recommend to the Council that the purchase of the RIALTAS software be included in the 2018-19 budget.