

5 October 2021

Dear Councillor

You are summoned to attend a Special meeting of **ACTON COMMUNITY COUNCIL** to be held remotely in accordance with Local Government and Elections (Wales) Act 2021 on **THURSDAY 14 OCTOBER 2021** at **6.30pm**. The business to be transacted is as set out in the agenda below.

Please note that the Meeting and those participating will be recorded. To join the Meeting online use the Meeting ID: 894 8408 1701 and the Passcode: 541869 or click on the link below:

<https://us02web.zoom.us/j/89484081701?pwd=bVRhNVJZZ1Q4R0ZrbEYUd2RjQ5UT09>

Yours faithfully

Carole Roberts

Clerk and Responsible Financial Officer to the Council

AGENDA

1. APOLOGIES FOR ABSENCE:

2. **PUBLIC QUESTIONS:** In accordance with Standing Order No. 3e; any Member of the Public who is a resident within a ward of the Community Council and has given notice (specifying the matter on the agenda which they wish to speak) to the Clerk to the Community Council's office by noon on 11 October 2021 may, subject to stating their name and address before the meeting, speak at this meeting, as of right, on any matter on the agenda, for no more than 3 minutes.

3. **DECLARATION OF INTERESTS:** To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgment of the public interest and it relates to a financial or regulatory matter.

4. **EXCLUSION of PRESS AND PUBLIC:** It is **RECOMMENDED** that the press and public be excluded from the Meeting during consideration of the next item of business only as it is likely that, if they were present, there would be disclosure to them of exempt information as defined in the Public Bodies Admission to Meetings Act 1960.

Please contact

Carole Roberts, Clerk to the Council on: 07913 071470 or

E-Mail:

clerk@actoncommunitycouncil.gov.uk with any apologies or requests for further information.

You can also write to the Clerk at Acton Community Resource Centre, Overton Way, Wrexham LL12 7LB

5. EXTERNAL JOB EVALUATION AND REVIEW THE ADMINISTRATIVE FUNCTION OF THE COUNCIL:

Further to the recommendations of the Staffing Committee meeting held on 8 September 2021 as considered by the Council at its remote meeting held on 21 September 2021 and its subsequent decision to hold a special remote meeting to discuss this Report, its findings and implementation:

1. To receive and consider the Findings contained within the Report prepared by Mr Gwilym Rippon on the external job evaluation carried out by him for the Clerk to the Council's post as the Proper Officer and Responsible Financial Officer for the Council and to assist the Council with a review of the administrative function of the Council; and
2. To consider the Recommendations and outcomes contained within Mr Rippon's Report and to determine acceptance and implementation of the Report's Findings and Recommendations.

REMINDER: Mr Rippon's Evaluation, Review and Report and associated papers were circulated to all members of the Council on 16 September 2021 well in advance of the 21 September 2021 Council meeting to afford ample opportunity to read it..

(Members are requested to refer to these papers at the Special Meeting of the Council now called for 14 October 2021)