

Minutes of the Special Meeting of Acton Community Council held on Thursday 5 September 2019 at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

Councillor	K Roberts (Chair)	Councillor	Ms S Jarvis (Vice Chair)
"	W Baldwin	"	Ms P Kidd *
"	M Davies *	"	P Lloyd
"	Ms S Edwards *	"	G Lowe *
"	Mrs A Evans	"	M Pritchard
"	R Hardy *	"	Mrs D Wallice
"	Ms S Hope	"	Ms L Williams
	P D Jones		1 Vacancy

\* Absent

Also Present:

Mrs Carole Roberts, Clerk to the Council

#### 48. APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Mike Davies, Salli Edwards, Ralph Hard, Patricia Kidd and Geoff Lowe.

#### 49. PUBLIC QUESTIONS

In accordance with Standing Order No. 3e; it was noted that no Members of the public residing within a ward of the Community Council had given notice to speak at this meeting.

#### 50. DECLARATION OF INTERESTS

There were no Declarations of Interest made at this stage of the proceedings.

#### 51. EXCLUSION OF THE PRESS AND PUBLIC

***RESOLVED that the press and public be excluded from the Meeting during consideration of the following items of business 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.***

#### 52. MINUTES OF THE STAFFING COMMITTEE

The Minutes of the Meeting of the Staffing Committee held on 4 September 2019 were received.

***RESOLVED – that the Staffing Committee’s recommendations be approved as follows:***

##### 1. MINUTE 9 - CLWYD PENSION FUND

- i) the Mandatory and Discretionary Policies as now submitted be adopted by the Council in order to ensure its mandatory duties as a member of the Clwyd Local Government Pension Scheme are met; and***
- ii) To become a member of One Voice Wales with effect from 1 October 2019 at a cost of £1,839 per annum (less a 50% reduction and pro-rata rate for mid-year joining) in order to access the representative, training, information support and consultancy services it provides to the Town and Community Council sector in Wales.***

(The Clerk withdrew from the meeting at this stage. A note taker from those present recorded the outcomes)

## **2. MINUTE 10 – CLERK’S APPRAISAL**

**RESOLVED - to endorse the work carried out by the Chair and Vice Chair and to approve the following:-**

- 1. The Clerk’s working hours be increased to 37 hours per week full time with effect from 1 September 2019) for a maximum of six months or less if the Clerk’s appraisal objective work has been undertaken;**
- 2. There be a gender balanced monthly meeting with the Clerk and two members of the Staffing Committee to review the backlog and the Clerk’s progress in clearing it;**
- 3. In future the amount of TOIL accrued by the Clerk be restricted to a maximum of 37 hours per month and this must be pre-approved by the Chair and/or Vice Chair ;**
- 4. subject to a declaration from the Clerk being signed by the Chair and Vice Chair, the Clerk be paid off in her next pay period for the 136 Hours TOIL accrued;**
- 5. In recognition of the outstanding performance of the Clerk since her last review in February 2016, to increase the Clerk’s Pay grade by 3 increments to SCP 27 backdated to be effective from April 2019;**
- 6. To delete the Staffing Committee recommendation “subject to a satisfactory performance review in February 2020, the Clerk’s salary be progressed to SCP 28 with effect from 1 April 2020” in its entirety**
- 7. Once the backlog has been cleared, the Council look at hiring an Assistant to the Clerk and then there be a further review of the Clerk’s pay grade and hours of work when that Assistant has been appointed.**

**Councillor Kevin Roberts  
Presiding chair**

**Signed as a correct record this 17th day of September 2019**

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**Chair**