

1 March 2023

Dear Councillor

You are summoned to attend a meeting of the **STAFFING COMMITTEE** of Acton Community Council to be held remotely in accordance with The Local Government and Elections (Wales) Act 2021, on **TUESDAY 7 MARCH 2023 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. Please use this [hyperlink to join zoom remote Staffing Committee Meeting on 7 March 2023](#) or the Meeting ID: 884 0955 9944 and Passcode: 663608

Yours Sincerely

*Carole Roberts*

Clerk to the Council

## AGENDA

### 1. APOLOGIES FOR ABSENCE:

### 2. 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.

### 3. EXCLUSION OF PRESS AND PUBLIC:

It is recommended that members of 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.

**4. CONFIRMATION OF MINUTES:** To confirm the attached confidential minutes of the meeting of the Staffing Committee held on 6 December 2022 as endorsed by the Council at its meeting on 17 January 2023.

**5. INFORMATION FROM THE MINUTES : MINUTE 16 CLERK TO THE COUNCIL:** Update on review of priorities

**6. TERMS OF REFERENCE: (FOR INFORMATION ONLY):** The Staffing Committee was appointed at the Annual Community Council meeting held on 17 May 2022; a copy of its Terms of Reference will be available at the meeting.

**7. ADMINISTRATION ASSISTANT POST:** Clerk to give an update following a five month probation review.

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Please contact Carole Roberts, Clerk to the Council on: 07913 071470 or  
E-Mail: [actoncommunitycouncil@gmail.com](mailto:actoncommunitycouncil@gmail.com) 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

**8. STAFFING RELATED POLICIES:** Further to Minute 82.1 October 2022, this Committee has commenced the work it has been tasked with to obtain Model documents and prepare any Staffing Related Policies identified during the Health Check in Part one of the Toolkit. The Clerk will give an update on progress and several Model policies have been circulated separately to members of the Committee. A Summary Sheet is attached

**TO: MEMBERS OF THE STAFFING COMMITTEE:** Councillors Caroline Bettley (Chair), Ralph Hardy (Vice Chair) (ex-officio) Anne Evans, Becca Martin, and Kevin Roberts (ex-officio) 1 Vacancy

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