

5 June 2025

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 **WEDNESDAY 11 JUNE 2025 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 the hybrid Staffing Committee Meeting remotely via Zoom on 11 June 2025](#) or use Meeting ID: 860 6836 8008 and Passcode: 029633

Yours Sincerely

Carole Roberts

Clerk to the Council

1. APPOINTMENT OF CHAIRMAN: To appoint a Chair of the Staffing Committee for the 2025/26 Municipal Year.

2. APPOINTMENT OF VICE CHAIRMAN: To appoint a Vice Chair of the Staffing Committee for the 2025/26 Municipal Year.

3. APOLOGIES FOR ABSENCE:

4. 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.

5. 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.

Please contact

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

E-Mail:

actoncommunitycouncil@gmail.com with any apologies or requests for further information.

You can also write to the Clerk at Little Acton Community Centre, The Green, Wrexham LL12 8BH

6. **CONFIRMATION OF MINUTES:** To confirm the attached confidential minutes of the meeting of the Staffing Committee held on 12 March 2025 as endorsed by the Council at its meeting on 19 March 2025.
7. **INFORMATION FROM THE MINUTES :**
8. **REVIEW OF WORKLOAD LIST TO 31 MAY 2025:** To consider the attached summary from the Clerk to the Council
9. **TIMETABLE OF MEETINGS AND WORK PROGRAMME FOR 2025/26:** The Council at its Annual Meeting on 21 May 2025 set the day and time of meetings for this Committee and it will meet on the second Wednesday of each quarter at 6:30pm; namely 11 June; 10 September; 10 December 2025 and 11 March 2026.

TO: MEMBERS OF THE STAFFING COMMITTEE: Councillors Trevor Coxon, Mike Davies, Anne Evans, Ralph Hardy (ex-officio), Becca Martin and Kevin Roberts (ex-officio)

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ACTON

COMMUNITY
COUNCIL

Minutes of the hybrid Staffing Committee meeting held on Wednesday 12 March 2025 via Zoom and at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present: Councillor Ralph Hardy (Chair)
" Kevin Roberts(Vice Chair)
" Trevor Coxon
" Mike Davies
" Ms Anne Evans *
" Ms Becca Martin

* Absent

Also Present: Mrs. Carole Roberts, Clerk to Acton Community Council

22. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Anne Evans.

23. DECLARATIONS OF INTEREST

There were no disclosures of personal and prejudicial interests made at this stage of the meeting.

24. EXCLUSION OF PRESS AND PUBLIC

RESOLVED – that members of the press and public be excluded from the Meeting during consideration of the following items of business as it was 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.

25. CONFIRMATION OF MINUTES

The confidential minutes of the Staffing Committees held on 4 December 2024 as endorsed by the Council at its Meeting on 16 October 2024 and Special Meeting on 8 January 2025 as endorsed by the Council on 18 February 2025 were received.

RESOLVED – that the Minutes of the meetings of the Staffing Committee held on the 4 December 2024 and 8 January 2025 be received and confirmed as a correct record.

26. INFORMATION FROM THE MINUTES

There was no information that is not elsewhere on the agenda

7. REVIEW OF WORKLOAD LIST TO 28 FEBRUARY 2025

The Clerk submitted a detailed document setting out her workload and updated on actions taken against Council decisions and her job specifications.

The Chair on behalf of the Committee, thanked the Clerk for providing the detailed information.

8. ADMINISTRATIVE ASSISTANT APPRAISAL AND PROGRESSION

The Clerk reported that a very satisfactory Appraisal had been carried out for the Administrative

Assistant and recommended that the Staffing Committee agree to her receiving 1 incremental progression on her LC1 paygrade from 1 April 2025 as set out in her contract of employment

RESOLVED – to note the satisfactory Appraisal and its outcomes and to RECOMMEND to the Council that it approves one incremental Salary increase for Michelle Williams, Administrative Assistant with effect from 1 April 2025.

9. TIMETABLE OF MEETINGS AND WORK PROGRAMME FOR 2024/25

Members noted the planned meeting dates for the 2024/25 Municipal year had now been held.

Councillor Ralph Hardy
Presiding Chair

Signed as a correct record this 11TH day of June 2025

Chair

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