

3 September 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 10 SEPTEMBER 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 10 September 2025](#) or use Meeting ID: 843 8208 8018 and Passcode: 440031

Yours Sincerely

Carole Roberts

Clerk to the Council

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 11 June 2025 as endorsed by the Council at its meeting on 16 July 2025.

5. INFORMATION FROM THE MINUTES :

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. REVIEW OF WORKLOAD TO 31 AUGUST 2025:** To consider the attached summary from the Clerk to the Council. This document is provided for information only to provide members of the Committee with a background document of current actions being taken by the Clerk to implement various Council decisions and statutory requirements and to track progress against the priorities that have been set for the Clerk.
- 7. 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; there are two more meetings remaining namely 10 December 2025 and 11 March 2026.

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

AGENDA ITEM 4

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