

2 March 2026

Dear Councillor

You are summoned to attend a hybrid meeting of the **STAFFING COMMITTEE** of Acton Community Council to be held in the Little Acton Community Centre, The Green, Little Acton, Wrexham LL12 8BH and remotely in accordance with The Local Government and Elections (Wales) Act 2021, on **WEDNESDAY 11 MARCH 2026 at 6:30pm**. The business to be transacted is as set out in the agenda below.

Please note that the Meeting and those participating either in person or remotely will be recorded. Please use this [hyperlink to join the hybrid Staffing Committee Meeting remotely via Zoom on 11 March 2026](#) or use the Meeting ID: 878 2979 1411 and Passcode: 146544

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 meetings of the Staffing Committee held on 24 November 2025 as endorsed by the Council at its meetings on 17 December 2025

5. INFORMATION FROM THE MINUTES:

6. REVIEW OF PROGRESS AGAINST CLERK'S ANNUAL APPRAISAL AND THE COUNCIL'S ANNUAL PLAN OBJECTIVES: To receive an update from the Clerk to the Council (see objectives detailed in the Minutes from 24 November 2025)

7. ADMINISTRATIVE ASSISTANT MATTERS:

1. APPRAISAL AND PROGRESSION: The Clerk to report on the outcome of this Appraisal and to consider incremental progression from 1 April 2026

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

2. [REMOVAL OF TAX RELIEF ON NON-REIMBURSED HOMEWORKING EXPENSES - GOV.UK](#): Request for the Council to consider reimbursing the Administrative Assistant's working from home expenses as set out in her Contract of Employment now that this allowance is to be abolished

8. **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. To note that all planned meetings have now been held.

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

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