

3 September 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 9 SEPTEMBER 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 9 September 2026](#) or use the Meeting 885 8092 1436 and Passcode: 070657

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 10 June 2026 as endorsed by the Council at its meeting on 17 June 2026.

5. INFORMATION FROM THE MINUTES:

- i) Current levels of TOIL
- ii) Coaching Session with Councillor Carl Downes

6. STAFFING MATTERS::

- i) Update on Interim Appraisal for Admin Assistant
- ii) Local Government Pay Award 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

7. **DRAFT FLEXI LEAVE AND TOIL POLICIES** : To receive details of the progress being made in drafting these policies
8. **TIMETABLE OF MEETINGS AND WORK PROGRAMME FOR 2026/27:** The Council at its Annual Meeting on 20 May 2026 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: MEMBERS OF THE STAFFING COMMITTEE: Councillors Ralph Hardy (Chair) (ex-officio) and Kevin Roberts (ex-officio) Trevor Coxon (Vice Chair), Mike Davies, Carl Downes and Anne Evans

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