

30 May 2022

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 JUNE 2022 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. To join the meeting please use this hyperlink:

<https://us02web.zoom.us/j/81981118142?pwd=S0pNb2ZDT0poSFp3SjJRNTFuazZPd09> or the Meeting ID: 819 8111 8142 and Passcode: 197842

Yours Sincerely

Carole Roberts

Clerk to the Council

AGENDA

1. APPOINTMENT OF CHAIRMAN: To appoint a Chairman of the Staffing Committee for the 2022/23 Municipal Year.

2. APPOINTMENT OF VICE CHAIRMAN: To appoint a Vice Chairman of the Staffing Committee for the 2022/23 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.

6. CONFIRMATION OF MINUTES: To confirm the attached confidential minutes of the meeting of the Staffing Committee held on 1 March 2022 as endorsed by the Council at its meeting on 22 March 2022.

7. 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 Acton Community Resource Centre, Overton Way, Wrexham LL12 7LB

- 8. 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.
- 9. TIMETABLE OF MEETINGS AND WORK PROGRAMME FOR 2022/23:** The Council at its Annual Meeting on 17 May 2022 has set the day and time of meetings for this Committee and it will meet on the first Tuesday of each quarter at 6:30pm as follows: 7 June 2022; 6 September 2022; 6 December 2022 and 7 March 2023.
- 10. ADMINISTRATION ASSISTANT POST APPLICATION DOCUMENTS & TIMETABLE:** To Consider the attached Report from the Clerk to the Council and associated documents.

TO: MEMBERS OF THE STAFFING COMMITTEE: Chair and Vice Chair of the Council, Councillors Kevin Roberts and Ralph Hardy (ex-officio members) together with Councillors Caroline Bettley, Anne Evans, Becca Martin and Andrew Moss.

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