



CYNGOR TREF PENMAENMAWR
PENMAENMAWR TOWN COUNCIL

Minutes of a PENMAENMAWR TOWN COUNCIL MEETING

held via a hybrid meeting at the Council chambers and using Zoom Video Conferencing, on the 2nd of August 2022, at 6.30 pm.

19924 Councillors Present: Cllr C. Williams (Chair), Cllr U. Abbott, Cllr M. Baines, Cllr S. Banwell, Cllr M. Bleasdale, Cllr M. Brewer, Cllr L. Goodier, Cllr L. Heatley, Cllr J. Sharples, Cllr S. Williams.

Officers Present: M. Hanks (Clerk and RFO).

In Attendance: No members of the public were present.

19925 Apologies: Cllr B. Snell, Cllr D. Wyke.

19926 Code of Conduct/Declaration of Interest: None

COUNCIL BUSINESS

19927 To Approve of the Immediate Appointment of an Administrative Assistant.

A Member of the Human Resources Committee reported the recommendations of the One Voice Wales HR advisor on how best to address the impending vacancy caused by the resignation of the Town Clerk. The recommendation came in two parts, the first to cover the administrative office and workload on the three days not covered by the existing administrative assistant the second concerned the Town Clerk (see item 19928 below).

A detailed discussion followed, which explored several avenues.

RESOLVED: i) to offer to extend the working hours of the existing administrative assistant from part-time to full-time.

ii) In the event that i) is refused, to approve the HR Committee to engage a Temping Agency to temporarily fill the three days per week not worked by the existing administrative assistant.

19928 Approval to Approach the SLCC Regarding the Appointment of a Temporary Locum Town Clerk

The Council discussed how best to cover the responsibilities of the Town Clerk, following his departure next week. Various options were considered.

RESOLVED: i) To empower the HR committee to appoint a locum Clerk on a temporary part-time basis by liaising with the current Clerk and the SLCC.

ii) To task HR to initiate the recruitment procedure for a full-time permanent Town Clerk.

19929 Date and Time of the Next Meeting.

6.30 pm 20th September 2022