

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE OF TYWYN TOWN COUNCIL
HELD ON WEDNESDAY 15th OCTOBER 2024 AT 6.30pm AT THE COUNCIL OFFICE**

PRESENT Cllrs. Matthew Cooling, Nancy Clarke, Mark Kendall, Anne Lloyd-Jones,
Gareth Mason, Alun Wyn Evans.

OFFICER PRESENT Chris Wood, Town Clerk

1 MOTION TO ELECT A CHAIR OF THE PERSONNEL COMMITTEE FOR 2024-2025

It was **Proposed** by Cllr. Anne Lloyd-Jones, seconded by Cllr. Gareth Mason and **resolved** that Cllr. Matthew Cooling be elected Chair of the Personnel Committee.

2 APOLOGIES

None

3 DECLARATIONS OF INTEREST AND PERSONAL CONNECTION

None declared.

4 MOTION TO EXCLUDE PRESS AND PUBLIC IN ACCORDANCE WITH SECTION 2A OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was **Proposed** by Cllr. Anne Lloyd-Jones, seconded by Cllr Nancy Clarke and **resolved** to exclude the Press and Public in accordance with Section 2A of the Public Bodies (Admission to Meetings) Act 1960.

5 TO CONDUCT A APPRAISAL OF THE CLERK

Councillors conducted a review of the work of the Clerk.

Discussions were held regarding the workload of the Clerk, the time taken by the Clerk in dealing with visitors to the office, office security and other administrative matters.

Councillors noted the raised profile of the Council and were pleased that the Council is being seen to be doing more to benefit the community.

Councillors approved that the Clerk be able to work from home when necessary.

The meeting was declared closed at 8.04pm