

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE OF TYWYN TOWN COUNCIL
HELD ON WEDNESDAY 25th MARCH 2026 AT 7.00pm AT NEUADD PENDRE

PRESENT

Cllrs. Alun Wyn Evans, Eileen Jones, Mark Kendall, Anne Lloyd-Jones,
Marisa O'Hara

OFFICER PRESENT

Chris Wood, Town Clerk

1 MOTION TO ELECT A CHAIR OF THE PERSONNEL COMMITTEE FOR 2025-26

Nominations were invited for the position of Chair of the Personnel Committee.

Cllr. Eileen Jones, seconded by Cllr. Anne Lloyd-Jones, proposed that Cllr. Alun Wyn Evans be elected Chair of the Personnel Committee.

Cllr. Mark Kendall, seconded by Cllr. Marisa O'Hara proposed that Cllr. Mark Kendall be elected Chair of the Personnel Committee.

Councillors voted by show of hands and it was **resolved** that Cllr. Alun Wyn Evans be elected Chair of the Personnel Committee for 2025-26.

2 APOLOGIES

None received.

3 DECLARATIONS OF INTEREST AND PERSONAL CONNECTION

None declared.

4 MOTION TO EXCLUDE MEMBERS OF THE 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. Eileen Jones and **resolved** to exclude members of the Press and Public in accordance with Section 2A of the Public Bodies (Admission to Meetings) Act 1960.

5 TO REVIEW THE WORK OF THE CLERK

Councillors conducted a review of the work of the Clerk.

Detailed and lengthy discussions were held regarding the performance of the Clerk, how the Clerk ensures that the statutory responsibilities of the governance and administration of the Council are met, the Responsible Financial Officer's duties, working relationships, training needs and future expectations. It was agreed that the Clerk is fulfilling all of his duties in an effective manner. Financial reports, minutes and Clerk's reports provided to the Council are considered comprehensive and accurate. Councillors are happy with the work undertaken by the Clerk to ensure that the Council meets its statutory responsibilities.

Councillors were unanimous in praising the professionalism of the Clerk and the support he provides to the Council and the community. It was noted that the Clerk brings a significant positive impact to his work and is doing more than is required. The Council has noticed an increase in community engagement which has led to an increased awareness of the work of the Council. The Christmas Lights Switch On and Market was cited as an example of success for both the Council and the community. The Clerk is considered hard working, committed to the Council, professional, approachable and trustworthy by Councillors.

The workload of the Clerk was discussed, with Councillors aware of the amount of time that the Clerk gives to his role and what measures could be put in place to provide assistance. Specific tasks could be delegated to Councillors, but it was acknowledged that Councillors have their own professional and personal commitments and that delegation can sometimes take longer to implement than the amount of time that would be saved. Discussions were held as to whether modifications to any of the Council's policies could be investigated to see whether they could be more efficient in time management. The remuneration of the Clerk was discussed and it was noted that the Clerk has opted to take payment for additional hours worked instead of time off in lieu. The NJC pay scale is considered appropriate for the size of the Council, its responsibilities and budget. Previous Personnel Committee meetings have discussed this issue, with both the Clerk and Council happy to continue with the current arrangements. It was noted that the Clerk has the ability to work from home should he wish to, and has not expressed any concerns about remuneration or time off.

The meeting was declared closed at 8.52pm