



**Cyngor Tref**  
**Towyn and Kinmel Bay**  
**Town Council**

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**Summons to Attend the Meeting of the HR Committee**

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**To: All Members of the Committee:**

**CLLrs:** T Bibby, M Jones, A Macauley & K Redhead

**Ex Officio (Voting) Members:** G Corry (Mayor) & L Formston (Deputy Mayor)

**Clerk:** Dylan Thomas

**To: All other Members for Information**

**Date and Time:** Monday 17<sup>th</sup> October, 2022 at 7:00pm

**Venue:** Hybrid Meeting – TKBTC Community Resource Centre

If any member of the public wish to participate in this Hybrid meeting, and/or should any member of the public and/or press wish to VIRTUALLY attend this meeting, please contact the Clerk prior to the meeting, so that an appropriate meeting access code/password can be provided

**PUBLIC NOTICE**

The Council, members of the public and the press may film/record/photograph or broadcast this meeting only when the public and the press are not lawfully excluded.

Anyone wishing to record a meeting is requested to let the Chairman/Clerk of the meeting know prior to, or at the start of, the meeting and recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.

Any member of the public who attends a meeting and objects to being filmed/recorded/photographed should advise the Clerk (in advance) who will instruct that they are not included in the filming/recording/photographing.

For further information/rules – please refer to the Town Councils Audio/Visual Recording and Photography at Council Meetings Policy, which can be found on the Town Council Website, and/or paper copies can be requested from the Clerk.

**AGENDA**

**1. Chairman**

Nominate a Chairman 2022-23

**2. Deputy Chairman**

Nominate a Deputy Chair for 2022-23

### **3. Apologies for Absence**

To receive any apologies for absence.

### **4. Declaration of Interest**

To declare the existence and nature of any interest in any item on the agenda.

### **5. Public Participation**

To receive representatives from the public in respect of any item of business included in the agenda.

### **6. Minutes**

To approve the minutes of the meeting held on 21/02/22.

### **7. Admin Assistant – Role Evaluation/Bench Marking**

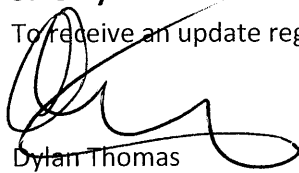
To discuss/consider/approve the proposed re-evaluating/bench marking of the Admin Assistant's role.

### **8. 2023-24 Salary Budget Review**

To review/agree Salary Budgets for 2023-24.

### **9. Gwynedd Pension Fund**

To receive an update regarding the Gwynedd Pension Funds Administration Strategy.



Dylan Thomas  
Town Clerk & R.F.O