



Cyngor Tref  
Towyn and Kinmel Bay  
Town Council

Summons to Attend the Meeting of the HR Committee

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

**Cllrs:** T Bibby, G Corry, M Jones & K Redhead

**Ex Officio (Voting) Members:** L Formston (Mayor) & A Macauley (Deputy Mayor)

**Clerk:** Dylan Thomas

**To: All other Members for Information**

**Date and Time:** Monday 19<sup>th</sup> February, 2024 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. Apologies for Absence**

To receive any apologies for absence.

**2. Declaration of Interest**

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

### **3. Public Participation**

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

### **4. Minutes**

To approve the minutes of the HR Committee meeting held on 09/10/2023.

### **5. Annual Pay Reviews**

To discuss/approve Salaries for 2024-25.

### **6. Employers Pension Scheme**

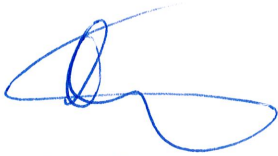
To discuss/agree the Pension Contribution Rates for 2024-25.

### **7. Annual Appraisal**

- To receive an update regarding the 2023-24 Employee Performance Reviews.
- To discuss/agree the 2024-25 Performance Objectives for the Clerk.

### **8. Appointment of Deputy Clerk**

- To discuss/consider/approve the Proposed Job Specification for the Deputy Clerk Role.
- To discuss/consider/agree how/when to advertise the vacancy for a Deputy Clerk.
- To discuss/consider/approve the Proposed Wording of the Advertisement for the Deputy Clerk Role.
- To discuss/consider/approve the Proposed Recruitment Timetable for the Deputy Clerk Role.



Dylan Thomas  
Town Clerk & R.F.O