

# Abergele Town Council

## MINUTES

The Special Meeting of the Council, held on Wednesday 11<sup>th</sup> August 2010, at 6.30 p.m. in the Town Hall, Llanddulas Road, Abergele.

186/10

### Attendance Register

The Mayor, Cllr R M Medicott (Chairman)

Cllrs: J M D Bird; G P Davies; J A MacLennan; D A MacRae; P D Meredith;  
J D Mortimer; S Rowlands; J Stubbs; K J Sudlow; R G Waters.

Mrs Ann Roberts (Admin Assistant)

187/10

### Apologies for Absence

Cllrs; B C Roberts; T Rowlands; A Wood.

188/10

### Declaration of Interest

- Members are reminded that they must declare the **existence** and **nature** of any personal interests (using the form provided for this purpose).

None were declared.

189/10

### Post of Clerk to the Council and Responsible Financial Officer

- a) Discussion took place regarding whether a full or part-time Clerk was needed and following a show of hands voting was 9 for a full time Clerk being appointed and 1 against.  
**It was RESOLVED to advertise the appointment as a full time post.**
- b) Concerns were expressed regarding some of the terms of the current Contract of Employment of the Clerk and Responsible Financial Officer, and that the contract terms needed revising to give the Council stricter control. Each element of the contract was scrutinised and alternative conditions and/or wording suggested where considered necessary. Cllr D A MacRae, in consultation with One Voice Wales and after seeking legal advice, to prepare a draft amended version for further consideration by the Council. .
- c) Concerns were expressed regarding the current Job Description of the Clerk and Responsible Financial Officer. Each element of the job description was considered and, where necessary, alternative wording suggested. Cllr D A MacRae, in consultation with One Voice Wales and after seeking legal advice, to prepare a draft amended version for further consideration by the Council.
- d) The wording of the advertisement for the vacancy of Clerk and Responsible Financial Officer was considered and amended to include, the need for competence in IT skills, a knowledge of website management, and Microsoft applications, the ability to communicate in Welsh and that the salary would be negotiable and dependent on qualifications and experience. Cllr D A MacRae, in consultation with One Voice Wales, to prepare amended advertisement for further consideration by the Council.

It was NOTED that an advertisement could not be released until a formal resignation letter had been received from the current Clerk and Responsible Financial Officer as, to date, only a letter of intent to resign was to hand.

Meeting Closed: 8.40pm

..... (Chairman)