

## **HOLYWELL TOWN COUNCIL**

### **CYNGOR TREF TREFFYNNON**

Minutes of the Meeting of the **Resources Committee** held in the Council Chamber, Bank Place Offices, Holywell on Tuesday 10<sup>th</sup> December 2024 at 4.00pm.

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**PRESENT:** Councillor P. Corbett (Chair).

Councillors: P. Cooper, L. Corbett, M. Lewis-Jones, and B. Scragg.

**APOLOGIES FOR ABSENCE** were received from Cllrs E. B. Palmer, and M. Sprake. Cllr J. Jones was absent without apology.

**IN ATTENDANCE:** J. Baker (Clerk).

R22. **DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT**

None were declared.

R23. **STAFFING REVIEW**

Members received an update from the Clerk on current staffing matters, that included employee working capacity, and employee welfare support. This update was aligned to objectives and recommendations agreed by members at the appointed working group meeting held on 14<sup>th</sup> November 2024.

**RESOLVED:**

- 1) That approval be given for the Clerk to share a draft job description with the Deputy Clerk, as had been requested by the postholder.
- 2) That approval be given for the working hours of the Support Officer to be increased from 25 to 28 hours per week from 1<sup>st</sup> January 2025, to support the developing workload associated with this post. This resolution was subject to the ratification of the full Council.

R24. **DATE OF NEXT MEETING**

The Chair closed the meeting at 5.10pm.

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Chair