

Cyngor Tref Llangollen Town Council.

Agenda.

21.07.2025

- | | |
|--|---|
| 1. Croesawiad a chyhoeddiadau Faer y Dref. | Town Mayors welcome and announcements. |
| 2. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd ar faterion ar yr agenda. | Statements from the public.
To receive statements from the public on matters on the agenda. |
| 3. Datganiad gan Heddlu Gogledd Cymru.
I dderbyn datganiadau gan Tîm Heddlu Cymdogaeth ar faterion sy'n ymwneud â Llangollen. | Statement from North Wales Police.
To receive statements from the Neighbourhood Policing Team on matters relating to Llangollen. |
| 4. Datganiadau gan Cynghorwyr y Sir.
I dderbyn datganiadau gan Cynghorwyr y Sir ar faterion sy'n ymwneud â Llangollen. | Statements from County Councillors.
To receive statements from County Councillors on matters relating to Llangollen. |
| 5. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 6. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 7. Cofnodion.
a) Awdurdodi'r Cadeirydd i lofnodi cofnodion y chyfarfodydd cyffredin blaenorol y Cyngor y Dref a gynhaliwyd ar 16.06.26, fel cofnod cywir.
b) I dderbyn cofnodion cyfarfodydd y Pwyllgor Cynllunio a gynhaliwyd ar 16.06.26, a ddangosir ar wefan y Cyngor Tref. | Minutes.
To authorise the Chair to sign the minutes of the previous ordinary meetings of the Town Council held on 16.06.26, as a correct record.
To accept the minutes of the meetings of the Planning Committee held on 16.06.26, displayed on the Town Council website. |
| 8. Adroddiadau ariannol.
I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. Mae manylion ariannol yn ddogfennau gwaith ac felly nid ydynt wedi'u cyfieithu.
a) Taliadau Awdurdodedig.
b) Datganiadau Ariannol.
c) Cymodi banc.
Derbyn yr adroddiad ar y cysoni banc gan y Cyngorydd Susanthan. | Financial reports.
To receive reports submitted to the Town Clerk and considered the recommendations therein. Financial details are working documents and are therefore not translated.
Authorised Payments.
Financial Statements.
Bank reconciliation.
To receive the report on the bank reconciliation from Cllr Susanthan. |

9. Adroddiadau Clerc y Dref.

I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. Mae adroddiadau yn ddogfennau gwaith ac felly nid ydynt wedi'u cyfieithu.

- a) Business Plan review
- b) Traphont Ddŵr a Chamlas Pontcysyllte; Grŵp Partneriaeth Rhanddeiliaid Safle Treftadaeth y Byd Grŵp Partneriaeth
- c) Bard y Bobl ar gyfer Sir Ddinbych

10. Adroddiadau i'r Cyngor.

- a) Cardiau Adnabod Lluniau.
- b) Ymddeoli rheoledig y Clerc y Dref.

11. Cyhoeddiadau Aelodau ac eitemau ar gyfer agenda yn y dyfodol.

Derbyn er gwybodaeth, cyhoeddiadau Aelodau, ac eitemau i'w hystyried gan Glerc y Dref ar gyfer agendâu yn y dyfodol.

Town Clerk's Reports.

To receive reports submitted to the Town Clerk and considered the recommendations therein. Reports are working documents and are therefore not translated.

Business Plan review

Pontcysyllte Aqueduct and Canal; World Heritage Site Stakeholder Partnership Group

Poet Laureate for Denbighshire

Reports to Council.

Photo Identification Cards.

Managed retirement of the Town Clerk.

Members' announcements and items for future agenda.

To receive for information, Members' announcements, and items for consideration by the Town Clerk for future agendas.

REPORT AUTHOR: Town Clerk.
SUBJECT: Authorised Payments
REPORT FOR: Decision.

1. Purpose of report

- 1.1 To review both previously approved and new payments to ensure that the Council's financial records are accurate and that expenditure remains within the budgets approved by the Council.

2. Background

- 2.1 The authorised payment schedule detailed below highlights transactions requiring consideration as part of this report. Members are asked to review the details provided to ensure appropriate financial oversight and to support the effective monitoring and management of the Council's finances.

3. Previous payments

- 3.1 At the previous meeting, Members considered the schedule of authorised payments. It has subsequently been identified that the June payments to PPL/PRS and British Telecom were incorrectly recorded on the authorised payments schedule presented to the Council.
- 3.2 The payments themselves were correctly authorised by the Town Clerk and Deputy Town Mayor in accordance with the Council's banking arrangements. However, the revised figures are now being presented to the Council for formal reapproval to ensure that the Council's records and minutes accurately reflect the payments authorised.

4. Audit Wales Invoicing.

- 4.1 Members will also note that invoices relating to the Wales Audit for the 2022/23 and 2023/24 financial years have now been received and remain outstanding for payment.
- 4.2 As these invoices relate to audit work undertaken in previous financial years, it is proposed that they be funded from the Council's reserves rather than charged to the current financial year's revenue budget. This approach recognises that the liability relates to historic accounting periods and avoids placing an unplanned pressure on the current year's budget.
- 4.3 This is considered particularly appropriate as the Council is still awaiting both the Annual Return for the 2024/25 financial year and a further invoice from Audit Wales for work undertaken on the Council's accounts. Funding these historic audit costs from reserves will assist in protecting the current year's budget until the Council's full audit liabilities are known.

5. Financial Implications

- 5.1 The reapproval of the PPL/PRS and British Telecom payments has no additional financial implications, as the payments have already been made. The approval is solely to ensure the Council's records, minutes and audit trail accurately reflect the payments authorised.

- 5.2 The Wales Audit invoices represent expenditure relating to previous financial years. It is therefore proposed that these costs be met from the Council's reserves and not from the current financial year's budget.

6. Recommendations

- 6.1 It is recommended that the Council:

- a) Formally reapprove the corrected June payments for PPL/PRS and British Telecom to ensure that the Council's minutes accurately record the authorised payments.
- b) Approve payment of the outstanding Wales Audit invoices relating to the 2022/23 and 2023/24 financial years.
- c) Approve that the Wales Audit invoices be funded from the Council's reserves, recognising that the expenditure relates to previous financial years and should not place an unnecessary burden on the current year's revenue budget.

7. Reasons for recommendation

- 7.1 To ensure good governance, transparency and financial probity by maintaining a clear audit trail in compliance with internal control and audit requirements.

Description/Disgrifiad	Cyflenwr/Supplier	Dull talu/Payment method	Net	TAW/VAT	Gros/Gross
Broadband	British Telecom	Direct Debit	£69.30	£13.86	£83.16
Bank charges	Unity Trust Bank	Transfer	£0.00	£0.00	£0.00
Cloud Services	ACS Technology	Direct Debit	£242.39	£0.00	£242.39
Equipment	ACS Technology	Direct Debit	£259.00	£0.00	£259.00
Cloud services	BrightHR	Direct Debit	£33.44	£6.68	£40.12
Energy	Ecotricity Electricity	Direct Debit	£47.10	£2.36	£49.46
Energy	Ecotricity Electricity	Direct Debit	£383.64	£76.73	£460.37
Energy	Ecotricity Electricity	Direct Debit	£95.82	£4.79	£100.61
Energy	Ecotricity Gas	Direct Debit	£95.52	£4.78	£100.30
Equipment	ACS Technology	Direct Debit	£259.00	£0.00	£259.00
NNDR	CSD/DCC	Direct Debit	£1,492.00	£0.00	£1,492.00
Licences	ICO	Direct Debit	£47.00	£0.00	£47.00
Cleaning	Border Janitorial	Online	£66.69	£13.34	£80.03
Cleaning	Ultraclean	Online	£340.80	£68.16	£408.96
Grounds	Amazon	Online	18.84	£3.77	£22.61
Grounds	G Faire	Online	£2,160.00	£0.00	£2,160.00
Repairs	Belvidere Lifts	Online	£896.00	£179.20	£1,075.20
Repairs	Watkins and Williams	Online	£14.13	£2.83	£16.96
Printing	WTE Printers	Online	£25.00	£5.00	£30.00
Printing	WTE Printers	Online	£145.00	£0.00	£145.00
Photocopying	Rawsons Digital	Online	£26.12	£5.22	£31.34
Broadband	British Telecom June	Direct Debit	£69.30	£13.86	£83.16
Licences	PPL/PRS June	Online	£202.16	£40.43	£242.59
Fees and Charges	Wales Audit 22/23	Online	£200.00	£0.00	£200.00
Fees and Charges	Wales Audit 23/24	Online	£686.10	£0.00	£686.10
Payroll M2					
PAYE	HMRC	Online	#####	£0.00	£1,648.97
Salary	Staff	Online	£4,538.41	£0.00	£4,538.41
		Totals	£7,874.35	£441.01	£8,315.36

	Bank Reconciliation at 31/05/2025		
	Cash in Hand 01/04/2025		221,386.21
	ADD Receipts 01/04/2025 - 31/05/2025		87,414.40
			308,800.61
	SUBTRACT Payments 01/04/2025 - 31/05/2025		31,693.63
A	Cash in Hand 31/05/2025 (per Cash Book)		277,106.98
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2025	0.00	
	Llangollen Town Council Current 31/05/2025	110,700.07	
	Llangollen Town Council Instant 31/05/2025	166,406.91	
			277,106.98
	Less unrepresented payments		
			277,106.98
	Plus unrepresented receipts		
B	Adjusted Bank Balance		277,106.98
	A = B Checks out OK		

REPORT AUTHOR: Town Clerk.
SUBJECT: Business Plan review
REPORT FOR: Decision.

1. Purpose of report.

- 1.1 This report addresses matters raised at the previous meeting that led to a deferral, of consideration of Business Plan review.

2. Background.

- 2.1 The current 2022–2027 Business Plan, adopted in October 2022, is now approaching the final stage of its lifecycle. As such, the Council must shift from a focus solely on delivery towards preparing comprehensively for its successor plan. The existing framework includes an Action Plan designed for annual review, allowing progress to be assessed and priorities adjusted. This process now forms the foundation for informing the next phase of strategic planning.
- 2.2 As the current Plan nears completion, it is important to recognise both achievements and constraints. While a number of actions have been completed efficiently, others have required sustained monitoring or remain incomplete due to complexity and changing circumstances. These challenges provide valuable insight that must directly inform the structure, ambition, and deliverability of the 2027–2032 Business Plan.
- 2.3 The Action Plan has been reviewed and updated, with 60% of actions progressed over the past four years. The remaining actions, 24 in total, highlight key lessons for any review. Around 25% of these rely on external engagement and support from an appropriate local representative trade body the absence of which has contributed to delays. This dependency underscores the importance of designing the next Business Plan with clearer delivery mechanisms, stronger partnership frameworks, and realistic assumptions about external influence.
- 2.4 Importantly, a number of the outstanding actions are no longer considered suitable for direct continuation in their current form. Instead, they present an opportunity for redesign within the next Business Plan, potentially through alternative delivery models. This reinforces the need to treat the transition to May 2027 not simply as a continuation exercise, but as a strategic transition point. Central to this transition is the requirement to review the Caru Llangollen Place Plan, which underpins the current Business Plan. A timely and structured review of this Plan will ensure that the new Business Plan is rooted in up-to-date community priorities, robust evidence, and a clearly defined long-term vision.

3. Financial Consequences.

- 3.1 The transition to the 2027 Business Plan must be closely aligned with the Council's financial planning cycle. Early identification of priorities will ensure that schemes can be phased and resourced appropriately, supporting a sustainable and deliverable programme from the outset of the new Council term. This forward approach will also enable the Council to manage financial risk more effectively while responding to evolving demands.

4. Environmental Consequences.

- 4.1 The development of the 2027 Business Plan provides an opportunity to strengthen alignment with the Council's Climate Action Plan and Biodiversity Action Plan. Building environmental priorities into the next strategic framework from the outset will ensure that sustainability and resilience are embedded as core principles rather than retrospective considerations.

5. Equality Consequences,

- 5.1 The transition to a new Business Plan presents a significant opportunity to enhance the Council's approach to equality and inclusion. While the current Plan has sought to support accessible and inclusive outcomes, the next iteration should incorporate more robust and systematic equality impact assessment processes from the start.
- 5.2 The review of the Caru Llangollen Place Plan will be particularly important in this regard, ensuring that the development of the 2027–2032 Business Plan is informed by inclusive community engagement and a clear understanding of diverse local needs. This will help ensure that future priorities reflect the whole community and that benefits are distributed equitably.
- 5.3 Embedding equality considerations at the heart of the new Business Plan will strengthen the Council's wider commitment to fairness, accessibility, and community cohesion throughout the next Council term.

6. Recommendation.

- 6.1 It is recommended that the Town Council notes and endorses the updated Action Plan as a basis for change and approves the commencement of a review of the Caru Llangollen Place Plan to support the development of the new Business Plan for implementation from May 2027.

7. Reasons for Recommendation

- 7.1 To ensure that the Council is fully prepared for the transition to the next term of the Council starting in May 2027.

REPORT AUTHOR: Town Clerk.
SUBJECT: Pontcysyllte Aqueduct and Canal World Heritage Site Stakeholder Partnership Group
REPORT FOR: Decision.

1. Purpose of the report

- 1.1 The purpose of this report is to inform Members of an invitation received from the Pontcysyllte Aqueduct and Canal World Heritage Site Strategic Board and to seek consideration of nominating a representative to join the World Heritage Site Stakeholder Partnership Group.

2. Background

- 2.1 Following a recent mid-point review of the World Heritage Site Management Plan, together with its associated governance arrangements, the Strategic Board has identified a need to strengthen direct engagement with local communities located within the Site and its buffer zone.
- 2.2 As part of this approach, Community and Town Councils are being invited to play a more active role in contributing to the ongoing management and preservation of the World Heritage Site. The Stakeholder Partnership Group supports engagement and collaborative working between stakeholders, contributing to delivery of the Management Plan and helping to protect the Site's Outstanding Universal Value through inclusive and participatory approaches.
- 2.3 The Group meets quarterly to review progress, consider priorities and assist in shaping the annual work programme. The next meeting is scheduled for 30 July 2026.

3. Representation

- 3.1 Participation would provide the Council with a direct voice in discussions relating to the management and future of the World Heritage Site, enabling it to represent local interests and contribute to decision-making processes. This opportunity should be considered alongside the commitment required to attend quarterly meetings and engage with ongoing partnership work.

4. Financial Implications

- 4.1 There are no direct financial implications associated with membership of the Stakeholder Partnership Group. Any costs would be limited to Member or officer time and attendance.

5. Environmental Implications

5. The World Heritage Site is of significant environmental and cultural importance. Participation in the Stakeholder Partnership Group would support the Council's involvement in initiatives aimed at preserving and enhancing the environmental quality and heritage value of the Site, contributing to sustainable management and environmental stewardship.

6. Equality Implications

- 6.1 There are no direct adverse equality implications arising from this report. Participation supports inclusive engagement and provides an opportunity to represent the interests of all sections of the community, in line with principles of accessibility and equal participation.

7. Recommendation

- 7.1 It is recommended that the Council nominates a representative to the Stakeholder Partnership Group.

8. Reasons for recommendation

- 8.1 To support and strengthen community engagement with the Pontcysyllte Aqueduct and Canal World Heritage Site to contribute to discussions, initiatives and partnership working that may benefit the local area.

PORT AUTHOR: Town Clerk.
SUBJECT: Poet Laureate for Denbighshire
REPORT FOR: Decision.

1. Purpose of report

- 1.1 To consider a request received from Ms Daisy Green seeking the support of Llangollen Town Council for a proposal to reinstate the position of Poet Laureate for Denbighshire County Council, prior to the proposal being submitted to Denbighshire County Council.

2. Background

- 2.1 Ms Daisy Green, Creative Practitioner, Poet and Founder of Llangollen Spoken Word, has contacted the Town Clerk requesting that Llangollen Town Council consider supporting a proposal to reinstate an official civic Poet Laureate for Denbighshire.
- 2.2 In her correspondence, Ms Green notes that Denbighshire County Council briefly celebrated this tradition in 2003 through the appointment of local bard Pennant Roberts, but that no equivalent role currently exists within Denbighshire County Council. She believes that reinstating the position would reflect and promote Denbighshire's rich cultural identity, literary heritage and artistic achievements.
- 2.3 Ms Green further highlights that the area is home to the internationally recognised Llangollen International Musical Eisteddfod and has a strong reputation for supporting literature, culture and the arts. She considers that the introduction of a Poet Laureate would complement and enhance this cultural legacy.

3. Proposal

- 3.1 Ms Green proposes that Denbighshire County Council establish an official Poet Laureate for Denbighshire. The role would act as a cultural ambassador for the county and promote engagement with literature, poetry and the arts. The potential benefits identified by Ms Green include:
- Delivering creative writing workshops and activities in schools, libraries and community venues across the Denbighshire.
 - Producing original poetry to mark civic occasions, anniversaries, festivals and other significant events within the Denbighshire.
 - Supporting the promotion of Denbighshire cultural and creative sectors through partnerships with organisations such as Literature Wales and local arts organisations.
 - Developing civic pride and strengthen the profile of the Denbighshire area as a cultural destination.
- 3.2 Ms Green has also initiated a public petition with the aim of demonstrating community support for the reinstatement of the Poet Laureate position. The outcome of the petition would form part of the evidence presented to Denbighshire County Council.

4. Financial considerations

- 4.1 There are no immediate financial implications for Llangollen Town Council arising from consideration of this request. However, Ms Green has indicated that, should the

proposal be supported in principle, a framework could be developed for the appointment and support of the role. This may involve partnership working between Denbighshire County Council, town and community councils, arts organisations, educational establishments and other cultural bodies. Any such request would be subject to separate consideration by the Council and would require a specific decision by Members.

5. Environmental considerations

- 5.1 The proposal is not considered to have any significant adverse environmental implications. Any activities associated with the Poet Laureate role, such as workshops, performances or civic events, would be delivered through existing community venues and cultural programmes. There may be opportunities for the role to support awareness of environmental issues through literary and cultural engagement, although this would be at the discretion of the postholder and appointing authority.

6. Equality considerations

- 6.1 The proposal has the potential to promote equality, diversity and inclusion by encouraging participation in literary and cultural activities across all sections of the community. Any recruitment process established by Denbighshire County Council should be open, transparent and compliant with relevant equality legislation, ensuring that all eligible applicants have an equal opportunity to be considered for the role. The position could also provide opportunities to engage with a diverse range of communities, cultures and voices across the county.

7. Recommendation

- 7.1 Members are requested to consider the request from Ms Green and determine whether the Town Council wishes to formally support the proposal for the reinstatement of a Poet Laureate for Denbighshire prior to submission to Denbighshire County Council.

8. Reasons for recommendation

- 8.1 To support community initiatives that promote arts, culture, and community engagement, reflecting Llangollen's rich cultural heritage and reputation as a centre for creative activity.

REPORT AUTHOR: Cllr Robinson
SUBJECT: Photo Identification Cards.
REPORT FOR: Decision.

1. Purpose of report

- 1.1 This report has been prepared following a suggestion from Cllr Robinson that Llangollen Town Council consider issuing official photographic identification cards to all Town Councillors and staff.

2. Background

- 2.1 The introduction of formal identification for elected Members and officers is increasingly recognised as good practice within local government. Such identification provides a clear and professional means of verifying an individual's role and authority when representing the Council in official or public-facing situations.
- 2.2 Members and staff frequently engage with residents, partner organisations, and other stakeholders both within and beyond the Council's immediate administrative environment. In these circumstances, the ability to present an official, standardised form of identification can enhance trust, credibility, and reassurance.
- 2.3 Additionally, in an era where safeguarding, security, and transparency are of heightened importance, visible identification can help prevent impersonation and ensure that interactions with Council representatives are clearly authentic.

3. Proposed design.

- 3.1 The proposed identification card would be compact, durable, and designed to a standard credit card size for ease of use and portability. It is envisaged that each card would include:
- A head-and-shoulders photograph of the holder
 - The holder's name and role (e.g., Councillor or specific staff position)
 - The official Llangollen Town Council crest
 - An issue date and, if appropriate, an expiry or review date
 - A signature strip.

4. Financial considerations

- 4.1 The financial implications of introducing photographic identification cards are expected to be minimal. Costs would primarily relate to the production of the cards and as the number of Councillors and staff is limited, the overall expenditure is anticipated to be low and capable of being met from existing administrative budgets. Replacement costs would only arise where cards are lost, damaged, or when personnel changes occur. The proposal may also provide indirect value by enhancing public confidence and reducing the risk of unauthorised individuals purporting to act on behalf of the Council.

5. Equality consideration

- 5.1 The proposal is considered to have a positive impact on equality as the cards will provide reassurance and accessibility benefits for residents when engaging with Council representatives. Any photographs and personal information included on the cards should be handled in accordance with data protection legislation and Council policies.

6. Environmental considerations

- 6.1 The environmental impact of the proposal is expected to be negligible. The cards would be produced only once and used for several years, limiting ongoing resource consumption. To minimise environmental impact, consideration could be given to using durable materials with recycled content where available and ensuring that expired or damaged cards are recycled appropriately. The small number of cards required means that the overall environmental footprint of the scheme would be very low.

7. Benefits of implementation

- 7.1 The introduction of official identification cards would offer several advantages. Firstly, it would strengthen the Council's professional image and reinforce public confidence when Members and staff undertake official duties.
- 7.2 Secondly, it would support safeguarding measures by making it easier for residents to confirm the identity of individuals claiming to act on behalf of the Council.
- 7.3 Thirdly, it would provide Members and staff with a convenient and consistent means of identification when attending meetings, events, or site visits.

8. Recommendation

- 8.1 It is proposed to introduce official photographic identification cards for Town Councillors and staff.

9. Reasons for recommendation

- 9.1 To provide a relatively low-cost initiative with clear benefits in terms of professionalism, security, and public assurance.

REPORT AUTHOR: Town Mayor
SUBJECT: Managed retirement of the Town Clerk.
REPORT FOR: Decision

1. Purpose of the report

- 1.1 The purpose of this report is to consider and approve arrangements for the planned retirement of the Town Clerk, ensuring continuity of service, and compliance with contractual and statutory requirements.

2. Background

- 2.1 The Town Clerk has indicated his intention to retire on 30 September 2026 and, in accordance with the contractual requirement to provide two months' notice, will submit a formal resignation letter on 1 August 2026. This provides the Council with a clear and defined timeframe within which to plan and deliver an orderly and effective transition.
- 2.2 Given that the Town Council will be in recess during August. In order to ensure timely planning and avoid delay in progressing the necessary arrangements, consideration of this report has been brought forward for decision in advance of the recess period.
- 2.2 Given the breadth, responsibility and complexity of the Town Clerk's role, it is essential that the transition is carefully structured and managed. This should include a robust recruitment process, appropriate interim arrangements where necessary, and a planned handover period to support the incoming postholder.
- 2.3 Early and proactive planning will ensure that the Council maintains effective governance, operational continuity, and uninterrupted service delivery throughout the transition period.
- 2.4 A structured transition timetable will be required to align the recruitment of a successor with the retirement date. This should allow sufficient time for job evaluation, advertisement, appointment and an appropriate overlap period for handover.

4. Interim arrangements and recruitment support

- 4.1 To support this recruitment process, it is proposed that the Council engages Local Council Consultancy (LCC), a specialist organisation established by the Society of Local Council Clerks (SLCC).
- 4.2 LCC is a recognised sector provider offering consultancy, recruitment and locum services specifically tailored to local councils. Its approach is based on delivering value for money while reinvesting surplus income into the development of the sector through the SLCC Educational Trust.
- 4.3 LCC provides access to experienced and qualified associates with a strong understanding of local government operations. Their expertise includes recruitment, job evaluation, organisational review and interim staffing solutions.

4.4 The Council would benefit from LCC's structured three-phase recruitment service, which ensures a compliant and high-quality appointment process:

4.5 Phase 1 – Job Evaluation

This stage reviews the current job description and evaluates the role using the nationally recognised NALC/SLCC framework. It ensures the post is correctly defined and appropriately remunerated. This phase requires approximately two days at a total cost of £700 (excluding VAT and expenses).

4.6 Phase 2 – Recruitment Support

This stage includes preparation of a comprehensive recruitment pack, advertising, application handling, and shortlisting support. It ensures consistency, fairness and transparency throughout the process. This phase requires approximately four days at a total cost of £1,400 (excluding VAT and expenses).

4.7 Phase 3 – Selection Process

This stage supports the interview and appointment process, including panel briefing, candidate liaison, interview support, and final recommendation. This phase requires approximately four days at a total cost of £1,400 (excluding VAT and expenses).

4.8 The total cost of engaging LCC for the full recruitment service is therefore £3,500 (excluding VAT and expenses), with additional costs for advertising met directly by the Council.

4.9 In addition to recruitment, LCC can provide locum support if required to maintain service continuity during any transitional gap. In addition, the incumbent is willing to support the transition to enable effective knowledge transfer.

5. Financial considerations

5.1 The proposed approach has been developed with due regard to financial prudence. The engagement of external support through LCC represents a planned and proportionate use of resources to ensure a robust and compliant recruitment process. Provision for such expenditure has been made through the Council's administrative reserves, which have been established specifically to support one-off and exceptional staffing costs of this nature.

5.2 Locum support, if required, will be covered out of the current staff budget given that the post of Town Clerk will have been vacated.

6. Equality considerations

6.1 There are no adverse equality implications identified, as the recruitment process will be conducted in a fair, transparent and inclusive manner in accordance with employment legislation and best practice.

7. Environmental considerations

- 7.1 Environmental impacts are considered minimal, with the majority of consultancy work undertaken remotely where possible, thereby limiting travel and associated carbon emissions.

8. Governance

- 8.1 In accordance with the Council's Standing Orders and staffing arrangements, responsibility for managing the recruitment process should be delegated to the Management and Establishment Committee.
- 8.2 The Committee will act on behalf of the Council to ensure that the process is conducted in a fair, transparent and lawful manner, consistent with employment legislation and best practice with the Chair acting as the Town Council's contact with LCC.
- 8.3 The final appointment of a new Town Clerk will however be a decision for consideration by Full Council.

9. Recommendations

- 9.1 It is recommended that the Council:
- a) Approves the proposed transition plan, including a structured recruitment process and overlap arrangement to support the handover from the current Town Clerk.
 - b) Notes the agreement of the incumbent Town Clerk to support the transition.
 - c) Agrees to appoint Local Council Consultancy (LCC) to deliver the recruitment and selection process as outlined in this report with the Chair of the Management and Establishment Committee acting as the Town Council's contact with LCC.
 - d) Delegates responsibility for the recruitment process to the Management and Establishment Committee in accordance with Standing Orders.

10. Reasons for Recommendations

- 10.1 To ensure an orderly and effective transition to a new Town Clerk, safeguarding continuity of leadership, maintaining service delivery, and ensuring compliance with all contractual and statutory obligations.