

**Minutes of Personnel Committee held at 12 pm on Tuesday, 18<sup>th</sup> September 2018 at Caldicot Town Council**

**Present: Cllrs D Evans, Chair; Cllr A Easson, Cllr R J Higginson  
[In attendance: G McIntyre, Clerk]**

**1 Apologies**

Apologies for absence were received from Cllrs O Edwards, W Conniff, M Mitchell and F Rowberry

**2 Declarations of Interest**

There were no declarations of interest

**3 Resolved: – Exclusion of Press and Public – By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:**

- a) Communications Assistant/Office Administrator – To Receive Oral Report prior to end of probationary period**

**Confidential minute of meeting – Appendix A**