



31 July 2026

Dear Councillors,

You are hereby summoned to attend a **Meeting of Personnel Committee** of Caldicot Town Council in **Caldicot Town Council Building, Sandy Lane** to be held on **Wednesday 5 August 2026 at 10:30a.m.**

The meeting will be conducted in a Hybrid fashion both at the Council Offices and remotely online through Microsoft Teams. This is carried out in accordance with the Local Government and Elections Act (Wales) 2021. If anyone wishes to access the meeting remotely via Microsoft Teams, they can do so using the following information:

**Please contact the office if you require a link to join the meeting by
9:00 a.m. on Wednesday 5 August 2026**

Yours sincerely,

Alice Vaughan
Locum Town Clerk to the Council

Agenda

- 1. Welcome**
The Chair will welcome everyone to the meeting.
- 2. Apologies for Absence**
Members are asked to receive apologies of absence for this meeting.
- 3. Declarations of Interest**
Members are asked to receive Declarations of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda.
- 4. Public Question Time and Participation**
Members of the public are advised that they are welcome to ask questions about **items on the agenda**. It is not always possible to give a verbal response at the meeting and questions may receive a written response. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person. The designated period of time for speaking is **15 minutes** and a member of the public shall not speak for more than **2 minutes**.

5. Minutes

Personnel Committee Members are asked to approve Personnel Committee minutes held on the 24 July 2026.

6. Date of Next Meeting

Members are asked to note that the next meeting of Personnel Committee 11 September 2026

7. EXCLUSION OF PUBLIC AND PRESS

RECOMMENDED That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.

COMMITTEE IN PRIVATE SESSION

8. Confidential Staffing Matters

To receive and consider any confidential update on staffing matters and any related personnel issues requiring the Committee's consideration.

9. Recruitment

Recruitment of Clerk/RFO and Deputy Clerk/RFO