



30 April 2026

Dear Councillors,

You are hereby summoned to attend a **Meeting of the Personnel Committee** of Caldicot Town Council in **Caldicot Town Council Building, Sandy Lane** to be held on **Wednesday 6 May 2026 at 10-30am**

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 9-00am on Wednesday 6 May 2026.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mark Tredwin', with a long horizontal flourish extending to the right.

Mark Tredwin
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

The Chair will identify the following appended minutes and invite the Committee Chairs to present recommendations that they would like the Council to confirm.

Members are asked to confirm the recommendations contained therein:

i) Minutes of Personnel Meeting 24 March 2026

It is proposed that the following items be considered in exempt business due to their confidential nature.

6. Staffing matters

Members to be updated on the current staffing situation. This will include a confidential briefing from the Town Clerk.

7. Letter from members of the public to the Mayor

For members to consider what actions if any to take over correspondence that has been received from members of the public.

8. Date of Next Meeting

Members are asked to note that the next meeting of Personnel Committee is yet to be scheduled.

9. 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

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11. Letter from members of the public to the Mayor

For members to consider what actions if any to take over correspondence that has been received from members of the public.