


12<sup>th</sup> June 2024

Dear Councillors,

You are hereby summoned to attend a **Meeting of the Personnel Committee** of Caldicot Town Council in **Caldicot Room Suite 3, Castlegate Business Park** to be held on **Wednesday 19<sup>th</sup> June 2024 at 10 a.m.**

Yours sincerely,



Anne Wilson  
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. Election of Chairman**

Members are asked to elect a Chairman of the Personnel Committee for the ensuing municipal year.

### **4. Election of Vice-Chairman**

Members are asked to elect a Vice-Chairman of the Personnel Committee for the ensuing municipal year.

### **5. Declarations of Interest**

Members are asked to receive Declarations of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda.

## 6. 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.

## 7. Minutes

Members are asked to confirm the minutes of the following meetings:

- i) Personnel Committee held on Wednesday 15<sup>th</sup> May 2024

Copy attached Appendix A

- ii) Personnel Committee held on Thursday 23<sup>rd</sup> May 2024

Copy attached Appendix B

## 8. Date of Next Meeting

Members are asked to note that the next meeting of the Personnel Committee is scheduled to be held on a date to be agreed.

## 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

## 10. Staffing Matters

Members are asked to:

- i) Consider the attached report.

Copy attached Appendix C

- ii) Short list for the positions of Facilities Assistant and Cemetery Administrator