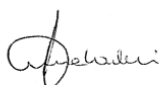


16th February 2024

Dear Councillors,

You are hereby summoned to attend a **Meeting of Personnel Committee** of Caldicot Town Council in **Caldicot Room Suite 3, Castlegate Business Park** to be held on **Wednesday, 21st February 2024 at 10:00 a.m.**

Yours sincerely,



Anne Wilson  
Locum Town Clerk to the Council

## **Recording of Meetings**

Under the Openness of Local Government Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

## **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 interest under consideration on this agenda in accordance with Part III of the Local Government Act 2000 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

### **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.

## **5. Minutes**

Members are asked to confirm the minutes of the meeting of the Personnel Committee held on Tuesday 30th January 2024

Copy Attached Appendix A

## **6. 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**

## **7. Appointment of Town Clerk**

Members are asked to receive an update from the Locum Town Clerk on the appointment of the new Town Clerk. Members will be asked to confirm the paperwork to be sent out to applicants, all having been circulated to Members of this committee by e-mail.

## **8. Staffing at the Town Council Offices**

Members will be given an update on the conversations held with staff.

## **9. Administration Assistant**

The Locum Town Clerk will update Members on the appointment of an Administration Assistant.

## **10. Any Other Staffing Matter**

The Locum Town Clerk will address Members about other staffing matters and may ask for an agreement on a way forward.