

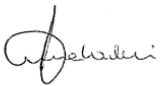
**Temporary Address: Caldicot Room Suite 3,
Castlegate Business Park, Caldicot Road, Caldicot, NP26 5YR
Tel: 01291 420441 Email: towncouncil@caldicottc.org.uk**

18th July 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 **Thursday 25th July 2024 at 12 noon.**

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. 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.

5. Minutes

Members are asked to confirm the minutes of the Personnel Committee held on Thursday 27th June 2024.

Copy attached Appendix A

6. Update on the appointment of new staff

Members will receive an update from the Locum Town Clerk on the appointment of a part time Cemetery Administrator, part time Facilities Assistant and a temporary Administrator on a three-month contract.

7. Date of Next Meeting

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

8. 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

9. Staffing Matters

Members are asked to consider the attached report.

Copy attached Appendix B