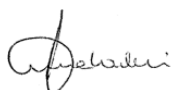


17th May 2024

Dear Councillors,

You are hereby summoned to an **Extraordinary Meeting** of Caldicot Town Council in **Caldicot Room Suite 3, Castlegate Business Park** to be held on **Wednesday 22nd May 2024** upon the rise of the Annual Meeting.

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 Town Mayor will welcome everyone to the meeting and make any announcements.

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

The Town Mayor 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 Committee Meeting Tuesday 30th April 2024

Copy Attached Appendix A

- ii) Informal notes of Personnel Committee Meeting Thursday 9th May 2024

Copy attached Appendix B

- iii) Minutes of Personnel Committee Meeting Wednesday 15th May 2024

Copy attached Appendix C

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. Staffing Matters

Although the minutes of the Personnel Committee will have been adopted by this stage in the agenda the Town Clerk will give a verbal report and update to members.

The report will include the following posts:

- i) Appointment of Town Clerk
- ii) The role of the Deputy Town Clerk
- iii) Update on the Cleaner role
- iv) Appointment of a Facilities Assistant
- v) Appointment of a Cemetery Administrator