

17th May 2024

Dear Councillors,

You are hereby summoned to a meeting of the Personnel Committee to be held Caldicot Town Council in Caldicot Room Suite 3, Castlegate Business Park to be held on Thursday 23<sup>rd</sup> May 2024 at 1 p.m.

Yours sincerely,



Anne Wilson  
Locum Town Clerk to the Council

### **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:

- i) Informal notes from the meeting on Thursday 9th May 2024.

Copy attached Appendix A

ii) Minutes of a meeting of the Personnel Committee held on Wednesday 15th May 2024.

Copy attached Appendix B

## **6. Date of next meeting**

Members are asked to note that the next meeting of the Personnel Committee of Caldicot Town Council will be scheduled when required.

## **7. 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**

## **8. Staffing Matters**

Members are asked to consider the attached report.

Copy attached Appendix C