



**Monday 17 March 2025**

Dear Councillors,

You are hereby summoned to attend a **Meeting of the Personnel Committee** of Caldicot Town Council in **Caldicot Town Council Building, Sandy Lane** to be held on **Friday 21<sup>st</sup> March 2025** at **12.30pm**

The meeting will be conducted in a Hybrid fashion both at the Council Offices and remotely online through Microsoft Teams. This is carried out in accordance with the Local Government and Elections Act (Wales) 2021. If anyone wishes to access the meeting remotely via Microsoft Teams, they can do so using the following information:

Click [HERE](#) to join the meeting

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mark Tredwin', is written over a horizontal line.

Mark Tredwin  
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 agree the minutes from the meeting held on the 22 November 2024

## **6. Staffing Reports – Town Clerk to deliver two reports**

- i. Probation updates
- ii. Cover for staff

## **7. Role of Staff Liaison**

To ensure the Role of the Staff Liaison Councillor is included in appropriate Personnel Documentation.

## **8. Town Clerk/Chief Executive Officer's Probation**

The Mayor and Deputy Mayor to bring a report on the end of Probation for the Town Clerk/Chief Executive Officer

## **9. Date of Next Meeting**

Members are asked to note that the next meeting of the Personnel Committee is to be held on Thursday 3<sup>rd</sup> April 2025.

## **10. 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**

## **11. Agenda Item 6 - Staffing Reports – Town Clerk to deliver two reports**

- i. Probation updates
- ii. Cover for staff

## **12. Agenda Item 7 – Role of Staff Liaison**

To ensure the Role of the Staff Liaison Councillor is included in appropriate Personnel Documentation.

## **13. Agenda Item 8 - Town Clerk/Chief Executive Officer's Probation**

The Mayor and Deputy Mayor to bring a report on the end of Probation for the Town Clerk/Chief Executive Officer