



4 September 2026

Dear Councillors,

You are hereby summoned to attend a **Meeting of Personnel Committee** of Caldicot Town Council in **Caldicot Town Council Building, Sandy Lane** to be held on **11 September 2026** at **10:30a.m.**

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:

**Please contact the office if you require a link to join the meeting by
9:00 a.m. on 11 September 2026**

Yours sincerely,

Alice Vaughan
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. The designated period of time for speaking is **15 minutes** and a member of the public shall not speak for more than **2 minutes**.

5. Minutes

Personnel Committee Members are asked to consider and resolve that the following minutes be confirmed as a true and accurate record of the meetings:

- i) Minutes of the Personnel Committee Meeting held on 13 May 2026 and exempt minutes
- ii) Minutes of the Personnel Committee Meeting held on 24 July 2026 - Exempt minutes already on PCM 5 August 2026
- iii) Minutes of the Personnel Committee Meeting held on 5 August 2026 and exempt minutes

The Chair will then sign the minutes as a correct record.

6. Volunteer Position – Council Office

To consider the arrangements and position regarding volunteering at the Council office.

7. Recruitment - Update

Recruitment of Clerk/RFO and Deputy Clerk/RFO

8. Review of Outstanding Personnel Committee Actions and Matters Arising

To consider matters relating to actions recorded in the minutes of the Personnel Committee meeting held on 6 May 2026.

The Committee is asked to review the relevant minute, establish the current position, and determine what further action is required.

9. Date of Next Meeting

Members are asked to note that the next meeting of Personnel Committee tbc

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. Holiday Carry-Over

To consider annual leave arrangements, including carry-over agreements for current staff members and outstanding annual leave for employees whose employment ends early September 2026 then to go to FTC for approval at next meeting

12. Staff Contracts

To consider and clarify staff contractual arrangements as per Clerks email – update to be given to FTC in private session at next meeting

13. Staff Files

To receive an update on the status of all staff files and any outstanding documentation or matters requiring attention – update to be given to FTC in private session at next meeting.

14. Confidential Staffing Matters

To receive and consider any confidential update on staffing matters and any related personnel issues requiring the Committee's consideration.