



13 October 2025

Dear Councillors,

Members of this committee 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 17 October 2025 at 10.00am**

In line with Standing Order 3.a.iv this meeting has been convened and notice has been published. 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:

If you wish to join the meeting, please contact the Town Council.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mark Tredwin', is written over a light grey 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 3 October 2025.

6. Staffing Matters

To consider current staffing matters.

7. Date of Next Meeting

Members are asked to note that the next meeting of the Personnel Committee has yet to be announced.

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. Agenda Item 6 - Staffing Matters

To consider current staffing matters.