

**Minutes of Personnel Committee meeting held at 10.00 am on Wednesday 8<sup>th</sup> July 2020 at Caldicot Town Council**

**Present: Cllrs D Evans, W Conniff, A Easson, RJ Higginson, M Mitchell, F Rowberry**

**[S King - Deputy Clerk, B Hodges]**

**1 Apologies**

Apologies received from Cllr O Edwards.

**2 Declarations of Interest**

There were no declarations of interest.

- 3 To Resolve – Exclusion of Press and Public – By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:**

**4 Items for staff**

Confidential report A.

**Personnel Committee recommended that:**

- i. Purchase and set up of laptop – cost £719**
- ii. One off incremental payment to Deputy Clerk to recognise work undertaken (SCP 30)**
- iii. One off incremental payment to Communications Assistant/Office Administrator (SCP 6)**

**The meeting ended at 10.55am**