

**Caldicot Town Council**  
**Temporary Address: Caldicot Room Suite 3,**  
**Castlegate Business Park, Caldicot Road, Caldicot, NP26 5YR**  
**Tel: 01291 420441 Email: town council@caldicotcc.org.uk**

**Minutes of a Meeting of Personnel Committee of Caldicot Town Council held in Caldicot Room Suite 3, Castlegate Business Park to be held on Wednesday, 21<sup>st</sup> February 2024 at 10:00 a.m.**

**Present:** Cllr. M. Mitchell – Chair  
Cllr. W. Conniff  
Cllr. A. Easson  
Cllr. J. Higginson  
Cllr. G. Owen  
Cllr. F. Rowberry  
Cllr. P. Strong

**Also present:** Anne Wilson Locum Town Clerk  
Cllr J Woodfield

**P11/2024 Welcome**

The Chair welcomed everyone to the meeting.

**P12/2024 Apologies for Absence**

**RESOLVED** to note that there were no apologies of absence for this meeting.

**P13/2024 Declarations of Interest**

**RESOLVED** to note that there were no 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.

**P14/2024 Public Question Time and Participation**

There were no members of the public present.

**P15/2024 Minutes**

**RESOLVED** to confirm the minutes of the meeting of the Personnel Committee held on Tuesday 30th January 2024

**P16/2024 EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED** 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**

**P17/2024 Appointment of Town Clerk**

**RESOLVED** that Members received an update from the Locum Town Clerk on the appointment of the new Town Clerk.

**RESOLVED** that Members confirmed the Job Specification, Job Description and Application Form for the post of Town Clerk.

Members confirmed that all Committee members would be involved in the shortlisting.

**P18/2024 Staffing at the Town Council Offices**

**RESOLVED** that Members noted the updates given by the Locum Town Clerk about matters relating to staffing and instructed the Town Clerk on how to move matters forward.

**P19/2024 Administration Assistant**

The Locum Town Clerk updated Members on the appointment of an Administration Assistant.

Following discussion Members **RESOLVED** to appoint a 16 hours per week part-time Administrative Officer for a fixed term of three months.

Further **RESOLVED** that the Town Clerk put together a Job Description based on the needs identified by the staff and also agreed by the Committee. The appointment would be put on the Full Council Agenda for confirmation.

**P20/2024 Any Other Staffing Matter**

There were no other staffing matters discussed at the meeting.

Members raised the matter of appointing contractors but not always having the opportunity to meet with them, discuss their contract, any issues from either side and any future liabilities.

**RESOLVED** that the Locum Clerk set up meetings with the contractors.

Further **RESOLVED** that Cllr. Mitchell, Cllr. Rowberry, Cllr. Conniff and Cllr. Owen, the Locum Clerk and Deputy Clerk meet with the contractors.

Signed ..... Date .....

**Chairman**