

Caldicot Town Council
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Minutes of a Meeting of the Personnel Committee of Caldicot Town Council in Caldicot Room Suite 3, Castlegate Business Park to be held on Tuesday, 19th March 2024 at 9:30 a.m.

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

Also present: Anne Wilson Locum Town Clerk

P21/2024 Welcome

The Chair welcomed everyone to the meeting to the meeting and said that the main point of the meeting today was to consider the applications for the post of Town Clerk after the shortlisting last week.

P22/2024 Apologies for Absence

RESOLVED that Members received apologies of absence for this meeting from:

- Cllr. P. Strong – Council commitment

P23/2024 Declarations of Interest

RESOLVED to receive the following declaration 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:

- Cllr. A. Easson – Personal and Prejudicial Interest – Appointment of the Town Clerk

P24/2024 Public Question Time and Participation

There were no members of the public present.

P25/2024 Minutes

Members deferred the item to confirm the minutes of the meeting of the Personnel Committee held on Wednesday 21st February 2024

P26/2024 Disability Confident

Members deferred the item to consider the attached paperwork about disability confident and whether they would like to be part of this scheme until the next meeting.

P27/2024 Date of Next Meeting

RESOLVED to note that the next meeting of the Personnel Committee of Caldicot Town Council will be held on Wednesday 4th April 2024 at 10 a.m.

P28/2024 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

P29/2024 Appointment of Town Clerk

RESOLVED that following lengthy discussion about the applications received following the shortlisting and further scrutiny that no applicant be interviewed.

Members agreed that no applicant met the full Person Specification or had the necessary experience of a large Town Council felt to be needed to carry out the role of Town Clerk in Caldicot.

Members further considered the role of Town Clerk and RFO and how they could attract applicants to fulfil the role as per the needs of the Council.

Following lengthy discussions Members **RESOLVED** to recommend to Full Council that the Town Council advertise for a full-time Town Clerk role and also look at full-time Deputy Town Clerk / RFO role.

Subject to agreement at Full Council the Locum Town Clerk would write a Job Description for a Town Clerk role and also that of a Deputy Town Clerk/RFO role, noting that the Council already had a Deputy Town Clerk

P30/2024 Staffing at Town Council Offices

- i) Members noted the update from the Town Clerk on the way forward with regard to staffing at the Town Council Offices.
- ii) Engagement of HR Assistance

RESOLVED that Caldicot Town Council employ the services of The HR Department at a cost of £100 + VAT per hour to guide the Council through the necessary processes.

Signed Date
Chairman