

## **CALDICOT TOWN COUNCIL**

### **Minutes of the Personnel Committee held on Thursday 23<sup>rd</sup> May 2024 in the Caldicot Room Suite3, Castlegate Business Park at 1 p.m.**

**Present:** Cllr. M. Mitchell – Chair  
Cllr. F. Rowberry  
Cllr. P. Strong

**Also present:** Anne Wilson, Locum Town Clerk

#### **1/2025 Welcome**

Cllr. Mitchell welcomed Members to the meeting.

#### **2/2025 Apologies for Absence**

**RESOLVED** that Members received apologies for absence from:

- Cllr. W. Coniff – personal commitment

#### **3/2025 Declarations of Interest**

**RESOLVED** to note that there were no declarations of interests received.

#### **4/2025 Public Question Time and Participation**

There were no members of the public present.

#### **5/2025 Minutes**

**RESOLVED** to confirm the from the Personnel Committee meetings held on:

- Informal Meeting held on Thursday 9<sup>th</sup> May 2024
- Wednesday 15<sup>th</sup> May 2024, noting that Cllr. Woodfield left the meeting before the confidential session which is omitted from the minutes

#### **6/2025 Date of next meeting**

This item was deferred, and a meeting would be called when required.

**7/2025 Exclusion of Public and Press**

**RESOLVED** That in view of the confidential nature of the business about to be transacted, it is advised that in the public interest that the press and public be temporarily be excluded, and they are instructed to withdraw, due to the nature of the business to be transacted which is considered to be prejudicial to the public interest.

**8/2025 Staffing Matters**

Members were asked to note and consider the following:

- i) Appointment of Town Clerk

Members noted that the new Town Clerk, Mark Tredwin, has signed his Particulars of Employment and would commence work on Monday 2<sup>nd</sup> September 2024. His Contract of Employment was being completed.

- ii) Update on Cleaner Role

Pat Morse, our cleaner of 20 years, after following due process and with HR advice taken from The HR Company who were in attendance with the Council at all meetings, is to be made redundant. The opportunity had been given to Pat to apply for the new Facilities Assistant post, which incorporates her current role but meets the future needs of the Council at the offices. Pat had been thanked for her many years' service to the Town Council and further recognition would be given at the proposed Open Day following refurbishment of the office.

**RESOLVED** that the Facilities Assistant post be advertised.

- iii) Appointment of Cemetery Administrator

**RESOLVED** that the Job Description for the role be confirmed and that the post for 8 hours per week be advertised.

- iv) Any other staffing matter

Members were informed of other staffing matters.

**Signed** ..... **Date** .....

**Chairman**