

**Minutes of a meeting of the Personnel Committee of Caldicot Town Council in Caldicot Town Council offices, held on Friday 3 April 2025 at 10.00am**

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

**Also present:** M Tredwin – Town Clerk  
Left at 10-10

Members of the Public  
None

**P65/2024-25**  
**Welcome**

The Chairman welcomed everyone to the meeting noted that Cllr Easson had resigned as a member of the Personnel Committee and thanked him for his service.

**P66/2024-25 Apologies for Absence**

Cllr A Easson whose Resignation was noted by the Committee

**P67/2024-25 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.

**P68/2024-25 Public Question Time and Participation**

**P69/2024-25 Minutes**

**RESOLVED** to confirm the minutes of the meeting of the Personnel Committee held on 21 March 2025.

No members of the public were present

The Committee Resolved to move the session into exempt matters and members of the public and the press were asked to leave.

**P70/2024-25**

**a) Complaint from Councillor.**

Noted that under standing orders complaint should be heard by personnel committee, confirmed by OVW .Committee were asked if they felt they were predetermined, none felt predetermined. The councillor had chosen not to attend in person to present the complaint, although had been informed of their right to do so

Various alleged incidents were reviewed although in line with the complainant's request ,certain confidential issues were not heard .

**Members Resolved**

1. that the councillors concerns be noted.
2. That the complainant be invited to present complaints, with evidence to the personnel committee, with a witness of their choosing.
3. That the Chair had responded appropriately to their concerns and given opportunities for these to be resolved
4. That councillors be advised that their conduct can lead to unnecessary stress to staff and other councillors and can be of detriment of services we provide to the community of Caldicot.

Moved by J.Higginson  
Second Wyndham Coniff  
Agreed by all

5. Clerk to be asked to update all policies on the CTC website.

Moved M. Mitchell  
Second F Rowberry  
Agreed

**P70/2024-25**

**b) Complaint from Contractor**

Complaint was discussed:

Committee recognise and appreciate the contractor's work.

We hope to work together on cemetery matters.

Point of contact for day to day matters is the cemetery administrator, protocol is for complaints/concerns to be sent to the clerk.

**Members resolved**

Chair will respond to Contractor  
Moved F Rowberry  
Second G. Owen  
Agreed

**C) Complaint from staff member**

Complaint raised on 2/4/2025

Matter discussed by the committee

Clerk was invited back into the meeting and given right of reply to committee

Clerk Left the meeting after 15 minutes

Chair to respond in writing to the complainant. Explaining that their complaint had been thoroughly discussed

**Members Resolved**

Chair of Personnel is instructed to discuss the matter with the Clerk

**Moved G. Owen**

**Second W .Coniff**

**Agreed.**

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

**Chairman**