

**Minutes of a meeting of the Personnel Committee of Caldicot Town Council in
Caldicot Town Council offices, held on Friday 27 May 2025 at 12.30pm**

Present: Cllr. M. Mitchell – Chair
Cllr. R Shillabeer.
Cllr. Cochran
Cllr. P. Strong
Cllr. W. Coniff
Cllr. F Rowberry

Also present: M Tredwin – Town Clerk

P65/205-26 Welcome

The Chairman welcomed everyone to the meeting.

P66/2025-26 The committee elected Cllr Mitchell as Chair and Cllr Rowberry as Vice Chair of the Committee and appointed Cllr Coniff as the Staff Liaison Councillor

P67/2025-26 Apologies for Absence

Cllr Owens apologies were accepted

P68/2025-26 Declarations of Interest

None

P69/2025-26 Public Question Time and Participation

Members of the public are advised that they are welcome to ask questions about items on the No members of the public

P70/2025-26 Minutes

Members agreed the minutes from the last Personnel Meeting on 7 May 2025

P71/2025-26 To agree Terms of Reference

Members agreed the the terms of reference provided to the Full Council on 21 May 2025

P72/2025-26 EXCLUSION OF PUBLIC AND PRESS

Members resolved to move into exempt business

P73/2025-26 Agenda item 8 - To consider a letter from a member of staff

Members agreed to write a response to the member of staff with regards the letter presented..

P74/2025-26 Agenda item 9 - To consider a policy that the Clerk has Drawn up for introduction

Resolved to accept the Town Council Dog Policy.

P75/2025-26 Agenda item 10 - To receive an update on the recruitment of a temporary member of Staff

Members were informed that recruitment was underway.

The clerk left the meeting at this point.

P76/2025-26 Agenda item 11 - Members to be updated on a staffing absence

Members agreed to contact the member of staff to update them on the council's position.

Signed.....

Date

Chairman