

**Minutes of a meeting of the Personnel Committee of Caldicot Town Council in
Caldicot Town Council offices, held on Friday 6 June at 10.00am**

Present: Cllr. M. Mitchell – Chair
Cllr. R Shillabeer.
Cllr. Cochran
Cllr. W. Coniff
Cllr. F Rowberry
Cllr. G Owen

Also present: M Tredwin – Town Clerk

P77/205-26 Welcome

The Chairman welcomed everyone to the meeting.

P78/2025-26 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

P79/2025-26 Apologies for Absence

Cllr Strong's apologies were accepted

P80/2025-26 Declarations of Interest

None

P81/2025-26 Public Question Time and Participation

No members of the public were present

P82/2025-26 Minutes

Members agreed the minutes from the last Personnel Meeting on 30 May 2025

P83/2025-26 To receive an update on the recruitment of a temporary member of Staff

Following a recent Full Council Resolution members are to be updated on the recruitment of a temporary member of staff.

P84/2025-26 Members to be updated on a staffing absence

P85/2025-26 Members resolved to move both of the items above into exempt business

P86/2025-26 Date of Next Meetings

Members were asked to note that the next meeting of **Full Town Council** incorporating Planning and Resources was scheduled to be held on 10 June 2025.

P87/2025-26 EXCLUSION OF PUBLIC AND PRESS

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

P88/2025-26 Agenda item 7 - To receive an update on the recruitment of a temporary member of Staff

Members were notified that the job had been advertised and that it had been decided to advertise the post with the Job Centre and in the library initially. This had resulted in a number of applicants and the interviews were being held that afternoon with the hope that someone would be able to start before the end of the month.

The Clerk left the meeting at 10.25am.

P89/2025-26 Agenda item 8 - Members to be updated on a staffing absence

Members were notified that there would need to be an External Investigation into the current absence. This would require the councils HR provider to be engaged. In order to preserve due process details of the investigation should only be communicated to members of the Personnel Committee.

Members **RESOLVED** that Citation be engaged to conduct the investigation and that the result of the investigation be brought back to Personnel. This would include a note taker from Citation as well as the investigator.

Signed.....

Date

Chairman