



Minutes of Personnel Committee held at 1:00pm on Friday 12 June 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Committee Members:

Cllr Mitchell
Cllr Rowberry (entered meeting at 1:05pm)
Cllr Strong
Cllr Owen
Cllr Cochrane

Also Present: Alice Vaughan - Locum Clerk

Present – Members of Council (Not Committee Members)

Cllr A McIntyre
Cllr G McIntyre
Cllr Harris
Cllr Jones

Members of the Public – x1

1. To elect a Chair and Vice Chair of the Committee
Election of Chair of the Committee

The Locum Clerk confirmed that in accordance with Standing Order 4(vii), committee members were permitted to elect a Chair of the Personnel Committee.

Nominations for Chair were invited. Cllr Mitchell was nominated by Cllr Strong and seconded by Cllr Cochrane.

There being no further nominations, members voted unanimously in favour of the appointment.

RESOLVED: That Cllr Mitchell be elected Chair of the Personnel Committee.

Election of Vice-Chair

Nominations for Vice-Chair were invited.

Cllr Rowberry was nominated by Cllr Mitchell and seconded by Cllr Cochrane.

There being no further nominations, members voted unanimously in favour of the appointment.

RESOLVED: That Cllr Rowberry be elected Vice-Chair of the Personnel Committee.

2 . Welcome

The Chair welcomed everyone to the meeting.

3. Apologies for Absence

RESOLVED to receive apologies for absence from Mayor Shillabeer

4. Declarations of Interest

No declarations of interest were received.

5. Public Question Time and Participation

Questions were raised regarding the exempt business on the agenda and why councillors who were not members of the Personnel Committee were not permitted to remain for that item. It was explained that the matters under consideration related to confidential staffing issues, including employment and contractual matters concerning named members of staff. As such, the item was considered exempt business and was discussed in private in accordance with the Council's Standing Orders.

The councillors concerned were not appointed members of the Personnel Committee and therefore were not entitled to participate in, or remain for the consideration of confidential Personnel Committee business. The Locum Clerk agreed to review the Committee's Terms of Reference and Standing Orders and provide further clarification regarding attendance at exempt Personnel Committee meetings.

Clarification after meeting

The councillors concerned were not appointed members of the Personnel Committee by Council and therefore were not members of the Committee entitled to conduct its business.

The Personnel Committee is a committee of seven appointed members with delegated responsibility for staffing matters, including recruitment, contracts of employment, salary administration, grievances and disciplinary matters. The matter under consideration fell within the remit of the Personnel Committee and involved confidential staffing information.

In accordance with Standing Order 22(a), staff matters considered by the Personnel Committee are subject to the provisions relating to confidential business. The Committee therefore resolved under Standing Order 3(c) to exclude the press and public due to the confidential nature of the business being transacted.

As the councillors concerned were not appointed members of the Personnel Committee and the item contained confidential employment information and personal data, they were asked to withdraw from the meeting for the duration of the exempt item.

This action was taken to preserve the confidentiality of staffing matters, protect personal data and ensure the Committee was able to discharge its delegated responsibilities appropriately.

Questions were also raised regarding the closure of the Council Office between 10 June and 12 June 2026 and the cancellation of the Council meeting scheduled for Tuesday 9 June 2026.

Members were advised that the Mayor had cancelled the meeting due to the absence of administrative staff and a Clerk to undertake the necessary administrative and clerking duties.

Councillors present, who were not members of the Personnel Committee expressed their dissatisfaction regarding the cancellation of the meeting.

It was noted that an apology had been published on the Caldicot Town Council website and social media pages.

Exclusion of Public and Press

RESOLVED By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

COMMITTEE IN PRIVATE SESSION

All councillors who were not members of the Personnel Committee, together with the member of the public, left the meeting. The meeting then reconvened in a separate meeting room.

Exempt Business

The Committee considered the exempt items as detailed on the agenda.

6. Staffing Matters

The details of discussions and resolutions relating to exempt business are recorded in the confidential minutes.

7. Date of Next Meeting
10 July 2026 at 1:00pm

Meeting ended at 2:36pm

Signed Date

Chair