



**Minutes of Meeting of Personnel Committee held at 10:30am on 11 September 2026 at the
Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

Present:

Cllr I R Shillabeer (PC)
Cllr M Mitchell (PC)
Cllr P Strong (PC)

Councillors (not Committee members)
Cllr A McIntyre
Cllr J Harris

One member of the public

Locum Clerk Alice Vaughan

1. Welcome

The Chair welcomed everyone to the meeting.

2. Apologies for Absence

Apologies received from Cllr Higginson and Owen.

3. Declarations of Interest

No declarations of interest were received.

4. Public Question Time and Participation

A member queried an invoice for £312.50 for opening and closing the cemetery gate over 91 days. The Chair explained that this was a fixed-fee contractual arrangement rather than hourly employment.

A question was asked about counselling and wellbeing support for staff and councillors. The Chair advised that a six-session remote counselling service was available through the Council's insurance and HR arrangements. Clerk confirmed she did not know about this additional support available Chair confirmed all other staff know about this service available to them.

A question was raised concerning an individual member of staff and referenced in published minutes on the 13 May 2026. The Chair advised that this concerned personal information and that advice would be sought before any response was given.

5. Minutes

Members considered the minutes of the Personnel Committee meeting as a true and accurate record of the meetings:

- i) Minutes of the Personnel Committee Meeting held on 13 May 2026 and exempt minutes
- ii) Minutes of the Personnel Committee Meeting held on 24 July 2026 - Exempt minutes already on PCM 5 August 2026
- iii) Minutes of the Personnel Committee Meeting held on 5 August 2026 and exempt minutes

Members **RESOLVED** to approve the minutes of the Personnel Committees above (except for the exempt minutes of the 13 May 2026 as clerk has no copy).

The Chair signed the minutes as a correct record.

6. Volunteer Position at Caldicot Town Council

Members considered a request from Bridges Volunteer Service for a local person to gain two hours per week of office-based administrative experience. Bridges would provide insurance. Duties would be limited to basic, non-confidential tasks such as photocopying, stapling, preparing envelopes and cataloguing archive material.

Members noted the current pressure within the office and the need for suitable supervision, a proper briefing and a confidentiality undertaking.

RESOLVED: That the placement be supported in principle, subject to suitable supervision, confidentiality arrangements and approval by Full Council

7. Recruitment - Update Recruitment of Clerk/RFO and Deputy Clerk/RFO

There had been six enquiries for the Clerk/RFO post and seven for the Deputy Clerk/RFO post. One completed application had been received for the Deputy Clerk/RFO role and none for the Clerk/RFO role at the time of the meeting.

The vacancies had been circulated through One Voice Wales, the locum network and wider sector contacts. Members noted concerns that adverse discussion online might discourage applicants.

8. Review of Outstanding Personnel Committee Actions and Matters Arising

Members reviewed outstanding matters from the meeting held on 6 May 2026, in regard to the former's Clerks Statement of Internal Control published on the website and that is was noted to be reviewed at the meeting on the 6 May 2026. Chair confirmed that it was noted in the exempt minutes (Clerk confirmed that she has not seen the exempt minutes). Cllr Strong noted that his personal view for it to be taken down. Clerk asked if there is a right to reply from the people that were mentioned in the report. Committee recommend that the statement is taken down from website.

Recommendation from Committee that the former Clerks Statement of internal control be removed from website.

9. Date of Next Meeting

Members are asked to note that the next meeting of Personnel Committee tbc

10. EXCLUSION OF PUBLIC AND PRESS

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

COMMITTEE IN PRIVATE SESSION

Discussion about holiday pay and holidays carried over from 2025-2026 – to be agreed by FTC at the next FTC meeting.

Staff contracts and files to be updated and new contract and contracts to be updated for all members of staff.

Meeting ended at 12:10pm

Signed Date

Chair