

**Minutes of a meeting of the Personnel Committee of Caldicot Town Council in
Caldicot Town Council offices, held on Friday 1 August at 12-30pm.**

Present: Cllr. M. Mitchell – Chair
Cllr. R Shillabeer.
Cllr. Cochran
Cllr. W. Coniff
Cllr. P Strong
Cllr. G Owen

Also present: M Tredwin – Town Clerk

P90/2025-26 Welcome

The Chairman welcomed everyone to the meeting.

P91/2025-26 Apologies for Absence

Cllr Rowberry's apologies were accepted

P92/2025-26 Declarations of Interest
None

P93/2025-26 Public Question Time and Participation

No members of the public were present

P94/2025-26 Minutes

Members **Resolved** to agree the minutes from the last Personnel Meeting on 6 June 2025

P95/2025-26 Staffing update

To provide members of the committee with an update on the current staffing position

P94/2025-26 To consider a request from a Councillor

For members to discuss a request from a serving member of Caldicot Town Council.

P95/2025-26 Members resolved to move both of the items above into exempt business

P96/2025-26 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 12 September 2025.

P97/2025-26 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.

P98/2025-26
Agenda item 7 - Staffing update

Members were updated on the current progress of the member of staff's absence from work.

12-50 Members asked the clerk to leave the meeting so that all details could be discussed.

Members continued to debate the situation. A request was considered from the staff member and it was felt important that all matters be resolved first. This was in line with advise provided by an independent person.

Resolved that as the clerk is the line manager he should write to the staff member confirming the situation and the conditions around this matter.

The Clerk returned to the meeting 2-20pm

P99/2025-26 To consider a request from a Councillor

For members to discuss a request from a serving member of Caldicot Town Council.

Members noted the request from a councillor with regards to the production of papers for meetings and commented upon the current workload of staff and the additional requests that had been made of them.

Members of the committee discussed the fact that a Cllr had put in his fourth Freedom of information (FOI) request to the Town Council. Two other Councillor's had also put in FOI requests over the past few weeks. Members noted that these requests were slowing down the ability to carry out normal business. They also noted that several of these requests were because the councillors involved did not like having to follow legislation.

The clerk pointed out that all the requests do is create additional work for staff.

Members **Noted** the information provided.

Meeting ended at 3-40pm.

Signed.....

Date

Chairman