

**Minutes of a meeting of the Personnel Committee of Caldicot Town Council in
Caldicot Town Council offices, held on Friday 13 August at 10-00pm.**

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

Also present: M Tredwin – Town Clerk

P100/2025-26 Welcome

The Chairman welcomed everyone to the meeting.

P101/2025-26 Apologies for Absence

Cllr. W. Coniff apologies were accepted
Cllr G. Owen's apologies were accepted

P102/2025-26 Declarations of Interest
None

P103/2025-26 Public Question Time and Participation

No members of the public were present

P104/2025-26 Minutes

Members **Resolved** to agree the minutes from the Personnel Meeting on the 3 April 2025
Members **Resolved** to agree the minutes from the last Personnel Meeting on 6 June 2025

P105/2025-26 Staffing update

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

P106/2025-26 Members resolved to move the item above into exempt business

P107/2025-26 Date of Next Meetings

Members agreed to hold a further **Personnel meeting** on the 27 August at 12-00pm
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.

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.

P108/2025-26
Agenda item 7 - Staffing update

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

The Clerk confirmed that he had written to the staff member confirming the situation and the conditions around their absence. The committee endorsed the wording of the confidential letter that had been sent to that staff member.

Members were made aware of several situations where councillor and staff information had been sent out in breach of Standing orders and the council’s media policy on communicating with the press. It was agreed that the clerk would contact the Information Commissioners Officer to ensure that the Council would not be held liable for the breach.

The Clerk also made members aware that the content a recent email from a member was in fact libellous and that he was not prepared to accept any further communication from this member.

Members discussed this and agreed that a protocol would be established for dealing with requests from certain members.

Members **resolved** that the mayor should write to two members of the council regarding their current behaviour.

Meeting ended at 12-40pm.

Signed.....

Date

Chairman