Caldicot Town Council
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**Minutes of a meeting of the Personnel Committee of
Caldicot Town Council in Caldicot Town Council offices,
held on at 10.00am Thursday 6 November 2025.**

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

P139/2025-26 Welcome

The Chairman welcomed everyone to the meeting.

P140/2025-26 *Apologies for Absence*

Cllr. F Rowberry Apologies and reasons given

**P141/2025-26 Declarations of
Interest None**

P142/2025-26 Public Question Time and Participation
No members of the public were present

P143/2025-26 Minutes

Members **Resolved** to agree the minutes from the last Personnel Meeting on 17 October 2025. It was noted the date on the agenda was in fact inaccurate.

P144/2025-26 Staffing update
To provide members of the committee with an update on the current staffing position

P145/2025-26 Members resolved to move the above item into exempt business

P146/2025-26 Date of Next Meetings
Members were asked to note that the next meeting of the Personnel Committee had yet to be confirmed and would be dependent upon further updates from the external advisers.

P147/2025-26 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.

P148/2025-26
Agenda item 6 - Staffing update

Members were updated on the current progress of the member of staff's absence from work and of discussions with independent HR consultants. They were made aware of the fact that a highly confidential meeting had taken place but which members of the council who should not have been aware of were.

Whilst appreciative how frustrating some members seem to find this situation, it was noted that there is no excuse for the matter to become a matter for open debate on Social Media.

It was noted that ALL members of staff are entitled to confidentiality and that several councillors had in fact made comments and statements on the web that were recognised by the ICO to be defamatory, in breach of employment law and Data Protection regulations. It was felt that the latest from two councillors was both harassment and bullying of a staff member.

Members noted concerns that the behaviour of certain members of the council was having a detrimental impact on the health and wellbeing of all the staff not just the member of staff being targeted. The clerk confirmed practice of publicly attacking staff is against The Code of Conduct, Employment Law, Standing orders and general common decency. It was also pointed out that staff will be increasingly reluctant to work hours beyond those for which they are contracted whilst attacks such as these continue.

The damage that these attacks are doing to the reputation of the council are immeasurable and the clerk had addressed this in the "Statement of Internal Control" made to Full Council earlier in the year.

10-45 am - In line with advise from the HR Consultants, the Clerk left the meeting.

Members then discussed the most recent information that was provided by Citation on the ongoing situation. Details of this discussion are covered by Employment Law and as such are not to be minuted.

Members agreed to provide to Citation information that could then be communicated to the absent member of staff and which was confidential in nature and should not be shared with other councillors at this point.

Meeting ended at 12-54.

Signed…………………………………..   **Date ……………………………**

Chairman