

**Minutes of a meeting of the Personnel Committee of Caldicot Town Council in
Caldicot Town Council offices, held on Friday 27 August at 12-00pm.**

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

Also present: M Tredwin – Town Clerk

P109/2025-26 Welcome

The Mayor welcomed everyone to the meeting.

P110/2025-26 Apologies for Absence

All members were present

P111/2025-26 Declarations of Interest

None

P112/2025-26 Public Question Time and Participation

No members of the public were present

P113/2025-26 Minutes

Members **Resolved** to agree the minutes from the Personnel Meeting on the 13 August 2025

P114/2025-26 Staffing update

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

P115/2025-26 Members resolved to move the item above into exempt business

P116/2025-26 Date of Next Meetings

Members agreed to hold a further **Personnel meeting** on the 12 September at 12-00pm should further developments have taken place

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.

P117/2025-26
Agenda item 7 - Staffing update

Members of the committee were made aware of an email to the Mayor from a member of the Council regarding the current staffing matter. A number of questions were raised and the Mayor had responded with answers to those questions. This was met with dissatisfaction even though the staffing matter is still matter that has to be kept confidential in order that due process is carried out.

Members of the Committee were given detail of the staffing matter, however they are still awaiting details to be provided to them. Members recognised that there is a sense of frustration being voiced but are acutely aware that the body of the council may need to be involved at a later date and as such should not be placed in a compromised position at this point.

Meeting ended at 2-10pm.

Signed.....

Date

Chairman