

**Minutes of a meeting of the Personnel Committee of Caldicot Town Council in  
Caldicot Town Council offices, held on Friday 3 October at 13-00hrs.**

**Present:** Cllr. M. Mitchell – Chair  
Cllr Rowberry's  
Cllr. R Shillabeer.  
Cllr. W. Coniff  
Cllr. P Strong  
Cllr. G Owen

**Also present:** M Tredwin – Town Clerk

**P119/2025-26 Welcome**

The Chairman welcomed everyone to the meeting.

**P120/2025-26 Apologies for Absence**

Cllr. Cochran apologies were accepted

**P121/2025-26 Declarations of Interest**

**None**

**P122/2025-26 Public Question Time and Participation**

No members of the public were present

**P123/2025-26 Minutes**

Members **Resolved** to agree the minutes from the last Personnel Meeting on 27 August

**P124/2025-26 Staffing update**

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

**P125/2025-26 Members resolved to move both of the items above into exempt business**

**P126/2025-26 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 14 October 2025

**P127/2025-26 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.*

**P128/2025-26**  
**Agenda item 9 - Staffing update**

**13-08 hrs** Members requested that the clerk to leave the meeting.

Members were updated on the current progress of the member of staff's absence from work the external organisations progress. Members continued to debate the situation and agreed that the Mayor would write two letters and that the Clerk would be required to write a third.

**Resolved** that there would be a course of action pursued and a series of letters informing staff involved of the outcomes of events so far and possible options.

The Clerk returned to the meeting 14-52 hrs.

Meeting ended at 15-32hrs.

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

**Chairman**