

**Minutes of a meeting of the Personnel Committee of
Caldicot Town Council in Caldicot Town Council offices,
held on Friday 17 October 2025 at 10.00am.**

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

Also present: M Tredwin – Town Clerk

P128/2025-26 Welcome

The Chairman welcomed everyone to the meeting.

P129/2025-26 Apologies for Absence

All member present

P130/2025-26 Declarations of Interest

None

P131/2025-26 Public Question Time and Participation

No members of the public were present

P132/2025-26 Minutes

Members **Resolved** to agree the minutes from the last Personnel Meeting on 3 October 2025

P133/2025-26 Staffing update

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

P135/2025-26 Members resolved to move the above item into exempt business

P136/2025-26 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 Wednesday 29 October 2025.

P137/2025-26 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.

P138/2025-26

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.

Confidentiality meant that as frustrating as it is that the whole council is not made fully aware of the current situation, matters should still continue to be the subject of the strictest confidentiality.

Cllr G Owen left the meeting at 11-14

Discussions continued on how to deal with the ongoing situation.

In line with advice from an independent Human Resources professional it was:

- a) **Resolved** that as line manager, the CEO/Clerk should write to the staff member confirming a proposed course of action and the conditions around this matter.
- b) **Resolved** that IT equipment be examined to ensure continuity of business documentation and communication be maintained.

Members were also made aware of a concern that the Full Council Meeting held on the 21 October 2025 had not been conducted appropriately during the item on staffing matters. It was agreed the Mayor would respond with the correct protocol for raising any concerns to that member of the council.

The Mayor gave her personal thanks to all for the support and work that they had given to her and the staff at this difficult time and at the Civic day on the previous Thursday.

Meeting ended at 12-45.

Signed.....

Date

Chairman