

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 Tuesday 24 March 2026**

Present:

Cllr. M. Mitchell – Chair
Cllr. R. Shillabeer
Cllr. C. Cochran

Also Present:

Mark Tredwin – Town Clerk

Apologies for Absence:

Cllr. G Owen
Cllr. P Strong

Meeting commenced at 10:43

P178/2025-26 Welcome

The Chair welcomed members to the meeting.

P179/2025-26 Apologies for Absence

Apologies for absence were received from Cllr Owen and Cllr Strong and were accepted.

P180/2025-26 Declarations of Interest

None declared.

P181/2025-26 Public Question Time and Participation

No members of the public were present.

P182/2025-26 Minutes

Members resolved to approve the minutes of the Personnel Committee meeting held on 13 February 2026 as a correct record.

Proposed: Cllr Shillabeer

Seconded: Cllr Cochran

P183/2025-26 Staffing Matters

Members resolved to move this item into Exempt Business.

Proposed: Cllr Shillabeer

Seconded: Cllr Cochrane

P184/2025-26 Date of Next Meeting

The date of the next meeting to be confirmed as required.

P185/2025-26 EXCLUSION OF PUBLIC AND PRESS

Members resolved that, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items due to the confidential nature of the business to be transacted.

Exempt Business

P186/2025-26 Staffing

Members received a further confidential update regarding staffing matters, including appraisal completion, staff wellbeing support, training priorities and workforce resilience.

The Committee noted the update.

P187/2025-26 Deputy Town Clerk / Responsible Financial Officer Recruitment

Members considered the current recruitment position regarding the Deputy Town Clerk / Responsible Financial Officer post.

Members **RESOLVED** to re-advertise the vacancy, with a revised closing date of **24 April 2026 at 12 noon**.

Proposed: Cllr Shillabeer

Seconded: Cllr Cochrane

Members further **RESOLVED** to support the Proper Officer investigating interim locum support arrangements, within existing delegated authority and approved budget provision, pending appointment.

Proposed: Cllr Mitchell

Seconded: Cllr Shillabeer

P188/2025-26 Operational Resilience and Delegated Authority

The Committee received an update regarding workforce resilience and related delegated operational arrangements.

Members discussed the use of delegated powers for urgent operational matters, noting that such powers would continue to be exercised in consultation with relevant members and reported back to Council as appropriate.

The Committee noted the update.

P189/2025-26 General Confidential Matters

Members received further confidential verbal updates relating to associated staffing matters.

The Committee further discussed governance, staff wellbeing, confidentiality obligations and wider operational support arrangements.

Meeting closed at 11:45

Signed:

Chair

Date: