



Minutes of Personnel Committee held at 2:00pm on 13 May 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr IR Shillabeer
Cllr P Strong
Cllr C Cochrane
Cllr M Mitchell
Cllr G Owen
Cllr F Rowberry

Also present: Mark Tredwin – Town Clerk

1. Welcome

The Chair welcomed everyone to the meeting.

2. Apologies for Absence

No apologies for absence were received.

3. Declarations of Interest

No declarations of interest were received.

4. Public Question Time and Participation - None

5. Minutes

Minutes Members are asked to confirm the minutes contained therein:

- i)
Minutes of Personnel Committee Meeting held on Wednesday 6th May 2026 - confirmed as true record.

6. Resident Correspondence Members are asked to consider the correspondence received.

As this dealt with confidential staffing issues it was agreed to move this to exempt business

7. Date of Next Meeting – 12 June 2026

8. RESOLVED By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

COMMITTEE IN PRIVATE SESSION

9. Members considered correspondence received and a briefing paper from the clerk.

It was agreed to note the briefing

Meeting ended

Signed Date

Chair

DRAFT