



**Minutes of Meeting of Personnel Committee held at 12:00pm on 24th July 2026 at the
Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

Present:

Cllr I R Shillabeer (PC)
Cllr M Mitchell (PC)
Cllr F Rowberry (PC)
Cllr C Cochrane (PC)
Cllr P Strong (PC)
Cllr J Higginson (PC)
Cllr G Owen (PC)

Cllr A McIntyre
Cllr G McIntyre
Cllr B Barrett
Cllr J Harris

G Thomas – Administrator

1. Welcome

The Chair welcomed everyone to the meeting and noted that, due to the urgent nature of the business, members had received 24 hours' notice of the meeting.

2. Apologies for Absence

All members were present and no apologies for absence were received.

3. Declarations of Interest

No declarations of interest were received.

4. Public Question Time and Participation

A question was raised regarding the meaning of a UTR number. Members noted that a UTR number is a Unique Taxpayer Reference issued by HMRC for tax purposes.

Questions were raised regarding the council's use of a Locum Clerk or RFO/Deputy RFO on a self-employed basis, including whether invoices had been submitted and paid, and whether the role should be treated as employment for tax and National Insurance purposes.

Members noted concerns that advice from HMRC and employment guidance may indicate that the post should be treated as an employee role rather than self-employment. It was reported that advice had been sought from One Voice Wales and that further advice was expected.

It was confirmed that a payment had already been made in relation to the current locum arrangement and that the implications would be reported to the Personnel Committee once advice had been considered.

Members noted concern regarding the potential financial and employment implications for the council, including any financial changes that may need to be considered by Full Council.

A further query was raised regarding the outstanding minutes of the Personnel Committee meeting held on 13 May. It was noted that a search would be undertaken to locate the relevant copy.

There were no further public questions.

5. Minutes

Members considered the minutes of the Personnel Committee meeting held on 10 July. It was noted that the minutes had been circulated.

- i) Members **RESOLVED** to approve the minutes of the Personnel Committee meeting held on 10 July 2026

6. Date of Next Meeting

- i) The next scheduled meeting was noted as 11 September. The time of the meeting was not yet confirmed. Members noted that, due to ongoing staffing matters, further meetings may be called if required and members would be notified in advance.

7. Exclusion of Public and Press

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

COMMITTEE IN PRIVATE SESSION

Meeting ended at [time to be confirmed]

Signed Date

Chair