

**Minutes of Meeting of Personnel Committee held at 9.30 am on Tuesday, 10<sup>th</sup> July 2018 at Caldicot Town Council**

**Present: Cllr D Evans (Chair), W Conniff, O Edwards, A Easson, RJ Higginson**

**[In attendance: S King, Deputy Clerk]**

**1 Election of Chair**

Cllr D Evans was nominated as Chair of Personnel Committee, this was duly seconded. There were no further nominations. Upon being put to the vote Cllr Evans was elected as Chair of Personnel Committee.

**Cllr D Evans was elected as Chair of Personnel Committee.**

**2 Apologies**

Apologies for absence were received from Cllrs M Mitchell and F Rowberry.

**3 Declarations of Interest**

There were no declarations of interest.

**4 Resolved – Exclusion of Press and Public – By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items 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:**

- a) **Communications Assistant/Office Administrator – To Receive Oral Report following 6 month probationary period**

**Confidential minute of meeting - Appendix A.**

**5 The next Personnel Committee meeting would be held on Wednesday 3<sup>rd</sup> October 2018 at 9.30am.**

**The meeting ended at 10.10am.**