

(A)

Minutes of a meeting of the Staffing Committee of Caldicot Town Council held in Castlegate Business Park to be held on Wednesday 15th May 2024 at 12 noon.

Present: Cllr. M. Mitchell
Cllr. W. Coniff
Cllr. A. Easson
Cllr. J. Higginson
Cllr. G. Owen
Cllr. F. Rowberry
Cllr. P. Strong

Also present: Anne Wilson Locum Town Clerk
Cllr. J. Woodfield – for the open session of the meeting

P50/2024 Welcome

The Chair welcomed everyone to the meeting.

P51/2024 Apologies for Absence

There were no apologies of absence for this meeting.

P52/2024 Declarations of Interest

RESOLVED to note that there were no declarations of interest under consideration on this agenda in accordance with Part III of the Local Government Act 2000 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

P53/2024 Public Question Time and Participation

There were no members of the public present.

P54/2024 Minutes

RESOLVED to confirm the minutes of the meeting of the Personnel Committee held on Thursday 30th April 2024.

P55/2024 Date of next meeting

RESOLVED to note that the next meeting of the Personnel Committee of Caldicot Town Council will be held on Thursday 23rd May 2024 at 1 p.m.

EXCLUSION OF PUBLIC AND PRESS

RECOMMENDED That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.

COMMITTEE IN PRIVATE SESSION

P56/2024 Staffing Matters

Members were asked to consider and note the matters in relation to the following items and agree the way forward:

i) Appointment of Town Clerk

RECOMMENDED the appointment of the Town Clerk following the interviews last Friday.

Cllr. Mitchell thanks Councillors Rowberry, Owen, and Higginson for their time in joining her to be part of the interview panel. She really appreciated their support.

ii) The Role of the Deputy Town Clerk

The Locum Town Clerk reported that the Mayor and herself had met with the Deputy Town Clerk before the Personnel Meeting to discuss an amended job role and the relevant salary to meet the levels of responsibility.

RECOMMENDED that following the meeting with the Deputy Town Clerk that the new job role be accepted, noting the amendments made, and the level of remuneration offered with this role.

iii) Update on the Cleaner role

RECOMMENDED that the Town Council accept the outcome of the meeting with the cleaner and noted the way forward.

It was agreed that the person who opens and closed the gates at KGVPF and the nearby play area be invited to meet with the Locum Town Clerk.

It was agreed that the person who opens and closes the gates at the Cemetery be invited to meet with the Locum Town Clerk.

iv) Appointment of a Facilities Assistant

RECOMMENDED to advertise the role of the Facilities Assistant as per the job description agreed by the Committee.

v) Any other staffing matter

- Appointment of a part-time Cemetery Administrator

Cllr. Easson left the meeting at 1.10 p.m.

RECOMMENDED that the Town Council appoint a part-time Cemetery Administrator for 8 hours per week on a one-year contract on SPC 3.

- Administration Assistant

RECOMMENDED that further consideration be given to the post of Temporary Administrator be deferred until the new Clerk is in post.

Signed Date

Chairman



CALDICOT TOWN COUNCIL

Minutes of the Personnel Committee held on Thursday 23rd May 2024 in the Caldicot Room Suite3, Castlegate Business Park at 1 p.m.

Present: Cllr. M. Mitchell – Chair
Cllr. F. Rowberry
Cllr. P. Strong

Also present: Anne Wilson, Locum Town Clerk

1/2025 Welcome

Cllr. Mitchell welcomed Members to the meeting.

2/2025 Apologies for Absence

RESOLVED that Members received apologies for absence from:

- Cllr. W. Coniff – personal commitment

3/2025 Declarations of Interest

RESOLVED to note that there were no declarations of interests received.

4/2025 Public Question Time and Participation

There were no members of the public present.

5/2025 Minutes

RESOLVED to confirm the from the Personnel Committee meetings held on:

- Informal Meeting held on Thursday 9th May 2024
- Wednesday 15th May 2024, noting that Cllr. Woodfield left the meeting before the confidential session which is omitted from the minutes

6/2025 Date of next meeting

This item was deferred, and a meeting would be called when required.

7/2025 Exclusion of Public and Press

RESOLVED That in view of the confidential nature of the business about to be transacted, it is advised that in the public interest that the press and public be temporarily be excluded, and they are instructed to withdraw, due to the nature of the business to be transacted which is considered to be prejudicial to the public interest.

8/2025 Staffing Matters

Members were asked to note and consider the following:

- i) Appointment of Town Clerk

Members noted that the new Town Clerk, Mark Tredwin, has signed his Particulars of Employment and would commence work on Monday 2nd September 2024. His Contract of Employment was being completed.

- ii) Update on Cleaner Role

Pat Morse, our cleaner of 20 years, after following due process and with HR advice taken from The HR Company who were in attendance with the Council at all meetings, is to be made redundant. The opportunity had been given to Pat to apply for the new Facilities Assistant post, which incorporates her current role but meets the future needs of the Council at the offices. Pat had been thanked for her many years' service to the Town Council and further recognition would be given at the proposed Open Day following refurbishment of the office.

RESOLVED that the Facilities Assistant post be advertised.

- iii) Appointment of Cemetery Administrator

RESOLVED that the Job Description for the role be confirmed and that the post for 8 hours per week be advertised.

- iv) Any other staffing matter

Members were informed of other staffing matters.

Signed **Date**

Chairman