

Minutes of a meeting of the Personnel Committee of Caldicot Town Council held in Caldicot Town Council Offices, on Wednesday 6 May 2026 at 10.30am.

Present:

Cllr. M. Mitchell – Chair
Cllr F Rowberry
Cllr. R. Shillabeer
Cllr. C. Cochran
Cllr. G. Owen
Cllr. P. Strong

Also Present:

Mark Tredwin – Town Clerk (left -11.00am)
J Turner - Locum Deputy Town Clerk and Responsible Financial Officer

P190/2025-26 Welcome

The Chair welcomed Members to the meeting.

P191/2025-26 Apologies for Absence

There were no apologies for absence.

P192/2025-26 Declarations of Interest

None declared.

P193/2025-26 Public Question Time and Participation

No public questions were received.

P194/2025-26 Minutes

Members **RESOLVED** to approve the minutes of the Personnel Committee meeting held on 24 March 2026 as a correct record.
(Unanimously Agreed)

P195/2025-26 Staffing Matters

- a. Members **RESOLVED** that agenda items 6 and 7 be considered during Exempt Business as agenda items 10 and 11 respectively.

- b. Members **RESOLVED** to move agenda item 9 accordingly. (Unanimously Agreed)

P196/2025-26 Date of Next Meeting

Members **RESOLVED** to note that a further meeting of the Personnel Committee would be held on Wednesday 13 May 2026 at 2:00pm.

P197/2025-26 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

P198/2025-26 Staffing Matters

Members received an update from the Town Clerk regarding the current staffing situation and recruitment arrangements for the Deputy Town Clerk / Responsible Financial Officer role.

It was noted that interviews had been arranged for 7 May 2026.

RESOLVED that all Members of the Personnel Committee participate in the interview process for the candidate for the Deputy Town Clerk / Responsible Financial Officer role and that the Panel's decision following interview be communicated directly to the Full Town Council (Planning and Resources Committee) on 12 May 2026 for ratification.

(Unanimously Agreed)

It was further noted: that the Clerk had no prior knowledge of the applicant; that the applicant had only come to the attention of the Clerk during the previous week; and that the proposed commencement date would be early June 2026.

Members then considered a report in which a formal complaint had been submitted against a former councillor.

The Clerk raised concerns regarding correspondence received by both the Chair and the Clerk which contained allegations against the Clerk. Members noted that concerns regarding unacceptable behaviour had commenced prior to the appointment of the current Town Clerk and that similar behaviour had previously been evidenced towards a former Locum Clerk.

Members noted: the submission of a complaint to the Ombudsman; and the Council's position as set out in paragraph 12 of the report.

(Unanimously Agreed)

The Clerk left the meeting at approximately 11:00am.

The Committee further noted that, prior to leaving the meeting, the Clerk had stated that the attacks should not be allowed to continue.

Committee agreed the following:

- a) **NOTE** the submission of the complaint to the Ombudsman
- b) **CONFIRM** the Council's governance position as set out in paragraph 12
 - i. all future correspondence relating to the matter is handled through a designated alternative contact and decision maker;
 - ii. staff are not to engage directly with the **accused** outside formal processes.
- c) **APPROVE** the creation of a Vexatious / Unreasonable Complaints Policy which will then be taken to Full Council

P199/2025-26 Letter from Members of the Public to the Mayor

Members considered correspondence received from five members of the public concerning the governance of Caldicot Town Council.

The Committee considered the concerns raised. The Chair advised Members that a further email

had been received from a former councillor relating to the complaint raised by the five former members. Receipt of the correspondence had been acknowledged.

The Locum RFO advised that the complainants should be informed that the matter remained under review.

Members **RESOLVED** that the complaint be considered in accordance with the Council's policies and procedures relating to staff matters.
(Unanimously Agreed)

Members further **RESOLVED** that a further meeting of the Personnel Committee be held on Wednesday 13 May 2026 at 2:00pm, with the Locum RFO in attendance.
(Unanimously Agreed)

Meeting closed at 12:08pm

Signed:

Chair

Date:

DRAFT