

**Notes from an informal discussion held by the
Personnel Committee on Thursday 9th May 2024.**

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

This meeting was called at short notice to informally talk about the role of the Town Clerk and the Deputy Town Clerk moving forward. There was some confusion around the differentiation of the responsibilities between the two roles and the levels of the same. There was some discussion about remuneration in relation to the roles spoken about. The Locum Town Clerk and the Mayor would arrange to meet with the Deputy Town Clerk to inform the meeting of the Personnel Committee which would be arranged on Wednesday 15th May 2024 at 12 noon.

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

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

Signed Date

Chairman