



Minutes of Personnel Committee held at 2:00pm on 13 May 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr IR Shillabeer
Cllr P Strong
Cllr C Cochrane
Cllr M Mitchell
Cllr G Owen
Cllr F Rowberry

Also present: Mark Tredwin – Town Clerk

1. Welcome

The Chair welcomed everyone to the meeting.

2. Apologies for Absence

No apologies for absence were received.

3. Declarations of Interest

No declarations of interest were received.

4. Public Question Time and Participation - None

5. Minutes

Minutes Members are asked to confirm the minutes contained therein:

i)

Minutes of Personnel Committee Meeting held on Wednesday 6th May 2026 - confirmed as true record.

6. Resident Correspondence Members are asked to consider the correspondence received.

As this dealt with confidential staffing issues it was agreed to move this to exempt business

7. Date of Next Meeting – 12 June 2026

8. RESOLVED By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item 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.

COMMITTEE IN PRIVATE SESSION

9. Members considered correspondence received and a briefing paper from the clerk.
It was agreed to note the briefing

Meeting ended

Signed Date

Chair



**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



Minutes of Personnel Committee held at 10:30am on 5 August 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Committee Members:

Mayor Shillabeer
Cllr Mitchell
Cllr Strong
Cllr Cochrane
Cllr Higginson
Cllr Rowberry

Also Present: Alice Vaughan – Temporary Locum Clerk

Present – Members of Council (Not Committee Members)

Cllr A McIntyre
Cllr Harris
Cllr Jones

Members of the Public - resident 1 – x1

1. Welcome

The Chair welcomed everyone to the meeting.

2. Apologies for Absence

RESOLVED to receive apologies for absence Cllr Owen and Cllr Cochrane

3. Declarations of Interest

No declarations of interest were received.

4. Public Question Time and Participation

Previous Locum Clerk mileage and contractual arrangements

A resident (R1) raised concerns about mileage paid to the previous Locum Clerk AW. R1 said he had reviewed personnel and full council minutes for 2024/25 and 2025/26 and could not find any minuted change to the original mileage agreement. R1 stated that the original appointment agreement allowed mileage and accommodation was but that later claims appeared to be paid from a different address, which R1 said was 52 miles further north. R1 mentioned why this change of contract was not recorded in the minutes and asked who authorised it.

Cllr Mitchell responded that, as far as she remembered, AW had been travelling from her hometown and caring for a relative at the time. She recalled that AW had asked to travel from her relative's address. Cllr Mitchell said she would take advice and come back to R1 with an answer.

August 2024 -Working from Home AW

R1 second question concerned the August 2024 period when the locum clerk was asked to work from home and not attend in person. R1 referred to an email dated 21 October 2024 and a compensatory payment of £717.30. R1 said this payment was not evidenced in minutes and questioned why taxpayers' money had been spent outside the contractual agreement. Cllr Mitchell again said she would take advice and respond later.

Self-employed status, UTR numbers and invoice clarity

Cllr Harris asked whether the council does welfare visits to employees during sickness. Cllr Mitchell clarified that the council does weekly welfare checks by phone but does not visit staff at home.

Cllr Harris then raised a separate issue relating to the insurance document, including IBNR insured but not reported in insurance document saying that employment-related matters such as NDAs and solicitors' fees might not have been properly reflected in the report.

Cllr Harris third question related to UTR numbers and whether some invoice recipients were genuinely self-employed. He said that invoices lacked clear purchase order numbers and tax reference and asked how tax status had been handled. Personnel committee commented that the relevant records would be checked. Cllr Harris also stated that the annual accounts and bank reconciliations every 30 days needed to go to the insurer, or the policy might be invalid – will be checked with Insurance broker

Cllr A McIntyre queried a £72 mileage payment to the then incoming clerk MT who said had not started until 2 September 2024. Cllr Mitchell clarified that the meeting in question had been a handover meeting in August 2024, not a personnel meeting. Cllr Strong said the council had invited him because he had already been appointed and was due to start. It was requested that the minutes showing this be checked.

5. Minutes

Members noted/approved the confidential minutes from the Personnel Committee Members held on the 24 July 2026.

6. Date of Next Meeting

Next regular Personnel Committee meeting scheduled for 11th September 2026, with the possibility of an additional meeting if the recruitment progress necessitates it.

Exclusion of Public and Press

RESOLVED By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item 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.

7. COMMITTEE IN PRIVATE SESSION

All councillors who were not members of the Personnel Committee, together with the member of the public left the meeting. The meeting then reconvened.

Exempt Business

The Committee considered the exempt items as detailed on the agenda.

8. Confidential Staffing Matters

To receive and consider any confidential update on staffing matters and any related personnel issues requiring the Committee's consideration.

General update on staffing – same as last meeting.

9. Recruitment

Recruitment of Clerk/RFO and Deputy Clerk/RFO

Most of the meeting was spent reviewing and amending the draft job descriptions and person specifications for the new clerk and deputy roles.

Cllr Mitchell explained that the council had agreed at a previous meeting to circulate the drafts to all councillors for input before advertising. The documents covered both the Town Clerk / RFO role and the Deputy Town Clerk / Deputy RFO role.

Meeting ended at 12:37pm

Signed Date

Chair