

Caldicot Town Council

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**Minutes of a meeting of the Personnel Committee of
Caldicot Town Council in Caldicot Town Council offices,
held on Friday 13 February 2026**

Present:

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

Meeting commenced at 13:12

P168/2025-26 Welcome

The Chair welcomed members to the meeting.

P169/2025-26 Apologies for Absence

Apologies for absence were received from Cllr W Conniff and Cllr F Rowberry and were accepted.

P170/2025-26 Declarations of Interest

None declared.

P171/2025-26 Public Question Time and Participation

No members of the public were present.

P172/2025-26 Minutes

Members resolved to approve the minutes of the Personnel Committee meeting held on 18 December 2025 as a correct record.

Proposed: Cllr Shillabeer

Seconded: Cllr Cochran

P173/2025-26 Staffing Matters

Members resolved to move this item into Exempt Business.

Proposed: Cllr Owen

Seconded: Cllr Cochrane

P174/2025-26 Date of Next Meeting

The date of the next meeting to be confirmed as required.

P175/2025-26 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

P176/2025-26 Staffing

Members received a further update regarding the previously agreed staffing matters. Minor grammatical corrections were required and these would take place before the formal signatures were added.

Members **RESOLVED** to authorise the Chair of Council and the Proper Officer to sign the resolution on behalf of the Council, subject to minor amendments as identified.

Proposed: Cllr Cochrane

Seconded: Cllr Owen

P177/2025-26 Staffing Structure

Members considered a proposed staffing structure.

The Committee also considered future staffing arrangements and resilience. A revised staffing structure was presented to improve operational efficiency, clarify roles and responsibilities, and strengthen financial oversight.

Following discussion, Members agreed to recommend the proposed staffing model to Full Council for approval and delegated authority to the Proper Officer to prepare appropriate job descriptions and recruitment documentation.

Members **RESOLVED** to recommend to Full Council the adoption of the revised staffing structure (Model One), including:

- Appointment of a Deputy Town Clerk / Responsible Financial Officer (part-time).
- Adjustment to administrative staffing arrangements to allow for a permanent part time Administrative Officer to be appointed.
- Delegation to the Proper Officer to prepare relevant job descriptions and person specifications.

Proposed: Cllr Cochrane

Seconded: Cllr Shillabeer

The Committee further discussed governance, confidentiality obligations and the handling of communications relating to all staffing matters and the failure of some members of the council to recognise that they are part of a body corporate.

Meeting closed at 15:36

Signed:

Chair

Date: