

**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 Tuesday 24 March 2026**

**Present:**

Cllr. M. Mitchell – Chair  
Cllr. R. Shillabeer  
Cllr. C. Cochran

**Also Present:**

Mark Tredwin – Town Clerk

**Apologies for Absence:**

Cllr. G Owen  
Cllr. P Strong

**Meeting commenced at 10:43**

**P178/2025-26 Welcome**

The Chair welcomed members to the meeting.

**P179/2025-26 Apologies for Absence**

Apologies for absence were received from Cllr Owen and Cllr Strong and were accepted.

**P180/2025-26 Declarations of Interest**

None declared.

**P181/2025-26 Public Question Time and Participation**

No members of the public were present.

**P182/2025-26 Minutes**

Members resolved to approve the minutes of the Personnel Committee meeting held on 13 February 2026 as a correct record.

**Proposed:** Cllr Shillabeer

**Seconded:** Cllr Cochran

**P183/2025-26 Staffing Matters**

Members resolved to move this item into Exempt Business.

**Proposed:** Cllr Shillabeer

**Seconded:** Cllr Cochrane

### **P184/2025-26 Date of Next Meeting**

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

### **P185/2025-26 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**

### **P186/2025-26 Staffing**

Members received a further confidential update regarding staffing matters, including appraisal completion, staff wellbeing support, training priorities and workforce resilience.

The Committee noted the update.

### **P187/2025-26 Deputy Town Clerk / Responsible Financial Officer Recruitment**

Members considered the current recruitment position regarding the Deputy Town Clerk / Responsible Financial Officer post.

Members **RESOLVED** to re-advertise the vacancy, with a revised closing date of **24 April 2026 at 12 noon**.

**Proposed:** Cllr Shillabeer

**Seconded:** Cllr Cochrane

Members further **RESOLVED** to support the Proper Officer investigating interim locum support arrangements, within existing delegated authority and approved budget provision, pending appointment.

**Proposed:** Cllr Mitchell

**Seconded:** Cllr Shillabeer

### **P188/2025-26 Operational Resilience and Delegated Authority**

The Committee received an update regarding workforce resilience and related delegated operational arrangements.

Members discussed the use of delegated powers for urgent operational matters, noting that such powers would continue to be exercised in consultation with relevant members and reported back to Council as appropriate.

The Committee noted the update.

### **P189/2025-26 General Confidential Matters**

Members received further confidential verbal updates relating to associated staffing matters.

The Committee further discussed governance, staff wellbeing, confidentiality obligations and wider operational support arrangements.

**Meeting closed at 11:45**

Signed: .....

Chair

Date: .....

DRAFT