

CHEPSTOW TOWN COUNCIL
The Gatehouse, High Street, Chepstow NP16 5LH
Tel. 01291 626370 Email clerk@chepstow.co.uk

8th October 2021

Dear Councillor

You are hereby summoned to attend the **Ordinary** meeting of the **Personnel Committee** of Chepstow Town Council to be held via Zoom online meetings <https://zoom.us/j/7344109571> on **Wednesday, 13th October 2021 at 7.00pm** for the purpose of transacting the following business.

Members are reminded that they attend this meeting under the provisions of the Town Council's Code of Conduct.

Yours faithfully,



Lucy Allen
TOWN CLERK

AGENDA

- 11. Declarations of Interest in Items on the Agenda.**
(Declarations of Interest form attached for completion and return to the office).
- 12. To Suspend Standing Orders**
 - a) Public Open Forum (15 minutes at the discretion of the Chair)**

Members of the public are invited to address the Council in relation to items on the agenda. A member of the public shall not speak for more than 5 minutes unless directed by the Chair. A question shall not require a response at the meeting nor start a debate on the question. The Chair may direct that a written or oral response be given.
- 13. Minutes**

To approve the Minutes of the Ordinary meeting of the Personnel Committee held on Wednesday, 10th March 2021.
- 14. Matters Arising.**

To report matters arising from the minutes, *for information only.*
- 15. Training**

To approve the request from Deputy Clerk to register to complete the Certificate of Local Council Administration (CiLCA). This Level 3, foundation qualification provides a broad knowledge of all the aspects of a clerk's work – roles and responsibilities, the law, procedures, finance planning and community involvement. The registration fee is £410 plus a four-day course at £390 + VAT (*LGA 1972, s111*).
- 16. Job Vacancies Update**

To receive an update on the current status of the recruitment for the Community Projects Officer and Administrative Officer roles and to nominate the interview panel.
- 17. Items for next meeting**
- 18. Date of next meeting**

To confirm that the next ordinary meeting of the Personnel Committee of Chepstow Town Council will be held on Wednesday, 9th March 2022.

19. Exclusion of Press and Public

To exclude the press and public for the discussion of **Item 20. Office Matters** owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

20. Office Matters

To receive an oral report.