

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

10th June 2022

Dear Councillor

You are hereby summoned to attend the **Personnel Committee Meeting** of Chepstow Town Council to be held in the Council Chamber and remotely via Zoom <https://zoom.us/j/7344109571> on **Wednesday, 15th June 2022 at 6.00pm** for the purpose of transacting the following business:

Yours faithfully,



Lucy Allen
TOWN CLERK

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

AGENDA

- 1. Election of Chair and Vice Chair.**
- 2. Declarations of Interest in Items on the Agenda**
[Declarations of Interest form](#) attached for completion and return to the office. Interests may also be declared at any point in the meeting if the need arises.
- 3. Apologies**
To receive apologies for absence.
- 4. To Suspend Standing Orders**
 - a) Public Open Forum (15 minutes at the discretion of the Mayor)**
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.
- 5. Minutes**
To receive the [minutes of the Personnel Committee meeting](#) held on Wednesday, 9th March 2022.
- 6. Matters Arising**
To report matters arising from the minutes, *for information only*.
- 7. Admin Office additional hours' analysis (b/f 9.3.22 min 25)**
To receive an update.
- 8. Appraisals**
To receive an update of the appraisals to date.

9. 2022/2023 Annual Increments

To consider the *confidential* report of the Clerk and to agree the recommendations in respect of the increments due to administrative staff (*report emailed to members separately*).

10. Items for next meeting

11. Date of next meeting

To confirm that the next ordinary meeting of the Personnel Committee will be held on Wednesday, 12th October 2022.