

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

15<sup>th</sup> March 2024

Dear Councillor

You are hereby summoned to attend the **ordinary** meeting of the **Personnel Committee** of Chepstow Town Council to be held in the Council Chamber and remotely via Zoom <https://zoom.us/j/7344109571> on **Wednesday, 20th March 2024 at 6.15pm** 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.***

**41. Apologies**

To receive apologies for absence.

**42. 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.

**43. Minutes**

To approve the [Minutes of the ordinary meeting held on 20<sup>th</sup> September 2023](#).

**44. Matters Arising**

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

**45. Health and Safety Review and Safety Action Plan**

- a. To consider the [General Risk Assessment Report](#) prepared by the Council's Health and Safety Consultants Peninsula following their annual inspection on February 2023 and the actions taken to date.
- b. To receive a verbal update following employee's completion of the annual Display Screen Equipment questionnaire.

**46. Review of the appraisal process**

To undertake a [review of the annual appraisal process](#) prior to its commencement in April.

**47. Staffing Matters**

To discuss any other staffing matters – *for information only*.

**48. Items for next meeting**

**49. Date of next meeting**

To confirm that the next meeting of the Personnel Committee will be held in the Council Chamber and via Zoom on a date in June, to be confirmed at the Annual Meeting.