

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

11<sup>th</sup> June 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, 16th June 2021 at 6.15pm** 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.***

**Members of the public are invited to address the Town Council for 15 minutes prior to the commencement of the business of the meeting**

Yours faithfully,



Lucy Allen  
TOWN CLERK

**AGENDA**

- 1. Election of Chair and Vice Chair**
- 2. Declarations of Interest in Items on the Agenda.**
- 3. Minutes**  
To approve the Minutes of the Ordinary meeting of the Personnel Committee held on Wednesday, 10<sup>th</sup> March 2021.
- 4. Matters Arising.**  
To report matters arising from the minutes, *for information only.*
- 5. Maintenance Operative Role**  
To consider the recommendations in the confidential report (*attached*).
- 6. Public Toilets – Riverbank**  
To consider the possibility of closing the public toilets at the Riverbank later on a Friday and Saturday evening to assist with future events and anti-social behaviour.
- 7. Items for next meeting**  
Bee Hives and Maintenance Operative training.
- 8. Date of next meeting**  
To confirm that the next ordinary meeting of the Personnel Committee of Chepstow Town Council will be held on Wednesday, 13<sup>th</sup> October 2021.

**9. Exclusion of Press and Public**

To exclude the press and public for the discussion of Item 10. 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.

**10. Office Matters**

To receive an oral report.