



CHEPSTOW TOWN COUNCIL

Minutes of the meeting of the **Personnel Committee** of **Chepstow Town Council** via
Zoom on Wednesday 16th June 2021 at 6.15 pm

Present:

Chairman: Cllr Y Havard

Councillors: C Duchet, T Kirton, P Pavia, T Redhead, D Rooke

Apologies:

In Attendance: Mrs. Lucy Allen, (Town Clerk)
Members of Public (0)

1. Election of Chair and Vice Chair

Nominations were sought.

Resolved:

That Cllr Yvonne Havard be elected as the Chair and Cllr Dale Rooke be elected as the Vice Chair of the Personnel Committee.

2. Declarations of Interest in Items on the Agenda.

None.

3. Minutes

The Minutes of the ordinary meeting of the Personnel Committee held on Wednesday, 10th March 2021 were approved and will be signed as a true record by the Chair at the next available opportunity due to the Covid-19 restrictions.

4. Matters Arising.

Item 17. Training – Members were advised that the Admin Officer had decided not to proceed with the CiLCA qualification but will instead attend the training provided by One Voice Wales.

5. Maintenance Operative Role

Members considered the revised Job Description and Person Specification for the Maintenance Operative role and noted that over the last 5 years since the role was formed it had evolved and is becoming increasingly more difficult to complete the work required in 15 hours.

Resolved:

To recommend to Full Council an increase in hours to 20 per week for the Maintenance Operative

Role, subject to full consultation with the current employee. The estimated costs in relation to the increase in hours can be found from within the existing staffing budget head.

6. Public toilets – Riverbank

Members discussed the possibility of closing the public toilets at the Riverbank later on a Friday and Saturday evening during the summer months to assist with future events and anti-social behaviour.

Resolved:

To delegate authority to the Clerk, in consultation with the Chair, to discuss with Mobile Hygiene Operatives an appropriate solution to closing the public toilets later on Friday and Saturday nights.

7. Items for next meeting

Update of 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, 13th October 2021.

9. Exclusion of Press and Public

Resolved:

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

Members discussed a number of office matters and noted:

- a. That the Clerk and Deputy Clerk are working, Covid secure, back in the administration offices and the Administration Officer is working from home;
- b. That subject to a review of the current office Covid Risk Assessment the Administration Officer will return to office working as from 1st September 2021;
- c. The role of Community Projects Officer would be re-advertised from Monday, 21st June 2021 and Cllrs Havard, Redhead and Rooke would remain on the shortlisting and interview panel.

CLOSE: This completed the business of the meeting at 6.50 p.m.

Signed: Chair Date: