



Minutes of the **Extraordinary Meeting** of Chepstow Town Council held via Zoom on
Thursday, 3rd February 2022 at 7.00pm

Present:

Chair: Cllr T Kirton

Councillors: H Beach, J Becker, M Brady, J Brews, A Braund, C Duchet, Y Havard,
N Heywood (left 8.15pm), P Pavia, A Redhead, D Rooke

Apologies: A Horne

In Attendance: Mrs A Sandiford (Deputy Town Clerk)

159. Declarations of Interest in Items on the Agenda

Cllr Brews declared an interest in item 161 as a relative of a member of the Chamber of Commerce & Tourism.

160. Exclusion of Press and Public

RESOLVED:

To exclude the press and public for the discussion of Item 161. Internal Investigation owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

161. Internal Investigation

a. To consider the report and recommendations and, if appropriate next steps

Town Council considered in depth the confidential report.

RESOLVED:

To reject the report and recommendations of the Internal Investigation on the following grounds:

- The draft report was flawed and had not been reviewed as intended.
- The deliverables of the Scoping Document were not met.
- Communications were inadequate.

On reviewing the report, Town Council agreed to the following recommendations going forward:

- i. To create fuller descriptions for the roles of Chairs and commit to recommend best practice training for those roles beyond statutory requirements.
- ii. To seek to outsource complex complaints to the Council, to an outside legal body to avoid any perception of vested interest and maintain professional responsibility, consulting with ACAS where appropriate.
- iii. To set up a Standards Committee to meet annually and task a working group to set the roles and responsibilities of the Committee.
- iv. To be supported by efficient, transparent processes which keep the time between a resolution being voted for and its implementation to a minimum. The 'Town Clerk's Update' will be published online.
- v. To focus on the commercial health of the town and engage outward-looking professional assistance in order to succeed in doing so.

- vi. To continue to support The Town Clerk with personal development through training.
- vii. To consider undertaking an external workflow analysis to improve efficiencies.
- viii. To review the staff appraisal process to ensure it is current with best practice.
- ix. To have robust procedures in place to recognise and avoid any conflicts of interest.

RESOLVED:

To write to the Chamber to detail to them Council's resolutions arising from its review of the draft report and to express regret for the difficulties of the past. As well, to invite them to present their vision for the town to the Council in an informal setting so that both parties can move forward together.

b. To consider the formal complaint received in regards the Internal Investigation

Town Council considered the confidential letter attached to the agenda and acknowledged the distress caused to its employee in this matter.

RESOLVED:

That the Chair and Cllr Harvard meet with the employee in the first instance to relay Council's decisions in this matter and report back at the next meeting.

162. Date of Next Meeting

Confirmed that the next Ordinary Meeting will be held on Wednesday 23rd February 2022 at 7.00pm via Zoom online meetings.

CLOSE: This completed the business of the meeting at 21:30.

SIGNED CHAIR PERSON: _____ **DATE:** _____