



## CHEPSTOW TOWN COUNCIL

Minutes of the Ordinary meeting of the **Personnel Committee** of **Chepstow Town Council** held via in the Council Chamber and via Zoom on Wednesday, 20<sup>th</sup> March 2024 at 6.15pm

**Present:**

**Chair:** Cllr D Barnes

**Councillors:** V Badderley-Potter, M Griffiths, T Griffiths, D Rooke,  
J Rosser, A Thompson-Lancaster

**Apologies:** Cllr S Ashby

**In Attendance:** Mrs. Lucy Allen (Town Clerk)

**41. Apologies**

See above.

**42. Declarations of Interest in Items on the Agenda**

None.

**43. Minutes**

The Minutes of the ordinary meeting held on 6<sup>th</sup> December 2023 were approved as a true record and signed by the Chair.

**44. Matters Arising**

None.

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

Members considered the General Risk Assessment Report prepared by the Council's Health and Safety Consultants Peninsula following their annual inspection on February 2023 and noted the actions that had been resolved to date.

**Resolved:**

To progress matters relating to training for all employees in Mental Health and Social Wellbeing.

**46. Review of the appraisal process**

Members discussed the current appraisal process and received an explanation from the Clerk on how the procedure works with all Town Council employees.

**Resolved:**

To approve the current appraisal process subject to the addition of SMART objectives should individual employees want to use this system of evaluation.

**47. Staffing Matters**

Members discussed and recognised the additional work and time that is required by the administration staff when organising events such as "Celebrating Chepstow" and "Chepstow 500".

Members expressed their thanks and appreciation for the support and hard work from its employees in all aspects of Council work.

**48. Items for next meeting**

Appraisals  
Health and Safety report

**49. Date of next meeting**

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.

**CLOSE: This completed the business of the meeting at 6.30pm.**

Signed: ..... Chair Date: .....