

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

7th July 2023

Dear Councillor

You are hereby summoned to attend the **Extraordinary** 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, 12th July 2023 at 7.00pm** 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.

AGENDA

- 13. Election of Chair and Vice Chair.**
- 14. 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.
- 15. Apologies**
To receive apologies for absence.
- 16. Communications Officer role**
To consider the job description and person specification for the role of Communications Officer based on the recommendations in the Business Case which was presented to Full Council at its meeting on 24th May 2023 (*min ref 24.3*). Final documents to be approved at the next Full Council meeting on 26th July 2023 – *to follow*.
- 17. Date of next meeting**
To confirm arrangements for the next ordinary meeting of the Personnel Committee to be held Wednesday, 20th September 2023.