

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

16<sup>th</sup> June 2023

Dear Councillor

You are hereby summoned to attend the **Personnel Committee Meeting** of Chepstow Town Council to be held in the Council Chamber and remotely via Zoom <https://zoom.us/j/7344109571> on **Wednesday, 21st June 2023 at 6.00pm** 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**

- 1. Election of Chair and Vice Chair.**
- 2. 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.
- 3. Apologies**  
To receive apologies for absence.
- 4. To Suspend Standing Orders**
  - a) Public Open Forum (15 minutes at the discretion of the Mayor)**  
Members of the public are invited to address the Council in relation to items on the agenda. A member of the public shall not speak for more than 5 minutes unless directed by the Chair. A question shall not require a response at the meeting nor start a debate on the question. The Chair may direct that a written or oral response be given.
- 5. Minutes**  
To receive the minutes of the Personnel Committee meeting held on [Wednesday, 8<sup>th</sup> March 2023](#).
- 6. Matters Arising**  
To report matters arising from the minutes, *for information only*.
- 7. Appraisals**  
To note that the annual appraisal process has been completed with no issues to report.
- 8. The Good Councillors Guide to Employment**  
To receive the [Good Councillors Guide to Employment](#) produced by the National Association of Local Council.
- 9. 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 24<sup>th</sup>

May 2023 (*min ref 24.3*). Final documents to be approved at the next Full Council meeting on 28<sup>th</sup> June 2023 – *to follow*.

**10. Staffing Matters**

To discuss any other staffing matters – *for information only*.

**11. Items for next meeting**

**12. Date of next meeting**

To confirm arrangements for the next ordinary meeting of the Personnel Committee to be held Wednesday, 20<sup>th</sup> September 2023.