

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

28th September 2023

Dear Councillor

You are hereby summoned to attend the **Extraordinary** meeting of the **Personnel Committee** of Chepstow Town Council to be held remotely via Zoom <https://zoom.us/j/7344109571> on **Tuesday, 26th September 2023 at 7.30pm** 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.

27. Apologies

To receive apologies for absence.

28. 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.

29. Exclusion of Press and Public

To consider excluding the press and public for the discussion of **Item 30. Job Evaluation, Item 31. Recruitment Process – Communications Officer** owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

30. Job Evaluation

To consider the report and recommendations from the consultant following the job evaluation process – *to follow*.

31. Recruitment Process – Communications Officer

To consider and, if appropriate, approve the recommendation following Job Evaluation of the salary scale point for the Communications Officer role.

32. Date of next meeting

To confirm arrangements for the next ordinary meeting of the Personnel Committee to be held Wednesday, 6th December 2023.