

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

30<sup>th</sup> November 2023

Dear Councillor

You are hereby summoned to attend the **ordinary** 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, 6<sup>th</sup> December 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.***

**33. Apologies**

To receive apologies for absence.

**34. 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.

**35. Minutes**

**35.1** To approve the [Minutes of the ordinary meeting held on 20<sup>th</sup> September 2023](#).

**35.2** To approve the [Minutes of the extraordinary meeting held on 26<sup>th</sup> September 2023](#).

**36. Matters Arising**

To report matters arising from the minutes, *for information only*.

**37. Exclusion of Press and Public**

To consider excluding the press and public for the discussion of **Item 38. Job Evaluation, Item 39. Operational Matters** owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**38. Job Evaluation**

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

**39. Operational Matters**

To consider operational matters – *confidential verbal report by the Clerk*.

**40. Date of next meeting**

To confirm arrangements for the next ordinary meeting of the Personnel Committee to be held Wednesday, 20<sup>th</sup> March 2024.