



CHEPSTOW TOWN COUNCIL

Minutes of the ordinary meeting of the **Personnel Committee** of **Chepstow Town Council** held in the Council Chamber and via Zoom on Wednesday 8th March 2023 at 7.00 pm

Present:

Chairman:	Cllr S Ashby
Councillors:	V Badderley-Potter, D Barnes, T Griffiths, D Power (remote)
Apologies:	Cllr M Griffiths, Cllr D Rooke
In Attendance:	Mrs. Lucy Allen, (Town Clerk)

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

None.

16. **Apologies**

See above.

17. **Public Open Forum (15 minutes at the discretion of the Mayor)**

No members of public present.

18. **Minutes**

The Minutes of the ordinary meeting of the Personnel Committee held on Wednesday, 12th October 2022 were approved and will be signed as a true record by the Chair following the meeting.

19. **Matters Arising**

Item 7. Admin Office additional hours' analysis (b/f 9.3.22 min 25) – Members were advised that the analysis had been carried out and would be discussed during the appraisal process.

Item 11. Town Council website and communications – Members were advised that the inaugural meeting of the Communications Working Party had been held and attend by Dr Jackie Harris, Senior Lecturer/Course Leader, Fashion, Marketing and Advertising, University of South Wales, Cardiff. Work to date includes a number of presentations by the students to the Town Council who, as part of their post graduate studies, have considered the Town Councils communication methods and come up with suggestions and possible solutions. The next stage is to consider paid resources, if not part of a dissertation, and a report to the Finance Committee to include benefits and outcomes and clear rationale of why there is the need to recruit for this role.

Item 12. Training – The Council as an Employer – Members to be advised of when the next training session is taking place.

20. **Annual Health and Safety Compliance Audit**

Members received the annual Health and Safety Audit and noted the recommendations. In regard to the Fire Risk Assessment the meeting was advised that at no point in the current contract with Peninsula had the Council been advised that the annual Risk Assessment, carried out by the Clerk and Maintenance Operative, was not sufficient, however quotations would be obtained for a 3rd party to provide this service. All other recommendations are in progress and will be completed within the

next 6 weeks.

21. Appraisals

Members noted that the annual appraisal process will commence shortly and a report on staff comments to be presented for review at the meeting of the Personnel Committee in June.

22. Exclusion of Press and Public

Resolved:

To exclude the press and public for the discussion of Item 23. 2022/2023 Annual Increments and Item 24. Other Staffing 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.

23. 2022/2023 Annual Increments

Members considered the confidential report of the Clerk and considered the recommendations in respect of the annual increments due to administrative staff.

Resolved:

That subject to satisfactory appraisals the annual increments due to administrative staff be implemented from 1st April 2023.

24. Staffing Matters

The Clerk advised that this item is on the agenda for any questions or queries to be asked in regards to operational matters. There were no matters discussed.

25. Items for next meeting

26. Date of next meeting

The next ordinary meeting of the Personnel Committee will be held in June – date to be confirmed.

CLOSE: This completed the business of the meeting at 7.30p.m.

Signed: Chair

Date: