



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 21st June 2023 at 6.00 pm

Present:

Chairman: Cllr M Griffiths

Councillors: V Badderley-Potter (remote), T Griffiths, D Power (remote), D Rooke, J Rosser

Apologies: D Barnes

In Attendance: Mrs. Lucy Allen, (Town Clerk)

It was resolved for Cllr M Griffiths to Chair the meeting due to the outgoing Chair, Cllr S Ashby, not being present.

1. Election of Chair and Vice Chair

Resolved:

To defer this item to the next meeting.

2. Declarations of Interest in Items on the Agenda.

None.

3. Apologies

See above.

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

No members of public present.

5. Minutes

The Minutes of the ordinary meeting of the Personnel Committee held on Wednesday, 8th March 2023 were approved as a true record of the meeting and signed by the Chair.

6. Matters Arising

None.

7. Appraisals

Members noted that the appraisal process has been completed for all staff members with no issues to report. The Clerk outlined the process taken which includes a review of the year, setting of objectives, training and support requirements.

8. The Good Councillors Guide to Employment

Members received the Good Councillors Guide to Employment produced by the National Association of Local Councils and agreed that it is a useful reference document updated to reflect current legislation.

Resolved:

That the document be forwarded to all Councillors with a reminder that as a Corporate Body the Council is an employer and has responsibility for a reasonably sized workforce.

9. Communications Officer role

Members noted that with the absence of Cllr Ashby there were no documents to consider.

Resolved:

To have an Extraordinary meeting of the Personnel Committee on Wednesday, 12th July 2023 to consider these documents. Should the need arise the Clerk be allocated additional hours to write the Job Description, Person Specification and advert.

10. Staffing Matters

No matters were discussed.

11. Items for next meeting

12. Date of next meeting

Confirmed that the next ordinary meeting of the Personnel Committee will be on Wednesday, 20th September 2023 and that there will be an Extraordinary meeting on Wednesday, 12th July 2023 at 7pm.

CLOSE: This completed the business of the meeting at 6.35p.m.

Signed: Chair

Date: