



CHEPSTOW TOWN COUNCIL

Minutes of the Extra Ordinary meeting of the **Personnel Committee** of **Chepstow Town Council**
held via Zoom on Tuesday, 26th September 2023 at 7.30 pm

Present:

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

27. Apologies

See above.

28. Declarations of Interest in Items on the Agenda

None.

29. Exclusion of Press and Public

Resolved:

To exclude 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

Members considered the report from the consultant following the job evaluation process.

Resolved:

To agree in principle to the recommendations in the job evaluation process subject to clarification of a number of points and potential impact on the budget.

31. Recruitment Process – Communications Officer

Members considered the recommendation following Job Evaluation for the salary scale point for the Communications Officer role.

Resolved:

To recommend to Full Council to advertise the Communications Officer role at Salary Column Point 18 (noting that this is subject to a salary review). Funding to come from Earmarked Reserves where it is approved that "Tourism/Marketing" budget to be used for this purpose.

32. Date of next meeting

That the next ordinary meeting of the Personnel Committee will be held on Wednesday, 6th December 2023 in the Council Chamber and via Zoom.

CLOSE: This completed the business of the meeting at 8.20pm.

Signed:

Chair

Date: