

## **Melksham Town Council**

### **Minutes of the Staffing Committee meeting held on Monday 29th January 2024**

**PRESENT:** Councillor S Crundell (Chair)

Councillor P Aves  
Councillor J Crundell  
Councillor T Price  
Councillor S Rabbi

**IN ATTENDANCE:**

**OFFICERS:** Hugh Davies Head of Operations

**PUBLIC PARTICIPATION:** No members of the public or press were present.

**1/23 Apologies**

An apology for absence was received from Councillor Oatley who was substituted by Councillor Rabey.

**2/23 Declarations of Interest**

There were no declarations of interest.

**3/23 Confidential Session**

In view of the confidential and sensitive nature of the business about to be transacted, in accordance with the Public Bodies ( Admission to meetings) Act 1960.

It was proposed by the Town Mayor Councillor S Crundell and Seconded by the Deputy Town Mayor Councillor Price and

**UNANIMOUSLY RESOLVED** that the public and press are excluded and are instructed to withdraw.

**4/23 Staffing Matters**

There was a discussion of staffing appointments and the staffing review. The Head of Operations stressed the urgency of the appointments shown below and briefly outlined other appointments that he felt may become necessary.

It was proposed by the Town Mayor Councillor S Crundell, seconded by the Deputy Town Mayor Councillor Price and

**UNANIMOUSLY RESOLVED** to approve the appointment of an Office Manager with the Head of Operations to lead the recruitment campaign.

It was proposed by the Town Mayor Councillor S Crundell, seconded by the Deputy Town Mayor Councillor Price and

**UNANIMOUSLY RESOLVED** that the Town Mayor Councillor S Crundell, Councillor Aves and Councillor Rabey having volunteered, they be appointed to assist the Head of Operations, as required, with interviews for the Office Manager post.

It was proposed by the Town Mayor Councillor S Crundell, seconded by the Deputy Town Mayor Councillor Price and

**UNANIMOUSLY RESOLVED** to approve the appointment of an Assembly Hall Manager with the Head of Operations to lead the recruitment campaign.

Meeting Closed at: 7.10 pm

Signed: .....

Dated: