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Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA, FLSCC

To: Councillor S Crundell (Chair)

Councillor P Aves
Councillor J Crundell
Councillor J Oatley
Councillor T Price

2 February 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Staffing Committee** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Friday 9th February 2024** commencing at **6.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO



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Melksham Town Council Staffing Committee

**Friday 9 February 2024
At 6.00 pm at the Town Hall**

Public Participation – To receive questions from members of the public.

In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.

AGENDA

1. Apologies

2. Declarations of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.

3. Minutes (Pages 1 - 2)

To approve the Minutes of the Staffing Committee meeting held on 29 January 2024.

4. Confidential Session

Members are requested to make the following resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960.

In view of the sensitive nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

5. Staffing Matters

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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: