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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 T Price (Chair)

Councillor S Rabey
Councillor P Alford
Councillor J Hubbard
Councillor J Westbrook

20 May 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Personnel Committee** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Tuesday 28th May 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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Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

Melksham Town Council Personnel Committee

**Tuesday 28 May 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

To receive 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 30th April 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. Terms of Reference

To discuss changes to the Terms of Reference of the Personnel Committee.

6. Staffing

To receive a verbal update from the Locum Clerk on staffing provision.

7. Recruitment

To receive and consider a quotation regarding recruitment provision.

8. Lieu hours

To consider the payment of lieu hours.

9. Locum R.F.O.

To confirm the appointment of the Locum R.F.O.

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Melksham Town Council

Minutes of the Personnel Committee meeting held on Tuesday 30th April 2024

PRESENT: Councillor S Crundell (Chair)

Councillor P Aves
Councillor J Oatley
Councillor T Price
Councillor J Hubbard
Councillor C Stokes
Councillor J Westbrook
Councillor A Westbrook

IN ATTENDANCE:

OFFICERS: Tracy Predeth Locum Clerk

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

1/23 Apologies

Apologies were received from Councillor Rabey and Councillor Ellis.

2/23 Declarations of Interest

There were no declarations of interest.

3/23 Minutes

The minutes of the previous meeting were not available.

4/23 Meet the Locum Clerk

The Mayor welcomed the Locum Town Clerk, Tracy Predeth to the meeting and invited her to provide a brief introduction.

The Locum was asked to provide a draft press release introducing herself and explaining that Linda Roberts, Town Clerk has resigned and will leave at the end of May.

5/23 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.
The public and press are excluded and are instructed to withdraw.

6/23 Staffing Matters

Members discussed the way forward for a recruitment of a new Town Clerk, it was agreed to arrange a strategy meeting to be held on the 19 May at mid day, all councillors will be invited to attend this event. The Locum Town Clerk was asked to arrange a working lunch and a facilitator for this event. The purpose of this meeting is to highlight the vision of the Council and future projects that need delivering. This will then result in the shape of the council going forward.

Meeting Closed at: 7.19 pm

Signed:

Dated: