

Melksham Town Council

Minutes of the Personnel Committee meeting held on Tuesday 28th May 2024

PRESENT: Councillor T Price (Chair)

Councillor P Alford
Councillor J Hubbard
Councillor J Westbrook

IN ATTENDANCE:

OFFICERS: Tracy Predeth Locum Clerk

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

7/23 Apologies

Apologies were received from Councillor Rabey

8/23 Declarations of Interest

There were no declarations of interest.

9/23 Minutes

The minutes of 30th April 2024, having previously been circulated were approved as a correct record and signed by the Town Mayor, Councillor Price.

10/23 Confidential Session

It was **RESOLVED** that 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.

Members discussed confidential matters. Confidential notes are held.

11/23 Terms of Reference

Proposed changes to the Personnel Committee Terms of Reference were agreed.

12/23 Staffing

The Clerk updated members on staff provision.

13/23 Recruitment

It was **RESOLVED** to give the Clerk delegated authority to appoint necessary staff.

It was **RESOLVED** to appoint a consultant to undertake the recruitment process.

14/23 Lieu hours

It was **RESOLVED** to refer to the staff handbook when agreeing to historical payment of lieu hours.

15/23 Locum R.F.O.

It was **RESOLVED** to appoint Mr K. Patel as Locum RFO until at least the new Municipal Year.

Meeting Closed at: 8.00 pm

Signed:

Dated: