

Melksham Town Council

Minutes of the Personnel Committee meeting held on Thursday 19th September 2024

PRESENT: Councillor T Price (Chair)

Councillor S Rabey
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.
25/24 Confidential Session

The meeting from Monday 16th September 2024 reconvened.

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.

26/24 Recruitment and Staffing Matters

The Clerk explained that there are three new appointments taking place which are the Deputy Clerk, the Events & Community Development Officer and a part-time HR Officer.

The Clerk asked for approval to appoint an Assistant Events & Community Development Officer.

Members discussed the budget implications and the Clerk explained that there is a shortfall in the Town Hall staff budget, mainly due to budget cuts. The Clerk was asked to provide a breakdown of the expenditure at the next meeting.

Members discussed the positions and felt that the appointments were necessary to take the work of the Council forward.

It was **RESOLVED** to approve the appointment of an Assistant Events & Community Development Officer.

It was **RESOLVED** to refer the deficit in the staffing budget to full council for resolution.

The Clerk was instructed to end the rolling contract of the agency receptionist when the Assistant Events & Community Development Officer is in post.

The Town Mayor Councillor Price asked the Clerk to ensure that the Staff Handbook complies with the correct level of paternity leave.

Meeting Closed at: 8.00 pm

Signed:

Dated: