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Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187

Town Clerk Tracey Predeth BA(Hons) MPA, FLSCC

To: Councillor T Price (Chair)

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

14 January 2025

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 the Melksham Town Council. The meeting will be held at the Town Hall on **Tuesday 21st January 2025** commencing at **6.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(F) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Mrs T Predeth BA(Hons), MPA, FSLCC
Town Clerk and RFO



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187

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

Melksham Town Council Personnel Committee

**Tuesday 21 January 2025
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 (see attached).

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

To receive a confidential report on staffing matters from the locum clerk.

To discuss and agree the recruitment process of the Town Clerk.

To discuss and agree the recruitment process for the RFO.

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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: