

Melksham Town Council

Minutes of the Personnel Committee meeting held on Monday 3rd March 2025

PRESENT: Councillor T Price (Chair)

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

IN ATTENDANCE:

OFFICERS:	Tracy Predeth	Locum Clerk
	Nicola Jones	People & Culture Officer

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

1/24 Apologies

There were no apologies.

2/24 Declarations of Interest

There were no declarations of interest.

3/24 Recruitment of Clerk

It was **resolved** to agree the job description for the Town Clerk and advertise the position for 37 hour a week on Salary Scale SCP 46 – 49 (£56,708 - £60,903).

It was agreed to advertise this position externally for 3 weeks and advertise on social media, SLCC and Melksham Independent News.

4/24 Responsible Financial Officer

The Locum Clerk reported that a Locum RFO is in place until end of June and the advert for a permanent RFO is being advertised to commence 1 April 2025.

5/24 Organisational Chart

Members received an up-to-date Organisational Chart.

6/24 Confidential Session

It was **resolved** to go into confidential session.

7/24 Staffing Matters

Members received an update on staff matters.

It was resolved to ratify the General Manager – Facilities job description and payscale

Meeting Closed at: 8.55 pm

Signed:

Dated: