



# Public Document Pack

## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES  
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Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,  
FLSCC

To: Councillor P Aves (Chair)  
Councillor G Mitcham (Vice-Chair)  
Councillor V Fiorelli  
Councillor T Watts  
Councillor A Westbrook

22 January 2021

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **HR Sub-Committee** meeting of the Melksham Town Council. The meeting will be held at the Via Zoom on **Friday 29th January 2021** commencing at **7.00 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 L A Roberts BA(Hons), PGCAP, FHEA, FSLCC  
Town Clerk and RFO

**HR Sub-Committee  
Melksham Town Council**

**Friday 29 January 2021  
At 7.00 pm at the Via Zoom**

**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**

**Virtual Meeting Access**

Please follow the joining instructions below for the virtual Zoom meeting:

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84288664632?pwd=ZiQwZ2NHUzlDc3kwWC9Cd2N2UkdDQT09>

**Meeting ID:** 842 8866 4632

**Passcode:** 229442

**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. 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.

**3.1 Update on H.R. Matters**

An update on HR matters to be provided to Councillors.

**3.2 Town Clerk's Annual Appraisal**

To arrange a date for the Town Clerk's appraisal and confirm which member will hold the appraisal.

**4. Date and Time of Next meeting**

20 February 2021 at 7.00 pm via Zoom

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