

Melksham Town Council

**Minutes of the HR Sub-Committee meeting held
on Wednesday 10th February 2021**

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

**ALSO IN
ATTENDANCE** Councillor R Wiltshire

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Amenities Manager
	Christine Hunter	Committee Clerk

PUBLIC PARTICIPATION: No members of the public were present.

14/19 Apologies

No apologies for absence were received at the meeting.

15/19 Declarations of Interest

There were no declarations of interest.

16/19 Minutes

The minutes of 16 December 2021, 13 January 2021 and 29 January 2021 having previously been circulated, were approved as a correct record and agreed to be signed at a later date by the Town Mayor, Councillor Aves.

17/19 Confidential Session

It was proposed by Councillor Aves, seconded by Councillor Fiorelli and

UNANIMOUSLY RESOLVED that in view of the sensitive nature of the business to be transacted the public and press are instructed to withdraw from the meeting.

Councillor Wiltshire left the meeting.

18/19 Amenities Manager Update

A verbal update was received from the Amenities Manager, advising members of the need for more flexible working by the Amenities Team, incorporating working on an any five days out of seven basis, to support the changing needs of the Town Council.

It was proposed by Councillor Westbrook, seconded by Councillor Fiorelli and

RESOLVED to support the course of action proposed by the Amenities Manager.

19/19 Staff Update

The Town Clerk confirmed that the job retention scheme had been invoked as from 8 February 2021, in accordance with the town council's decision.

20/19 Job Retention Scheme

It was proposed by Councillor Fiorelli, seconded by Councillor Watts and

RESOLVED that one member of staff be flexibly furloughed for the hours where specific duties are not required due to Covid-19.

21/19 Date and Time of Next Meeting

The Committee Clerk to re-organise the next HR Sub Committee Meeting previously scheduled for 24 February 2021.

Meeting Closed at: 8.00 pm

Signed:

Dated: