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Melksham Town Council

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

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

5 February 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 Melksham Town Hall on **Wednesday 10th February 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**

**Wednesday 10 February 2021
At 7.00 pm at the Melksham 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

3. Minutes (Pages 1 - 2)

To approve the Minutes of the HR Sub-Committee meeting held on 16 December 2020, 13 January 2021 and 29 January 2021

Public Document Pack Agenda Item 3

Melksham Town Council

Minutes of the HR Sub-Committee meeting held on Wednesday 16th December 2020

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

**ALSO IN
ATTENDANCE** Councillor C Jeffries
Councillor T Welch
Councillor R Wiltshire

OFFICERS: Linda Roberts Town Clerk
Christine Hunter Committee Clerk

PUBLIC PARTICIPATION: No members of the public were present.

7/19 Apologies

No apologies for absence were received at the meeting.

8/19 Declarations of Interest

There were no declarations of interest.

9/19 Minutes

The minutes of 18 November 2020 having previously been circulated, were approved as a correct record and will be signed by Councillor Aves at a later date.

10/19 Confidential Session

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

UNANIMOUSLY RESOLVED that in view of the Confidential nature of the information to be discussed, concerning staffing matters, that the press and public were instructed to withdraw.

10.1/19 Staffing - Verbal Updates

Councillor Fiorelli confirmed the Appeals Panel Meeting had taken place on 4th December 2020.

It was proposed by the Town Mayor, Councillor Aves, seconded by Councillor Watts and

RESOLVED: to accept the Appeal Panel decision and the Town Clerk was delegated to liaise with Ellis Whittham regarding the necessary paperwork and to monitor the situation, reporting to the Committee where appropriate.

11/19 Date and Time of Next Meeting

13 January 2021 at 7.00 pm via Zoom

Meeting Closed at: 7.15 pm

Signed:

Dated: