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Melksham Town Council

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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

18 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 Via Zoom on **Tuesday 23rd February 2021** 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 L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO

**HR Sub-Committee
Melksham Town Council**

**Tuesday 23 February 2021
At 6.00 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/84310464668?pwd=Rmt3RnFuRllmZkFuS2ozSktMaE5FUT09>

Meeting ID: 843 1046 4668

Passcode: 087885

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 HR Sub-Committee meeting held on 10 February 2021.

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. Amenities Manager Update

To receive a verbal update from the Amenities Manager.

6. Business Review Working Group

The Committee to organise an independent Business Review Working Group as agreed at the Full Council Meeting on 25 January 2021, to review the organisational working of all council staff

7. Staff Update

To receive a verbal update from the Locum Assistant Administrator on staffing.

8. Date and Time of Next Meeting

10 March 2021 via Zoom at 7.00 pm

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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: