



# Public Document Pack

## 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

17 March 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 on **Tuesday 23rd March 2021** commencing at **6.00 pm**.

Under new powers introduced in the Coronavirus 2020 Act (the Local Authorities Police and Crime Panels (Coronavirus) Flexibility of Local Authorities and Crime Panels Meetings (England and Wales) Regulations 2020 the meeting will be held virtually by Zoom.

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 using the virtual meeting access instructions on the agenda.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC  
Town Clerk and RFO

**HR Sub-Committee  
Melksham Town Council**

**Tuesday 23 March 2021  
At 6.00 pm 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/84923681103?pwd=ZkdTcytaZk1vVGZXRkJHRSswL2hwUT09>

**Meeting ID:** 849 2368 1103      **Passcode:** 360110

- 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 23 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 Team**

To receive a briefing from the Amenities Manager.

**6. Staffing**

To receive a staff briefing from the Town Clerk.

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## Melksham Town Council

### Minutes of the HR Sub-Committee meeting held on Tuesday 23rd 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

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Hugh Davies	Amenities Manager
	Christine Hunter	Committee Clerk

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

#### **22/21 Apologies**

No apologies for absence were received at the meeting.

#### **23/21 Declarations of Interest**

There were no declarations of interest.

#### **24/21 Minutes**

The minutes of 10 February 2021, having previously been circulated, were approved as a correct record. It was agreed that these would be signed at a later date by the chair Councillor Aves.

#### **25/21 Confidential Session**

It was proposed by Councillor Westbrook, 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.

**26/21 Amenities Manager Update**

A verbal update was received from the Amenities Manager, advising members that all Amenities Team staff had received a one-to-one meeting and were aware of the requirement for working on an any five days out of seven basis, to support the business requirements of the Town Council. Following advice from the Council's H.R. advisers three new rotas would be produced for the Amenities Team to consider it is anticipated that the new shift pattern would commence on 29 March 2021.

Councillor Aves joined the meeting at 6.30 pm

**27/21 Business Review Working Group**

Councillor Westbrook advised that the creation of a Business Review Working Group had been recommended at the Full Council meeting held on 25 January 2021. The Group would consist of senior officers and five members, members of the HR Sub Committee would not form part of the Business Review Working Group; the working group would be making recommendations to the HR Sub Committee.

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

**UNANIMOUSLY RESOLVED** that the Town Clerk invite Councillors and senior officers to form a Business Review Working Group to review the business and capacity of the current officer team.

**28/21 Staff Update**

The Town Clerk confirmed that there are regular staff meetings where the mood is buoyant and staff are working hard. The Assembly Hall apprentice will be leaving the Council on 8 March 2021.

**29/21 Date and Time of Next Meeting**

23 March 2021 at 6.00 pm via Zoom.

Meeting Closed at: 6.45 pm

**Signed:** .....

**Dated:**