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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 J Hubbard (Chair)
Councillor C Goodhind (Vice-Chair)
Councillor P Alford
Councillor J Crundell
Councillor T Price

19 April 2022

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Staffing Committee** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Wednesday 27th April 2022** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person.

Yours sincerely

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



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Melksham Town Council Staffing Committee

**Wednesday 27 April 2022
At 7.00 pm at the 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

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 Staffing Committee meeting held on 14 March 2022.

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. Staffing Matters

To appoint an officer to conduct a review into a staffing matter before making a recommendation to the Staffing Committee.

6. Staff Pay

To decide on a Spinal Column Point (SCP) increase for the Community Development Officer.

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Melksham Town Council

Minutes of the Staffing Committee meeting held on Monday 14th March 2022

PRESENT: Councillor C Goodhind
Councillor P Alford
Councillor J Crundell
Councillor C Houghton

OFFICER: Linda Roberts Town Clerk

63/21 Apologies

Apologies were received from the Town Mayor, Councillor Hubbard, and from Councillor Price, who was substituted by Councillor Houghton.

64/21 Declarations of Interest

There were no declarations of interest.

65/21 Minutes

The minutes of 28 February 2022, having previously been circulated, were approved as a correct record and signed by the Chair, the Deputy Town Mayor, Councillor Goodhind.

66/21 Confidential Session

It was proposed by the Deputy Town Mayor, Councillor Goodhind, seconded by Councillor Alford and

UNANIMOUSLY RESOLVED that in view of the sensitive nature of the business to be transacted the press and public were requested to withdraw.

67/21 Head of Operations

It was proposed by Councillor Alford, seconded by Councillor Houghton and

RESOLVED to confirm the scale point for the Head of Operations' role at SCP40, through to SCP44.

Meeting Closed at: 6.40 pm

Signed:

Dated: