



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 S Crundell (Chair)
Councillor S Mortimer (Vice-Chair)
Councillor P Aves
Councillor J Crundell
Councillor C Houghton

6 June 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 the Melksham Town Council. The meeting will be held at the Town Hall on **Monday 13th June 2022** commencing at **6.00 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, alternatively the public and press may join the meeting via Zoom.

Yours sincerely

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



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Melksham Town Council Staffing Committee

**Monday 13 June 2022
At 6.00 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

Virtual Meeting Access

Please follow the joining instructions below for the virtual Zoom meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/82021251384?pwd=dzVVWHBWQy9hYmZPL0U0WCtvY1MwQT09>

Meeting ID: 820 2125 1384

Passcode: 858885

- 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 - 4)

To approve the Minutes of the Staffing Committee meetings held on 12 May 2022 and 2 June 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.

4.1 Staffing Matters

Members to consider in confidential session staffing matters.

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Public Document Pack Agenda Item 3

Melksham Town Council

Minutes of the Staffing Committee meeting held on Thursday 12th May 2022

PRESENT: Councillor J Hubbard (Chair)
Councillor C Goodhind (Vice-Chair)
Councillor P Alford
Councillor J Crundell
Councillor J Oatley

OFFICERS: Linda Roberts Town Clerk

81/21 Apologies

Apologies were received from Councillor Price who was substituted by Councillor Oatley.

82/21 Declarations of Interest

There were no declarations of interest.

83/21 Minutes

The minutes of 27 April 2022 to be approved at the next Staffing Committee meeting.

84/21 Confidential Session

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

RESOLVED that in view of the sensitive nature of the business to be transacted, the press and public be excluded and were instructed to withdraw.

85/21 Staff Pay

The report of the Deputy Town Clerk was noted.

It was proposed by Councillor J Crundell, seconded by the Town Mayor, Councillor Hubbard and

UNANIMOUSLY RESOLVED to approve an increase in the Community Development Officer's spinal point to Scale Point 27 backdated to June 2021.

Meeting Closed at: 9.30 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Staffing Committee meeting held on Thursday 2nd June 2022

PRESENT: Councillor S Crundell (Chair)
Councillor S Mortimer (Vice-Chair)
Councillor P Aves
Councillor C Houghton

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

86/22 Apologies

Apologies were received from Councillor J Crundell.

87/22 Declarations of Interest

There were no declarations of interest.

88/22 Minutes

The minutes of 27 April 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor S Crundell.

The Town Mayor, Councillor S Crundell noted that there were no councillors present who could verify the accuracy of the minutes of the Staffing Committee meeting held on 12 May 2022. It was agreed that the minutes of the meeting held on 12 May 2022 would be deferred to the next Staffing Committee meeting, pending advice from the Town Clerk.

89/22 Confidential Session

There were no members of the public or press at the meeting.

It was proposed by Councillor S Crundell, seconded by Councillor Houghton and

UNANIMOUSLY RESOLVED that the meeting be held in confidential session in view of the sensitive nature of the business to be transacted.

90/22 Staffing Matters

Staffing Matters 1

It was proposed by the Town Mayor, Councillor S Crundell, seconded the Deputy Town Mayor, Councillor Mortimer and

UNANIMOUSLY RESOLVED that Councillor Houghton be delegated the necessary powers to take forward, any action required as a result of the informal chat with the stated officer in accordance with the advice given by WorkNest.
and

It was proposed by the Town Mayor, Councillor S Crundell, seconded by the Deputy Town Mayor, Councillor Mortimer, to hold a recorded vote. The result of the recorded vote was 4 votes for, no votes against and no abstentions.

Staffing Matters 2

It was proposed by the Town Mayor, Councillor S Crundell, seconded by Councillor Houghton and

UNANIMOUSLY RESOLVED to recommend to Full Council that the Grievance Investigation Sub-Committee be dissolved.

Meeting Closed at: 11.00 am

Signed:

Dated: