

Melksham Town Council

**Minutes of the Staffing Committee meeting held
on Monday 13th June 2022**

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

91/22 Apologies

There were no apologies.

92/22 Declarations of Interest

There were no declarations of interest.

93/22 Minutes

The minutes of 12 May 2022 and 2 June 2022, having previously been circulated, were approved as a correct record, to be signed at a later date by Councillor S Crundell.

94/22 Confidential Session

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

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

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

95/22 Staffing Matters

Following the meeting between Councillor Houghton, Councillor Mortimer and the officer concerned, it had been decided by Councillor Houghton that no disciplinary action should be taken.

It was decided to instruct the Town Clerk to write to the officer concerned advising them that the actions and conduct exhibited could have put the reputation of the Town Council at risk.

It was decided that a review of standards of behaviour and the Town Council's GDPR Policy relating to the use of Zoom by staff and councillors should be carried out to ensure that a similar situation does not reoccur.

Meeting Closed at: 6.55pm

Signed:

Dated: