



# 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

21 July 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 **Thursday 28th July 2022** commencing at **6.30 pm or on the rising of the previous Events Working Group meeting which commences at 5pm.**

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

**Thursday 28 July 2022  
At 6.30 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 July 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**

**4.2 Recruitment** (Pages 3 - 6)

To consider and approve the amended job description for the Communications and Events Officer role.

**4.3 Time off in lieu (TOIL)**

To discuss proposals for Time off in Lieu (TOIL).

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## Melksham Town Council

### Minutes of the Staffing Committee meeting held on Thursday 14th July 2022

**PRESENT:** Councillor S Crundell (Chair)  
Councillor P Aves  
Councillor C Houghton  
Councillor L Lewis  
Councillor S Mortimer

**OFFICERS:** Patsy Clover Deputy Town Clerk

**96/22 Apologies**

An apology for absence was received from Councillor J Crundell who was substituted by Councillor Lewis.

**97/22 Declarations of Interest**

There were no declarations of interest.

**98/22 Minutes**

The minutes of 13 June 2022, having previously been circulated, were approved as a correct record and signed by Councillor S Crundell.

**99/22 Confidential Session**

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

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

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

**100/22 Staffing Matters**

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

**UNANIMOUSLY RESOLVED** to accept the findings of the report prepared by the Town Council's external HR adviser, asking her to issue outcome letters to the parties involved and a copy of the report to the complainant.

**101/22 Recruitment**

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

**UNANIMOUSLY RESOLVED** to retain the current Communications Officer in a purely comms. role on a fixed term contact until the end of November 2022, when the situation will be reviewed, for four hours a day.

It was agreed that the job description for the replacement Communications Officer would be reworked to emphasise the events aspect of the role before being brought back to Staffing Committee for recommendation to Full Council in view of the budgetary implications.

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

**UNANIMOUSLY RESOLVED** to approve the Job Description and Person Specification for the Community Information Officer role delegating authority to the Deputy Town Clerk to proceed with recruitment.

**102/22 Time off in lieu (TOIL)**

Suggestions to improve the current TOIL system were discussed. It was agreed that the Deputy Town Clerk would liaise with her colleagues about ideas to mitigate TOIL and report back to the Staffing Committee.

The amendment of the Terms of Reference for the Staffing Committee to appoint a dedicated substitute to the committee, for approval by Full Council, was discussed. Councillor Lewis volunteered to be the dedicated substitute.

Meeting Closed at: 8.35 pm

**Signed:** .....

**Dated:**

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