

## **Melksham Town Council**

### **Minutes of the Staffing Committee meeting held on Thursday 28th July 2022**

**PRESENT:** Councillor S Crundell (Chair)

Councillor P Aves  
Councillor C Houghton  
Councillor L Lewis  
Councillor J Oatley

**OFFICERS:** Patsy Clover – Deputy Town  
Clerk

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

#### **103/22 Apologies**

Apologies were received from Councillors J Crundell and Mortimer who were substituted by Councillors Lewis and Oatley respectively.

#### **104/22 Declarations of Interest**

There were no declarations of interest.

#### **105/22 Minutes**

The minutes of 14 July 2022, having previously been circulated, were approved as a correct record and signed by Councillor S Crundell.

#### **106/22 Confidential Session**

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

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

##### **106/22.1 Staffing Matters**

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

**UNANIMOUSLY RESOLVED** to recommend for approval by Full Council that a full review of Standing Orders, Financial Regulations,

Terms of Reference for committees and sub-committees, the Employee Handbook, the Town Council's social media policy and GDPR policy be carried out.

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

**UNANIMOUSLY RESOLVED** to recommend for approval by Full Council that the use of tracked changes on all policy and legal documents be implemented.

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

**UNANIMOUSLY RESOLVED** to revisit the statement of concern raised by officer E at the meeting of the Staffing Committee following the Staffing Committee meeting when the outcome of the grievance raised against officer A is considered.

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

**UNANIMOUSLY RESOLVED** to revisit the statement of concern raised by officer F at the meeting of the Staffing Committee following the Staffing Committee meeting when the outcome of the grievance raised against officer A is considered.

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

**UNANIMOUSLY RESOLVED** to confirm that Councillors Lewis and Oatley would sit on the next meeting of the Staffing Committee, to be held on 5 August 2022 at 6.30pm, when the appeal received by officer D against the outcome of their grievance against officers B and C will be considered.

Meeting Closed at: 9.50 pm

Signed: .....

Dated: