



# 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  
Councillor P Aves  
Councillor J Crundell  
Councillor C Houghton

3 November 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 **Tuesday 8th November 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.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations.

Yours sincerely

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



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## Melksham Town Council Staffing Committee

**Tuesday 8 November 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.*

### Virtual Meeting Access:

Please follow the joining instructions below for the virtual Zoom meeting

### Join Zoom Meeting

<https://us02web.zoom.us/j/83763508406?pwd=c0FCQXFPOGNubGc3NVluM0QyQWEzUT09>

Meeting ID: 837 6350 8406      Passcode: 443955

Participants will be directly let in the meeting by clicking on the above link. There is no waiting room.

### AGENDA

**1. Apologies**

To receive 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*

**Email:** [towncouncil@melksham-tc.gov.uk](mailto:towncouncil@melksham-tc.gov.uk) **Web:** [www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)  
**Facebook:** [facebook.com/melksham.town](https://facebook.com/melksham.town)

*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 12 September 2022 (see attached).

**4. Engagement of an Environmental Officer**

Members to approve the appointment of an Environmental Officer.

**5. 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.

**6. Staffing Matters**

Members to consider staffing matters under confidential session.

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# Public Document Pack Agenda Item 3

## Melksham Town Council

### Minutes of the Staffing Committee meeting held on Monday 12th September 2022

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

**IN ATTENDANCE:** Councillor L Lewis

#### **119/22 Apologies**

There were no apologies.

#### **120/22 Declarations of Interest**

There were no declarations of interest.

#### **121/22 Minutes**

The minutes of 6 September 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor S Crundell.

#### **122/22 Confidential Session**

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.

#### **123/22 Staffing Matters**

Councillor S Crundell confirmed that outcome reports had been received from the independent HR adviser appointed to investigate the grievances made against Officer A.

Short meetings were held with the officers who had raised the grievances to consider future actions.

Meeting Closed at: 7.35 pm

**Signed:** .....

**Dated:**