

## **Melksham Town Council**

### **Minutes of the Staffing Committee meeting held on Tuesday 8th November 2022**

**PRESENT:** Councillor S Crundell (Chair)  
Councillor S Mortimer  
Councillor J Crundell  
Councillor C Houghton

**IN ATTENDANCE:** Councillor T Price

**OFFICERS:** Linda Roberts Town Clerk

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

#### **124/22 Apologies**

Apologies for absence were received from Councillor Aves.

#### **125/22 Declarations of Interest**

There were no declarations of interest.

#### **126/22 Minutes**

The minutes of the Staffing Committee Meeting held on 12 September 2022, having previously been circulated, were approved as a correct record and signed by the Town Mayor and Chair of the Committee Councillor S Crundell.

#### **127/22 Engagement of an Environmental Officer**

Members discussed the appointment of an Environmental Officer and raised the following points:

- It was acknowledged that no officers currently engaged by the Town Council had botanical knowledge.
- It would be ideal if an Environmental Officer was engaged that they straddle the Amenities Team and the Community Development Team.
- It was agreed that biodiversity, which the Town Council has a duty to consider should be at the front and centre of everything the Town Council does
- The Council should focus on what it can do to enhance biodiversity such as; more green spaces, living walls, living bus stop roofs, more wildflower planting in play areas and the cemetery, move away from monoculture grass where possible, drought tolerant planting, a movement towards dry gardens and increased sustainable planting.

- It was acknowledged that the workload of the Community Development Committee was huge and the structure of that team needs to be reviewed.
- Establish the skills gaps so that the Council can put more resources into biodiversity, and explore training through Lackham College for the Amenities Team.
- To be clear about the responsibilities of the Environmental Officer through an action plan.
- Trial the role.
- To grasp the opportunity to lead as a Council on biodiversity matters.

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

**RESOLVED** to request the Town Clerk to discuss the ideas with the Community Development Officer and the Manager of the Amenities Team.

Councillor Price left the meeting.

#### **128/22 Confidential Session**

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

#### **129/22 Staffing Matters**

The Town Clerk reported on the outcome of a staffing matter. Confidential notes of 8 November 2022 refer.

##### **Working Pattern for Town Hall Team**

Following questions from the Town Clerk who had sought clarification about the changes in the working pattern of Town Hall Officers, Members requested that the Town Clerk consulted with the Officer Team to establish their thoughts on using accumulated TOIL.

Members expressed concern that the Town Hall telephone would not be answered for three days and suggested this was not part of the move to close the Town Hall to visitors on Fridays.

Members confirmed that the idea to close the Town Hall on Fridays was not a move to enable officers to work from home on Fridays.

Members confirmed that the idea behind closing the Town Hall on Fridays was to give officers who regularly attended evening meetings during the week to use the accumulated TOIL on Fridays.

The Town Clerk left the meeting before the next agenda item was discussed.

**Appointment of Appeal Panel**

It was proposed by Councillor Houghton seconded by Councillor J Crundell and

**UNANIMOUSLY RESOLVED** that Councillors Ellis, Cooke and Forgacs would form an appeal panel.

Meeting Closed at: 7.10 pm

**Signed:** .....

**Dated:**