



# 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

10 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 **Wednesday 16th November 2022** commencing at **7.00 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



# Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES  
Tel: (01225) 704187

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,  
FLSCC

---

## Melksham Town Council Staffing Committee

**Wednesday 16 November 2022  
At 7.00 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.*

### 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 - 4)**

To approve the Minutes of the Staffing Committee meeting held on 8 November 2022 (see attached).

**4. Confidential Session**

Members are requested to make the following resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960.

**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)

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.

**5. Staffing Matters**

Members to consider staffing matters under confidential session.

This page is intentionally left blank

## 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:**

This page is intentionally left blank