

Melksham Town Council

Minutes of the Staffing Committee meeting held on Wednesday 16th November 2022

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

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Head of Operations
	Patsy Clover	Deputy Town Clerk

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

130/22 Apologies

Apologies were received from Councillor Aves.

131/22 Declarations of Interest

There were no declarations of interest.

132/22 Minutes

Before approval of the minutes, the Town Mayor clarified the intentions on the future engagement of an Environmental Officer. The appointment would follow after a programme of training in bio diversity had taken place within the existing team so they would be equipped with the knowledge to support the role of an Environmental Officer. The appointment of an Environmental Officer would then go through a trial process before making it a permanent position. It is anticipated that the timescale of such an appointment would be early in 2024.

Following this clarification the minutes of the Staffing Committee held on Wednesday 8th November 2022, having previously been circulated were approved as a correct record.

133/22 Confidential Session

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

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

134/22 Staffing Matters

Support for the Head of Operations

The Head of Operations talked members through his current workload and advised that some temporary assistance was required.

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

UNANIMOUSLY RESOLVED to approve additional support for the Head of Operations for up to three months.

Meeting Closed at: Time Not Specified

Signed:

Dated: