



# 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

22 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 Melksham Town Council. The meeting will be held at the Town Hall on **Tuesday 29th 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.

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 29 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.*

### 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 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 16 November 2022 (see attached).

**4. Confidential Session**

Members are requested to make the following resolution in accordance with the Public

**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)

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.

**5. Staffing Matters**

Members to consider staffing matters under confidential session.

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## 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

<b>OFFICERS:</b>	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 8<sup>th</sup> 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:**