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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

6 December 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 13th December 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 13 December 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

2. Virtual Meeting Access

Virtual Meeting Access:

Please follow the joining instructions below for the virtual Zoom meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/84872393569?pwd=elZubUl4WHN6Q2VFhVhtdmsxdmRkUT09>

Meeting ID: 848 7239 3569

Passcode: 467297

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

3. Declarations of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by

Email: towncouncil@melksham-tc.gov.uk Web: www.melksham-tc.gov.uk

Facebook: facebook.com/melksham.town

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.

4. Minutes (Pages 1 - 2)

To approve the Minutes of the Staffing Committee meeting held on 29 November 2022 (see attached).

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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Melksham Town Council

Minutes of the Staffing Committee meeting held on Tuesday 29th November 2022

PRESENT: Councillor S Crundell (Chair)

Councillor S Mortimer
Councillor P Aves
Councillor C Houghton
Councillor L Lewis

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

135/22 Apologies

Apologies were received from Councillor J Crundell, who was substituted by Councillor Lewis.

136/22 Declarations of Interest

There were no declarations of interest.

137/22 Minutes

The minutes of 16 November 2022, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

It was noted that the Deputy Town Mayor, Councillor Mortimer, had not been in attendance at the meeting of the Staffing Committee held on 5 August, despite the approval of minutes stating that she had attended the meeting.

138/22 Confidential Session

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

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

139/22 Staffing Matters

The Committee received representations from the officers involved in the grievance against officer A.

Meeting Closed at: 8.15 pm

Signed:

Dated: