

Melksham Town Council

Minutes of the Staffing Committee meeting held on Wednesday 8th February 2023

PRESENT: Councillor S Crundell, Town Mayor & Chair

Councillor S Mortimer
Councillor P Aves
Councillor Lewis

IN ATTENDANCE:

OFFICERS:

1/22 Apologies

Apologies were received from Councillors J Crundell and Councillor Houghton; Councillor Houghton was substituted by Councillor Lewis.

2/22 Declarations of Interest

There were no declarations of interest.

3/22 Minutes

It was agreed that the minutes of the Staffing Committee meeting held on 12 January 2023 would be signed at a later meeting.

4/22 Carry forward of Town Council employees' annual leave

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

UNANIMOUSLY RESOLVED that staff would be permitted to carry forward five days leave into the next holiday year. Staff would require their line managers permission and it would be granted at the discretion of the Town Clerk.

The Town Clerk was requested to amend the Staff Handbook with the conditions under which leave would be granted.

5/22 Confidential Session

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

UNANIMOUSLY RESOLVED to go into confidential session in view of the sensitive nature of the business to be discussed.

6/22 Staffing Matters

Members noted the plans set out by the Head of Operations and agreed to the first stage with a request that it comes back to the Staffing Committee.

The Head of Operations; on another matter, was advised by the Committee on a course of action.

Meeting Closed at 9.30pm

Signed:

Dated: