

**Melksham Town Council**  
**Minutes of the Personnel Committee**  
**On 1<sup>st</sup> December**  
**2025**

PRESENT: Councillor S Rabey Town Mayor and Chair  
Councillor P Aves  
Councillor G Elson  
Councillor J Oatley  
Councillor C Stokes

IN ATTENDANCE None

OFFICERS Hayley Bell CEO/Town Clerk

PUBLIC No members of the public or press were present

**25/25 Apologies**

Apologies were received from the Deputy Town Mayor and Vice Chair Councillor J Westbrook, who was subbed by Councillor P Aves.

**26/25 Declaration of Interest**

There were no declarations of interest.

**27/25 Public Participation**

There was no public participation

**28/25 People Officers Report**

The report was received.

**29/25 Appraisal Panel**

It was **RESOLVED** to appoint Councillor Elson, Councillor Oatley and Councillor Rabey to the CEO Appraisal Panel for the Municipal Year 2026/27.

**30/25 Streaming of Meetings**

It was **RESOLVED** that the non-confidential session of Personnel meetings would be live streamed and uploaded to YouTube.

**28/25 Confidential Session**

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

## **24/25 Staffing Matters**

Verbal report was received and noted. No decisions were take.

Meeting closed at: Time not noted.

Signed ..... Dated .....