

Melksham Town Council

Minutes of the Personnel Committee

on Tuesday 13th January 2026

PRESENT: Councillor S Rabey Town Mayor
Councillor J Westbrook Deputy Town Mayor
Councillor P Aves
Councillor G Elson
Councillor J Oatley

IN ATTENDANCE

OFFICERS Hayley Bell CEO
Nicki Hudson People & Culture

PUBLIC No members of the public or of the press were present. One member of the public was present virtually.

33/25 Apologies

Apologies were received from Councillor Stokes, who was substituted by Councillor Aves.

34/25 Declaration of Interest

There were no declarations of interest.

35/25 Minutes

The minutes of 6th October 2025, 24th November 2025 and 1st December 2025 , having been previously circulated, were approved as a correct record and signed by the Chair and town Mayor Councillor Rabey.

36/25 Public Participation

There was no public participation

37/25 Recruitment

The People & Culture Officer spoke to this item.

Currently recruiting for Project Manager and Venue Manager.

Two shortlisted for Venue Manager but neither applicant pursued the role.

Four shortlisted for Project Manager with interviews 14th January. One application has dropped out.

Amenities Assistant job description approved and will go live in a couple of days.

The possibility of Venue Manager being part time was discussed.

38/25 HR Support

The People & Culture Officer spoke to this item.

Current contract coming to an end. Due diligence review held, taking into account the HR needs of Melksham Town Council, staff benefits that are available and how Melksham compares to other Town Councils. Company chosen supplies everything in one package.

The Deputy Town Mayor asked if there was a recruitment policy. CEO confirmed there was no policy but it was intended to formulate one.

39/25 Confidential Session

It was proposed by the Town Mayor Councillor Rabey, seconded by the Deputy Town Mayor Councillor J Westbrook and

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

40/25 Staffing Matters

A verbal update was given.

No decision was required.

Meeting closed at: 19:00

Signed

Dated