

Melksham Town Council

Minutes of the People Committee

At Melksham Town Hall on Monday 22 June 2026

PRESENT:	Councillor S Rabey	Town Mayor and Chair
	Councillor G Elson	Deputy Town Mayor and Vice Chair
	Councillor J Oatley	
	Councillor C Stokes	
	Councillor J Westbrook	

IN ATTENDANCE

OFFICERS	Hayley Bell	CEO/Town Clerk
	Nicki Hudson	People and Culture

PUBLIC one member of the press was present (arrived during item 5)

1/26 Apologies

There were no apologies.

2/26 Declaration of Interest

There were no declarations of interest.

3/26 Minutes

The minutes of 2 March 2026, having been previously circulated, were approved as a correct record and signed by the Town Mayor and Chair Councillor Rabey.

4/26 Public Participation

Standing Orders were suspended as the meeting had moved passed Public Participation when the questioner arrived.

Has the council looked into how many companies in Melksham offer extra holiday for birthdays and how many Melksham Town residents get a day off for their birthday?

The Mayor confirmed that research had been done by a number of people.

5/26 People & Culture Officers Report

The report was received.

6/26 Key Messages/Headline

The item was noted.

7/26 Staff Turnover

The item was noted.

8/26 Absence Rates

The item was noted.

9/26 Recruitment Activity

The item was noted.

10/26 Training & Development

The item was noted.

11/26 Compliance and Governance

The item was noted.

12/26 Mileage Allowance

The item was noted.

13/26 Purchase of Additional Annual Leave (PAL) Scheme

It was proposed by the Town Mayor and Chair Councillor Rabey, seconded by The Deputy Town Mayor Councillor Elson and

UNANIMOUSLY RESOLVED to approve the introduction of a Purchase of Additional Leave (PAL) Scheme for up to 5 days in each leave year, commencing leave year 1st April 2027. The CEO and People & Culture Officer may consider more than 5 days in exceptional circumstances with the decision to be signed off by the People Committee.

14/26 Birthday Leave/Long Service Annual Leave Alignment

These items were taken together. Members were not in favour of the birthday leave as it is something more usual in private sector and not everyone wants to take their birthday as holiday. Would prefer changes to service award.

It was **UNANIMOUSLY RESOLVED** not to introduce birthday leave.

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

UNANIMOUSLY RESOLVED to introduce a continuous service scheme of 1 extra day annual leave after two full years of service, then increasing by an extra day per full year of service, up to a maximum of 31 days (ie, up to 5 extra days).

16/26 Confidential Session

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

17/26 Staffing Matters

A verbal report was given on exit interviews, current staffing, absence levels and active people matters.

No decisions were required.

A further urgent people meeting was requested.

Meeting closed at: 6:55

Signed

Dated