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MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

First Floor
Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout-pc.gov.uk

Web: www.melkshamwithout-pc.gov.uk

Web: www.melkshamwithout.co.uk

Monday 23rd June 2025

To all members of the Council **Staffing Committee**: Councillors: Alan Baines, John Glover (Chair of Council), David Pafford (Vice-Chair of Council), Anne Sullivan, Mark Blackham, Tony Hemmings and Chris Griffiths.

You are summoned to attend the Staffing Committee Meeting which will be held on **Monday 30th June 2025 at 8.00pm** (following the Planning committee) at **Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES** to consider the agenda below.

TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09&omn=86718310170>

Or go to www.zoom.us or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**
Passcode: 070920. Instructions on how to access Zoom are on the parish council website www.melkshamwithout-pc.gov.uk If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

To access the agenda online please scan the below QR code.

YOU CAN ACCESS THE AGENDA PAPERS HERE

Yours sincerely

Teresa Strange, Clerk



Serving rural communities around Melksham

AGENDA

1. **Welcome, Announcements and Housekeeping**
2. **To receive Apologies and approval of reasons given**
3. **Chairman & Vice Chair of Staffing Committee for 2025/26**
 - a) To elect **Chair** of Staffing Committee for 2025/26
 - b) To elect **Vice-Chair** of Staffing Committee for 2025/26
4. To receive **Declarations of Interest**
5. **To consider holding items in Closed Session to confidential nature** Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business (**Agenda items 9-13**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
6. **Public Participation**
7. **Health and Safety:** To note any Health and Safety matters occurring since the last meeting (standing item as per the health and safety policy).
8. To note latest update on 2025/26, pay increase negotiations (nationally)
9. To consider any requests for staff training and to note current training log
10. To receive feedback following staff appraisals and consider any actions arising
11. To receive feedback following interim Probation review and consider next steps
12. To consider any amendments to Job Descriptions.
13. To consider scale point reviews for staff following appraisals (as per employment contracts)
14. To consider query raised on Contract re notice period given by parish council
15. To arrange Clerk's appraisal

Copy to: All Councillors

Serving rural communities around Melksham

Local Government Pay Claim 2025/6

🕒 23 April 2025

The national employers have now considered the claim by the trade unions in respect of this year's pay claim. They have made the following offer:

A 3.2% increase on all scale points with effect from 1 April 2025

The deletion of scale point 2 from the pay scale with effect from 1 April 2026

The other elements of the claim, namely the phased approach to achieving a minimum of £15 per hour within two years, an additional day annual leave and a reduction in the working week of 2 hours with no loss of pay are all rejected.

The national employers have also said that once the three year funding review for local government is known shortly, this could give them the freedom to negotiate a multi-year deal for future years.

The next steps are that the unions take the offer away for consideration by their members. They have been requested to respond as quickly as possible and to coordinate their replies.

Article categories

Local Government Pay

- [All](#) >
- [Applicable in England only](#) >
- [Applicable in Wales only](#) >
- [Branch Community Update](#) >
- [Civility & Respect](#) >
- [Climate Change](#) >
- [Commercial News](#) >
- [Consultations](#) >
- [Coronavirus \(COVID-19\)](#) >
- [Devolution](#) >
- [Elisabeth Skinner's Blog](#) >
- [Funding](#) >
- [General Election](#) >
- [General Sector News](#) >
- [Government Announcements/Legislation](#) >
- [IIMC](#) >
- [Local Government Pay](#) >
- [Planning](#) >
- [President's Blog](#) >
- [SLCC Training and Updates](#) >

MELKSHAM WITHOUT PARISH COUNCIL

Training Record- Since last reviewed

Date	Training	Provider of the course	Who undertook course
20/06/2024	Councillor Essentials	WALC	Councillor Martin Frank Councillor Nathan Keates Councillor Anne Sullivan
17/07/2024	Cloud Computing Made Simple for Town and Parish Councils	Scribe	Marianne Rossi
19/07/24	Presentation on VAT and Procurement	Steve Parkinson, Parkinson Partnership at SLCC Wiltshire Branch meeting	Teresa Strange Marianne Rossi
w/c 22 nd July 24	T-037 Special requirements - maintenance & repair that needs access to equipment - Open handling of hot and warm formulations (45°C) - Cleaning and Waste	Idloom https://isopa-aisbl.idloom.events/037	Terry Cole
23/07/24	Menopause in the workplace, Capability procedures, Menopause and Capability – reading the advice notes and video presentations on 3 topics	DAS Legal	Teresa Strange
23/07/24	ACAS Capability Procedures reading	ACAS	Cllr Robert Shea Simonds
01/08/2024	T-037 Special requirements - maintenance & repair that needs access to equipment - Open handling of hot and warm formulations (45°C) - Cleaning and Waste	Idloom https://isopa-aisbl.idloom.events/037	Marianne Rossi Teresa Strange
16/08/2024	Level 1 Football Grounds Maintenance	Grounds management association	Marianne Rossi
23/09/2024	Emergency First Aid at work Training	EFA TRAINING	Teresa Strange
07/05/2025	What a Parish or Town Council Should Publish on Its	Aubergine	Teresa Strange Marianne Rossi

	Website (WALC)		Fiona Dey
14/05/2025	Website accessibility rules	Aubergine	Teresa Strange Marianne Rossi Fiona Dey
21/05/2025	Emergency First Aid at work training	Worsley Training	Marianne Rossi Fiona Dey
02/06/2025	Councillor Essentials	WALC	Martin Haffenden
17/06/2025	Planning for Parish and Town Councils training	WALC	Mark Harris

CiLCA is a practical, entry level qualification for the sector, available to all local sector staff and councillors. It is awarded by the national awarding body Ascentis, at Level 3 of the National Qualifications Framework (NQF) which is similar to AS/A levels, NVQs Level 3 or BTEC Nationals.

CiLCA has been tailored to meet the occupational standards for chief officers or clerks of a local council, approved in 2012 following consultation across the sector.

How will the council benefit?

Undertaking CiLCA raises awareness of law and good practice in local councils. Students' review policies and procedures to ensure that the council is acting with propriety. CiLCA sets good foundations which allow your council to adapt to and manage changing circumstances, and to realise its ambitions and vision for the future. In addition, a CiLCA-qualified clerk helps your council to gain the General Power of Competence.

Who can take CiLCA

CiLCA is available to any council officer. The qualification is also open to councillors.

How does CiLCA work?

Students must be in post as a local council officer for a minimum of 12 months.

Students have a full 12 months from the intake date to submit an evidence based electronic portfolio through the EMMA system. Intake dates are bi-monthly (February, April, June, August, October and December).

CiLCA is comprised of thirty learning outcomes over 5 units:

- Unit One: Core Roles in Local Council Administration
- Unit Two: Law and Procedures for Local Councils
- Unit Three: Finance for Local Councils
- Unit Four: Management for Local Councils
- Unit Five: Community Engagement

A white, cloud-shaped callout box with a drop shadow, containing the text: "SLCC, NALC and OVW recommend that all clerks are CiLCA qualified".

SLCC, NALC and
OVW recommend
that all clerks are
CiLCA qualified

The five units cover the breadth of work undertaken by those working with local councils and students must submit documents, reports, and explanations to demonstrate their knowledge and understanding to an acceptable standard.

Ascentis, the awarding body, strongly recommends that students attend training to assist them in completing their qualification. By attending a CiLCA training course, students will have access to a recognised CiLCA trainer to support their learning and completion of their portfolio.

How can the council help

As an employer, the council can help support a student taking CiLCA. Do not pressure the employee to start studying until they have been in post for at least twelve months.

There are significant differences in size and activities between councils, and even the most experienced clerk will need time to familiarise themselves with a new one. It is not fair to expect a new clerk to study for a qualification when they are building their relationship with the council. Studying should be a positive experience for all involved.

You should:

- Motivate your student; being motivated is a key to success.
- Read the CiLCA Portfolio guide to inform you about what the qualification involves.
- Budget sufficient funds for training, for submitting the portfolio, and perhaps some mentoring if necessary. The investment in training that the council is making will bring great rewards.
- Help your student to manage their workload; too many demands can hinder achievement.
- Provide and protect study time where possible.
- Encourage your student by showing interest in their progress. CiLCA training may uncover practices that need reviewing or updating to make them compliant. Respect your officer's advice – by supporting them you will improve the council's performance and reputation.



How much does it cost?

Charges for training and additional mentoring will depend on your training provider and are in addition to the CiLCA qualification fee of £450 (non-vatable).

After CiLCA

CiLCA provides essential foundation knowledge for council officers. To build on CiLCA and understand the work of the local council in more depth the next step as a professional is to embark on our Community Governance qualification.

This is available at three levels:

- Level 4 – Certificate of Higher Education
- Level 5 – Foundation Degree
- Level 6 – BA Honours Degree





Operational Playground Inspection Course

Thank you for your interest in the Operational Playground Inspection Course we offer. Here you will find details of the course we run at our training venues around the United Kingdom. You will also find the booking form should you wish to book.

Examinations are an option and must be indicated at the time of booking.

Due to the practical aspects of this course and possible inclement weather please ensure you wear appropriate clothing and footwear. Climbing onto playground features and playground equipment may be necessary.

This course is aimed at those who are responsible for the operational (monthly/quarterly) and those in a supervisory or maintenance role. Such inspections are hands-on and involve checking of wear to components, the correct operation of equipment and may involve referral to manufacturers' instructions.

A RoSPA Certificate of Training will be given to all participants who complete the course.

The RPII examination can be undertaken on the same day (extra charges apply).

All certificates and RPII ID Badges (where applicable) will be sent upon receipt of invoice payment.

The course will cover:

- Child development
- The Importance of Play
- Accidents, their type, frequency and severity
- Legal, the appropriate Acts of Parliament and how they may affect the operator and directly the inspector.
- EN1176 Part 7 and other relevant sections of EN1176
- Documentation, reporting and importance of record keeping including how to ensure an effective system of reporting.
- Incorporating information from routine and annual inspections
- A logical and systematic approach to inspecting including risk assessment
- Inspection of approaches to playground including signs, traffic, road barriers etc.
- Inspection of the immediate playground surroundings, vegetation, fences, gates etc.
- Inspection of the active playground area within the fenced surround, seats, litter bins, vegetation, lighting, other furniture and non-play items

- Inspection of specific play equipment or play features including surfacing, including in-depth examination of equipment
- Common faults on popular items
- Checking of maintenance and other playground actions taken
- Practical site inspection

Timings (subject to change)

Day1: Start:9:30 End:4:30

Day2: Start:9:00 End:4:30

Please arrive at least 20 minutes before the start time.

Accommodation

You are responsible for booking your own accommodation if required. Lunch is provided on the course along with tea and coffee. If the venue provides accommodation, you may wish to contact them direct as you may be able to negotiate on the price although there is no guarantee of this.

Prices per person

Course Fee non-client: £645 plus VAT

Course Fee RoSPA Playsafety client: £580 plus VAT

RPII examination fee (Optional): £285 no VAT

RPII renewal examination fee: £200 no VAT (practical exam only - no written exam)

RoSPA Play Safety Client is an organisation who has had RoSPA Play Safety training in the last 3 years or has playground inspections carried out by our company.

Organiser contact details

First name*

Surname*

Email*

Contact telephone number*

Organisation details

Organisation name*

Address line 1*

Address line 2

Address line 3

City*

County*

Postcode*

Invoice details

Invoice email address*

Invoice address same as organisation address above:

Address line 1*

Address line 2

Address line 3

City*

County*

Postcode*

Purchase order number (if applicable)/name for reference*

Please add a purchase order document if applicable

No file chosen

Delegate details

How many delegates will be attending? (max 3)*

Special Requirements

Special Requirements

Authorised signatory

Full name*

[RoSPA terms and conditions](#)

I agree to the RoSPA terms and conditions and note the cancellation policy:*

Submit form



Routine Playground Inspection Course

Thank you for your interest in the Routine Playground Inspection Course we offer. Here you will find details of the course we run at our training venues around the United Kingdom. You will also find the booking form should you wish to book.

Examinations are an option and must be indicated at the time of booking.

Due to the practical aspects of this course and possible inclement weather please ensure you wear appropriate clothing and footwear. Climbing onto playground features and playground equipment may be necessary.

This course is aimed at those who are responsible for the routine (daily/weekly) inspections. Such inspections are mainly visual and offer you the opportunity to check for issues arising from day-to-day wear and tear, weather and vandalism..

A RoSPA Certificate of Training will be given to all participants who complete the course.

The RPII examination can be undertaken on the same day (extra charges apply).

All certificates will be sent upon receipt of invoice payment.

The course will cover:

- Child development
- The Importance of Play
- Accidents, their type, frequency and severity
- Legal, the appropriate Acts of Parliament and how they may affect the operator and directly the inspector.
- EN1176 Part 7 and other relevant sections of EN1176
- Documentation, reporting and importance of record keeping
- A logical and systematic approach to inspecting including risk assessment
- Inspection of approaches to playground including signs, traffic, road barriers etc.
- Inspection of the immediate playground surroundings, vegetation, fences, gates etc.
- Inspection of the active playground area within the fenced surround, seats, litter bins, vegetation, lighting, other furniture and non-play items
- Inspection of specific play equipment or play features including surfacing
- Common faults on popular items
- Practical site inspection

Timings (subject to change)

Start:9:30 End:4:30

Please arrive at least 20 minutes before the start time.

Accommodation

Please note you are responsible for booking your own accommodation if required. Lunch is provided on the course along with tea and coffee. If the venue provides accommodation

you may wish to contact them direct as you may be able to negotiate on the price although there is no guarantee of this.

Prices per person

Course Fee non-client: £350 plus VAT

Course Fee RoSPA Playsafety client: £315 plus VAT

RPII examination fee (Optional): £140 no VAT

RoSPA Play Safety Client is an organisation who has had RoSPA Play Safety training in the last 3 years or has playground inspections carried out by our company.

Organiser contact details

First name*

Surname*

Email*

Contact telephone number*

Organisation details

Organisation name*

Address line 1*

Address line 2

Address line 3

City*

County*

Postcode*

Invoice details

Invoice email address*

Invoice email address

Invoice address same as organisation address above:

Address line 1*

Address line 1

Address line 2

Address line 2

Address line 3

Address line 3

City*

City

County*

County

Postcode*

Postcode

Purchase order number (if applicable)/name for reference*

Purchase order number (if applicable)/name for reference

Please add a purchase order document if applicable

Choose file

No file chosen

Delegate details

How many delegates will be attending? (max 3)*



Special Requirements

Special Requirements

Authorised signatory

Full name*

Full name

[RoSPA terms and conditions](#)

I agree to the RoSPA terms and conditions and note the cancellation policy:*

Submit form

Certificate in Local Council Administration (CiLCA)

[Home](#) > [Certificate in Local Council Administration](#)



Entry Level Qualification

CiLCA is a practical, entry level qualification for the sector, available to all local council sector staff and councillors. The qualification provides a broad knowledge of all the aspects of a clerk's work including roles and responsibilities, the law, procedures, finance planning and community involvement.

CiLCA has been tailored to meet the occupational standards for clerks and chief officers of a local council, approved in 2012 following consultations across the sector.

To see a full CiLCA syllabus download the [CiLCA Portfolio Guide Digital 2022 \(English\)](#) or [CiLCA Portfolio Guide Digital 2022 \(Welsh language\)](#)

Find out why your local council staff should become [CiLCA qualified here](#).

CiLCA Review

We review our Certificate in Local Council Administration (CiLCA) portfolio every five years to ensure it remains relevant, meets current standards and criteria, and reflects the latest legislative landscape. The last full review took place in 2021, and our next update is due in 2026.

Whereas it is still possible to sign up for the 2021 CiLCA portfolio course, please note that the last date to register is **1 August 2025**. This will allow you some 16 months to complete the portfolio, when this version together with the online platform closes on 31 December 2026.

Please note that **1 August 2025** is also the latest date clerks in England who completed CiLCA before 2012, and who wish to support their council in achieving the General Power of Competence (GPC), can register for the standalone LO7 module. After this date, the standalone LO7 course will no longer be available in England, and you will need to complete the full CiLCA 2026 qualification. Welsh clerks will still be able to access LO7 as a top-up for pre-2021 qualifications.

You can read more about the upcoming [changes to CiLCA here](#).

The first intake of CiLCA 2026 will be **2 February 2026**.

CiLCA is awarded by the national awarding body, Ascentis, at Level 3 of the National Qualifications Framework (NQF) which is similar to AS/A levels, NVQs Level 3 or BTEC Nationals.



Entry Requirements	Minimum of 12 months in post or attended training for clerks run by a county association
	CiLCA consists of two main parts with separate costs:
Learning Pathway	<p>Training – attend an Introduction to CiLCA webinar to find out if this qualification is right for you, then contact your County Association who will provide CiLCA training. Alternatively, click here to view SLCC's available training</p> <p>Qualification – enrol via SLCC (the link at the end of this page)</p>
Duration	12 months
Cost	<p>Training: Introduction to CiLCA webinar (SLCC) – members £50 + VAT, non-members £75 + VAT Building your Portfolio course (SLCC) – members £250 + VAT, non-members £300 + VAT Qualification: £450 (non-vatable) (Fees usually increase annually)</p>
CPD Points	20

**Want to know
more?**

Attend an
Introduction to CiLCA
webinar to find out if

CiLCA Training

Training Pathway

Cost

Recognised trainers

CiLCA Qualification

Overview

What is involved?

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Search Keyword



Certificate in Local Council Administration (CiLCA) - six-part support course (from April 2025)

[Home](#) > [Courses and Events](#)

> [Certificate in Local Council Administration \(CiLCA\) – six-part support course \(from April 2025\)](#)



Certificate in Local Council Administration (CiLCA) – six-part support course (from April 2025)

Event Information

Dates

08/04/2025 -
21/01/2026

CiLCA support and training

This is a six-session course delivered by Jules Owen BA (Hons) FSLCC over ten months. It is ideal for anyone about to embark on the Certificate in Local Council Administration (CiLCA) but already has a foundation in and understanding of Local Councils and the work involved. This isn't intended to be a training course for Clerks. It is aimed at CiLCA candidates only.

By Zoom

Dates

8 April 2025 28
May 2025 2 July

This is a six-session remote training course delivered by Jules Owen. It is ideal for anyone about to embark on the Certificate in Local Council Administration (CiLCA) but already has a foundation in and understanding of Local Councils and the work involved.

CiLCA is a really worthwhile qualification, covering all aspects of the clerk's role, making this qualification a great step for a clerk's personal development, as well as being beneficial to the council.

This isn't intended to be a training course for Clerks. It is aimed at CiLCA candidates only.

The course is split into six sessions, spaced apart, allowing time for delegates to get started and work on the different units of the qualification.

What is required to complete the portfolio

Understanding the learning outcomes

Covering each unit

The opportunity to network with others completing CiLCA – peer support

Targets to keep you on track

Briefings from the trainer on what to do next

Knowing there is support out there

2025 17
September 2025
29 October 2025
21 January 2026

Time

9.30am to 2.30pm
and 9.30am to
12.00pm

Cost for 6 sessions

Member rate:
£275+VAT per delegate
Non-members:
£375+VAT
Please note, this is the cost of the four-session training course only. The cost of undertaking the qualification is additional.
Details may be found at
www.slcc.co.uk/qualification/cilca

This six-session course requires commitment from the delegate and their council. **We cannot run such courses without the commitment to all six sessions, as we need to cover trainer costs.**

The cost is for attendance at all six seminars, no refunds will be given for missed sessions.

More information on the Certificate in Local Council Administration, including costs to undertake the portfolio and details about registering, may be found at
<https://www.slcc.co.uk/qualification/cilca/>

Delegates are advised to wait until after the first session to register (as once you register, you have a deadline).

Please only book if you are committed to undertaking the course. We can only run this course with enough delegates. Thank you.

Terms & Conditions

Please note, there are no “provisional” bookings. Submission of this form will constitute a booking and all bookings will be invoiced. The invoice will be sent automatically upon booking. Wiltshire Association of Local Councils reserves the right to cancel an event if there is insufficient interest or in the event of illness or irresolvable technical issues. In the case of the latter two reasons, we will try to reschedule as soon as possible. To be booked using a Council email address only.

MELKSHAM WITHOUT PARISH COUNCIL

JOB DESCRIPTION FOR PART –TIME PARISH CARETAKER

JOB TITLE	Part Time Parish Caretaker
LOCATION BASE	<p>The Melksham Without Parish Council Office is at Melksham Community Campus, Market Place, Melksham, Wiltshire, SN12 6ES Tel 01225 705700</p> <p>You will work at various locations around the parish.</p>
SUPERVISING OFFICER	Mrs Teresa Strange, Clerk to the Melksham Without Parish Council
JOB PURPOSE	<p>To carry out regular inspections and routine maintenance to parish council amenities to ensure the health and safety for users. To improve and maintain the appearance of the Melksham Without parish to a high standard, in the interests of the Melksham Without Parish Council and for the benefit of parish residents. To regularly maintain and keep in good repair assets which belongs to the Parish Council.</p>
JOB QUALITIES	<p>The person appointed will care about his/her community and have good local knowledge of the Melksham Without parish.</p> <p>He/she will be physically fit.</p> <p>He/she will be able to work with minimum supervision.</p> <p>He/she will enjoy working out of doors.</p> <p>He/she will be capable of carrying out a wide variety of tasks and have good practical skills in woodwork, painting, gardening and do-it-yourself.</p> <p>He/she will be willing to attend site meetings, when required by the Council.</p>

MAJOR TASKS

1. To carry out weekly visual inspection for Parish Council play areas:
 - a) Beanacre Play Area
 - b) Shaw Play Area & MUGA (Multi Use Games Area)
 - c) Hornchurch Road Play Area & MUGA & trash screen on watercourse
 - d) Bowerhill Sports Field & MUGA
 - e) Berryfield Play Area & MUGA
 - f) Kestrel Court Play Area & MUGA

and new play areas to be owned and maintained by the parish council including:

- g) Davey Play Area at Pathfinder Place
 - h) Whitworth Play Area at Bowood View
 - i) BRAG (Bowerhill Resident Action Group) Canalside Picnic Area on a monthly basis
2. To carry out duties at Bowerhill Sports Pavilion:
 - a) To conduct water flushing procedures, every week, as per Legionella Risk Assessment
 - b) To check building secure every Monday if building unstaffed.
 - c) To check all Pavilion rooms, every week, to ensure there are no issues as either an unused, unmanned space or following a hire
 - d) To test emergency lights and fire call points as informed by Risk Assessment
 - e) To take meter readings as required.
 - f) To clean verandah area weekly.
 - g) To check watercourses on perimeter of field are clear and clear trash screens

3. To carry out visual inspections on trees on Parish Council owned and maintained land (excluding Allotments) on a weekly basis and prompt check following severe weather. To alert Clerk when work required.

To produce quarterly written report following detailed inspections of adopted Telephone Kiosks

5. Regular cleaning and upkeep of Parish Council bus shelters.
6. To cover for the Allotment Warden when on leave

7. To maintain other Council street furniture; notice boards and parish seats. All items to be treated with wood preservative as necessary.
8. To plant trees and bulbs as required by the Council and regularly check and clear new tree bases of weeds/grass as necessary.
9. To carry out tasks as identified from inspections or reports from Officers e.g., broken glass in bus shelter, report of fire damage to street furniture.
10. To carry out any other tasks as deemed necessary by the Parish Council.

Tidying verges and hedges

1. To inform the Parish Council of any verges in the parish which need to be cut, or hedges which are obstructing the footways, or overflowing/broken bins.

Note: *It is a Wiltshire Council Highways department responsibility to:-*

- a) *Cut verges alongside roads to one swathe width, so that visibility is maintained.*
- b) *Trim hedges which obstruct footways.*
- c) *Control weed growth along roads and footways*
- d) *Empty roadside bins.*

JOB EQUIPMENT

1. The person appointed will have a “duty of care” to ensure that any equipment issued by the Council is stored safely and maintained in good order. He/she will inform the Council immediately when repairs are required.
2. He/she will undertake to wear a luminous safety jacket (if working near the highway) and protective clothing provided by the Council, when carrying out outdoor tasks. To wear livery polo shirt and fleece as appropriate to identify as parish council staff; with ID badge.
3. The Council has a strimmer which must be stored safely in the Equipment Shed at Briansfield Allotments. Larger items of equipment can be hired.

HOURS

The person will be required to work at least 17 hours per week; the days to be agreed with the Clerk and Council.

TRANSPORT

The person appointed will need to have his/her own transport to travel around the parish; please refer to council's the Car Usage policy. An allowance will be given to cover wear and tear and fuel reimbursed. He/she will be responsible for ensuring that equipment is transported with due care and attention.

TRAINING

To attend training courses as deemed necessary.

Reviewed by Staffing Committee on 26th June 2023, approved by Full Council on Monday 24th July 2023.

MELKSHAM WITHOUT PARISH COUNCIL

JOB DESCRIPTION FOR PART-TIME ALLOTMENT WARDEN

- JOB TITLE:** Part time Allotment Warden
- LOCATION BASE:** The Melksham Without Parish Council Office is Melksham Community Campus, Market Place, Melksham, Wiltshire, SN12 6ES
Tel: 01225 705700 Email: clerk@melkshamwithout-pc.gov.uk
The two allotment sites (**Berryfield** and **Briansfield**) are both off Berryfield Lane, Melksham, SN12 6EH.
- SUPERVISING OFFICER:** Mrs. Teresa Strange, Clerk to the Melksham Without Parish Council
- JOB PURPOSE:** To ensure all tenants abide by the rules and tenancy agreement and report to the Council where necessary.
- JOB QUALITIES:** The person appointed will have a keen interest in community involvement and be enthusiastic, committed and hard working. He/she will be approachable, positive and diplomatic. He/she will be able to work with minimum supervision. He/she will enjoy working outdoors. He/she will be willing to attend site meetings, when required by the Council.
- MAJOR TASKS:** To show new prospective tenants round the site, advising of rules and the tenancy agreement.
To conduct weekly routine inspections, and report.
To produce written, more detailed Quarterly report.
To provide cover for Parish Caretaker when on leave.
To check Parish Council access route to their land via Berryfield Allotments, remove obstruction if required and report.
To carry out any other tasks as deemed necessary by the Council.
- HOURS:** One hour per week, with additional hours as required in agreement with the Clerk.
- JOB EQUIPMENT:** The person appointed will have a “duty of care” to ensure that any equipment issued by the Council is stored safely and maintained in good order. He/she will inform the Council immediately when repairs are required.

TRAINING: To attend training courses as deemed necessary.

Reviewed by Staffing Committee 26th June 2023 and approved by Full Council 24th July 2023

It was noted that the groundsmen do use their own tools on occasion, mainly hand tools, but some with battery chargers that are annually PAT tested by the parish council.

Recommendation:

1. To update the groundsmen's job descriptions to reflect that some of the equipment that they use, are their own.

4

To remove the words "issued by the Council" from the following:

The person appointed will have a "duty of care" to ensure that any equipment **issued by the Council** is stored safely and maintained in good order. He/she will inform the Council immediately when repairs are required.

2. To add to the Finance & Amenities Officer Job Description under Emergency Plan,"and develop Melksham Emergency Support following the split with Melksham Community Support (via Age UK), with the Clerk".



MELKSHAM WITHOUT PARISH COUNCIL

FINANCE & AMENITIES OFFICER JOB DESCRIPTION

1. To be a member of the small Council office team, communicating and working together to support the Council.
2. To act as Council receptionist and initial point of contact for members of public.
3. To deputise for the Clerk in her absence for areas of specialism and responsibility (see point 4.)
4. To prepare draft agendas for relevant meetings and send out to Councillors for Asset Management, Finance, Staffing Committees and for Office Accommodation, Community Resilience and I.T. working parties
5. To circulate notices of meetings and other posters for notice boards for those meetings indicated above.
6. To take Minutes of these meetings and prepare to a final draft in a timely fashion. Final draft to be checked by the Clerk, prior to circulation.
7. To carry out actions following decisions by the Council and Committees as directed by the Clerk.
8. To enter rents received in Allotment Register. To send out annual allotment rent requests. To keep allotment letting and waiting lists up to date. To liaise with Allotment Warden. To enforce rules with tenants.
9. To maintain Health & Safety records and routine maintenance schedule
10. To update Council website and social media as requested. To maintain Council's zoom and Youtube recordings.
11. To assist Council with internal IT systems eg. back ups, support and maintain list of passwords.
12. To maintain Council's register of Interests and Dispensations.

13. To keep records of the Council's financial transactions both in spreadsheet form for Projects and via Rialtas accounting software
14. To prepare monthly payment schedule and payments for authorisation (via online banking and occasional cheques) and produce appropriate reports
15. To raise invoices and conduct appropriate credit control
16. To carry out monthly bank reconciliation.
17. To prepare quarterly reports such as analysis of Budget vs Actual and VAT reclaim submission.
18. To compile compliance to Transparency Code annual report.
19. To prepare documentation for Council grant awards.
20. To prepare for the Council's Internal and External Audits in liaison with the Clerk.
21. To manage bookings of Sports Field and Pavilion. To liaise with hirers (seasonal and adhoc) and contractors (including cleaning, water treatment, waste, grasscutters, utilities and security).
22. To calculate payroll for individuals and send monthly reports to Wiltshire Council Pension Fund and HMRC. To maintain holiday records and training log.
23. To keep HR files and paperwork up to date.
24. To process and check DBS (Disclosure Barring Service) applications, as needed; and monitor requirement
25. To maintain Asset Register.
26. To review levels of insurance required and add new items for cover as appropriate.
27. To research grant funding opportunities and apply for grants.
28. To carry out any other tasks as required by the Clerk
29. To attend any training courses as required by the Council
30. To monitor "Webnos" register of routine inspection checks of defibrillators and action as required, liaising with volunteers and Community Heartbeat Trust

31. To update Emergency Plan in liaison with the Clerk and maintain as a live working document.

Reviewed by Staffing Committee on 26th June 2023, approved by Full Council on 24th July 2023



MELKSHAM WITHOUT PARISH COUNCIL

PARISH OFFICER JOB DESCRIPTION

1. To be a member of the small Council office team, communicating and working together to support the Council.
2. To act as Council receptionist and initial point of contact for members of public.
3. To deputise for the Clerk in her absence for areas of specialism and responsibility (see point 4.)
4. To prepare draft agendas for relevant meetings and send out to Councillors (Full Council, Planning, Highways & Streetscene Committees, Shurnhold Fields Working Party, and Neighbourhood Plan steering group).
5. To circulate notices of meetings (as indicated above) and other community information for noticeboards.
6. To take Minutes of Council and Committee Meetings* and other meetings as required, and prepare to final draft in a timely fashion. Final draft to be checked by Clerk, prior to circulation. To update website with approved Minutes following Full Council meeting. *Except for those undertaken by the Finance & Amenities Officer.
7. To prepare and submit comments on planning applications to Wiltshire Council following Planning Committee meetings, in liaison with the Clerk.
8. To review and circulate weekly lists of planning applications and decisions to all councillors.
9. To review and provide relevant planning documentation for meetings and in response to general enquiries.
10. To submit previous Council comments on planning application Appeals to the Planning Inspector.
11. To review relevant Section 106 documents and identify and mark up trigger points for monitoring and inform Wiltshire Council officers for action
12. To act as point of contact for Highways and Streetscene matters (including Rights of Ways). To respond to general email enquiries. To log issues on

- Wiltshire Council app. To prioritise and coordinate works for Parish Steward visits.
13. To raise LHFIG (Local Highways & Footways Improvement Group) issues, Highway Improvement requests and Speed Survey requests to Wiltshire Council.
 14. To carry out actions following decisions by the Council and Committees as directed by the Clerk.
 15. To respond on behalf of the Council on consultation papers, as directed by the Clerk.
 16. To regularly update Policies and maintain on council website.
 17. To prepare Annual Diary Cards and Member Lists and circulate. To notify councillors and organisations of any changes as and when they occur.
 19. To carry out Fire Warden duties at public meetings.
 20. To carry out First Aid duties in the workplace and public meetings.
 21. To carry out any other tasks as required by Clerk.

Reviewed by Staffing Committee on 26th June 2023, approved by Full Council on 24th July 2023



MELKSHAM WITHOUT PARISH COUNCIL

Tracked Changes for review by Staffing Committee 26th June 2023

CLERK TO THE COUNCIL JOB DESCRIPTION

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GENERAL

1. The Clerk is the Proper Officer of the Melksham Without Parish Council, (hereinafter described in this document as 'The Council') and will carry out all the functions conferred on the Proper Officer by statute or otherwise in an impartial and professional manner.
2. The Clerk will be responsible for advising the Council and individual members on all matters of law and procedure to ensure compliance with statutory requirements and other provisions governing the administration of the council and its affairs.
3. The Clerk will ensure the agendas for Council meetings are prepared and distributed in accordance with statutory requirements together with supporting paperwork. The Clerk will attend all Council meetings and will ensure the meetings are properly recorded in minutes and any actions implemented. All Minutes will be submitted to the council for approval at the next Full Council Meeting.
4. The Clerk will likewise ensure the agendas and papers for committee meetings are sent out. The Clerk will attend all committees and ensure that committee minutes are prepared and submitted to the Council for approval at the next Full Council Meeting and that actions are implemented once approved by the Council.
5. The Clerk will likewise ensure the agenda for the Annual Parish Meeting is prepared and sent out. The Clerk will attend and ensure the minutes of the Annual Parish Meeting and any other parish meetings held during the year are formally recorded.
6. The Clerk will likewise be responsible for publicising and organising any public meetings or specialist meetings as required by the Council and for securing the appropriate Officers to attend and report. The Clerk will attend and ensure minutes are prepared for Council approval and that required actions are progressed. The Clerk will also liaise with residents and assist with setting up community meetings.
7. The Clerk will organise and attend site meetings as required and report back to the Council.
8. The Clerk will prepare and present detailed reports to the Council as necessary to explain complex issues and make recommendations, having regard to Council law, procedure and policy, to facilitate Council decisions.

9. The Clerk will be responsible for ensuring that all the decisions of the council; its committees and sub-committees are carried out promptly and accurately.
10. The Clerk will be responsible for receiving all correspondence and other documentation on behalf of the Council and for ensuring that the same is brought before the Council or its relevant committees or sub-committees as necessary.
11. The Clerk will assist the Council Chair as required in preparation for meetings and ensure he/she is fully briefed on all Council business at all times.

POLICY WORK

12. The Clerk will, if so, required by the Council, prepare Council policies which will be submitted to the Council for approval. The Clerk will be responsible for ensuring policies are regularly reviewed. When required by the Council, the Clerk will report on how effectively policies are being implemented.
13. The Clerk will be responsible for communicating the content of key local planning documents to the Council and for preparing Council submissions on Strategic Planning Policy and for planning examinations; having regard to the Council's own Planning Policy and Neighbourhood Plan. The Clerk will ensure that the Council reviews all planning applications efficiently and that Council comments are submitted within set deadlines.
14. The Clerk will be responsible for ensuring that consultation papers received for the Council are circulated to all Council members and that comments are submitted by the set deadlines.
15. The Clerk will be responsible for preparing the Council's Local Council Award application in accordance with statutory regulations and for ensuring that requirements of the application are fully met during the duration of the Council term; in line with the parish council objective for the term of office 2021-2025

TRAINING, OFFICE AND STAFFING

16. If so required by the council, the Clerk will (at the cost of the council) attend training courses on subjects relevant to the role and responsibilities of the Clerk of a local council. The Clerk will also identify suitable training courses for members of staff to attend to help them meet their own professional development needs.
17. The Clerk will be responsible for the smooth running, well-being and efficiency of the Council office in accordance with Health and Safety Principles. The Clerk will be the Council's Health and Safety Officer and the Fire Marshall (and First Aider) and attend courses as necessary to fulfil these functions. The Clerk will be responsible for preparing the Council's Health and Safety Policy and ensuring that the Health and Safety Policy is regularly reviewed and updated as necessary.

18. [The Clerk will be the Safeguarding Officer for the parish council](#)

18. The Clerk will be responsible for ensuring that staff follow safety procedures relating to safe working practices and that accidents at work are recorded in the accident book. The Clerk will ensure that testing and maintenance regimes are

carried out in line with relevant risk assessments (eg. water flushing for legionella prevention, regular testing for fire alarm, emergency lighting, PAT (portable appliance testing), intruder alarm, defibrillators etc).

- 19 The Clerk will give clear direction to office staff so that they understand how they contribute to the corporate aims of the Council. The Clerk will be responsible for the recruitment, personal development, motivation, conduct performance and health and safety of staff and for supervising all other staff employed by the council. The Clerk will ensure that relevant statutory provisions covering the terms and conditions of employment of staff are observed and that staff appraisals are carried out annually and acted upon.
20. The Clerk will liaise regularly with the Parish Caretaker and Allotment Warden and ensure an officer ~~meets weekly~~ is in regular contact with the Groundsmen, Caretaker to pass on Council requests for parish work, and to ensure that any parish matters of concern are passed on to the appropriate authority, and safety matters receive immediate attention. (Note that we do not meet weekly, but monthly, as no longer in a building that the Caretaker inspects but are in regular contact via whatsapp and phone. With a lone worker check in via whatsapp on days of work.)
- 21 The Clerk will ensure the groundsmen's equipment is regularly safety checked and fit for use. The Clerk will be responsible to ensure that Play Equipment is regularly inspected and an annual ROSPA check takes place. The Clerk will be responsible to report any Play Equipment and ROSPA safety issues to the Council and to ensure that the correct remedial action is taken to address them. The Clerk will be responsible to ensure any Play Equipment Incidents are reported immediately in writing to the Health and Safety Executive; where appropriate.
- 22 The Clerk will ensure that all visitors to the Council Office are treated with courtesy and respect, having regard to any access, equality and diversity needs. The Clerk will ensure that excellent customer-care is paramount in every aspect of the Council's services and that the Council is transparent in the way it does business.
- 23 The Clerk will be responsible to liaise with the landlord on any matters relating to the Office premises, including lease-related issues. The Clerk will be responsible for ensuring the office premises are left safe and secure at the end of each working day. The Clerk will be responsible for the safe keeping of any keys for the office and parish.

COMMUNITY

- 24 The Clerk will deal with any Freedom of Information requests promptly in accordance with the Council's FOI Policy and will bring any FOI requests to the Council's attention at the next full Council Meeting. The Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Clerk.
- 25 The Clerk as the Council's Proper Officer will be responsible for liaising with Melksham Town Council and will attend Meetings relating to the Neighbourhood Plan. The Clerk will liaise, and if necessary meet, with the Town Clerk, Plan

Consultants and the Wiltshire Council Link Officer between meetings to deal with matters relating to the draft Neighbourhood Plan.

- 26 The Clerk will liaise with the Police, Wiltshire Council staff and the Melksham Strategic Engagement and Partnership Manager ~~Community Area Board Manager~~ to assist in submission of highway and parish issues. ~~If~~ required the Clerk will organise necessary site meetings with Officers.
- 27 The Clerk will liaise between members of the public and the Rights of Way Warden regarding problems and obstructions of rights of ways. If required the Clerk will organise and attend site meetings to walk the right of way and facilitate repairs, new routes, diversions etc
- 28 The Clerk has responsibility to respond promptly to email enquiries received from councillors, other local authority officers and the public and to deal with more complex enquiries either verbally or in writing.
- 29 The Clerk is responsible for replying to Planning Appeals and Planning Enforcement requests and more complex planning enquiries from the public about local planning applications. The Clerk will liaise with the Planning Office as necessary to clarify planning information.
- 30 The Clerk will be responsible for ensuring that projects, financial partnership schemes and sponsorship schemes take place in accordance with Council policy and are run for the benefit of the parish. The Clerk will liaise with the Principal Local Authority on major community issues, such as Community Asset Transfer and articulate the wishes of the Council to Senior Officers in other local authorities and organisations. (Note that this will cover the new Age UK project)
- 31 The Clerk will be responsible for conveying the content of legal agreements to the Council, for negotiating any legal agreements on the Council's behalf and for instructing solicitors on the Council's behalf.
- 32 The Clerk will be responsible for preparing draft contract specifications for approval by the Council. The Clerk will ensure that contractors have appropriate liability cover and that any service contracts engaged by the Council are delivered to the public in a prompt and efficient manner
- 33 If so required by the Council, the Clerk will act as a representative of the Council at conferences, meetings, public enquiries and other similar events to promote Council leadership in the community and encourage community participation and development.
- 34 The Clerk will ensure that the Council Allotment sites are run efficiently and plots are let in accordance with the Council's Allotment Policy, for the benefit of the whole Melksham Without parish. The Clerk will deal with any tenant disputes in liaison with the Allotment Warden and the Finance & Amenities Officer and refer any unresolved issues to the Asset Management Committee.
- 35 The Clerk will be the Council's Press Representative and will produce a quarterly-regular newsletter of Council activities. The Clerk will liaise with press members following a council meeting to help clarify any points of interest. If so required by the council, the Clerk will prepare and issue press statements to the

media on the Council's behalf and organise photo events in liaison with the press.

FINANCE

- 36 The Clerk, as RFO (Responsible Finance Officer), will be responsible for all financial matters, as specified in the Council Financial Regulations, including obtaining tenders for work in accordance with Council Standing Orders and Financial Regulations. The Clerk, as RFO, will ensure that any work, or services to which a Council invoice relates, has been carried out as specified, examined and approved prior to payment. The Clerk may authorise any necessary expenditure immediately for urgent works up to the limit as detailed in the Finance Regulations.
- 37 The Clerk will prepare the Annual Budget to draft stage.
- 38 The Clerk will prepare the draft Annual Statement of Accounts and Financial Report
- 39 The Clerk will maximise Council funds including investments.
- 40 The Clerk will prepare for the Council's Internal and External Audits.
- 41 The Clerk is responsible for the monitoring of the Council Insurance policy, and recommend and implement changes as required.
- 42 The Clerk will ensure the efficient use of IT and that the Council are up to date with the latest banking technology.
- 43 The Clerk will review and renew the contracts for the Sports Field and Pavilion.
- 44 The Clerk will ensure that all legal documents, including Title Deeds and investment certificates, bank cheques, statements etc are kept in safe custody.

Reviewed by Staffing Committee 4th October 21, approved by Full Council on 18th October 21.

Reviewed January 2019 – updated March 2019 as per Min.424/18 of the Staffing Committee Meeting held 4th February, 2019

Teresa Strange

From: Teresa Strange
Sent: 21 May 2025 11:34
To: John Glover
Subject: RE: Change of date for Staffing Committee - from 9th to 30th June.

I think its in my contract, or job description, maybe something for the Staffing Committee to review?

From: John Glover <john.glover@melkshamwithout-pc.gov.uk>
Sent: 21 May 2025 11:19
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Re: Change of date for Staffing Committee - from 9th to 30th June.

Understand. Take your holiday. But apart from staffing, your staff can run the others, and you could let go and take a holiday?

John

John Glover

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Wednesday, May 21, 2025 11:22:42 AM
To: John Glover <john.glover@melkshamwithout-pc.gov.uk>
Subject: RE: Change of date for Staffing Committee - from 9th to 30th June.

Hi John

I have looked long and hard at this, as not ideal.

It will be 18th August or 6th October.....

I can only take my holiday when there isn't a meeting, so a couple of free Mondays in June and July is when I have booked my leave.

All the best, Teresa

From: John Glover <john.glover@melkshamwithout-pc.gov.uk>
Sent: 20 May 2025 22:32
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Change of date for Staffing Committee - from 9th to 30th June.

That got sent without me finishing!

This leads to the subsequent meeting starting late and under pressure, meaning both staff and councillors are there until late, again. Is there no way that we can avoid following Planning?

John

From: John Glover
Sent: 20 May 2025 22:29
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Change of date for Staffing Committee - from 9th to 30th June.

Whilst I understand why we have to reschedule, whenever we follow planning, regardless of the committee, I always feel as if there is pressure on Planning to finish on time, which it doesn't quite often

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Sent: 20 May 2025 16:12

To: Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; Mark Blackham <mark.blackham@melkshamwithout-pc.gov.uk>; Chris Griffiths <chris.griffiths@melkshamwithout-pc.gov.uk>; Tony Hemmings <tony.hemmings@melkshamwithout-pc.gov.uk>; John Glover <john.glover@melkshamwithout-pc.gov.uk>; David Pafford <david.pafford@melkshamwithout-pc.gov.uk>; Anne Sullivan <anne.sullivan@melkshamwithout-pc.gov.uk>

Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Fiona Dey <office@melkshamwithout-pc.gov.uk>

Subject: Change of date for Staffing Committee - from 9th to 30th June.

Dear Staffing Committee

I am really sorry about this, but I am rescheduling the date of the next Staffing Committee so soon in the new council year.

It will move from Monday 9th June, to Monday 30th June – after the Planning Committee.

I have to take some unplanned leave next week, and it means I won't have time to fit in all the staff appraisals before the agenda and pack is due out to you for a meeting on 9th June – which is the main point of the meeting, for the feedback from the appraisals and to consider any issues or training requests raised etc.

I will update the calendar invite.

Kind regards, Teresa

Teresa Strange

Clerk & Responsible Financial Officer

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place, Melksham

Wiltshire, SN12 6ES

01225 705700

www.melkshamwithout-pc.gov.uk

Wellbeing Statement I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Want to keep in touch?

Follow us on facebook: [Melksham Without Parish Council](#) or [Teresa Strange \(Clerk\)](#) for additional community news

On X: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

On LinkedIn: [Melksham Without Parish Council](#)

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AGENDA ITEM 14: Contract Query

Query raised that the notice period to give to staff clause 21.3 at one month (for staff other than the Clerk) is not legal, as its related to the amount of time worked. The council decided this should mirror 21.2 which is one month for all staff, and 3 months for the Clerk.

Extract from Contract:

“After completion of probationary period

21.2 The length of notice which you are obliged to give to the Council to terminate your employment is month in writing.

21.3 The length of notice which you are entitled to receive from the Council to terminate your employment is month in writing.”

The advice from ACAS confirms the query raised by the employee – see next page.

Notice periods

- [What a notice period is](#)
- Dismissal or redundancy
- [Resignation](#)
- [When the notice period starts](#)
- [When an employee does not have to work notice](#)

An employee must get at least the 'statutory notice period'. This is the legal minimum notice period if they:

- are [legally classed as an employee](#)
- have worked for the employer for at least a month

If they have worked for the employer for:

- 1 month to 2 years – statutory notice is 1 week
- 2 to 12 years – statutory notice is 1 week for each full year they have worked
- 12 years or more – statutory notice is 12 weeks

For example, if an employee has worked for their employer for 4 years and 9 months, they're entitled to a statutory notice period of 4 weeks.

The employee's contract, written statement of employment particulars or a staff policy might say a different amount of notice. This is called 'contractual' notice. The employer may give more notice than the statutory minimum, but they cannot give the employee less.

You should talk to your employer if you're not sure how much notice you'll get.

journeys to Paddington, whether this be from Westbury or Chippenham and to query the timings as stated above.

231/23 Staffing & Training

- a) To note feedback from Councillor Shea-Simonds following recent training undertaken and to consider mandatory training for councillors in the future**

Councillor Shea-Simonds provided feedback on a recent Councillor training course he attended in Devizes which had proved useful and confirmed to him the Council was run effectively and efficiently.

It was hoped some follow-up material would be provided, which both Councillors Doel and Richardson felt would be useful to have.

With regard to whether training should be mandatory for new Councillors, it was felt best to defer this until the next election in order to make a decision on whether this would be worthwhile or otherwise.

- b) To consider any queries/approach arising from the Staff Contract Review Working Party (4 October) ahead of consultation with staff.**

This item was held in closed session.

Arising from Min 96/23 Staffing Committee 26 June 2023:
Recommendation: A small working party is formed to look at refreshing the staff contracts, to consist of Councillor Pafford, Councillor Baines, and the Clerk. (Approved Full Council 24 July 2023).

The Staff Contract Review Working Party had reviewed the SLCC/NALC Model Contract 2011 (latest version available) and produced a version for use by the Parish Council. This was due to be discussed with all the staff when they met on Tuesday 17 October for appraisals and training. The proposed new contract was reviewed and decisions approved that differ from the Model, or are a choice from options provided.

1 & 2 The revised contract will contain several commencement dates for the start of Initial Role, Current Role and Continuous Service as appropriate.

7.1 You shall not undertake other employment without the Council's written consent. Such consent shall not be unreasonably withheld.

There was discussion if this should include the word “paid” employment, with the decision to exclude it as per the model, as some employment is unpaid.

9.1 Salary. Your salary is.....as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. The Clerk confirmed that she would check with the SLCC that this was the correct reference (2004).

9.2 Salary. The parish council opted for the option: You have been appointed to a single salary point and the Council will review your salary following your annual appraisal.

9.3 Salary. The parish council add the words “**Following review**” to “one salary point “**may**” be added to your salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications.” As the parish council felt that staff should be competent in applying what they have learnt to the role.

9.4 Salary. Your salary will be paid to youon the 28th of each month.

10.3 Expenses. To remove the reference to a council Expenses Policy as there is no current policy.

12.1 Appraisal. You will receive an annual appraisal.

It was noted that the Clerk has an annual appraisal with the Chair of Council and the Chair of the Staffing Committee, to reflect good practice of more than one councillor in case there was ever a conflict between the Chair and the Clerk. It was suggested that this would be good practice for all staff too, for a member to accompany the Clerk, for the same reason, in case the staff member had an issue with the Clerk.

It was agreed that the staff’s appraisal should be undertaken by the Clerk and a member of the Staffing Committee, with the Clerk having their appraisal undertaken by the Chair of Staffing Committee and Vice Chair of Council, thus retaining the Chair of Council in case of an Appeal for any dispute. It was agreed that this would not be detailed in the new Contract, but agreed as the practice moving forward and confirmed in these Minutes.

14. Additional Hours 14.1 to apply to ALL staff, to meet current practice, and not just for those above SCP 28; so reimbursed or time off in lieu subject to the council approval.

15.5 Annual leave must be taken at times agreed with the Council. You may carry forward up to 5 days’ leave into the following leave year, subject to the approval of the council.

This was discussed as current practice is to only carry forward 2 days’ leave. It was agreed to move to 5 days’ leave as detailed in the contract.

16. Sickness Absence To remove the reference to a Sickness Absence Policy as per 16.2 as the council do not have one.

16.2 was expanded to give a period of time when medical evidence is required (as this would usually be detailed in a policy).

To now read:

16.2 The Council reserve the right to request you to provide a Statement of Fitness for Work (commonly known as a Fit note) from a healthcare professional, for any sickness absence over 7 days.

19. Injury or Assault. To note that the council should check their annual insurance cover to ensure it meets the cover detailed in the contract which refers to the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service, commonly known as the “green book”.

21. Notice of Termination of Employment Discussions ensued on these points, for after completion of probationary period, with the agreement that 21.2 length of notice to give the council should be reciprocal with 21.3 the length of notice you are entitled to receive from the council with a gap to be filled in to reflect the staff’s currently agreed notice period to give the council. This is currently 1 month for all staff, but 3 months for the Clerk.

21.4 The time period for surrender of Council property following termination of employment to be changed to “your last working day”. With the additional statement included: “The council reserves the right to deduct from your final salary the cost of any unreturned council equipment.”

22.1 Dispute Resolution. Comments about named council member roles to be removed, so not conflicting with current policies and the new wording to be “You have been provided with a copy of the Council’s grievance and disciplinary procedures, which should be followed.”

Resolved: The parish council provide a new contract for consultation with all staff based on the NALC/SLCC 2011 Model Contract with the amendments agreed above.

Meeting finished at 9.46pm

Signed:.....
Chair, Full Council, 13 November 2023