

MINUTES of the Staffing Committee of Melksham Without Parish Council held on Monday 2nd September 2024 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 8.45pm

Present: Councillors John Glover (Chair of Council), David Pafford (Vice Chair of Council), Alan Baines (Chair of Committee), Robert Shea-Simonds (Vice Chair of Committee), and Shona Holt.

Officers: Teresa Strange (Clerk)

Housekeeping: There were no members of public present

182/24 Apologies: It was noted that Councillor Anne Sullivan was not present.

183/24 Declarations of Interest: There were none declared.

184/24 Items to be held in Closed Session due 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 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

Resolved: Agenda items 6 & 7 to be held in closed session for reason 3d (a) engagement, terms of service, conduct and dismissal of employees.

185/24 Public Participation: This item fell as there were no members of the public present.

186/24C Health and Safety: To note any Health and Safety matters occurring since the last meeting (standing item as per the health and safety policy).

The members reviewed the Clerk's report and current situation regarding the health and safety issue raised by an employee.

Resolved: The Clerk undertake the following actions as detailed in the Confidential Notes.

4. The parish council takes no further action until they hear further from the employee.

187/24C Staffing Matters 1:

It was noted that the Parish Officer, Lorraine McRandle, had tendered her resignation to take early retirement at the end of September.

Concerns were raised on the impact of the increased workload on the Clerk and Finance & Amenities Manager, which were acknowledged and that recruitment take place as soon as possible; which can commence after Monday 9th September. The impact of the workload being undertaken as the town council are currently under resourced was also noted, and a review of what extra projects that the Clerk was assisting with that she should pull back from, such as the Explorer App working group

as not parish council centric but the Clerk is facilitating as conscientious to ensure the project moves forward. The bulk of the Neighbourhood Plan work will be over by mid October, but the Clerk will then be picking up the work that has been put on hold in the meantime.

Members discussed the option of an apprentice for this role with the impact of the extra workload of training someone very new to this world of working as well as to the role on a very small remaining team of two staff. A review of the job description and needs of the council was appropriate at this stage and the consideration of an apprentice role could be included as part of that review.

In terms of advertising, the members discussed the various opportunities such as using the local press, Indeed online recruitment, and facebook paid advertising.

Resolved:

1. To accept the resignation of the Parish Officer, to take early retirement and to note that the last working day is Thursday 5th September and the leave day is Monday 30th September.
2. To note that Miriam Zaccarelli had been engaged again as a temporary resource to help with the admin tasks following the second Neighbourhood Plan consultation run in June, July and August and the town council will be charged accordingly as per the agreement before Christmas for the initial consultation run then.
3. The Clerk to bring to the Full Council meeting a proposal for the advertising of the Parish Officer job role.

188/24 Staffing Matters 2:

An employee had requested reimbursement of a paid £25 parking ticket following parking outside the main Campus entrance, not in a marked bay. The employee was not offloading at the time, and had challenged the parking fine but was unsuccessful.

Resolved: The parish council do not reimburse the parking fine.

Meeting closed at 21:45

Signed.....
Chairman, Monday 9th September 2024