

MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange



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Monday 12th October 2026

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

You are summoned to attend the Staffing Committee Meeting which will be held on **Monday 19th October 2026 at 7.00pm 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=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09&omn=85343106277>

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



AGENDA

1. **Welcome, Announcements and Housekeeping**
2. **To receive Apologies and approval of reasons given**
3. **To elect Vice-Chair of Staffing Committee for 2026/27**
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 9-12**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
6. **Public Participation**
7. **HR Support:**
 - a) To note feedback following induction meeting with external HR Support and consider any actions as a result
 - i) To put in place clear lines of delegation in the Clerk's absence
 - b) To consider the HR policies, procedures, appraisal documentation and model employment contract provided by the council's HR adviser.
 - i) To identify which policies replace existing council policies, which are new policies and which require further review.
 - ii) To agree a process and timetable for adoption.
 - iii) To consider whether the council's existing employment contract should continue to be used for new appointments pending a wider review of staff contracts.
 - iv) To approve the appraisal documentation provided by the HR provider.
8. To approve the draft Annual Leave Calculation Policy following the council's previous approval to record annual leave in hours rather than day
9. **Recruitment:**
 - a) To approve appointment of the Allotment Warden following the recommendation of the Interview Panel (under delegated powers)
 - b) To agree salary scale point for new Allotment Warden

10. Appraisal:

- a) To receive feedback following Clerk appraisal and consider any actions arising
- b) To consider any amendments to Job Description.
- c) To consider scale point reviews for Clerk following appraisal (as per employment contract)

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

12. Staff Wellbeing: To consider the implications of staff “out of normal working hours” response to incidents such as health and safety risks or building alarms.

Copy to: All Councillors