

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

Tuesday 14th July 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, Mark Blackham, Tony Hemmings and Chris Griffiths.

You are summoned to attend the Staffing Committee Meeting which will be held on **Monday 20th July 2026 at 7.00pm at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES** to consider the agenda below.

PLEASE NOTE THAT THERE IS WORK BEING UNDERTAKEN IN THE CAMPUS CARPARK SO LEAVE PLENTY OF TIME TO ARRIVE AND FIND A PARKING SPACE AS THERE WILL BE FEWER SPACES AVAILABLE THAN USUAL. YOU MAY NEED TO USE ALTERNATIVE CAR PARKS IN THE AREA.

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=83567220534>

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. **Chairman & Vice Chair of Staffing Committee for 2026/27**
 - a) To elect **Chair** of Staffing Committee for 2026/27
 - b) To elect **Vice-Chair** of Staffing Committee for 2026/27
 - c) To note the **Terms of Reference & Scheme of Delegation** for the Staffing Committee
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 12-16**) 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:**
 - a) To note any Health and Safety matters occurring since the last meeting (standing item as per the health and safety policy).
 - b) To note arrangements made for staff during recent extreme hot weather and consider making policy decision
 - c) To note useful Health and Safety legislation summary
8. To note National Association of Local Councils (NALC) guide to being a good employer
9. To note amendment to the Employments Right Act (known as the Employment Rights Act 2025) and consider any action required
10. To note the publication of the updated NALC Model Contract of Employment, consider the implications for existing and future employees, and agree any actions
11. To note latest update on 2026/27 pay increase negotiations (nationally)
12. To consider any requests for staff training and to note current training log
13. To receive feedback following staff appraisals and consider any actions arising
14. To consider any amendments to Job Descriptions.

15. To consider scale point reviews for staff following appraisals (as per employment contracts)
16. To review the trial flexible working arrangement, consider feedback and agree any amendments or further action.
17. To arrange Clerk's appraisal.
18. To consider changing staff annual leave from days to hours and agree the method of calculation
19. To review the council's role as an administrator of community/village Facebook groups and agree any changes.
20. To consider NALC guidance on mileage reimbursement rates following changes to HMRC Approved Mileage Allowance Payments (1st April 2026) and agree the council's mileage reimbursement arrangements
21. To consider the council's HR support arrangements and whether to appoint an external HR provider
22. To review the following policies:
 - a) Pension policy (against the Wiltshire Pension Fund list of discretions)
 - b) Habitual or Vexatious Complainants
 - c) DBS Check Policy
 - d) Disciplinary Policy
 - e) Equality and Diversity Policy
 - f) Health & Safety Policy
 - g) Learning and Development Policy
 - h) Safeguarding Policy

Copy to: All Councillors