

**MINUTES of the Staffing Committee of Melksham Without Parish Council  
held on Monday 30<sup>th</sup> June 2025 at Melksham Without Parish Council Offices  
(First Floor), Melksham Community Campus, Market Place, SN12 6ES at  
7:00pm**

**Present:** Councillors Alan Baines, John Glover (Council Chair), David Pafford (Council Vice-Chair), Anne Sullivan, Chris Griffiths, Mark Blackham and Tony Hemmings

**Officers:** Teresa Strange (Clerk)

There were no members of the public or council attending remotely via Zoom.

**112/25 Welcome & Housekeeping:**

Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

**113/25 Apologies:**

There were no apologies as all members of the Staffing Committee were present.

**114/25 Chair & Vice-Chair of Staffing Committee for 2025/26**

The Clerk sought nominations for Chair.

- a) Councillor Sullivan was nominated as Chair of the Staffing Committee who confirmed that she was willing to stand. There were no further nominations.

**Resolved:** Councillor Sullivan elected as Chair of the Staffing Committee for the ensuing year.

Councillor Sullivan chaired the meeting.

- b) Councillor Griffiths was nominated as Vice-Chair of the Staffing Committee. There were no further nominations.

**Resolved:** Councillor Griffiths elected as Vice-Chair of the Staffing Committee for the ensuing year.

- 115/25 Declarations of Interest:** The Clerk advised that if there were any specific discussions about herself then she would need to leave the room, but there were none on the agenda for that meeting. Councillor Glover advised that if any potential disciplinary issues were raised that he would need to leave the meeting whilst that was discussed, in line with parish council policy, to remain “untainted” in case of future disciplinary appeal processes.

**116/25 Dispensation Requests for this Meeting: None**

**117/25 To consider holding items in Closed Session due to confidential nature:**

**Resolved:** All the agenda items from 9 to 13 as they were specific to members of staff.

**118/25 Public Participation:**

This item fell as there were no members of the public present.

**119/25C 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 Clerk reported that no new issues had been brought to her attention.

**120/25 To note latest update on 2025/26 pay increase negotiations (nationally)**

The Clerk advised, for new councillors, that the parish council employee contracts abide by the (NJC) National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service, known as "The Green Book".

There were currently national negotiations between the NJC and various unions regarding a pay award for the year commencing 1<sup>st</sup> April 2025, which would need to be backdated when agreed. The current offer of the employers was an increase of 3.2% on all scale points but they had not agreed to the unions' requests for an additional day of annual leave, and a reduction of the working week by 2 hours.

It was noted that the budget for 2025/26 reflects an anticipated increase.

The meeting went into closed session.

**121/25 Staff Training:**

The members noted the Staff Training record over the last year. The health and safety requirements for employers is usually for organisations with more than 5 employees, however the Clerk is the trained first aider for the parish council, and its usual for a second officer to be trained too in case of the Clerk's absence. CAWS (Community Action: Whitley & Shaw) recently ran some one day first aid training with grant funding and had a couple of last-minute vacancies so the Parish Officer and Finance & Amenities Officer attended. Thanks go to CAWS. At the recent staff training session for all 5 staff on 11<sup>th</sup> June, the Lone Working policy, procedures and risk assessment was reviewed with lots of practical examples and real life situations discussed.

In terms of fire marshal training which has not been recently renewed, the Clerk explained that the Campus building ran Evacuation Procedures twice a year, July and December, and the Committee's previous resolution was that staff would attend that session at some point, rather than specific fire marshal training. It's the Campus staff responsibility to evacuate the building, and the parish council's responsibility to escort their occupants from the room; but not to tackle a fire with the fire extinguishers for example, that is the Campus staff responsibility and recently checked with them. There would still be a parish council responsibility for being the fire marshal when meetings are held off site.

The following training and qualification requests for staff had been raised at recent appraisal, which were discussed. There were a couple of provider options, with the Clerk being the member of the SLCC (Society of Local Council Clerks) and therefore the appropriate discount applied only to the Clerk's training, whereas WALC (Wiltshire Association of Local Councils) give the discount to the council who were the member.

## CiLCA (Certificate in Local Council Administration for the Finance & Amenities Officer)

Cost of Qualification	£450	Provider: SLCC
Intro to CiLCA	£ 50	Provider: SLCC
Building your Portfolio	£275 £300	Provider: WALC Provider: SLCC

The Clerk recommended the WALC option for the Portfolio course as would be with local peers and in person. There was also a timing discussion and decision as the curriculum is being updated, with the last date to apply for the 2021 portfolio being 1<sup>st</sup> August giving 16 months to complete, otherwise the first intake for the 2026 portfolio is 2<sup>nd</sup> February.

### **Recommendation 1:**

The Finance & Amenities Officer undertake the CiLCA qualification, introduction session and Portfolio course at the cost of £775/£800 dependent on provider. The preference to enrol on the current 2021 Portfolio curriculum.

Whilst not inspecting the play areas, the Finance & Amenities Officer does the initial review of the annual RoSPA reports, and receives the issues raised by those undertaking the inspections by the Caretaker/Allotment Warden and residents and then finding a solution/repair. It was suggested by the Clerk that it would be useful for the Finance & Amenities Officer to undertake the Play Area inspection training, with a variety of options, providers, and qualifications available, which were discussed.

### **Recommendation 2:**

The Finance & Amenities Officer undertake the one day Play Area inspection course, either provided by WALC £150, or Play Safety Ltd £135.

### **Recommendation 3:**

The Parish Officer undertake the ILCA (Introduction to Local Council Administration) course but in the New Year, once settled into the role further, provided by SLCC at £120.

It was noted that the Staff Training budget for 2025/26 was £1,400 which would cover the current staff training requests.

## **122/25 Staff Appraisals:**

The Clerk and relevant Councillors reported on the recent staff appraisals undertaken for the Parish Caretaker and Allotment Warden with the Clerk and Councillor Tony Hemmings on 11<sup>th</sup> June and for the Finance & Amenities Officer with the Clerk and Councillor Anne Sullivan on 11<sup>th</sup> June.

## **123/25 Probation Review:**

The Clerk and Councillor Anne Sullivan reported on the Parish Officer's interim Probation review on 11<sup>th</sup> June. The start date was 29<sup>th</sup> April for a 13 week period, ending 22<sup>nd</sup> July.

**Recommendation:** Subject to there being no issues by the end of the 13 week period, that the Probation period is satisfactory and the Council confirm the Parish Officer's contract of employment.

#### **124/25 Job Descriptions:**

The Clerk noted that there were still a couple of things to be updated to Job Descriptions further to previous reviews, which were all included in the agenda pack.

There was nothing raised at the recent staff appraisals, but reflecting on the recent work of the Finance & Amenities Officer to update the Job Description to suit tasks undertaken.

#### **Recommendation 1:**

To update the Job Description as follows:

Add to the Finance & Amenities Officer Job Description:

Will prepare the Annual Budget to draft stage.

Will prepare the Annual Statement of Accounts and Financial Statement to draft stage.

To amend the Clerk's Job Description as follows:

Will ~~prepare~~ **review and approve** the Annual Budget to draft stage.

Will ~~prepare~~ **review and approve** the Annual Statement of Accounts and Financial Statement to draft stage.

#### **Recommendation 2:**

To add to the Parish Officer's Job Description as follows:

To keep the SID schedules updated liaising with the contractor, download the data from the device with the contractor, analyse the data and send to Wiltshire Police.

#### **Recommendations 3:**

The members discussed the scheduling of council meetings, and the current requirement for the Clerk to attend all Council meetings with an appreciation that on occasion the Clerk could be on leave for a scheduled council meeting if the staff were competent in her absence.

To amend the Clerk's Job Description to read:

The Clerk ~~will~~ **should** attend all Council meetings.

#### **125/25 Scale Point Review:**

The Clerk noted that scale point reviews are triggered by Appraisals, with the previous review undertaken in December 2023. All staff scale points were reviewed, except for the Clerk who is still to undertake a recent appraisal.

**Recommendation 1:**

To implement a scale point increase from SCP12 to SCP14 £28,624 per annum, £14.84 per hour for the Finance & Amenities Officer due to the increase of responsibility in preparing to draft stage the Annual Budget and Year End accounts, from the 1<sup>st</sup> August 2025.

**Recommendation 2:**

To implement a scale point increase from SCP5 to SCP7 £25,584 per annum, £13.26 per hour for the Parish Officer on completion of a satisfactory Probation period, from the 1<sup>st</sup> August 2025.

**Recommendation 3:**

To not award a scale point increase for the Parish Caretaker as has had no increase in responsibility.

**Recommendation 4:**

To not award a scale point increase for the Allotment Warden as has had no increase in responsibility.

The meeting came out of closed session.

**126/25 Staff Contract Query:**

The Clerk reported that the parish council did some extensive work relatively recently, with a small working party, to review all the staff contracts in line with the latest Model Contract at the time (2015 version); including some 12 weeks of consultation due to the amount of time some staff have been employed at the council. This resulted in new contracts for all staff from 1<sup>st</sup> January 2024. Frustratingly, the NJC then updated their Model Contract; it was agreed at the time to not move forward with the new model at that point as the review had just been undertaken.

One of the clauses that was updated in January 2024, was that of notice period, which was agreed to mirror the amount of notice that staff have to give which is one month, and three months for the Clerk. A new member of staff had noted that this did not align with statutory requirements, as notice period is related to the number of years a staff member has worked at an organisation. The Clerk had double checked this with ACAS guidance which concurred. The Clerk assumes that a further change of the contracts would require a new consultation period and it may be time to review the new Model contract at the same time.

ACAS states that 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 and have worked for an 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

It was noted that two staff members had worked for the council for 12 years or more.

**Recommendation:**

The council recognise that there is a conflict with statutory guidelines and the contract on clause 21.3 "The length of notice which you are entitled to receive from the Council to terminate your employment is one month in writing." And therefore the statutory notice period in line with ACAS advice will be given.

The council will look at reviewing the latest Model Contract and incorporate this update in due course.

- 127/25 Clerk's Appraisal:** The Vice Chair of Council and Chair of Staffing Committee to undertake the Clerk's Appraisal.

Meeting closed at 10.10 pm

Chairman, 28<sup>th</sup> July 2025