Monday 11th March 2024

To all members of the Council **Staffing Committee**: Councillors: Alan Baines (Chair of Committee), John Glover (Chair of Council), David Pafford (Vice-Chair of Council), Robert Shea-Simonds and Shona Holt

You are summoned to attend the Staffing Committee Meeting which will be held on **Monday 18th March 2024 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=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09**

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.melkshamwwithout.co.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.

Yours sincerely

**YOU CAN ACCESS THE AGENDA PAPERS HERE**

Teresa Strange, Clerk

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# AGENDA

1. **Welcome, Announcements and Housekeeping**

2. **To receive Apologies and approval of reasons given**

3. To receive **Declarations of Interest**

4. **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 & 10)** as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

5. **Public Participation**

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

7. **Policies:** To review the following policies:

    i.     Social Media Policy

    ii.    Safeguarding Policy

8. **Staff Training:**

    i.     To note current staff training log

    ii.    To consider options for staff fire warden training

9. To approve Clerk's temporary working arrangements

10. To receive feedback following staff appraisal and consider any actions arising


**Copy to: All Councillors**

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