



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Monday 23rd June 2025

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 30th June 2025 at 8.00pm** (following the Planning committee) **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&omn=86718310170>

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 2025/26**
 - a) To elect **Chair** of Staffing Committee for 2025/26
 - b) To elect **Vice-Chair** of Staffing Committee for 2025/26
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 9-13**) 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:** To note any Health and Safety matters occurring since the last meeting (standing item as per the health and safety policy).
8. To note latest update on 2025/26, pay increase negotiations (nationally)
9. To consider any requests for staff training and to note current training log
10. To receive feedback following staff appraisals and consider any actions arising
11. To receive feedback following interim Probation review and consider next steps
12. To consider any amendments to Job Descriptions.
13. To consider scale point reviews for staff following appraisals (as per employment contracts)
14. To consider query raised on Contract re notice period given by parish council
15. To arrange Clerk's appraisal

Copy to: All Councillors