

MINUTES Of a Staffing Committee Meeting of Melksham Without Parish Council held on Monday 2nd July 2012 at 8.10 p.m.

Present: FULL COMMITTEE: Chairman: Cllr. Mike Mills; Cllrs Alan Baines, Elizabeth Bean; Mike Sankey and Richard Wood.

- 134/12 **Minutes, last Staffing Committee meeting, 9th January 2012:** These Minutes were noted.
- 135/12 Arising from Min. 350/11 **Staffing Appraisals:** The Clerk reported that these were now due to be done again.
- 136/12 Arising from Min. 351/11 **Staff Training:** The Clerk reported that Teresa Strange and Margaret Mylchreest had both renewed their First Aid at Work Training for the next three years until 19th January 2015. Both her own Fire Marshall Certificate and the Health and Safety at Work Certificate had now run out and she had been searching without success for renewal training in these aspects as several local courses had been cancelled at the last minute. Cllr. Mike Sankey suggested that the necessary training may be available through the Wiltshire Transport Training Scheme. The Clerk reported that it may be beneficial to the Council if the Caretaker took the first level of the Street Works Act Training so that he was able to do minor tasks on the highway. The Staffing Committee agreed this would be useful.
Recommended: 1. *The Clerk continue to seek renewal training as Fire Marshall and for Health and Safety and contact the Wilts. Transport Training Group for details of courses.* 2. *The Clerk find out more details about the Street Works Act Training for the Caretaker.*
- 137/12 **Defibrillator for Shaw Village Hall:** Cllr. Bean expressed interest in having a Defibrillator Demonstration. She reported that Shaw Village Hall would benefit from having one for the Shaw and Whitley community. The Chairman reported that Bowerhill was due to have one shortly and Shaw too could be added to the list.
- 138/12 **Requirement for additional Part-Time Office Assistant:** **Recommended:** *The Council seek an additional Part-time Office Assistant to work Mondays and Thursdays*
- 139/12 **Council Website:** It was agreed that the new Council website was very good. The Clerk reported that all sections had now been completed apart from putting in the links to various community organisations.
- 140/12 **Campus – Police and community safety needs:** Cllr. Sankey reported that the neighbourhood Policing Team would be based at the new Campus. Their presence would be “low-profile” and they would share the user office space available as well as have their own locker room and shower room. At the Corsham Campus the disabled toilet would be used for searches if necessary.
- 141/12 **Campus & Council Lease:** It was noted that the Office Lease had officially expired at end of December 2011, and had subsequently been extended to May 2012 in line with the building lease with the Landlord; which had also now expired. Total Equipment were still in the process of renewing its own Lease, and had given written assurance that the Council could remain and have a new Lease in due time.

The Chairman asked if dedicated space could be rented at the new Campus. Cllr. Sankey reported that all space available would be on the basis of shared use. It was agreed that the Council needed its own office and that an official lease was required as soon as possible.

Recommended: *The Council seek a new Lease long-term and in the short-term ask for a letter of guarantee that the Council could remain at Crown Chamber for the next two years until Summer 2014.*

Meeting closed at 8.55p.m.

Chairman 23rd July 2012