

MINUTES of the Staffing & Resources Committee of Melksham Without Parish Council held on Monday 15th January 2018 at Crown Chambers, Melksham at 6.30 p.m.

Present: Cllrs. Alan Baines (Committee Chair), Nick Holder (Committee Vice-Chair), Richard Wood (Council Chair), John Glover (Council Vice-Chair) and Kaylum House.

Officers: Teresa Strange (Clerk) and Jo Eccleston (Parish Officer).

- 381/17 **Housekeeping & Announcements:** Cllr. Baines welcomed all to the meeting and explained the evacuation procedures in the event of a fire. The Clerk explained that following the recent advice from the Fire Risk Assessment that in an evacuation only the fire escape should be used, not the main staircase, and that this would be reported at the Full Council meeting on Monday 22nd January.
- 382/17 **Apologies:** Cllr. Terry Chivers was at a hospital appointment in Southampton and this reason for absence was approved.
- 383/17 **Declarations of Interest:** None.
- 384/17 **Dispensation Requests:** None.
- 385/17 **Items to be held in Committee: Resolved:** *Agenda item 6 to be held in Committee under the Public Bodies (Admission to Meetings) Act 1960* "That the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted". *This is in line with Standing Order 3d:* "That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw". Reasons:(a) engagement, terms of service, conduct and dismissal of employees.
- 386/17 **Public Participation:** There were no members of the public present.
- 387/17C **Current Staffing Provision:** The draft confidential notes to accompany the draft minutes of the Full Council meeting held 11th December for Min.360/17Cc), to be approved at the Full Council meeting on 22nd January, were noted in order to give context to the discussion.

Recommended: *The role of permanent office cleaner is no longer required and therefore the Parish Council commence a redundancy consultation to remove the post from the permanent structure.*

Meeting closed at 7.00pm

Chairman, 22nd January, 2018