

Malmesbury Town Council

Minutes of the Personnel Sub - Committee held in the Malmesbury Town Hall on Monday 21st September 2015 commencing at 10.00hrs

Present: Councillors: R Budgen, W R Jones, and S J Poole

Public Question Time

No questions were submitted

Declarations of Interest

There were no declarations of interest.

01. Exclusion

It was proposed by Councillor Jones and seconded by Councillor Poole and RESOLVED that the press and public be excluded from the meeting on the grounds of the confidential nature of the item under discussion.

09. Request from member of staff

The Town Clerk presented a report outlining the request received from a member of staff to be allowed to reduce to working four days each week rather than five. The Town Clerk informed the committee that other staff were consulted and no objections had been raised. He was satisfied that the work could be accommodated within the team without detriment to the users of the Town Hall.

The committee agreed to accept the request and placed the employee on a salary scale commensurate with the duties attached to the post, replacing the spot salary previously agreed. The job description to remain the same and the Town Clerk to implement the detail with the post holder and agree a commencement date.

The meeting closed at 10.30 hrs