



# Wilton Town Council

## Staffing Committee Meeting

### AGENDA



The Council Offices  
Kingsbury Square  
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

To: All Members of Wilton Town Council Staffing Committee  
Cllrs Blackman, Edge, Kinsey, Lester, Matthews and Moore.

You are summoned to attend a **Staffing Committee meeting** of **WILTON TOWN COUNCIL** to be held on **Thursday 18<sup>th</sup> November 2021 at 12.00pm** for the purpose of transacting the business set out below.  
This meeting will be held in the **Council Chamber**.

Yours faithfully

*Clare Churchill*  
Town Clerk

12<sup>th</sup> November 2021

SC/25/21	<b><u>Apologies</u></b>	12.00pm
SC/26/21	<b><u>Declarations of Interest</u></b> (a) To receive Declarations of Interest relating to any matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members. (b) To consider any dispensation requests received by the Town Clerk. <b><u>Code of Conduct</u></b>	12.01pm
SC/27/21	<b><u>Approval of Minutes</u></b> To confirm the Minutes of the Staffing Committee meeting held on 27 <sup>th</sup> July 2021 as a correct record.	12.02pm
SC/28/21	<b><u>Exclusion of the Press and Public</u></b> To resolve to exclude members of the press and public for any items on the agenda.	12.03pm
SC/29/21	<b><u>Cleaner for the Sports Pavilion and Office</u></b> The current Cleaner has resigned from her post. To agree hours, job description and advertising for this post.	12.04pm
SC/30/21	<b><u>Road Sweeper / Handyperson.</u></b> To discuss this position.	12.20pm
SC/31/21	<b><u>Training</u></b> Councillor / Whole Council training. Staff training	12.30pm

SC/32/21

**Date of next meeting**

To confirm a date for the next meeting.

12.40pm

SC/33/21

**To close the meeting**

12.41pm

**Equality Statement**

In the exercise of their responsibilities, Wilton Town Councillors have committed to uphold the Code of Conduct and to have full regard of the following in decision making:

- Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability)
- Data Protection(GDPR)
- Health & Safety
- Human Rights