



Wilton Town Council Staffing Committee

AGENDA

To all members of the Staffing Committee.



The Council Offices
Kingsbury Square
Wilton SP2 0BA

You are requested to attend a meeting of the **STAFFING COMMITTEE** to be held in at the **Council Chamber, Council Offices, Kingsbury Sq, Wilton** on **TUESDAY 18th JANUARY 2022 at 10.00 am** for the purpose of transacting the following business.



01722 742093

All Cllrs are reminded of the Wilton Town Council [Code of Conduct](#)



[Email the clerk](#)

Everyone attending in person is asked to do a lateral flow test and only attend if the result is negative.

No one should attend if they feel unwell or show any Covid-19 symptoms.

YOU WILL BE REQUIRED TO WEAR A MASK, for the duration of the meeting, so please bring one with you.



[Wilton TC Website](#)

Due to Covid19 restrictions, the numbers attending will be limited, residents are welcome to contact the Council office to reserve a seat. Any members of the public that wish to ask a question or make a statement is invited to send this either via email or in writing (posted through the letter box) to the Clerk before midday on the day of the meeting.

Yours faithfully

Clare Churchill
Town Clerk

12th January 2022

SC/01/22	<u>Apologies</u> To receive any apologies and to note the reasons provided.	10.am
SC/02/22	<u>Minutes</u> To approve the minutes of the meeting held on 2nd December 2021 .	10.01am
SC/03/22	<u>Declarations of Interest</u> (a) To receive Declarations of Interest in 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.	10.02am
SC/04/22	<u>Exclusion of the Press and Public</u> To agree items, if any, to be dealt with after the public, including the press, have been excluded for the reason of Staff in Confidence. <i>Public Bodies (Admissions to Meetings) Act 1960</i>	10.03am

SC/05/22	<p><u>Cleaner vacancy</u> To consider applications received To confirm applicants to be invited for an interview. To confirm questions for the interview. To confirm the next steps should no applicants apply or be invited for interview.</p>	10.04am
SC/06/22	<p><u>Staff Contracts</u> To review a contract for an existing member of staff and current salary.</p>	10.25am
SC/07/22	<p><u>Date of next meeting</u> To confirm the date of the next meeting.</p>	10.40am
SC/08/22	<p><u>To close the meeting.</u></p>	10.41am

Wilton Town Council is committed to equality:

In the exercise of their functions, Wilton Town Councillors and staff take full regard of the following:

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



Anyone who may have difficulty with access to these papers or with access to the meeting is asked to contact the Clerk (01722 742093 or clerk@wiltontowncouncil.gov.uk at least 24 hours before the meeting so that help may be provided.

Reference documents:

- [Code of Conduct](#)
- [Terms of reference and delegated powers of the Committee](#)
- [Rules \(Standing Orders\) to be followed by the Committee](#)