



# Wilton Town Council

## Staffing Committee

### AGENDA

To all members of the Staffing Committee.  
Cllrs; Blackman, Crossley, Kinsey and Moore.

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 **Thursday 18<sup>th</sup> May 2023 at 12.00pm** for the purpose of transacting the following business.

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

Yours faithfully

*Clare Churchill*  
Town Clerk

11<sup>th</sup> May 2023

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SC/14/23	<b><u>Apologies</u></b> To receive any apologies and to note the reasons provided.	12.00pm
SC/15/23	<b><u>Minutes</u></b> To approve the minutes of the meeting held on 19 <sup>th</sup> May 2023	12.01pm
SC/16/23	<b><u>Declarations of Interest</u></b> (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.	12.02pm
SC/17/23	<b><u>Exclusion of the Press and Public</u></b> 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>	12.03pm
SC/18/23	<b><u>Contracts and Policies</u></b> To confirm the following Staffing Policy and recommend any changes required; (i) <a href="#">Grievance Policy</a>	12.04pm
SC/19/23	<b><u>Assistant Clerk Vacancy</u></b> (i) To confirm the job description (inc SCP) and person specification for this position (ii) To confirm the recruitment timeline for the position. (iii) To confirm the vacancy advert (including cost) for the position and advertising of the vacancy.	12.10pm
SC/20/23	<b><u>Minute Secretary Vacancy</u></b> (i) To confirm the outcome of the interview.	12.40pm

SC/21/23

**Date of next meeting**

To confirm the date of the next meeting.

12.44pm

SC/22/23

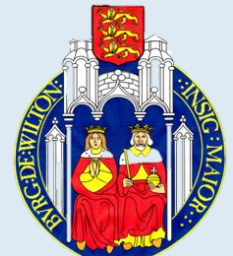
**To close the meeting.**

12.45pm

**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](mailto: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](#)