



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 Tuesday 6th June 2023 at 6.00pm** 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

1st June 2023

SC/23/23	<u>Apologies</u> To receive any apologies and to note the reasons provided.	6.00pm
SC/24/23	<u>Minutes</u> To approve the minutes of the meeting held on 18 th May 2023	6.01pm
SC/25/23	<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.	6.02pm
SC/26/23	<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>	6.03pm
SC/27/23	<u>Assistant Clerk Vacancy</u> (i) To confirm the job description for this position (ii) To confirm the person specification for this position	6.05pm
SC/28/23	<u>Town Clerk</u> (i) To note the recent appraisal for the Town Clerk (ii) To consider payment of the outstanding management allowance. (iii) To amend the Town Clerk's contract to include the Management Allowance. (iv) To consider the current hours worked over the contracted 25hrs per week. (v) To consider increasing the Clerk's hours whilst the Assistant to the Town Clerk post remains vacant. (vi) To consider options for the additional workload	6.15pm

SC/29/23

Date of next meeting

To confirm the date of the next meeting as Thursday 6th July at 9.15am.

6.39pm

SC/30/23

To close the meeting.

6.40pm

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](#)