



# Wilton Town Council

## Staffing Committee

### AGENDA

To all members of the Staffing Committee.  
Cllrs; Blackman, Boyd, 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 6<sup>th</sup> July 2023 at 9.15am** 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

30<sup>th</sup> June 2023

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SC/31/23	<b><u>Election of Chair of the Staffing Committee</u></b> To elect a Chair for the municipal year ending May 2024	9.15am
SC/32/23	<b><u>Election of Vice- Chair of the Staffing Committee</u></b> To elect a Vice -Chair for the municipal year ending May 2024	9.16am
SC/33/23	<b><u>Apologies</u></b> To receive any apologies and to note the reasons provided.	9.17am
SC/34/23	<b><u>Minutes</u></b> To approve the minutes of the meeting held on 6 <sup>th</sup> June 2023	9.18am
SC/35/23	<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.	9.19am
SC/36/23	<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>	9.20am
SC/37/23	<b><u>Councillor Training</u></b> Following the recent co-option to Wilton Town Council, to confirm a date to complete Councillor Training. (i) To confirm preferred delivery of training (a) In house as in January 2022. (b) At Wilton TC premises with an external provider.	9.21am

(c) External training at another location.

- (ii) To consider training opportunities offered by both WALC and NALC.
- (iii) To consider additional training such as Planning.
- (iv) To consider options for Equality training.

SC/38/23

**Assistant Clerk Vacancy**

- (i) To consider the applications received.
- (ii) To confirm which applicants should be invited for interview.
- (iii) To confirm the date for interviews.
- (iv) To confirm the interview panel.
- (v) To confirm the questions to be asked at the interview.
- (vi) To confirm readvertising the vacancy if there are insufficient candidates.

9.40am

SC/39/23

**Town Clerk**

- (i) To consider increasing the Clerk's hours whilst the Assistant to the Town Clerk post remains vacant.
- (ii) To consider the current hours (TOIL) worked over the contracted 25hrs per week.

10.20am

SC/40/23

**Date of next meeting**

To confirm the date of the next meeting.

10.27am

SC/41/23

**To close the meeting.**

10.29am

**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](#)