



# 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 Monday 17<sup>th</sup> July 2023 at 11.00am** 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> July 2023

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SC/42/23	<b><u>Apologies</u></b> To receive any apologies and to note the reasons provided.	11.00am
SC/43/23	<b><u>Minutes</u></b> To approve the minutes of the meeting held on 6 <sup>th</sup> July 2023	11.01am
SC/44/23	<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.	11.02am
SC/45/23	<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>	11.03am
SC/46/23	<b><u>Assistant Clerk Vacancy</u></b> (i) To receive a report from the interview panel. (ii) To confirm the successful applicant following the interviews. (iii) To agree a start date for the new Assistant to the Town Clerk. (iv) To confirm working arrangements including hours. (v) To confirm readvertising the vacancy if required.	11.04am
SC/47/23	<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.	11.30am

- (b) At Wilton TC premises with an external provider.
- (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/48/23

**Town Clerk**

11.45am

- (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.
- (iii) To review the remote working equipment provided to the Town clerk.

SC/49/23

**Date of next meeting**

11.58am

To confirm the date of the next meeting.

SC/50/23

**To close the meeting.**

11.59am

**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](#)