



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 7th August 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

1st August 2023

SC/58/23	<u>Apologies</u> To receive any apologies and to note the reasons provided.	11.00am
SC/59/23	<u>Minutes</u> To approve the minutes of the meeting held on 24 th July 2023	11.01am
SC/60/23	<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.	11.02am
SC/61/23	<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>	11.03am
SC/62/23	<u>Councillor Training</u> (i) To consider training opportunities offered by both WALC and NALC. (ii) To consider additional training such as Planning. (iii) To consider options for Equality training.	
SC/63/23	<u>Assistant to the Town Clerk</u> (i) To confirm working arrangements including hours. (ii) To agree the contract for the Assistant to the Town Clerk (iii) Bank access; a) Confirming delegate access to the Council accounts. b) Confirming an application for a Business Debit Card	11.04am

SC/64/23	<p><u>Town Clerk</u></p> <p>(i) To consider the current hours (TOIL) worked over the contracted 25hrs per week.</p> <p>(ii) To amend the Clerk's contract to reflect the change from 25 to 30 hours per week for a six month trial basis.</p>	11.45am
SC/65/23	<p><u>Wilton Town Council Cleaner</u></p> <p>To agree to amend the Job Description to reflect the additional work taken on.</p>	
SC/66/23	<p><u>Date of next meeting</u></p> <p>To confirm the date of the next meeting.</p> <p>A meeting will be required by 31st October and another by 30th November.</p>	11.58am
SC/67/23	<p><u>To close the meeting.</u></p>	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 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](#)