



Wilton Town Council

Staffing Committee Meeting

AGENDA



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

To: All Members of the Staffing Committee of Wilton Town Council

You are summoned to attend a meeting of **WILTON TOWN COUNCIL** to be held on **WEDNESDAY 25TH November 2020 at 6.00pm** for the purpose of transacting the business set out below.

Please note this meeting will be held using the ZOOM video conferencing platform.



Please click [this link](#) after 5.45pm on the day of the meeting and you will be admitted to the waiting room prior to entry.

Meeting ID: 922 6307 0358

Passcode: 056831

Please follow the instructions when prompted.

Yours faithfully

Clare Churchill
Locum Town Clerk

19th November 2020

Community engagement

15 minutes is set aside to allow local people to raise their issues and concerns. Questions and statements are restricted to 3 minutes. Questions not answered at the meeting will be answered in writing or may appear as an agenda item for the next appropriate committee meeting.

SC13/20	<u>Apologies</u>	6.15pm
SC14/20	<u>Minutes</u> To approve the Minutes of the meeting held on 29 th September 2020.	6.16pm
SC15/20	<u>Declarations of Interest</u> (a) To receive Declarations of Interest relating to any 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.	6.18pm
SC16/20	<u>Community Engagement</u> To respond to questions and statements from the public and councillors - no decisions may be taken on such matters unless due notice has been provided.	6.20pm
SC17/20	<u>Wilton Town Council – working conditions - to include but not restricted to;</u> (i) Tidy and rearranging of the office. (ii) Redecoration of the office. (iii) Office heating. (iv) Ventilation of the office.	6.25pm
SC18/20	<u>To exclude members of the public and press from the rest of this meeting for the reason of staff in confidence.</u> <i>Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972 ss100</i>	6.40pm
SC19/20	<u>Staff contracts.</u> To review the current contracts for all staff. <i>Wilton Town Council Scheme of Delegation. 8(c)</i>	6.42pm
SC20/20	<u>Staff salaries.</u> To confirm the current salaries for all members of staff. <i>Wilton Town Council Scheme of Delegation. 8(d)</i>	7.00pm
SC21/20	<u>Staff training.</u> (i) To consider training requirements for existing staff. (ii) To consider training required in the financial year 2021/2022 for inclusion in the budget. <i>Wilton Town Council Scheme of Delegation. 8(f)</i>	7.15pm
SC22/20	<u>Appointment of new Town Clerk</u> (i) To shortlist the applicants. (ii) To consider re-advertising the position if there are insufficient applicants. (iii) To confirm the interview panel. (iv) To confirm the interview date and format for the interview.	7.25pm
SC23/20	<u>Date of next meeting</u>	8.35pm
SC24/20	<u>To close the meeting</u>	8.28pm