



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 Wilton Town Council Staffing Committee
Cllrs Blackman, Church, Edge, Johnson and Kinsey.

You are summoned to attend a **Staffing Committee meeting** of **WILTON TOWN COUNCIL** to be held on **Tuesday 16th March 2021 at 5.00pm** 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 4.45 on the day of the meeting. You will be admitted to the waiting room prior to entry

Meeting ID: 920 0200 5348

Passcode: 811739


And follow the instructions when prompted.

Yours faithfully

Clare Churchill

Town Clerk

10th March 2021



SC32/21	<u>Apologies</u>	5.00pm
SC33/21	<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.	5.02pm
SC34/21	<u>Exclusion of the Press and Public</u> To resolve to exclude members of the press and public for any items on the agenda.	5.03pm
SC35/21	<u>Induction Packs for Councillors following the election.</u> To agree what to include in the induction pack. <i>See attached</i>	5.05pm
SC36/21	<u>Training</u> Councillor / Whole Council training after the election. Staff training	5.15pm
SC37/21	<u>Office hours post lockdown</u> To agree the hours that the office should be open to the public once the restrictions are lifted.	5.25pm
SC38/21	<u>Appointment of a Road Sweeper / Handyperson.</u> To confirm the job title, recruitment timeline and equipment required and any related matters.	5.35pm
SC39/21	<u>Staff Contracts</u>	5.45pm
SC40/21	<u>Date of next meeting</u> To confirm a date for the next meeting.	6.00pm
SC41/21	<u>To close the meeting</u>	6.05pm

Suggested information for new Councillors;

*Recent minutes

Contact details for all Councillors

Dates of meetings

Dates of events that Cllrs are expected to attend.

A who's who of staff

A basic guide to WC inc SWWAB and CATG, highways (a who's who for highway officers would be fab)

*Standing Orders

*Code of Conduct

Information regarding completing the Register of Interests

Financial information to inc a copy of the audit documents for 2020-2021

*Asset register

Jargon buster

Planning information especially re what is and isn't a material response.

Good councilor guide as published by NALC

Should this be given in;

- Hard copy
- Emailed
- Loaded onto a flash drive (in which case 11 need to be purchased). If this option is preferred should the flash drives be branded which will increase the cost.
- A number of these documents are available on the website and marked with a *