



# Wilton Town Council

## Staffing Committee Meeting



### AGENDA



The Council Offices  
Kingsbury Square  
Wilton SP2 0BA

To: All Members of Wilton Town Council Staffing Committee  
Cllrs Blackman, Edge, Kinsey, Lester, Matthews and Moore.



01722 742093

You are summoned to attend a **Staffing Committee meeting** of **WILTON TOWN COUNCIL** to be held on **Thursday 2<sup>nd</sup> December 2021 at 12.00pm** for the purpose of transacting the business set out below.



[Email the clerk](#)

This meeting will be held in the **Council Chamber**.



[Wilton TC Website](#)

Yours faithfully

*Clare Churchill*  
Town Clerk

26<sup>th</sup> November 2021

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SC/34/21	<b><u>Apologies</u></b>	12.00pm
SC/35/21	<b><u>Declarations of Interest</u></b> (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. <a href="#">Code of Conduct</a>	12.01pm
SC/36/21	<b><u>Approval of Minutes</u></b> To confirm the Minutes of the Staffing Committee meeting held on 18 <sup>th</sup> November 2021 as a correct record.	12.02pm
SC/37/21	<b><u>Exclusion of the Press and Public</u></b> To resolve to exclude members of the press and public for any items on the agenda.	12.03.pm
SC/38/21	<b><u>Cleaner for the Sports Pavilion and Office</u></b> (i) To confirm the recruitment timeline and advertising the vacancy. (ii) To confirm the job description (iii) To confirm the application form. (iv) To confirm the interview panel (v) To confirm the interview process inc questions (vi) To confirm the interview date.	12.04am
pSC/39/21	<b><u>Handyperson.</u></b> To discuss this position.	12.40pm

SC/40/21

**Date of next meeting**

To confirm a date for the next meeting.

SC/41/21

**To close the meeting**

12.58pm

12.59pm

**Equality Statement**

In the exercise of their responsibilities, Wilton Town Councillors have committed to uphold the Code of Conduct and to have full regard of the following in decision making:

- Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability)
- Data Protection(GDPR)
- Health & Safety
- Human Rights



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