



Wilton Town Council Staffing Committee

AGENDA

To all members of the Staffing Committee.

Cllrs; Blackman, Edge, Kinsey, Lester, Matthews 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 **TUESDAY 25th JANUARY 2022 at 12.00pm** for the purpose of transacting the following business.

All Cllrs are reminded of the Wilton Town Council [Code of Conduct](#)

Everyone attending in person is asked to do a lateral flow test and only attend if the result is negative.

No one should attend if they feel unwell or show any Covid-19 symptoms.

YOU WILL BE REQUIRED TO WEAR A MASK, for the duration of the meeting, so please bring one with you.

Yours faithfully

Clare Churchill

Town Clerk

19th January 2022

SC/09/22	<u>Apologies</u> To receive any apologies and to note the reasons provided.	12pm
SC/10/22	<u>Minutes</u> To approve the minutes of the meeting held on 18 th January 2022	12.01pm
SC/11/22	<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.	12.02pm
SC/12/22	<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>	12.03pm
SC/13/22	<u>Cleaner vacancy</u> (i) To receive a report from the interview panel (ii) To confirm the recommendation to Full Council (iii) If, no recommendation is confirmed, to agree the next steps to fill this vacancy.	12.04pm

SC/14/22	<u>Staff Contracts</u> To review a contract for an existing member of staff and current salary.	12.14pm
SC/15/22	<u>Date of next meeting</u> To confirm the date of the next meeting.	12.20pm
SC/16/22	<u>To close the meeting.</u>	12.21pm

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](#)