

**MINUTES of a WILTON TOWN COUNCIL STAFFING COMMITTEE MEETING** held online on: TUESDAY 29th September 2020 at 7.00pm

**Joining the Meeting online**

Cllr Andy Kinsey – Mayor of Wilton  
Cllr Charlotte Blackman – Deputy Mayor of Wilton  
Cllr Pauline Church  
Cllr Peter Edge  
Cllr Paula Johnston

**In Attendance** Mr Mark Bastick, *Administrative Officer*, and Mr Hugh Abel, *Minute Secretary*.

**Also Present** Cllr Phil Matthews

**Community engagement**

*Cllr Matthews* – told the meeting that the Town Council had agreed to the appointment of a handyperson but this had not happened. He asked if the Staffing Committee could look at employing a handyman or woman as there are a number of outstanding issues in need of attention.

**AGENDA**

*Cllr Kinsey in the Chair*

**01/20 Apologies**

None had been received.

**Resolved:** to note.

**02/20 Election of a Chair**

Cllr Johnston – *prop Cllr Church*  
Cllr Edge – *prop Cllr Blackman*  
Cllr Johnston was elected by 3 votes to 2.

*Cllr Johnston in the Chair*

**03/20 Election of Vice Chair**

Cllr Edge – *prop Cllr Kinsey*  
There being no other nominations, Cllr Edge was duly appointed Vice Chair

**04/20 Declarations of Interest**

- a. None had been declared
- b. Dispensation Requests – none had been requested.

**5/20 Community Engagement**

*Cllr Edge* – told the meeting that a job description for the post of Handyperson had been prepared some two years ago. An applicant had been appointed but then had to move away and so was not able to take up the post. He suggested it be put on the next Staffing Committee's agenda.

*Cllr Johnston* – said she would like to see this going forward and asked if the post's job description could be found.

**06/20 Hours of Assistant Clerk**

Cllr Edge proposed a motion to exclude Press and Public from the meeting.  
This was carried unanimously

*Mark Bastick left the meeting*

After discussion it was agreed to increase the Assistant Clerk's hours from the present level of 20 hours per week to 25 hours per week.

**07/20 New pay scale for the Assistant Clerk**

*Cllr Johnston* – asked to see the Assistant Clerk's contract, job description and details of his current pay scale. It was agreed that she and Cllr Kinsey would then go through the papers to establish his position and what options the Town Council had adjusting the level of his salary.

**08/20 Appoint a locum or acting Clerk**

Appoint a locum or acting Clerk until a new Clerk has been appointed.

Clare Churchill has been approached to see if she would be available to step in as a locum Clerk and she has agreed that she could give the Town Council two days a week.

*Cllr Edge* – proposed that the Town Council appoint Clare Churchill as an interim Clerk for the Town Council. – (sec Cllr Johnston – unanimous)

**Resolved:** to appoint Clare Churchill as interim Clerk to the Council.

**09/10 Appoint an acting Responsible Financial Officer**

Mark has indicated that he would prefer to concentrate on the financial and accounting side of affairs as he is used to using the Town Council's accounts package, 'Rialtas Business Solutions'. However he might need some assistance with the payroll.

*Cllr Johnston* – asked if the Town Council had a budget for this. She added that the Responsible Financial Officer has to be appointed by Full Council.

*Cllr Blackman* – asked whether an accountant or a book keeper was needed.

*Cllr Church* – suggested that the Council could get a temporary accountant or approach a firm of accountants for assistance.

*Cllr Edge* – felt that it was important to discuss the situation with Mark Bastick and Clare Churchill.

**10/20 Recruitment of new Clerk Recruitment of new Clerk**

Before his departure, the Clerk has prepared the recruitment pack and documents as follows:

- Draft Contract of Employment
  - Job Description
  - Person Specification
  - Job Advertisement
- The last three of these documents form the recruitment pack.

It is often difficult to recruit qualified and experienced professional clerks, therefore it is recommended that the position is advertised as follows:

- Council website - immediately
- Council social media channels - immediately
- Salisbury Journal - two weeks
- Valley News - two weeks
- NALC, WALC and SLCC websites

Cllr Johnston offered to edit the Person Specification and circulate it to the other committee members before it is sent out.

It was agreed that the advertisement be simplified. To this end, it was agreed to look for a template of a shortened version.

It was agreed that the closing date for applications be set as Friday 20th November.

**11/20 Date of Next Meeting** the next meeting of the staffing committee will be held in October – meeting date and format to be confirmed.

There will also be a meeting after the applications closing date – probably 24th November – meeting date and format to be confirmed.

**12/20 To close the meeting**

There being no further business, the Chairman closed the meeting at 7.52pm

**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.