

**MINUTES of a WILTON TOWN COUNCIL STAFFING COMMITTEE MEETING** held online on:  
TUESDAY 16th March 2021 at 5.00pm

**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** Mrs C Churchill, *Town Clerk* & Mr H Abel, *Minute Secretary*.

*Cllr Johnston in the Chair*

**SC01/21 Apologies**

None were offered.

**Resolved:** to note.

**SC02/21 Declarations of Interest**

(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.

None were declared.

(b) To consider any dispensation requests received by the Town Clerk.

None had been requested.

**Resolved:** to note.

No matters had been raised under this heading.

**SC03/21 To exclude members of the public and press from the rest of this meeting for the reason of staff in confidence.**

It was noted that none were present.

**SC04/21 Induction Packs for Councillors following the election**

It was noted that WALC will be presenting a series of generic training sessions for councillors. After discussion it was agreed to prepare a basic information/induction pack for new councillors and also recommend that they attend WALC training sessions.

**SC05/21 Training**

*a. Training for Councillors*

It was agreed that a list of training options be prepared and build up a training schedule based on each Councillor's needs and preferences. Cllr Johnston expressed the belief that Equality and Diversity training was important for all Members.

*b. Staff Training*

Both the Town Clerk and Assistant Clerk needed further training in the use of RIALTAS Accountancy Software. Presently, the Town Council has a single user licence. The Town Clerk will explore the cost of making access available to more than one user at the same time.

It was suggested that the Assistant Clerk receive training in cemetery matters.

The use of a digital mapping system was brought up and the Town Clerk was asked to explore what tools are available to the Council.

**SC06/21 Office hours post lockdown**

After discussion it was agreed that scheduled hours be offered, say, Wednesdays and Thursdays between 10am and 12 noon. With the availability of additional meetings by appointment. The Town Clerk was asked to work out a schedule of suitable times when she and the assistant Clerk could be available. It would then be advertised in a Wilton Town newsletter which would be created to introduce the line up of the new Town Council after the May elections.

**SC07/21 Appointment of a Road Sweeper/Handyperson**

After discussion it was agreed that the title of Town Steward best suited this post. It was acknowledged that cleaning the town's toilets would not be part of this post holder's responsibilities. Members agreed that the post would consist of 16 hours per week over 5 days. The full job description would be prepared by Cllr Johnston and the Town Clerk and then circulated to members of the Staffing Committee for approval.

**SC08/21 Staff Contracts**

The Clerk updated Members on the staff contracts which were prepared in 2018. It was agreed that these posts need to be reviewed and adjusted to meet the Council's needs. This process would be carried out after Lock Down when circumstances and requirements become clearer.

**SC09/21 Date of next meeting**

The next meeting will be called when required.

**SC10/21 To close the meeting**

There being no further business, the meeting closed at 6.49pm

**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.