

## MINUTES of a WILTON TOWN COUNCIL STAFFING COMMITTEE MEETING

held in the Council Chamber on:  
TUESDAY 27<sup>th</sup> July 2021 at 11.00am

### Joining the Meeting online

Cllr Charlotte Blackman  
Cllr Peter Edge – Deputy Mayor of Wilton  
Cllr Andy Kinsey  
Cllr Phil Matthews – Mayor of Wilton  
Cllr Gail Moore

**In Attendance** Mrs C Churchill, *Town Clerk*.

*Cllr Edge opened the meeting (as the previous Vice Chair of the Staffing Committee).*

### SC11/21 Election of Chair of Staffing Committee

Cllr Blackman – *(prop Cllr Matthews, sec Cllr Edge – all in favour)*

*Cllr Blackman took the Chair.*

### SC12/21 Election of Vice Chair of Staffing Committee

Cllr Moore – *(prop Cllr Matthews, sec Cllr Kinsey – all in favour)*

### SC13/21 Apologies

Cllr Lester had submitted apologies due to a medical appointment.

**Resolved:** to accept the apology for the reason given.

### SC14/21 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.

### SC15/21 Approval of Minutes of the Staffing Committee held on 16<sup>th</sup> March 2021 as a correct record.

The minutes were approved without amendment.

*(prop Cllr Edge, sec Cllr Kinsey)*

### SC16/21 To exclude members of the public and press from the rest of this meeting for the reason of staff in confidence.

WTC Staffing Comm resolved to exclude the public and press for items SC20/21, SC21/21 and SC22/21 for reasons of staff in confidence.

### SC17/21 Training

*a. Training for Councillors*

The Town Clerk will arrange for a basic Cllr training session to be held in the council chamber.  
Topics to include;

Code of conduct, danger zones, powers and duties, council as a corporate body, meeting protocol, dress code. The training will also cover equality and diversity, when acting as a Cllr, emails and social media and planning.

*b. Staff Training*

Training the RIALTAS Accountancy Software is still required.

Cemetery training is being run as a webinar with the next available date 5<sup>th</sup> and 6<sup>th</sup> October. Clerk to check if the Assistant Clerk would be able to attend. Action; Clerk

Cllr Edge suggested IT training regarding online banking, it was agreed that Cllr Edge and the Town Clerk would meet to sort out the issues. Action Cllr Edge / Clerk

Health and Safety training for all staff to include COSHH, use of ladders, risk assessments. Cllr Kinsey will undertake H&S training for all staff. Action; Cllr Kinsey

**SC18/21 Office hours post lockdown**

The new hours that the office is open to the public are 10am – 12 noon on Wednesdays and Thursdays.

Resolved; to amend the Flexible Working Policy to reflect these new hours.

To be recommended to full council.

It was also agreed to position an additional doorbell on the outside of the building for Wilton TC. Town Clerk to investigate a lockable metal postbox to be positioned by the Harvey and Snowdon door for members of the public to drop off letters when the front door is open.

**SC19/21 Policies required.**

The following policies were discussed;

- (i) Sickness Absence policy
  - insert Clerk to contact Mayor or Deputy Mayor if unwell.
  - Time off for medical appointments must be made up as soon as possible.
  - Amend note 4
- (ii) Health and Safety policy – no changes required
- (iii) Expenses policy – add where available to receipts as not possible for mileage

**SC20/21 Appointment of a Town Steward**

The role was discussed and the role will not include cleaning of the Greyhound Lane toilets.

Clerk to circulate the previously discussed job description and the matter to be discussed further. Action; Town Clerk.

**SC21/21 Staff appraisals**

- (i) The Town Clerk's probationary period ends on 1<sup>st</sup> August 2021. Cllrs Blackman and Kinsey will meet with the Clerk on 28<sup>th</sup> July and report back to Staffing via zoom on Thursday 29<sup>th</sup>. To be received at Full Council on 3<sup>rd</sup> August.
- (ii) Cllrs Blackman, Kinsey and the Mayor will be responsible for the Town Clerk's appraisal.
- (iii) Staff appraisals will be undertaken by the Town Clerk and Cllr Blackman

**SC22/21 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.

**SC23/21 Date of next meeting**

The next meeting will be called when required.

**SC24/21 To close the meeting**

There being no further business, the meeting closed at 1.02pm

**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.