

MINUTES of a WILTON TOWN COUNCIL STAFFING COMMITTEE MEETING

held in the Council Chamber on:
TUESDAY 18th November 2021 at 12.00pm

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

In Attendance Mrs C Churchill, *Town Clerk*.

Cllr Blackman opened the meeting.

SC/25/21 Apologies

Cllr Edge had submitted apologies due to being away.

Resolved: to accept the apology for the reason given.

SC/26/21 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.

SC/27/21 Approval of Minutes of the Staffing Committee held on 27th July 2021 as a correct record.

The minutes were approved without amendment.

(prop Cllr Blackman, sec Cllr Kinsey)

SC/28/21 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 SC/29/21 and SC/30/21 for reasons of staff in confidence.

SC/29/21 Cleaner for the Sports Pavilion and Council office.

The current Cleaner has resigned from her post.

Current hours are 3 hrs per week for the pavilion and 2 hrs per fortnight for the office and chamber.

Resolved to increase the hours from 3 to 4 per week for the pavilion.

New Cleaner to use the floor machine.

A draft advert had been circulate, the following changes were required;

- Change pavilion hrs from 3 to 4 per week.
- Change cleaner to independent and flexible person
- Insert contact council office for more information

Clerk to amend and circulate.

Clerk to look at contracts for cleaning staff.

Clerk

Clerk to look at job descriptions for the role and prepare a draft.

Clerk

Clerk to circulate an application form.

Clerk

Resolved to advertise in New Valley News. Clerk to amend ad and circulate and Cllrs to respond so advert will meet press deadline.

Other suggested places for the advert were;

Social media – Council website, WTC facebook page, Wilton Chat and Wilton Hill.

Noticeboards – outside the office, Old St Mary's churchyard, Community Centre (community).

Co op and OneStop.

The other Sports Pavilion cleaner role currently covered by another employee to be amended to include sweeping the veranda.

The job description of this role to be clarified.

SC/30/21 Road Sweeper / Handyperson.

A previous job description had been circulated, it was noted this included the role of Toilet Cleaner (public toilets), this was dated March 2019.

It was agreed that the Toilets should be cleaned by a Contractor rather than an employee.

The Committee discussed the role including equipment, training, transportation and storage of equipment.

To be discussed at the next meeting.

SC/31/21 Training

Clerk to place this on the Full Council agenda in December with a date asking Cllrs to confirm availability.

The following statement to be added;

Wilton Town Council encourages training and offers training to all Councillors.

The Assistant Clerk had completed Cemetery training.

SC/32/21 Date of next meeting

The next meeting will be on Thursday 2nd December at 12pm.

SC/33/21 To close the meeting

There being no further business, the meeting closed at 1.17pm

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.