

MINUTES of a WILTON TOWN COUNCIL STAFFING COMMITTEE MEETING
held in the Council Chamber on Tuesday 18th January 2022 at 10.00am

Present Cllr Charlotte Blackman
Cllr Peter Edge
Cllr Andy Kinsey
Cllr Phil Matthews – Mayor of Wilton
In Attendance Mrs C Churchill, *Town Clerk*.

Cllr Blackman opened the meeting at 10.00am.

SC/01/22 Apologies. No apologies had been received.

SC/02/22 Approval of Minutes of the Staffing Committee held on 2nd December 2021 as a correct record.
The minutes were approved at Full Council on 4th January.

SC/03/22 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/04/22 To exclude members of the public and press.

WTC Staffing Comm resolved to exclude the public and press for items SC/05/22 and SC/06/22 for reasons of staff in confidence.

SC/05/22 Cleaner for the Sports Pavilion and Council office.

- (i) To consider applications received.
The applications were considered and discussed.
- (ii) To confirm applicants to be invited for interview.
WTC Staffing Comm resolved to invite one applicant for an interview on Tuesday 25th January.
- (iii) To confirm questions for the interview.
WTC Staffing Comm resolved which questions would be asked.
- (iv) To confirm the next steps to fill the vacancy.
WTC Staffing Committee will meet at midday on Tuesday 25th January to receive the recommendation of the interview panel.

SC/06/22 Staff Contract.

The Clerk explained a matter that had arisen regarding one of the existing staff contracts and their salary.
Clerk to work out the current rates based on the contract.
Clerk to speak to the member of staff.
Matter to be discussed at the next Staffing Comm meeting.

SC/40/21 Date of next meeting

The next meeting will be 25th January 2021 at 12pm.

SC/41/21 To close the meeting

There being no further business, the meeting closed at 10.50am

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.