

MINUTES of a WILTON TOWN COUNCIL STAFFING COMMITTEE MEETING

held in the Council Chamber on Tuesday 25th January 2022 at 12.00pm

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

In Attendance Mrs C Churchill, *Town Clerk*.

Cllr Blackman opened the meeting at 12pm.

SC/09/22 Apologies. No apologies had been received.

SC/10/22 Approval of Minutes of the Staffing Committee held on 18th January 2022 as a correct record.

The minutes were approved without amendment and signed by Cllr Blackman.

SC/11/22 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/12/22 To exclude members of the public and press.

WTC Staffing Comm resolved to exclude the public and press for items SC/13/22 and SC/14/22 for reasons of staff in confidence.

SC/13/22 Cleaner for the Sports Pavilion and Council office.

- (i) To receive a report from the interview panel.
Cllrs Blackman and Moore gave a brief resume of the interviews.
- (ii) To confirm the recommendation to Full Council.
WTC Staffing Comm resolved to recommend one applicant to Full Council on a three month probationary period subject to references.
The Clerk was requested to apply for references as detailed on the application form.
- (iii) To agree the next steps to fill the vacancy.
No further steps were required at this time.

SC/14/22 Staff Contract.

WTC Staffing Committee considered the information that had been researched and circulated.

WTC Staffing Committee resolved that to ensure transparency and correct payments, the payment terms would revert back to the terms stated in the contract.

SCP 11 for 5 hrs per meeting.

Clerk to speak to the member of staff.

SC/15/22 Date of next meeting

The next meeting will be in March 2022, date to be confirmed.

SC/16/22 To close the meeting

There being no further business, the meeting closed at 12.31pm

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.