

**MINUTES of a WILTON TOWN COUNCIL STAFFING COMMITTEE MEETING**  
held in the Council Chamber on Thursday 10<sup>th</sup> February 2022 at 10.30am

**Present** 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 at 10.30am.*

**SC/17/22      Apologies.** Apologies had been received from Cllr Edge (prior commitment).  
**Resolved;** to accept the apology for the reason given.  
(prop Cllr Kinsey, sec Cllr Moore)

**SC/18/22      Approval of Minutes of the Staffing Committee held on 25<sup>th</sup> January 2022 as a correct record.**  
**Resolved;** to approve the Minutes without amendment and signed by Cllr Blackman.  
(prop Cllr Blackman, sec Cllr Matthews)

**SC/19/22      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.  
Cllr Matthews declared an interest in SC/21/22. **Resolved:** to note.  
  
(b) To consider any dispensation requests received by the Town Clerk.  
None had been requested. **Resolved:** to note.

**SC/20/22      To exclude members of the public and press.**  
**Resolved;** to exclude the public and press for items SC/21/22 and SC/22/22 for reasons of staff in confidence.

**SC/21/22      Vacancy**  
(i) To acknowledge the resignation of the Minute Secretary.  
The resignation was acknowledged, Town Clerk to write and accept on behalf on Wilton TC.  
The offer to continue as Mace Bearer was accepted at £30 per event.  
  
(ii) To confirm the payment for the remainder of the contract.  
**Resolved;** to pay at the rate paid in previous months.  
  
(iii) To confirm the recruitment timeline for the position.  
**Resolved:** to advertise the vacancy as soon as possible with a closing date of 31<sup>st</sup> March 2022.  
Interviews will take place during the week commencing 4<sup>th</sup> April.  
  
(iv) To confirm the vacancy advert for the position and advertising of the vacancy.  
**Resolved;** the vacancy advert, job description and application form were agreed.  
**Resolved:** to advertise the vacancy in New Valley News, WTC website, WTC Facebook page, Wilton Chat, Wilton Hill as well as noticeboards within Wilton.  
**Resolved ;** Clerk to confirm locum cover for the March, April and May FC meetings.

**SC/22/22      Staff Contract.**  
**Resolved;** to use the standard contract and update as per the revised hours.

**SC/23/22      Date of next meeting**

The next meeting will be in Tuesday 5<sup>th</sup> April 2022 at 10am.

**SC/24/22      To close the meeting**

There being no further business, the meeting closed at 12.00pm

**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.