

MINUTES of a WILTON TOWN COUNCIL STAFFING COMMITTEE MEETING

held in the Council Chamber on Tuesday 5th April 2022 at 10.00am

Present Cllr Charlotte Blackman (Chair)
Cllr Andy Kinsey
Cllr Phil Matthews – Mayor of Wilton
Cllr Peter Edge

Cllr Blackman opened the meeting at 10am.

SC/31/22 **Apologies.** Received from Cllr Moore (work) and Town Clerk (unwell).

SC/32/22 **Approval of Minutes of the Staffing Committee held on 15th March 2022 as a correct record.**

Resolved; to approve the Minutes without amendment and signed by Cllr Blackman.
(prop Cllr Matthews, sec Cllr Kinsey)

SC/33/22 **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 declared. **Resolved:** to note.

(b) To consider any dispensation requests received by the Town Clerk.

None had been requested. **Resolved:** to note.

SC/34/22 **Exclusion of Press and Public.**

To agree items, if any, to be dealt with after the public, including the press, have been excluded for the reason of Staff in Confidence. **Public Bodies (Admission to Meetings).**

Resolved; to exclude the public and press for agenda item SC/36/22

(Proposed Cllr Blackman, sec Cllr Edge)

SC/35/22 **Minute Secretary Vacancy.**

(i) **To consider any applications.**

None had been received.

(ii) **To confirm applicants to be invited for interview.**

None to shortlist.

(iii) **To confirm questions for the interview.**

Not applicable.

(iv) **To confirm the next steps should there be no applicants to interview.**

Advert must include "salary in accordance with national pay scale SCP11"

Position to be re-advertised in New Valley News, Wilton TC Facebook, Wilton Chat Facebook, Wilton Hill Facebook.

Cllr Edge will try Salisbury Radio.

Closing date – Friday 13th May.

Clerk to ask Mrs Matthews to act as Minute Secretary should the Assistant Clerk be unavailable.

SC/36/22 **Town Council Cleaner contract.**

To confirm the contract for the WTC Cleaner.

The draft Contract had been circulated and studied by SC members. Various amendments were agreed and a revised draft will be circulated by the Clerk.

Resolved: Clerk to amend and recirculate contract to Staffing Committee.

SC/37/22 Date of next meeting

The date of the next meeting is to be confirmed.

SC/38/22 To close the meeting

There being no further business, the meeting closed at 10.40am

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.

DRAFT