

## MINUTES of a WILTON TOWN COUNCIL STAFFING COMMITTEE MEETING

held in the Council Chamber on Wednesday 19<sup>th</sup> April 2023 at 4.15pm

**Present** Cllr Charlotte Blackman (Chair)  
Cllr Andy Kinsey  
Cllr Alan Crossley

**Also Present** Mrs C Churchill, Town Clerk

*Cllr Blackman opened the meeting at 4.15pm.*

**SC/01/22 Apologies.** Received from Cllr Moore (away) and Taylor (work).

**SC/02/22 Approval of Minutes of the Staffing Committee held on 5<sup>th</sup> April 2022 as a correct record. Resolved;** to approve the Minutes without amendment and signed by Cllr Blackman.  
(prop Cllr Kinsey, sec Cllr Blackman. All in Favour)

**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 declared.

**Resolved:** to note.

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

None had been requested.

**Resolved:** to note.

**SC/04/22 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/09/23 – SC/011/23 inclusive for the reason of Staff in Confidence.

(Proposed Cllr Blackman, sec Cllr Kinsey. All in Favour.)

**SC/05/22 Contracts and Policies**

**To confirm the following Staffing Policies and recommend any changes required.**

(i) **Expenses Policy**

Clerk to insert a link to the Expenses form within the policy.

Review in 2026.

(ii) **Flexible Working Policy**

No changes required. Review in 2026.

(iii) **Sickness policy**

Clerk to check weblinks on page 8 and amend if required. No other changes required. Review 2026.

(iv) **Grievance Policy**

Changes required, Clerk to amend and bring back to the next Staffing Committee.

(v) **Disciplinary Policy**

No changes required. Review in 2026.

(vi) **Health and Safety Policy**

No changes required. Review in 2026.

(vii) **Dignity for All Policy**

No changes required. Review in 2026.

**Resolved** to recommend the Policies except (iv) to Full Council.

(Proposed Cllr Crossley, sec Cllr Blackman. All in Favour.)

- SC/06/23 Peninsular Consultancy Service.**  
**Resolved:** Not to pursue at this time.  
(Proposed Cllr Blackman, sec Cllr Kinsey. All in Favour.)
- SC/07/23 New Councillor Induction**  
**(i) Current Councillor Induction Guide**  
All Councillors are sent this when they join the Council.  
The current Induction Guide needs page numbers added.  
It must be kept up to date as the information changes throughout the year.
- (ii) Training for new Councillors**  
Clerk to explore options and costs  
Training to be planned after the current vacancy is filled.
- SC/08/23 Current Staffing**  
(i) A report on current staff employed, hours, payscale and contracts was considered by the Committee.
- (ii) No changes were required on current staffing at this time.
- (iii) Staff Appraisals  
Town Clerk's appraisal - date was agreed to be undertaken by Cllrs Blackman and Kinsey.  
Town Council Cleaner – date to be agreed
- (iv) Current Training requirements – none at the moment
- SC/09/23 Assistant Clerk Vacancy**  
(i) To acknowledge the resignation of the Assistant Clerk.  
The resignation was accepted. It was noted the last day of employment is 3<sup>rd</sup> May 2023.
- (ii) Before proceeding the Staffing Committee considered the need to recruit for a new Assistant and agreed it was necessary.  
Clerk to look at options for a Locum  
The Job Description and person specification for the post will be considered at the next meeting.  
Clerk to list what is required and review current Job Description.
- (iii) Recruitment timeline  
To be confirmed at the next meeting.  
Clerk to obtain costs and deadlines
- (iv) To confirm the vacancy advert  
This was deferred to the next meeting.
- SC/10/23 Minute Secretary Vacancy.**  
**(i) To consider any applications.**  
Two applications had been received; the first applicant had not responded to any enquiries whether they were still interested in the position so the application was not considered.

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

It was agreed to invite the second applicant for an interview in the week commencing 15<sup>th</sup> May.  
Cllr Blackman and Town Clerk to undertake the interview.

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

Questions were agreed for Cllr Blackman and the Clerk to ask.

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

Not applicable.

**SC/11/23 Litter Picker Vacancy**

**(i) To acknowledge the resignation of the Town Council Litter Picker.**

The resignation was acknowledged, Town Clerk to write and accept on behalf on Wilton TC.

**(ii) The Staffing Committee considered the requirement to fill this position and agreed that it was not required at this time.**

Items (iii) and (iv) were not discussed due to the decision in item SC/11/23(ii) above.

**SC/12/23 Date of next meeting**

The date of the next meeting is to be confirmed.

**SC/13/23 To close the meeting**

There being no further business, the meeting closed at 6.30pm

**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.