

MINUTES of a WILTON TOWN COUNCIL STAFFING COMMITTEE MEETING

held in the Council Chamber on Thursday 18th May 2023 at 12.00pm

Present Cllr Charlotte Blackman (Chair)
Cllr Andy Kinsey
Cllr Gail Moore

Also Present Mrs C Churchill, Town Clerk

Cllr Blackman opened the meeting at 12.00pm.

SC/14/23 **Apologies.** Received from Cllr Crossley (conflicting engagement).

SC/15/23 **Approval of Minutes of the Staffing Committee held on 18th 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/16/23 **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/17/23 **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/19/23 and SC/20/23 for the reason of Staff in Confidence.

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

SC/18/23 **Contracts and Policies**

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

(i) **Grievance Policy**

Minor changes were agreed to the Policy inc the addition of the following to the end of section 4;

Not subject of the grievance.

Resolved to recommend the Policy to Full Council (July meeting).

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

SC/19/23 **Assistant Clerk Vacancy**

(i) To confirm the Job Description.

It was agreed that the role will be Assistant to the Town Clerk Clerk to update the Job Description and circulate.

(ii) To confirm the recruitment timeline.

The advert to go in June New Valley News, Salisbury and Avon Gazette, Wilton TC website, Wilton Town Council noticeboard and Wilton Town Council facebook.

The deadline for applications is Friday 30th June (5pm)

SCP 9 – 14 depending on experience
Working from home / job share considered.

- (iii) To confirm the vacancy advert for this position.
Covered in point (ii) above.

SC/20/23 Minute Secretary Vacancy.

(i) To confirm the outcome of the interview.

One Candidate was interviewed on 16th May 2023.

He will use his own equipment rather than the Town Council laptop.

Resolved: To recommend the employment of Mr Paul Cornish as the Minutes Secretary for Wilton Town Council.

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

SC/21/23 Date of next meeting

The date of the next meeting was confirmed as Thursday 6th July at 9.15am.

SC/22/23 To close the meeting

There being no further business, the meeting closed at 1.33pm

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.