

MINUTES of a WILTON TOWN COUNCIL STAFFING COMMITTEE MEETING

held in the Council Chamber on Thursday 6th June 2023 at 6.00pm

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

Also Present Mrs C Churchill, Town Clerk

Cllr Blackman opened the meeting at 6.00pm.

SC/23/23 Apologies. There were no apologies.

SC/24/23 Approval of Minutes of the Staffing Committee held on 18th May 2022 as a correct record.
Resolved; to approve the Minutes without amendment and signed by Cllr Blackman.
(prop Cllr Blackman, sec Cllr Moore. All in Favour)

SC/25/23 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/26/23 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/28/23 for the reason of Staff in Confidence.

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

SC/27/23 Assistant Clerk Vacancy

(i) To confirm the Job Description.

The Job Description, after amending minor typographical errors, was agreed.

Resolved; to agree the Job Description.

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

(ii) To confirm the person specification.

The Job Description, after amending minor typographical errors, was agreed.

Resolved; To agree the Person Specification.

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

SC/28/23 Town Clerk

(i) To note the recent appraisal for the Town Clerk

The appraisal was undertaken by Cllrs Blackman and Kinsey, Cllr Blackman gave a summary of the appraisal - discussion covered topics such as: 'Time Management'; 'Verbal & Written Communication'; 'Training Needs'. The Clerk raised the issue of her Management Allowance. In an effort to reduce the length of committee meetings, it was agreed that only items requiring - and with enough information for - discussion and decision would be put on Agenda; ongoing matters would be put on the Background Report.

Resolved; To note the appraisal.

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

- (ii) To consider payment of the outstanding management allowance.
In the job advert it was advertised there was a management allowance of £1680.00 (annual) in addition to the salary.
This was not acted on and has not been paid.

Resolved; to pay the Management allowance from June 2023 at equal monthly payments.
(prop Cllr Crossley, sec Cllr Moore, All in Favour)

Resolved; to pay the backdated allowance over a period of 9 – 12 months.
(prop Cllr Crossley, sec Cllr Moore, All in Favour)
Clerk to inform payroll.

- (iii) To amend the Town Clerk's contract to include the Management Allowance.
Resolved; To amend the contract to include the management allowance payment.
(prop Cllr Crossley, sec Cllr Kinsey, All in Favour)

- (iv) To consider the current hours worked over the contracted 25hrs per week.
Due to time available this item was deferred to the next meeting.

- (v) To consider increasing the Clerk's hours whilst the Assistant to the Town Clerk post remains vacant.
To be monitored closely.

- (vi) To consider options for the additional workload
The Clerk will look into getting support for the website, projects and finance.
Resolved: To agree to a minimum of 10hrs and a maximum of 20 hours per week, mostly on a remote working basis.

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

Resolved: Clerk to approach someone re helping on the weekly and monthly checks.

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

SC/29/23 Date of next meeting

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

SC/30/23 To close the meeting

There being no further business, the meeting closed at 6.43pm

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.