

MINUTES of a WILTON TOWN COUNCIL STAFFING COMMITTEE MEETING

held in the Council Chamber on Thursday 6th July 2023 at 9.15am

Present Cllr Charlotte Blackman (Chair)
Cllr Alex Boyd
Cllr Alan Crossley
Cllr Gail Moore

Also Present Mrs C Churchill, Town Clerk

Cllr Blackman opened the meeting at 9.33am.

SC/31/21 Election of Chair of Staffing Committee
Cllr Blackman – *(prop Cllr Moore, sec Cllr Crossley. All in favour)*

SC/32/23 Election of Vice Chair of Staffing Committee
Cllr Moore – *(prop Cllr Blackman, sec Cllr Boyd. All in favour)*

SC/33/23 Apologies were received from Cllr Kinsey (work commitments)
Resolved; to accept the apology for the reason given.

SC/34/23 Approval of Minutes of the Staffing Committee held on 6th June 2022 as a correct record.
Resolved; to approve the Minutes without amendment and signed by Cllr Blackman.
(prop Cllr Blackman, sec Cllr Crossley. All in Favour)

SC/35/23 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.
Cllr Crossley knew one of the candidates but they were not close friends.
Resolved: to note.

(b) To consider any dispensation requests received by the Town Clerk.
None had been requested. **Resolved:** to note.

SC/36/23 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 items SC/38/23 and SC/39/23 for the reason of Staff in Confidence.
(Proposed Cllr Blackman, sec Cllr Boyd. All in Favour.)

SC/37/23 Councillor Training
This item was deferred to the next meeting.

SC/38/23 Assistant Clerk Vacancy

(i) To consider the applications received.
Seven applications had been received and each one was scored by each Cllr against the criteria on the person specification.

(ii) To confirm which applicants should be invited for interview.
Four candidates were to be invited for interview.

(iii) To confirm the date for the interviews.

Interviews will be held on Friday 14th July starting at 9.30am, in the Council Chamber.

Clerk to invite the four applicants within the next 24 hours.

- (iv) To confirm the interview panel.
Cllrs Blackman and Moore will be on the interview panel as will the Town Clerk.
- (v) To confirm the questions to be asked at the interviews.
A list of questions was agreed.
Clerk to type up and circulate

SC/39 /23 Town Clerk

- (i) To consider increasing the Clerk's hours whilst the Assistant to the Town Clerk post remains vacant.
Due to time available this item was deferred to the next meeting.
- (ii) To consider the current hours worked over the contracted 25hrs per week.
Due to time available this item was deferred to the next meeting.

SC/40/23 Date of next meeting

The date of the next meeting was confirmed as Monday 17th July at 11.00am.

SC/41/23 To close the meeting

There being no further business, the meeting closed at 12.03pm

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.