

MINUTES of a WILTON TOWN COUNCIL STAFFING COMMITTEE MEETING

held in the Council Chamber on Monday 17th July 2023 at 11.00am

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

Also Present Mrs C Churchill, Town Clerk

Cllr Blackman opened the meeting at 11.16am.

SC/42/23 Apologies There were no apologies.

SC/43/23 Approval of Minutes of the Staffing Committee held on 6th July 2023 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/44/23 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/45/23 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/46/23 and SC/48/23 for the reason of Staff in Confidence.
(Proposed Cllr Boyd, sec Cllr Moore. All in Favour.)

SC/46/23 Assistant Clerk Vacancy

(i) To receive a report from the interview panel.
The interviews went well, Councillors Blackman and Moore gave a brief overview of all the interviews.

(ii) To confirm the successful applicant following the interview.
Wilton Town Council wished to offer the position to two candidates. It was agreed that increasing the Assistant hours would help deal with the backlog of projects and bring Wilton Town Council in line with the report dated January 2017
Both positions to be Assistant to the Town Clerk.
Full details are on the confidential note.
An additional laptop will need to be purchased.

(iii) To agree start dates for the new Assistants to the Town Clerk.
To be confirmed, not before the Full Council meeting on 1st August.

(iv) To confirm working arrangements including hours.
Candidate 1 - 10 hours a week, mainly on finance and cemetery matters.

Candidate 2 - 20 hours per week

- (v) To confirm readvertising if required.
Not required.

SC/47/23

Councillor Training

Following the recent co-options to Wilton Town Council, to confirm a date to complete Councillor Training

- (i) To confirm preferred delivery of training:
 - a) In house as in January 2022.
 - b) At Wilton TC premises with an external provider.
 - c) External training at another location.

Resolved;

Town Clerk to run in house Councillor training in the same format as January 2022. The date for this is Tuesday 22nd August at 6.30pm.

All Councillors to be offered the opportunity to complete the Introduction to Local Council Administration (ILCA) at a cost of £120.00 per person.

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

- (ii) To consider training opportunities offered by both WALC and NALC
Clerk to circulate training report for consideration at a future meeting.
- (iii) To consider additional training such as Planning
To be considered at a future meeting.
Councillors to be asked what training they would like to receive.
- (iv) To consider options for Equality training
Councillor Boyd will investigate options for Equality training.
(Proposed Cllr Blackman, sec Cllr Moore, All in Favour)

SC/48 /23

Town Clerk

- (i) To consider increasing the Town Clerk's hours whilst the Assistant to the Town Clerk post remains vacant.
Not required.

- (ii) To consider the current hours worked over the contracted 25hrs per week.
Town Clerk to complete TOIL sheet for the next meeting.

- (iii) To review the remote working equipment provided to the Town Clerk.
Currently the Town Clerk is provided with a small laptop which is not ideal and connects this to a larger screen (personal).

Resolved;

To purchase a new laptop and display screen for homeworking.

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

SC/49/23

Date of next meeting

The date of the next meeting was confirmed as Monday 7th August at 11.00am.

SC/50/23

To close the meeting

There being no further business, the meeting closed at 12.53pm

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.