

MINUTES of a WILTON TOWN COUNCIL STAFFING COMMITTEE MEETING

held in the Council Chamber on Monday 24th July 2023 at 11.00am

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

Also Present Mrs C Churchill, Town Clerk

Cllr Moore opened the meeting at 11.00am.

SC/51/23 **Apologies** were received from Cllr Blackman (away).

SC/52/23 **Approval of Minutes of the Staffing Committee held on 17th July 2023 as a correct record.**
Resolved; to approve the Minutes without amendment and signed by Cllr Moore.
(prop Cllr Moore, sec Cllr Boyd. All in Favour)

SC/53/23 **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/54/23 **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/55/23 for the reason of Staff in Confidence.
(Proposed Cllr Moore, sec Cllr Kinsey. All in Favour.)

SC/55/23 **Assistant to the Town Clerk Vacancy**
(i) To receive an update on preferred candidates.
Following the decision of the Staffing Committee at its last meeting.
Candidate 1 has accepted the offer of 10 hours per week at SCP 13. They have confirmed they could do 15 hours if required.
Candidate 2 has confirmed that they are unable to work Tuesday evenings or Wednesday daytime as an existing employment would be continued. In addition, working in the office was an issue, a misunderstanding of the advert which stated working from home considered.

Resolved; To offer Candidate 1 15 hours per week and to withdraw the offer to Candidate 2.
To increase the Town Clerk's hours from 25 to 30 per week for the next six months, this will be reviewed by the Staffing Committee in four months.
(Proposed Cllr Kinsey, sec Cllr Boyd. All in Favour).

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

- (iii) To confirm next steps.
The appointment and change of hours will be on the next Full Council agenda.

SC/56/23 Date of next meeting

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

SC/57/23 To close the meeting

There being no further business, the meeting closed at 11.26am

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.