

## MINUTES of a WILTON TOWN COUNCIL STAFFING COMMITTEE MEETING

held in the Council Chamber on Monday 7<sup>th</sup> August 2023 at 11.00am

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

**Also Present** Mrs C Churchill, Town Clerk

*Cllr Blackman opened the meeting at 11.00am.*

**SC/58/23** **Apologies** were received from Cllr Moore (away).

**SC/59/23** **Approval of Minutes of the Staffing Committee held on 24<sup>th</sup> July 2023 as a correct record.**  
Due to the Minutes being unavailable this item was deferred to the next meeting.

**SC/60/23** **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/61/23** **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/64/23, SC64/23 and SC/65/23 for the reason of Staff in Confidence.

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

**SC/62/23** **Councillor Training**

(i) Training opportunities offered by WALC and NALC  
Councillors considered the options in the list provided, most were online and lasted 75 minutes during the day.

**Resolved;** to offer Digital Engagement to Cllr Forbes (cost £30 per person), this is online on 27<sup>th</sup> September.

**Resolved;** to offer Social Media training (the Good, the Bad and the Ugly) to all Cllrs (cost £30 per person), online on 28<sup>th</sup> February 2024.

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

(ii) Additional training

No requests had been received for additional training.

Clerk to look into planning training, possibly held at Wilton and invite other local councils.

Clerk to include the material considerations on the Officer Report in future.

(iii) Options for Equality Training.

Cllr Boyd reported she had been in contact Wiltshire Council and is waiting to hear the costs of Face2Face and also online training.

Ongoing until costs of training is received from Wiltshire Council.  
This is for Disability awareness and inclusion training.

The offer of training from a Director at the British Board of Deputies was considered, this was two hours of training focussing on Judaism. It was felt that a more generic training covering all faiths was more appropriate.  
Cllr Boyd stressed the importance of Celebrating Holocaust Memorial Day and will look into providing some information regarding the Holocaust to publish when the Holocaust Flag is flown for Holocaust Memorial Day.

**SC/63/23**

**Assistant to the Town Clerk**

- (i) To confirm working arrangements including hours.  
Ms Holland will work Tuesday, Wednesday and Thursday from 9am – 2pm.  
**Resolved;** to pay holiday pay for the days booked in August on the condition that if they should leave before accruing the holiday taken the time will be deducted from the salary paid.  
(Proposed Cllr Blackman, sec Cllr Boyd. All in Favour.)
- (ii) To agree the contract for the Assistant to the Town Clerk  
The contract was agreed.  
**Resolved;** Clerk to finalise and share with Ms Holland and arrange for the contract to be signed.  
(Proposed Cllr Boyd, sec Cllr Kinsey. All in Favour.)
- (iii) Bank access  
**Resolved;** to add Ms Holland to the bank for access to the accounts and also to upload payments for authorising.  
(Proposed Cllr Kinsey, sec Cllr Boyd. All in Favour.)
- Resolved;** to apply for a Debit Card for the Town Council's Business Debit Account.  
(Proposed Cllr Crossley, sec Cllr Blackman. All in Favour.)

**SC/64/23**

**Town Clerk**

- (i) To consider current hours (TOIL) worked over contracted hours.  
The Town Clerk shared the spreadsheet listing TOIL accrued.  
Clerk to start reducing the TOIL by taking some time off and not to accrue more.  
Spreadsheet to be attached to Salary spreadsheet each month.  
(Proposed Cllr Kinsey, sec Cllr Boyd. All in Favour.)
- (ii) To amend the Clerk's contract to reflect the change from 25 – 30 hours per week.  
**Resolved;** to have a separate attachment covering the increased hours for six months (1<sup>st</sup> August 2023 to 31<sup>st</sup> January 2024) attached to the contract.  
(Proposed Cllr Kinsey, sec Cllr Boyd. All in Favour.)

**SC/65/23**

**Wilton Town Council Cleaner**

To agree to amend the Job Description to reflect the additional work taken on and increase the monthly hours to allow for the extra duties.  
**Resolved;** to add:  
Monthly check of the three defibrillators  
Fortnightly fire alarm check at the Council Offices  
Weekly fire alarm check at the Sports Pavilion  
Add the mutual agreement line.

Showing prospective hirers around the Pavilion which will incur additional pay.

**Resolved;** to pay an additional hour per month for the defibrillator and fire alarm checks.  
(Proposed Cllr Kinsey, sec Cllr Boyd. All in Favour.)

Note: additional hours to be monitored as it may require a further increase.

**SC/66/23**

**Date of next meeting**

The date of the next meeting is to be confirmed but needs to be within 13 – 16 weeks.

**SC/67/23**

**To close the meeting**

There being no further business, the meeting closed at 1.18pm

**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.