

MINUTES of a WILTON TOWN COUNCIL STAFFING COMMITTEE MEETING

held in the Council Chamber on 18th January 2024

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

Also Present Mrs C Churchill, Town Clerk

Cllr Blackman opened the meeting at 9.03am.

SC/001/24 Apologies were received from Cllr Boyd.

SC/002/24 Approval of Minutes of the Staffing Committee held on 18th October 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/003/24 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/004/24 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/010/24 3 for the reason of Staff in Confidence.

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

SC/005/24 Staff IT and Computers

An audit has been completed and the report is awaited, this will be considered at the next Staffing Committee Meeting.

Resolved to upgrade the current MS365 package for the Town Clerk and Assistant to the Town Clerk from Basic to Standard. As this will include MS TEAMS, Clerk to trial using TEAMS rather than ZOOM at future meetings.

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

SC/006/24 Volunteer Pack

Volunteers are covered by Wilton Town Council insurance but the Office needs to have a record of current Volunteers.

Amendments to section 5 of the current Policy were agreed.

Further details required for the Risk Assessment with separate sections for each Volunteer role e.g. flooding, SID.

Clarify expenses.

The Town Clerk to check Litter Picking Risk Assessments provided elsewhere.

Policy to be taken to the next Committee meeting – Staffing, Environment and Amenities or Policy and Resources.

- SC/007/24 Identity Badges for Councillors, Staff and Volunteers**
Clerk to look at costs for lanyards, blue with white writing.
Clerk to provide an example with Wilton Town Council logo in top left corner, photo of named person below this and name plus clarification of role on right.
Reverse to have small logo, contact details for Wilton Town Council
Cards to be designed in the Office and printed locally.
- SC/008/24 Representation at Funerals and Interments**
Due to time this item was deferred to the next meeting.
- SC/009/24 To review the current process for the administration of Wilton Town Council Play Area Inspections.**
Due to time this item was deferred to the next meeting.
- SC/010/24 Town Clerk**
- (i) To review the current working hours of the Town Clerk.
Resolved that the Town Clerk's hours remain at 30 hours per week.
(prop Cllr Kinsey, sec Cllr Crossley. All in Favour)
- (ii) TOIL
Consideration of paying the historical TOIL, including the cost, was discussed.
Clerk to check if any financial implications by paying in one lump sum.
Resolved to pay historical TOIL accrued from 2021/22 and 2022/23 and that the current TOIL is to be taken as TOIL and no more TOIL to be accrued unless with prior approval by a member of this Staffing Committee.
(prop Cllr Kinsey, sec Cllr Moore. All in Favour)
- SC/011/24 Date of next meeting**
The date of the next meeting was confirmed as Thursday 8th February at 9.15am.
- SC/012/24 To close the meeting**
There being no further business, the meeting closed at 10.35am

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.