



Wilton Town Council

Staffing Committee

AGENDA

To all members of the Staffing Committee.
Cllrs; Blackman, Boyd, Crossley, Kinsey and Moore.

You are requested to attend a meeting of the **STAFFING COMMITTEE** to be held in at the **Council Chamber, Council Offices, Kingsbury Sq, Wilton on Thursday 18th January 2024 at 9.00am** for the purpose of transacting the following business.

All Cllrs are reminded of the Wilton Town Council [Code of Conduct](#)

Yours faithfully

Clare Churchill
Town Clerk

12th January 2024

SC/01/24	<u>Apologies</u> To receive any apologies and to note the reasons provided.	9.00am
SC/02/24	<u>Minutes</u> To approve the minutes of the meeting held on 24 th July 2023 Minutes of the Meeting held on 18 th October 2023.	9.01am
SC/03/24	<u>Declarations of Interest</u> (a) To receive Declarations of Interest in 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. (b) To consider any dispensation requests received by the Town Clerk.	9.02am
SC/04/24	<u>Exclusion of the Press and Public</u> 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. <i>Public Bodies (Admissions to Meetings) Act 1960</i>	9.03am
SC/05/24	<u>Staff IT and Computers</u> To consider a recent audit of existing Hardware and Software and for future IT support	9.05am
SC/06/24	<u>Volunteer Pack</u> To review the current Volunteer Policy and agree additional information for Wilton Town Council Volunteers.	9.15am
SC/07/24	<u>Councillor, Staff and Volunteer Identity Badges</u> To consider introducing identity badges for all Councillors, Staff and Wilton Town Council Volunteers on a Wilton Town Council lanyard.	9.25am

SC/08/24	<u>Representation at Funerals and Interments</u>	9.35am
SC/09/24	<u>To review the current process for the administration of Wilton Town Council Play Area Inspections.</u>	9.45am
SC/10/24	<u>Town Clerk</u> (i) To review the current working hours of the Town Clerk. (ii) To note the current TOIL accrued and costs if the historical TOIL is paid.	9.55am
SC/11/24	<u>Date of next meeting</u> To confirm the date of the next meeting.	10.05am
SC/12/24	<u>To close the meeting.</u>	10.15am

Wilton Town Council is committed to equality:

In the exercise of their functions, Wilton Town Councillors and staff take full regard of the following:

- Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability)
- Data Protection
- Health & Safety
- Human Rights.



Anyone who may have difficulty with access to these papers or with access to the meeting is asked to contact the Clerk (01722 742093 or clerk@wiltontowncouncil.gov.uk at least 24 hours before the meeting so that help may be provided.

Reference documents:

- [Code of Conduct](#)
- [Terms of reference and delegated powers of the Committee](#)
- [Rules \(Standing Orders\) to be followed by the Committee](#)