



Wilton Town Council

Staffing Committee

AGENDA

To all members of the Staffing Committee.
Cllrs; Blackman, Boyd, Crossley, Kinsey and Moore.
And by invitation of the Chairman, Cllr Harrison.

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 8th February 2024 at 9.15am** 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

2nd February 2024

SC/13/24	<u>Apologies.</u> To receive any apologies and to note the reasons provided.	9.15am
SC/14/24	<u>Minutes.</u> To approve the minutes of the meeting held on 18 th January 2024.	9.16am
SC/15/24	<u>To suspend Standing Orders</u>	9.17am
	<u>Community Engagement</u> 15 minutes is set aside for questions and statements relating to items set out in the Agenda below, these are restricted to 3 minutes. Questions not answered at the meeting will be answered in writing or may appear as an agenda item for the next appropriate committee meeting.	
SC/16/24	<u>To reinstate Standing Orders</u>	9.33am
SC/17/24	<u>Community Engagement</u> To respond to matters raised by the public. No decisions may be taken on such matters at the meeting unless due notice has been provided. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration. N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).	9.34am
SC/18/24	<u>Declarations of Interest</u> (a) To receive Declarations of Interest in matters contained in this agenda, in	9.36am

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.

SC/19/24	<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>	9.37am
SC/20/24	<u>Staff IT and Computers</u> To consider a recent audit of existing Hardware and Software and for future IT support	9.38am
SC/21/24	<u>Representation at Funerals and Interments</u>	9.55am
SC/22/24	<u>To review the current process for the administration of Wilton Town Council Play Area Inspections.</u>	10.05am
SC/23/24	<u>To receive a report from the Town Clerk following attendance at the Practitioners Conference.</u>	10.15am
SC/24/24	<u>To receive an update on the payment for the TOIL accrued up to 31st January 2023.</u>	10.20am
SC/25/24	<u>Date of next meeting</u> To confirm the date of the next meeting.	10.21am
SC/26/24	<u>To close the meeting.</u>	10.22am

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
- Standing Orders