



# Wilton Town Council Staffing Committee

## AGENDA

To all members of the Staffing Committee.  
Cllrs; Blackman, Boyd, Crossley, Harrison, 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 25<sup>th</sup> April 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

19<sup>th</sup> April 2024

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SC/027/24	<b><u>Apologies.</u></b> To receive any apologies and to note the reasons provided.	9.15am
SC/028/24	<b><u>Minutes.</u></b> To approve the minutes of the meeting held on <a href="#">8th February 2024</a> .	9.16am
SC/029/24	<b><u>To suspend Standing Orders</u></b>	9.17am
	<b><u>Community Engagement</u></b> 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/030/24	<b><u>To reinstate Standing Orders</u></b>	9.33am
SC/031/24	<b><u>Community Engagement</u></b> 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/032/24	<b><u>Declarations of Interest</u></b> (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/033/24	<b><u>Exclusion of the Press and Public</u></b> 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/034/24	<b><u>IT and Computers</u></b> Currently four Councilors and two Staff have MS365. To extend MS365 to all Councilors (an additional 7 licenses).	9.38am
SC/035/24	<b><u>To Receive an Update on Wilton Town Council Representation at Funerals and Interments</u></b>	9.50am
SC/036/24	<b><u>Office opening hours</u></b> The Office is currently open to the public between 10am and 12pm on Wednesday and Thursday mornings with other visits by arrangement. To review the current opening hours.	9.55am
SC/037/24	<b><u>Financial administration</u></b> To consider options for outsourcing data entry.	10.05am
SC/038/24	<b><u>Handyman</u></b> To consider whether to retain a local Contractor to undertake Handyman duties on a monthly / bi-monthly basis.	10.10am
SC/039/24	<b><u>Staff Salaries</u></b> To note the information received regarding the National Minimum Wage for Salaried Employees from the current Payroll provider.	10.15 am
SC/040/24	<b><u>Recruitment of Assistant to the Town Clerk</u></b> (i) To note the Resignation of the Assistant to the Town Clerk (ii) To confirm the Contract variation for the Assistant to the Town Clerk	10.18am
SC/041/24	<b><u>Town Clerk</u></b> (i) Town Clerk's End of Year Appraisal (ii) Town Clerk's email auto reply message (iii) Working from home – to confirm arrangements (iv) TOIL – to confirm arrangements	10. 25am
SC/042/24	<b><u>Date of next meeting</u></b> To confirm the date of the next meeting.	10.35am
SC/043/24	<b><u>To close the meeting.</u></b>	10.36am

## **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](mailto: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