



Wilton Town Council Staffing Committee

AGENDA

To all members of the Staffing Committee.
Cllrs; Blackman, Crossley, Forbes, Harrison and Moore.



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



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

**Tuesday 8th October 2024
at 7pm**

for the purpose of transacting the following business.

[Wilton TC Website](#)

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

Yours faithfully

Clare Churchill
Town Clerk

2nd October 2024

SC/087/24	<u>Apologies.</u> To receive any apologies and to note the reasons provided.	7.00pm
SC/088/24	<u>Minutes.</u> To approve the minutes of the meeting held on 16 th September 20204.	7.01pm
SC/089/24	<u>To suspend Standing Orders</u>	7.02pm
	<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/090/24	<u>To reinstate Standing Orders</u>	7.15pm

SC/091/24

Community Engagement

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).

7.16pm

SC/092/24

Declarations of Interest

(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.

7.20pm

SC/093/24

Exclusion of the 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 (Admissions to Meetings) Act 1960*

7.21pm

SC/095/24

Town Clerk

(i) Feedback from training / events attended.

(ii) Events to be attended in next 6 months, and to agree which will be representing Wilton Town Council and the impact on office hours.

7.22pm

SC/096/24

Recruitment of a Deputy Town Clerk for Wilton Town Council

(i) To confirm the Job Description and Person Specification for this position

(ii) To confirm the recruitment timeline for the position.

(iii) To confirm Councillors on the interview panel.

(iv) To confirm the date for interviews to take place.

(v) To confirm the questions to be asked at the interview.

(vi) To confirm the vacancy advert (including cost) for the position and advertising of the vacancy.

(vii) To confirm the application form.

7.26pm

SC/097/24

Date of next meeting

To confirm the date of the next meeting.

7.58pm

SC/098/24

To close the meeting.

7.59pm

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 48 hours before the meeting so that help may be provided.

