



# Wilton Town Council

## Staffing Committee

### AGENDA

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

You are requested to attend a meeting of the  
**STAFFING COMMITTEE**  
to be held in at the  
**Wilton Community Centre, Room 2 on**  
**Tuesday 18th March 2025**  
**at 6.20pm**

for the purpose of transacting the following business.

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

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Meeting ID: 312 026 301 417

Passcode: Q6GK7qA3

Yours faithfully

*Clare Churchill*  
Town Clerk

12<sup>th</sup> March 2025

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SC/016/25	<a href="#">Apologies.</a> To receive any apologies and to note the reasons provided.	6.20pm
SC/017/25	<a href="#">Minutes.</a> To approve the minutes of the meeting held on 28 <sup>th</sup> January 2025.	6.21pm
SC/018/25	<a href="#">To suspend Standing Orders</a>	6.22pm

#### [Community Engagement](#)

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/019/25	<b><u>To reinstate Standing Orders</u></b>	6.25pm
SC/020/25	<b><u>Community Engagement</u></b> To respond to matters raised by the public. 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).	6.26pm
SC/021/25	<b><u>Declarations of Interest</u></b> (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.	6.30pm
SC/022/24	<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>	6.31pm
SC/023/25	<b><u>Recruitment of a Deputy Town Clerk for Wilton Town Council</u></b> (i) To receive a report from the Interview Panel following the interviews held on 12 <sup>th</sup> March 2025. (ii) To agree which of the Candidates is the preferred candidate. (iii) To agree the Employment Contract for the Deputy Town Clerk. (iv) To agree the pay scale for the Deputy Town Clerk. (v) To agree the Start date for the Deputy Town Clerk. (vi) To agree any matters requiring attention prior to the employment start date for the Deputy Town Clerk. (vii) To agree the next steps should there be no preferred candidate.	6.32pm
SC/024/25	<b><u>Date of next meeting</u></b> To confirm the date of the next meeting.	6.40pm
SC/025/25	<b><u>To close the meeting.</u></b>	6.41pm

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

