

**MINUTES OF THE STAFFING COMMITTEE MEETING OF WILTON TOWN COUNCIL  
HELD IN WILTON COMMUNITY CENTRE ON TUESDAY 18<sup>th</sup> MARCH 2024 6.20PM**

**Present** Councillor Alan Crossley, *Mayor of Wilton*  
Councillor Charlotte Blackman  
Councillor Claire Forbes  
Councillor Chris Harrison  
Councillor Gail Moore

**In Attendance** Mrs Clare Churchill, Town Clerk

**Also Present** No members of the public  
1 member of the public via Teams.

The Chair of the Staffing Committee, Councillor Claire Forbes, opened the meeting and informed everyone that the meeting is being recorded.

**SC/016/25      Apologies.**  
None as all Committee Members were present.

**SC/017/25      Minutes**  
**Resolved: To approve the minutes of the meeting held on 28th January 2025.**  
Proposed: Councillor Forbes                      Seconded: Councillor Crossley                      All in favour

**SC/018/25      To suspend Standing Orders at 6:21pm**  
Community Engagement  
No members of the public were present, no questions had been provided to the Town Clerk and the no one on Teams wished to ask a question.

**SC/019/25      To reinstate Standing Orders at 6:21pm**

**SC/020/25      Community Engagement**  
No matters were raised by the public.

**SC/021/25      Declarations of Interest**  
(a) No Declarations of Interest were made.  
(b) No dispensation requests had been received by the Town Clerk.

**SC/022/25      Exclusion of the Press and Public**  
**Resolved: To hold agenda item SC/023/25 (i) - (vii) in a closed session due to staff in confidence.**  
Proposed: Councillor Forbes                      Seconded: Councillor Moore                      All in favour

**SC/023/25      Recruitment of a Deputy Town Clerk for Wilton Town Council**  
(i) To receive a report from the Interview Panel following interviews held on 12th March 2025.  
Councillor Forbes gave a brief report, 4 candidates were interviewed.  
  
(ii) To agree which of the Candidates is the preferred candidate.  
**Resolved: to offer the position to Candidate 3.**  
This will be confirmed at the Full Council meeting on 31st March.  
Proposed: Councillor Forbes      Seconded: Councillor Harrison.                      All in favour.  
Councillor Forbes to contact the preferred Candidate.  
Town Clerk to contact unsuccessful Candidates.

**Resolved: The second choice was agreed should the preferred Candidate be unable to accept the position.**

Proposed: Councillor Forbes    Seconded: Councillor Harrison    1 abstention  
Rest in favour

- (iii) To agree the Employment Contract for the Deputy Town Clerk  
**Resolved: To agree the Contract after minor edits inc to reduce the probationary period and payment of pension from 6 months to 3 months and to remove the second paragraph in section 7.**

Proposed Councillor Forbes    Seconded: Cllr Crossley.    All in favour.

To amend the Employee Handbook 3.9 change Town Clerk to Chair of Staffing.

- (iv) To agree the pay scale for the Deputy Town Clerk.

**Resolved: Pay scale 15**

Proposed Councillor Forbes    Seconded: Cllr Harrison.    All in favour.

- (v) To agree the start date for the Deputy Town Clerk

**Resolved: To start on Monday 7th April.**

- (vi) To agree any matters requiring attention prior to the employment start date.

**Resolved: to source a new laptop and mobile phone.**

Proposed Councillor Forbes    Seconded: Councillor Harrison    All in favour

- (vii) To agree the next steps should there be no preferred candidate.

Not required

**SC/024/25**

**Date of next meeting**

The next meeting date was not agreed.

**SC/02525**

**The meeting closed at 6:52pm**