**MINUTES OF THE STAFFING COMMITTEE MEETING OF WILTON TOWN COUNCIL
HELD IN WILTON COUNCIL CHAMBER ON TUESDAY 28th JANUARY 2024 7.00PM**

**Present** Councillor Alan Crossley, *Mayor of Wilton*

Councillor Charlotte Blackman

Councillor Claire Forbes

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

**Also Present** No members of the public

The Chair of the Staffing Committee, Councillor Claire Forbes, opened the meeting.

**SC/001/25 Apologies**

Apologies were received from Councillors Harrison and Moore.

Cllr Harrison was attending the meeting via TEAMS.

**SC/002/25 Minutes**

**Resolved: To approve the minutes of the meeting held on 25th November 2024.**

**Proposed: Councillor Forbes Seconded: Councillor Blackman All in favour**

**SC/003/25 To suspend Standing Orders at 7:03pm**

Community Engagement

No members of the public were present, no questions had been provided to the Town Clerk and the meeting had no public TEAMS option.

**SC/004/25 To reinstate Standing Orders at 7:03pm**

**SC/005/25 Community Engagement**

No matters were raised by the public.

**SC/006/25 Declarations of Interest**

(a) No Declarations of Interest were made.

(b) No dispensation requests had been received by the Town Clerk.

**SC/007/25 Exclusion of the Press and Public**

**Resolved: To hold agenda items SC/009/25(v) and (ix), SC010/25, SC/012/25 and SC/013/25 in a closed session due to staff confidentiality.**

**Proposed: Councillor Forbes Seconded: Councillor Crossley All in favour**

**SC/008/24 To adopt the Employee Handbook**

To review and recommend adoption of the following documents:

(i) The draft Employee Handbook recommended by WorkNest.

**Resolved: To defer to a future meeting.**

**To review Policies that are duplicated – compare and contrast.**

**To be completed by 31st March 2025**

Proposed: Councillor Forbes Seconded: Councillor Blackman All in favour

(ii) The Guidance to Prevent Sexual Harassment in the Workplace highlighted that a policy is needed.

**Completed at the last meeting.**

(iii) Risk Assessment – Preventing Sexual Harassment. This would be a stand-alone risk assessment covering staff and councillors. It is required to comply with legislation.

**Resolved: to complete by 31st March 2025.**

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

(iv) Action Plan – Preventing Sexual Harassment. This would be produced in response to the risk assessment.

**Resolved: to complete by 31st March 2025.**

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

**SC/009/25 Recruitment of a Deputy Town Clerk for Wilton Town Council**

1. To confirm the Job Description and Person Specification for this position.

**Resolved: To agree in principle, comments to be shared by the morning of 30th January and final version to be confirmed at Full Council.**

Proposed: Councillor Forbes Seconded: Councillor Blackman All in favour.

1. To confirm the recruitment timeline for this position.

No dates were agreed but it was suggested to shortlist prior to Full Council on 4th March.

Closing date for the vacancy to be 5pm on 26th February

Town Clerk to forward all completed application forms with CV on 27th February.

1. To confirm Councillors on the interview panel.

**Resolved: 3 Staffing Committee Councillors to interview and a further one to observe.**

Town Clerk to meet and greet candidates.

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

1. To confirm the date for interviews to take place.

**Resolved: that the interview panel (once agreed) will discuss and agree a date.**

1. To confirm the questions to be used at interview.

**Resolved: To use the previously agreed questions**

1. To confirm the vacancy advert for the position and advertising of the vacancy.

**Resolved: To remove the interview date, change working pattern negotiable to over 4 / 5 days and put hourly rate rather than pro rata**

**Town Clerk to remove quick apply form / button for the Indeed applications.**

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

**9pm To extend the meeting by 30 minutes**

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

1. To confirm the application form.

Resolved: To delete sections 2 and 3 as both would be on the CV that is requested

1. To agree the pre and post offer medical questionnaire

Resolved: not to use the pre offer but to use the post offer medical questionnaire at the point of offer.

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

**9:30pm To extend the meeting to 10pm**

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

Exempt section.

The following items were held in closed session so the TEAMS recording disabled.

Cllr Harrison stated he did not have to leave the meeting so remained in attendance via TEAMS.

1. To confirm the Employment Contract for the Deputy Town Clerk.

Confirmed no changes to contract agreed on 25/11/2024.

**SC/010/25 Hours – Minutes Secretary.**

 **Resolved: That the Minutes Secretary should send the Draft Minutes to all of those who attended the meeting (inc Town Clerk) by 9am on the Monday after the meeting.**

 **Pay per meeting to increase to £80 per meeting on the condition that Draft Minutes are available as above.**

 **Wilton Town Councill will aim to upload the Draft Minutes onto the website within 2 weeks of the meeting.**

**Town Clerk checked to clarify the wording of the final part.**

Proposed: Councillor Forbes Seconded: Councillor Crossley. All in Favour.

**10:00pm To extend the meeting to 10:45pm**

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

**SC/011/25 Responsibilities for Office Staff**

1. **Town Clerk** is the Responsible Financial Officer and remains responsible for Cemetery, Meeting documents and Pavilion bookings.
2. **The Officer of the Council** is not Administration Support (as stated on the agenda which was published prior to the title being agreed) and duties are as follows:
* Management of GM contract to include all liaison with contractors/attendance at meetings
* Sports team liaison – Team admins/captains to liaise directly with Paula to address any issues that they have
* Write specifications for tasks/projects
* Sourcing of quotes
* Production of reports pack containing quotes for Council meeting with recommendations
* Training of new councillors (this is currently a gap)
* Public Toilets refurb – project kick-off
* Redraft and update Financial Regs/Procurement Policy and Standing Orders (these are well overdue)
* Liaison with S106 officer at Wiltshire Council  - this has been an ongoing  issue for us and needs focus
* To work on completing outstanding projects and installing procedures for routine maintenance, scope of which (although not exhaustive) to include:
	+ - Noticeboards
		- Installation of street name signs
		- Castle Meadow car park (including compound) project
		- Installation of swings – add on wet pour surface at Bulbridge Kick wall
		- Shelters cleaning contract – to include King St, 3 x MUGA, play equipment
		- Cemetery: waste masonry; building works; resurfacing Entrance ; clear out of storage rooms
		- Outdoor gym: maintenance work o/s; set up regular (annual?) contract
		- Adventure Trail: complete repair works
		- Gordon Hall Memorial shelter (beside tennis courts): fix bench
		- Castle Meadow regulation signs: install
		- Pavilion Hire sign
		- Grit bins: survey, arrange repairs, refills as necessary
		- Castle Meadow fence: survey, suggest solutions with liaison with sports teams
		- Cricket wicket

Cllrs Blackman and Harrison will be the Line Manager of the Officer.

**SC/012/25 Staffing Update.**

1. The Town Cleaner is currently off work, a Temporary Cleaner is covering the pavilion cleaning except the changing rooms.

**Resolved: Town Clerk to sort out cover for cleaning after football matches.**

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

**(ii) Mace Bearer.**

A Member of the Public carried out the Mace Bearer duties for Remembrance Sunday.

**Resolved: to ask if the same person can do the role for Mayor Making on 13th May.**

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

**SC/013/25 Staffing Matters.**

Councillor Harrison emailed a proposal from WorkNest for a Performance / Capability investigation of the Town Clerk.

The quote inc 35-40 hours and they will provide a remote notetaker, travel is an additional

Cost £155 per hour for the Consultant and £75 per hour for the notetaker (both plus VAT).

**Resolved: to undertake this exercise**

Proposed: Councillor Blackman Seconded: Councillor Forbes who raised concerns about the cost

Councillor Crossley had the same cost concerns and also stated that Wilton Town Council

hasn’t got the support in the office. Carried

Councillor Blackman stated this was not about the Clerk’s hours, she is aware that there are

not enough hours.

**SC/014/25 Date of next meeting**

The next meeting date was not agreed.

**SC/015/25 The meeting closed at 10:48pm**