

	<p>Wilton Town Council The Council Offices Kingsbury Square Wilton SP2 0BA</p> <p>01722 742093 www.wiltontowncouncil.gov.uk clerk@wiltontowncouncil.gov.uk deputyclerk@wiltontowncouncil.gov.uk</p> <p>Please see the Meetings Policy</p>	<p>Cllr Angela Alexander Cllr Charlotte Blackman Cllr Alexandra Boyd (Mayor 2025 26) Cllr Michelle Ditton Cllr Peter Edge Cllr Amy Flanagan Cllr Claire Forbes Cllr Chris Harrison (Deputy Mayor 2025-26) Cllr Hattie Lay Cllr Phil Matthews Cllr Mick Whillock</p>
---	--	---

Extraordinary Meeting, Tuesday 12th August 2025, Wilton Pavilion, 6pm

MINUTES

Present: Cllr Angela Alexander; Cllr Charlotte Blackman (Minute Taker); Cllr Alexandra Boyd (in the chair); Cllr Michelle Ditton; Cllr Peter Edge; Cllr Amy Flanagan; Cllr Claire Forbes; Cllr Chris Harrison; Cllr Phil Matthews; Cllr Mick Whillock

The Chair opened the meeting at 6.00pm.

1. Apologies

No apologies had been received.

2. Declarations of Interest

- To receive Declarations of Interest in matters on this Agenda.
Cllr Harrison declared a personal interest.
- To consider any Dispensation Requests received.
None

3. Exclusion of the Press and Public.

To agree any items to be discussed in the absence of members of the press, public and possibly also staff.

Resolved: to exclude all members of the press, public and staff.

Reasons: confidential staffing matters

Proposed: Cllr Boyd; Seconded: Cllr Edge

All in favour

The lives stream was disconnected.

4. Staffing Matters

Due to the need for a new Town Clerk, three options were considered:

- Option 1: Start recruitment process immediately for permanent replacement
- Option 2: Seek the services of a temporary clerk/locum from a recruitment agency
- Option 3: Interim Hybrid Proposal (detailed in a Confidential Report previously circulated by Cllr Harrison)

Cllr Edge said he had sought a quote for a Locum clerk but not had a response.

Resolved: to adopt Option 3

Proposed: Cllr Edge; Seconded: Cllr Matthews; all in favour with one abstention (Cllr Harrison)

There followed consideration of each clause in the Interim Hybrid Staffing Arrangement and the following resolutions were made:

1. Resolved:

To approve the implementation of the Interim Hybrid Proposal (as outlined in the Chair of Staffing Committee's report of August 2025) for an initial period of three months, extendable to six months, subject to review.

Proposed: Cllr Boyd; Seconded: Cllr Matthews; all in favour with one abstention (Cllr Harrison)

2. Resolved:

To appoint the following interim officers with immediate effect:

- Brie Logan as Interim Town Clerk (Locum) for 16 hours per week at SCP 37 (LC3) equivalent; and
- Gale Pettifer as Interim Responsible Financial Officer (Locum) for 16 hours per week at SCP 27 LC2) equivalent.

Proposed: Cllr Blackman; Seconded: Cllr Alexander; all in favour with one abstention (Cllr Harrison)

3. Resolved:

To approve the necessary expenditure, to be taken from staffing budget and reserves, as required.

Proposed: Cllr Edge; Seconded: Cllr Boyd; all in favour with one abstention (Cllr Harrison)

4. Resolved:

To instruct the Interim Town Clerk to undertake a comprehensive review of Council operations, during the interim period, including:

- Strategic planning for 2025/26 and the remainder of the electoral term;
- Workload assessment and backlog clearance;
- Development of a robust forward action plan; and
- Performance evaluation and objective setting of all staff, in line with the Performance & Development Policy.

Proposed: Cllr Whillock; Seconded: Cllr Forbes; all in favour with one abstention (cllr Harrison)

5. Resolved:

- To require the Interim Town Clerk to report to Full Council, prior to the conclusion of the interim period. findings and recommendations for matters in paragraph 4 above and long-term staffing structure, to inform discussion.
- To require the Interim Responsible Financial Officer to report to Full Council, prior to the conclusion of the interim period. findings and recommendations on matters relating to budgeting and accounting procedures.

Proposed: Cllr Boyd; Seconded: Cllr Ditton; all in favour with one abstention (Cllr Harrison)

5. **Date of next meeting**

The next Full Council meeting will be held on Tuesday 2nd September 2025 at 7.00pm in room 2 at Wilton Community Centre.

The meeting closed at 6.15pm.

DRAFT