





Wilton Town Council Staffing Committee

AGENDA

To all members of the Staffing Committee.
Councillors;
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, The Council Offices, Kingsbury
Square on
Tuesday 29th April 2025
at 6.00pm**

for the purpose of transacting the following business.

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

This meeting will be streamed (and recorded) via Microsoft Teams, please note that the streaming will cease for items where the Public and Press are excluded.

[Wilton TC Website](#)

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Meeting ID: 366 536 339 55
Passcode: hU95Lc6Z

Yours faithfully

Clare Churchill
Town Clerk

23rd April 2025

SC/026/25	<u>Apologies.</u> To receive any apologies.	6.00pm
SC/027/25	<u>Minutes.</u> To approve the minutes of the meeting held on 18th March 2025 .	6.01pm
SC/028/25	<u>Declarations of Interest</u> (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.	6.02pm
SC/029/24	<u>Exclusion of the Press and Public</u> To exclude the public, including the press, for the reason of Staff in Confidence, for agenda item SC/031/25. <i>Public Bodies (Admissions to Meetings) Act 1960</i>	6.03pm
SC/030/25	<u>Training</u> To consider training for Staff including the Introduction to Local Council Administration.	6.05pm
SC/031/25	<u>Cleaning provision for the Sports Pavilion and Council Offices</u> (i) To accept the resignation of the current Cleaner. (ii) To consider options for a new Cleaner: a) To employ a new Cleaner b) To agree a contract with a cleaning company. (iii) To confirm the recruitment timeline and advertising the vacancy. (iv) To confirm the job description (v) To confirm the application form. (vi) To confirm the interview panel (vii) To confirm the interview process inc questions (viii) To confirm the interview date.	6.10pm
SC/032/25	<u>Date of next meeting</u> To confirm the date of the next meeting.	6.40pm
SC/033/25	<u>To close the meeting.</u>	6.42pm

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.

