

# Wilton Town Council

## Extraordinary Council Meeting

### AGENDA



The Council Offices  
Kingsbury Square  
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

To: All Members of Wilton Town Council

You are summoned to attend an extraordinary meeting of the **WILTON TOWN COUNCIL** to be held in the **COUNCIL CHAMBER at the COUNCIL OFFICES, KINGSBURY SQUARE, WILTON** on **TUESDAY 15 September 2020 at 7.00pm** for the purpose of transacting the following business.



[Click this link after 6.45 on the day of the meeting.](#) Use the [launch meeting](#) and [join in browser](#) options and you will be admitted to the waiting room and asked to confirm your name and address before entry.

Yours faithfully

**Steve Milton FSLCC ACIS**  
Town Clerk and Responsible Financial Officer

10 September, 2020

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#### Community engagement

7.00pm

15 minutes are set aside to allow local people to raise their issues and concerns. Questions and statements are restricted to 3 minutes.

#### Wiltshire Councillor, Pauline Church

Councillor Church will provide an update on Wiltshire Council matters.

96/20

#### Apologies

7.10pm

To receive apologies for absence.

97/20

#### Community Engagement

7.13pm

To consider matters raised in the public engagement session. Answers to questions may be provided and matters may be referred to the appropriate committee for further consideration but no decisions may be taken on matters raised unless due notice has been provided.

98/20

#### Declarations of Interest

7.20pm

(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.

99/20

### Minutes

To approve [the minutes of the last meeting held on 1<sup>st</sup> September 2020.](#)

100/20

### Mayor's Updates

The Mayor will provide a brief summary of his recent engagements and activities.

101/20

### Staffing Matters

The Town Clerk leaves the Council's employment on 28<sup>th</sup> September, but with leave owed and TOIL accrued, his last working day was Friday 11<sup>th</sup> September. Therefore, it is now necessary to make arrangements to secure a replacement.

Before his departure, the Clerk has prepared [the recruitment pack and documents](#) as follows:

- Draft Contract of Employment
- Job Description
- Person Specification
- Job Advertisement

The last three of these documents form the recruitment pack.

The Clerk recommends the following timeframe for the recruitment process:

- 21 September - advertisement of Vacancy
- 30 October - closing date for applications - 30<sup>th</sup> October.
- Week commencing 9<sup>th</sup> November – Interviews
- Probable start date – 1 January 2021.

It is often difficult to recruit qualified and experienced professional clerks, therefore it is recommended that the position is advertised as follows:

- Council website - immediately
- Council social media channels - immediately
- Salisbury Journal - two weeks
- Valley News - two weeks
- NALC, WALC and SLCC websites

The Clerk has further recommended interim arrangements that may be put into operation with immediate effect.

It is recommended that the Assistant Clerk is invited to act as interim Town Clerk. This has several principal benefits: the Assistant Clerk holds the ILCA qualification, has a sound knowledge of the council's procedures and practices and it would be considerably cheaper than recruiting a locum clerk (this would cost the Council in the region of £1,500 per week). Recruiting a locum assistant clerk would cost in the region of £350 per week. The outgoing Clerk is confident that the Assistant Clerk would be more than capable of performing the duties but in recognition of the extra responsibility a reasonable salary adjustment would be required. SCP 18 would be appropriate.

It is recommended that the Council approves the arrangements set out above.

In connection with this matter, the Mayor has requested that the Staffing Committee is reconstituted. The Staffing Committee is comprised of the Mayor together with the Chairs of the principal committees plus two other members of the Council. The Council is asked to consider this matter.

102/20

**Wilton COVID-19 Response: Notice of Motion**

7.45pm

At the request of the volunteers running Wilton HELP, an informal consultation meeting was held on 9<sup>th</sup> September. Councillors Crossley, Edge and Matthews represented the Council. A number of matters were discussed, principally, these related to the points raised by Larissa Tonkin on behalf of Wilton HELP in her recent submission to the Council - appended.

The general consensus view was that the volunteers wished to continue to operate in a charitable form – either a community interest company or a charity. They would continue to provide support services to vulnerable members of the community, even in a post-Covid world. In order to move this forward, they would need reasonable start-up costs underwritten by the Council. This was estimated to be in the region of £7,000.

In order to progress the matter, Councillor Edge has submitted the following motion:

- (1) That Wilton Town Council applauds the valuable work carried out by the Wilton Help Covid-19 Volunteers and supports the continuation of this extraordinary community achievement.
- (2) That the Council supports the group with their application to become a registered CIC or other 'not-for-profit' vehicle they choose to benefit the residents of Wilton.
- (3) That the Council commits to support the financial viability of the group through grants and other sources of income they may require.
- (4) The Council agrees to assist in the storage of equipment and the transfer of the existing resources that have been made available to them.

103/20

**Date of next meeting**

8.00pm

To confirm the date of the next meeting of the Full Council on Tuesday 6th October 2020 at 7.00pm in the Council Chamber.

104/20

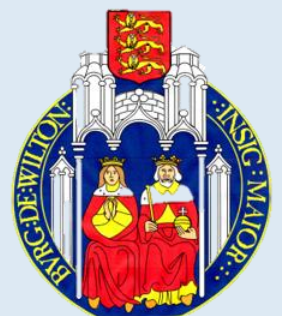
**To close the meeting.**

8.00pm

**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 disability)
- Dignity at work
- 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 24 hours before the meeting so that help may be provided.

Friday 28 August 2020

Dear Cllr and Clerk:

I have some queries which I felt best to write to yourselves with in advance of the next meeting. I do not intend to discuss these by email but will be listening for response as a council within this meeting.

Within my organisation external expert advice and recommendation is for us to plan for a further peak of Covid, currently anticipated to be January / February 2021. Please can you advise as to the actions in place from the council to support this in a proactive manner, as undoubtedly the Council have received equivalent advice.

The Wilton Help scheme has been heavily reliant on volunteers and was set up by the clerk and myself after councillor agreement that we could liaise. The Wilton Help Scheme would not exist at all were it not for the clerk, Adam and I and many, many hours. The weight of management of the service was also held by us. The Clerk provided support 7 days a week for months, which is way above and beyond. I do not believe this has been adequately acknowledged. It has since been reduced to a very minimal service and would not have capacity without equivalent support from the council should a second wave be realised. Given that the inception of this was achieved last time almost exclusively as a result of the incredible goodwill and enormous number of hours worked in own time by the Council Clerk, Adam and myself, I do not believe we can automatically expect this to be provided again. What mechanism of support can be provided and assured?

It was very poor that there was no planning in advance of the pandemic given there had been clear warning signs. This led to Hannah Abbey et al providing the first line support to Wilton inhabitants in advance of our Wilton Help which evolved from this. Wilton Council appeared to have no plans whatsoever of management and observation suggested that there was no proactive intention in house.

It would be unconscionable to expect management of a second wave without Wilton Council direct support. There is no reason to expect that this will have significant warning and will need to have the ability to upscale with very short notice.

Any suggestion we can rely on the NHS or the Wiltshire hub is unacceptable and our statistics which show the call centre has handled 2,205 calls rather demonstrate this. I personally have taken a significant number of calls and am aware of people who were not able to get the help needed from these services. Our Wilton Help has currently resulted in 1,951 tasks being completed by the 59 local volunteers. 995 prescriptions were delivered, 596 shopping trips, 307 errands and maintained 43 regular reassurance calls to the most isolated residents. Our work goes on and is a facet of why Wilton is the wonderful place it is to live.

Today, volunteers are still maintaining a service for the most vulnerable people in Wilton, but if there is further spikes, people who are not usually vulnerable can become so, if they are to comply with guidance and not go out etc. Equally, if Covid-19 gets a foothold in a community it is not visible, 50% are asymptomatic so entirely reliant on good hygiene and personal management and transmission is very easy. It is not going to announce its presence in advance. I personally learnt this within a unit which experienced one client contracting Covid -19 and 60% ultimately experiencing this in short time. It tested us on every level.

The scheme has had real time, practical on-going support from three councillors, Alan, Charlotte and Peter, and I do not doubt that they will support again, but again this was above and beyond. It is not reasonable to assume that this will be automatically possible again or that their circumstances support this.

Please can the council provide details of how Wilton will be supported in the widest sense should there be a further peak. Both from the perspective of day to day help, connection with local services and

befriending which Wilton help provided previously, but also from a wider services, environmental safety and business support perspective.

On a separate note, Wilton Council has now had resignation from three councillors, leaving four current vacancies. From a public perspective, I have listened to one councillor bringing very little to the table except a desire to be promoted, and multiple challenges as to why meetings or process cannot happen, with little or no positive input to support Wilton Town Council evident in the same meetings over the previous few months. This has been evidently difficult for other councillors and places everyone within the Council in a difficult position. The resignations may or may not be associated, but interestingly are all together and are not at a natural end of term - the re-elections are I believe early next year.

How are the council proposing to manage now they are 36.6% vacancy unfulfilled? Given that people within the council have identified that they are feeling under significant work stress, including feeling bullied and harassed by specific councillor, will there be external support for the council to review the situation? Having recently born witness to an individual within a church being bullied, and within a workplace and seeing the damage done from this, it is concerning if these aspects are not managed and mitigated.

If there are further vacancies arising since those identified within the Valley News, particularly were the clerk(s) to resign feeling their positions untenable, this would further suggest that there should be external review. The council appears to be having some difficulties, and these will ultimately affect the service, support, promotion and development of Wilton and for Wilton inhabitants. This needs proactive review as frankly, Covid-19 has caused enough difficulty for Wilton without our Council also being unable to support.

Yours sincerely

Larissa Tonkin