



Wilton Town Council

Annual Meeting of the Town Council

AGENDA

To: All Members of Wilton Town Council



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

You are summoned to attend the Annual Meeting of **Wilton Town Council** to be held at **Wilton Community Centre**, to transact the following business on **TUESDAY 18th MAY 2021 at 7.00pm**

Please note that robes are to be worn.

Members of the public and press are invited to attend however due to limits on numbers allowed in the meeting room, it may not be possible to allow entry to everyone. Any member of the public or press who wishes to ask a question or make a statement is invited to send this via email or in writing to the Clerk before midday on the day of the meeting.

MASKS MUST BE WORN AT ALL TIMES

Yours faithfully

Clare Churchill

Town Clerk

12th May 2021

MAYOR MAKING

109/21	To elect a Chairman of the Council and install the Mayor of Wilton for the year 2021 / 2022.		7.00pm
	(a)	The Mayor to sign the Declaration of Acceptance of Office as Mayor of Wilton	
	(b)	The Mayor of Wilton will give an Address of Acceptance of Office	
	(c)	The Mayor of Wilton will appoint his Consort or announce other arrangements.	
110/21	To elect the Deputy Chairman of the Council and install the Deputy Mayor of Wilton for the year 2021 / 2022.		7.15pm
	(a)	The Deputy Mayor to sign the Declaration of Acceptance of Office as Deputy Mayor of Wilton.	
	(b)	The Deputy Mayor will give an Address of Acceptance of Office.	

End of Mayor Making Ceremony

Community engagement

15 minutes is set aside at the start of the meeting to allow local people to raise their issues and concerns. Questions and statements are restricted to 3 minutes.

Questions not answered at the meeting will be answered in writing or may appear as an agenda item for the next appropriate committee meeting.

Due to limited numbers being able to attend, questions or statements may be sent to the Town Clerk no later than midday on the day of the meeting, to be read out.

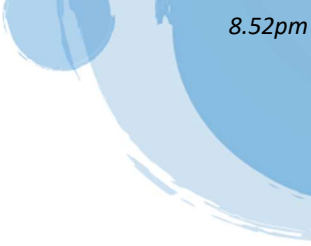
Wiltshire Councillor, Pauline Church

Councillor Church will provide a brief update on Wiltshire Council matters affecting the Town.

111/21	<u>Apologies</u>	7.55pm
112/21	<u>Declarations of Interest</u> All Cllrs to be reminded that they must complete their Register of Interests (guidance is available in the induction guide and from the Town Clerk) within 28 days of taking office. (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.	7.57pm
113/21	<u>Minutes</u> To approve the minutes of the meeting held on 27 th April 2021.	7.59pm
114/21	<u>Mayor's Report for 2020 / 2021.</u> The outgoing Mayor will provide a brief summary of his recent engagements and activities.	8.00pm
115/21	<u>Community Engagement</u> To consider any urgent matters raised by the public or councillors (for referral to the appropriate committee).	8.10pm
116/21	<u>Planning</u> (a) To confirm arrangements to respond to the planning application submitted for Naish Felts. (b) To confirm that current planning applications requiring a response will be dealt with at the Policy and Resources Committee meeting on 25 th May.	8.15pm
117/21	<u>Review of Delegation arrangements to committees, sub committees, staffs and other local authorities</u> Council to confirm the existing delegation arrangements as set out in the Scheme of Delegation and Terms of Reference for Committees.	8.18pm
118/21	<u>Review of the Terms of Reference for committees</u> Council to confirm the existing terms of reference as set out in the Scheme of Delegation and Terms of Reference for Committees.	8.20pm
119/21	<u>Appointment of members to existing committees.</u> (a) Policy and Resources Committee	8.22pm

- (b) **Environment and Amenities Committee**
- (c) **Staffing Committee** – to be confirmed after the committees above have met as the Chair of each committee should be a member of the Staffing committee).

120/21	<p>Representation on or work with external bodies and arrangements for reporting back.</p> <ul style="list-style-type: none"> (a) Wiltshire Association of Local Councils (WALC) (b) South West Wiltshire Area Board (SWWAB) (c) Community Area Transport Group (part of SWWAB) (d) Community Safety Group (part of SWWAB) (e) Wilton Neighbourhood Plan (f) Wilton Community Centre (g) Wilton primary school (h) Wilton Community Land Trust (i) Wilton Community Carnival (j) Local Business Chamber (k) South Wiltshire Operational Flood Working Group (l) Flood Wardens (m) Wilton United Charities (n) Trustees of the Michael Herbert Hall 	8.25pm
121/21	<p>General Power of Competence</p> <p>To confirm that Wilton Town Council meets the criteria</p> <ul style="list-style-type: none"> • 100% of the council has been elected (2/3 elected being the criteria) • The Town Clerk holds the appropriate qualification (CiLCA) <p>and is therefore eligible to adopt the General Power of Competence (GPC).</p>	8.35pm
122/21	Confirmation of the Asset Register as approved at the last meeting.	8.36pm
123/21	<p>Review and adoption of the Standing Orders and Financial Regulations</p> <p>The Town Clerk advises one change; SO9.2 states that a motion mover must give at least 3 clear days before the meeting. This should be increased as the agenda must be published a minimum of 3 clear days before the meeting.</p>	8.37pm
124/21	Review of the Council's complaints procedure.	8.39pm
125/21	Review of Council's policies, procedures and practices in respect of its obligations.	8.41pm
126/21	Review of the Risk Management Policy	8.45pm
127/21	Review of the Council's policy for dealing with the Press / Media.	8.46pm
128/21	<p>Review of the Council's employment policies and procedures.</p> <ul style="list-style-type: none"> • Dignity at Work • Disciplinary • Lone Working • Flexible Working 	8.47pm
129/21	Review of the Council's subscriptions to other bodies	8.49pm
130/21	Confirmation of the calendar of Council meetings until May 2022 (inc).	8.51pm



131/21	<u>Managing the Council's Money</u> <ul style="list-style-type: none"> (i) To note the bank reconciliation dated 27th April 2021. (ii) To note the budget / actual spend. (iii) To allocate Ear Marked Reserves (iv) To confirm payments as per attached payment schedule. (v) Access to the bank account to enable BACS payments (vi) Closure of Paypal account. (vii) Opening of a new bank account with a debit card. 	8.52pm
132/21	<u>To confirm the arrangements for the Internal Audit and approval of the Annual Governance and Accountability Return.</u>	9.00pm
133/21	<u>Reports to Wilton Town Council</u> <ul style="list-style-type: none"> (a) Wiltshire Association of Local Councils: Cllr Andy Kinsey (b) South West Wiltshire Area Board: Cllr Pauline Church (c) SWW Community Area Transport Group: Cllr Philip Matthews (d) Wilton Community Centre: Cllr Charlotte Blackman (e) Neighbourhood Plan; 	9.02pm
134/21	<u>Town Clerk's Report</u> – see attached	9.05pm
135/21	<u>Date of next meeting</u> To confirm the date of the next meeting of the Full Council, which will be on Tuesday 1 st June 2021 at 7.00pm. The venue will be confirmed nearer the time.	9.08pm
136/21	<u>To close the meeting.</u>	9.09pm