



# Wilton Town Council

## Annual Town 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 the  
**ANNUAL MEETING of WILTON TOWN COUNCIL** to be held in the  
**COUNCIL CHAMBER, COUNCIL OFFICES, KINGSBURY SQUARE, WILTON**  
on:  
**TUESDAY 3<sup>rd</sup> May 2022 at 7.00pm**  
for the purpose of transacting the following business.

**This meeting is open to the Public and Press.** Members of the public are advised to contact the Council should they wish to attend before midday on 3<sup>rd</sup> May to ensure they can attend. It is hoped to stream the meeting via ZOOM. 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 (posted through the letter box) to the Clerk before midday on the day of the meeting.

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

**You should not attend if you feel unwell or show any COVID-19 symptoms.**

**You may be required to wear a mask during this meeting.**

**Please ensure you have a mask with you.**

It is planned to stream this meeting via the Zoom video conferencing platform.

Please [click here](#)

or use the following access details;

Meeting ID 899 4835 5493

Password 207975

You will be placed in a waiting area so please ensure arrival before the start of the meeting.

Yours faithfully

Town Clerk

26<sup>th</sup> April 2022

	<b><u>The Deputy Mayor of Wilton will open the meeting.</u></b>	7.00pm
68/22	<b><u>Election of Chair of Wilton Town Council and install the Mayor of Wilton for the year 2022/2023.</u></b> (a) To receive nominations from Members to elect a Councillor to the role of Chair of Wilton Town Council and Mayor of Wilton for the Civic year 2022 – 2023. (b) To elect a Chair of Wilton Town Council and install the Mayor for the Civic year 2022-2023. (c) The newly elected Mayor to sign the Declaration of Acceptance of Office as Mayor of Wilton (d) The new Mayor will present a Past Mayor's badge to the outgoing Mayor. Please note that the address etc will be at the ceremony on Tuesday 10 <sup>th</sup> May.	7.00pm
69/22	<b><u>Vote of thanks to the Outgoing Mayor.</u></b> Cllr Edge to give a Vote of Thanks to Cllr Matthews on behalf of Wilton TC.	7.07pm
70/22	<b><u>To elect the Deputy Chair and install the Deputy Mayor of Wilton for the year 2022/2023.</u></b> (a) To receive nominations from Members to elect a Councillor to the role of Deputy Chair of Wilton Town Council and Deputy Mayor of Wilton for the Civic year 2022 – 2023. (b) To elect a Deputy Mayor of Wilton Town Council for the Civic year 2022-2023. (c) The Deputy Mayor to sign The Declaration of Acceptance of Office as Deputy Mayor of Wilton.	7.10pm
71/22	<b><u>Apologies</u></b> (a) To receive apologies for absence and to approve the reason given. (LGA 1972 Sch 12 s85(1)). Please note that without a reason the apology can only be noted. (b) Council is requested to note the resignation of Robert Primmer, Wiltshire Council has been notified and the vacancy will be advertised.	7.13pm
72/22	<b><u>Minutes</u></b> To approve the Minutes of the meeting held on <a href="#">5th April 2022</a> . (LGA 1972 sch 12 para 41).	7.15pm
73/22	<b><u>To suspend Standing Orders</u></b> <b><u>Community Engagement</u></b> 15 minutes is set aside 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. Any resident who wishes to ask a question is advised to email the question to the Town Clerk ( <a href="mailto:clerk@wiltontowncouncil.gov.uk">clerk@wiltontowncouncil.gov.uk</a> ) before midday on the day of the meeting so that it may be read out.	7.16pm
	<b><u>Community Engagement</u></b> To respond to matters raised by the public. No decisions may be taken on such matters at the meeting unless due notice has been provided.	7.31pm

No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.  
N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

**Report from the Unitary Councillor for Wilton.**

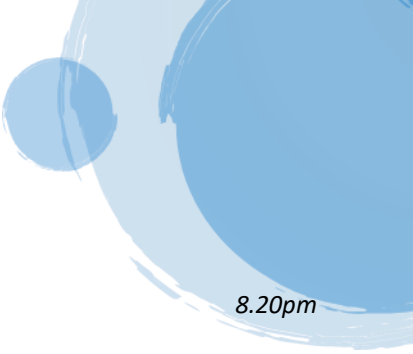
7.41pm

Cllr Pauline Church to give a report followed by questions to Cllr Church.

- 74/22      **To reinstate Standing Orders**      7.47pm
- 75/22      **Declarations of Interest**      7.47pm
- (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(s33 b-e) in respect of Members.
- (b)      To consider any Dispensation Requests received by the Town Clerk.
- 76/22      **Exclusion of the Press and Public.**      7.48pm
- To agree any items, if required, to be dealt with after the public, including the press, have been excluded under *Public Bodies (Admissions to Meetings) Act 1960*.
- 77/22      **To receive and ratify the Minutes of the;**      7.49pm
- (i)      **Staffing Committee held on 5th April 2022.**
- (ii)      **Policy and Resources Committee held on 19<sup>th</sup> April 2022.**  
PR/32/22. To confirm the charge for transfer of Exclusive Right of Burial  
PR/33/22 (ii). To confirm the procedure for the Mayor Making ceremony.  
PR/36/22 To receive an update regarding the transfer of the Public Toilets from WC.  
PR/38/22. To confirm the replacement of the four arched windows in the Chamber and window in the Parlour.
- 78/22      **To receive and note the Minutes of the Jubilations Sub Committee.**      7.51pm
- (i)      To note the proposed budget for the Jubilee events.
- (ii)      To note the Risk Assessment for the tree planting event - A Tree at Three.
- (iii)      To confirm which Members are able to attend the Tree Planting and whether robes should be worn.
- (iv)      To note the insurance and Risk Assessment for the Family Barn Dance and Decades Disco
- (v)      To note the insurance and Risk Assessment for the Jubilation Celebration on 4<sup>th</sup> June.
- (vi)      To resolve to allocate £2500 for costs of the Wilton Platinum Jubilee celebrations.
- (vii)      To confirm, for transparency purposes, the process to pay invoices for the celebrations. The invoices will be made out to Wilton Town Council and paid directly by Wilton TC.
- 79/22      **To receive verbal reports from the Town Council's representative to;**      7.58pm
- (i)      Wiltshire Association of Local Councils
- (ii)      South West Wiltshire Area Board
- (iii)      SWW Local Highways & Footway Improvement Groups (LHFIG) (previously Community Area Transport Group)
- (iv)      South Wiltshire Operational Flood Working Group
- (v)      Wilton Community Centre

- (vi) Neighbourhood Plan
- (vii) Wilton Community Carnival
- (viii) Wilton Community Land Trust
- (ix) Wilton C of E Primary School
- (x) Trustees of the Michael Herbert Hall
- (xi) Wilton United Charities

- 80/22 **To confirm the dates and times of ordinary meetings of the Council and Committees for the ensuing year** – see attached. 8.05pm  
 All Cllrs are requested to confirm which committees they wish to sit on and return the form to the Town Clerk. The requests will be considered by the Mayor and Deputy Mayor and Cllrs will be informed of the decision by the end of the week.
- 81/22 **To appoint Auditing Solutions Limited as the Town Council's Internal Auditor for 2022/2023.** 8.06pm
- 82/22 **To appoint representatives for the following:** 8.07pm  
 (i) Wiltshire Association of Local Councils  
 (ii) South West Wiltshire Area Board  
 (iii) South West Wiltshire Community Area Transport Group  
 (iv) South Wiltshire Operational Flood Working Group  
 (v) Wilton Community Centre  
 (vi) Neighbourhood Plan  
 (vii) Wilton Community Carnival  
 (viii) Wilton Community Land Trust  
 (ix) Wilton C of E Primary School  
 (x) Trustees of the Michael Herbert Hall  
 (xi) Wilton United Charities  
 (xii) Flood Wardens
- 83/22 **Planning** 8.10pm  
 (i) **PL/2022/03012 Wilton Garden Centre**  
 Fell group of Macrocarpa  
  
 (ii) **PL/2022/03036 Pembroke Arms Hotel, Minster St.**  
 Ash tree x 10 – fell, Hazel – coppice, Sycamore – remove loose branches
- 84/22 **Managing the Council's Money** 8.13pm  
 (i) To note the current bank reconciliation.  
 (ii) To note the current budget / actual spend.  
 (iii) To confirm monies to be set aside as ear marked reserves as of 31<sup>st</sup> March 2022.  
 (iv) To confirm payments as per attached payment schedule (to follow)  
 (v) Opening of a new bank account with a debit card, one card has still not been received.  
 (vi) To note the update regarding Wilton Help! CIC. As yet no date for a meeting between the Directors and WTC has been agreed.
- 85/22 **Action Update from the Minutes dated 5<sup>th</sup> April** 8.18pm  
 The decision notice from the complaints made about a Member have been emailed to all Cllrs.  
 60/22 Planning response has been submitted.  
 61/22 The dates for the External Audit were on the appendices to the agenda for the April meeting.  
 (iv)

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- 61/22 Town Clerk is still clarifying the equipment required so it can be ordered.  
(ix)  
61/22 The second container has been added to the Asset Register.  
(xi) Clarification is required re adding the AR to Parish Online.  
62/22 The Tender is now online.

86/22 **Town Clerk's Report** – circulated to Cllrs

8.20pm

87/22 **Date of next meeting**

8.23pm

- (i) To confirm the date of the next meeting of Wilton Town Council, which will be on Tuesday 10<sup>th</sup> May 2022 this will be the Mayor Making Ceremony of Wilton Town Council at 7.00pm.  
Robes are to be worn.
- (ii) The next Full Council meeting will be held on Tuesday 7<sup>th</sup> June 2022 at 7pm in the Council Chamber.

88/22 **To close the meeting.**

8.25pm