



Wilton Town Council

Policy & Resources Committee

AGENDA

To all members of the Policy and Resources Committee

Cllr Blackman Cllr Edge Cllr Kinsey
Cllr Matthews Cllr Moore Cllr Taylor Cllr Tonkin



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

You are requested to attend a meeting of the **POLICY AND RESOURCES COMMITTEE** to be held in the **COUNCIL CHAMBER, COUNCIL OFFICES, KINGSBURY SQUARE, WILTON** on **TUESDAY 20th July 2021 at 7.00pm** for the purpose of transacting the following business.

Covid regulations will be adhered to.

Members of the Press and Public are welcome to attend but due to Covid restrictions places are limited.

Members of the public and press are welcome to send written statements to the Parish Clerk by midday on the day of the meeting.

Community engagement

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.

Yours faithfully
Mrs C Churchill. Cert HE. CiLCA.
Town Clerk

13th July 2021

PR/16/21	<u>Apologies</u> To receive any apologies and to note the reasons provided.	7.05pm
PR/17/21	<u>Minutes</u> To approve the minutes of the meeting held on 25th May 2021 .	7.06pm
PR/18/21	<u>Declarations of Interest</u> (i) 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. (ii) To consider any dispensation requests received by the Town Clerk. Wilton Town Council Code of Conduct	7.07pm
PR/19/21	<u>Community Engagement</u> 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.	7.08pm

PR/20/21	<p><u>Fencing of the Wildflower area at Castle Meadow</u> To confirm that Wilton TC will purchase and install 3 or 4 fence panels plus rope and new posts to fence off the area.</p>	
PR/21/21	<p><u>Planning applications received</u></p> <p>(i) PL/2021/05849. Bulbridge Farm, 21 Bulbridge Barns, Burcombe Lane. Single storey single room extension to rear of converted barn, with materials to match existing barn.</p> <p>(ii) PL/2021/06560. 31 St John's Sq, Wilton. Willow (W1) Reduce crown by c. 30%; overhanging property boundaries. Fir (F1) - fell because of excessive shading and overcrowding in narrow garden.</p>	7.15pm
PR/22/21	<p><u>New premises application</u> Unit 10B The Courtyard, The Guild, Wilton Supply of Alcohol, OFF Sales, Monday – Saturday 09:00hrs – 18:00hrs. Sunday 10:00hrs – 16:00hrs.</p>	7.21pm
PR/23/21	<p><u>Wilton Neighbourhood Plan</u> To consider arrangements to call a meeting for the Wilton Neighbourhood Plan. The Clerk has emailed the contacts passed to her by Cllr Edge.</p> <p>(i) To consider the responses, if received.</p> <p>(ii) To agree a way forward for the Neighbourhood Plan</p>	7.25pm
PR/24/21	<p><u>Managing the Council's money.</u></p> <p>(i) To approve terms of expenditure as detailed in the payment schedule.</p> <p>(ii) Update on signatories to the TC bank account.</p>	7.30pm
PR/25/21	<p><u>Policy Review</u> To review the following policies currently on the Wilton TC website.</p> <p>(i) <u>Community Grants Policy</u> To consider the grant criteria as there has been recent confusion on what needs to be reported to Wilton TC within 6 months of the grant being awarded. Please see the application form as well as reading the policy.</p> <p>(ii) <u>Procurement Policy</u> The current policy states all contractors must have a minimum of £10,000,000 public liability. To consider the requirement for this policy as it is also covered in Financial Regulations and Standing Orders. To confirm the procurement / contract section of Standing Orders and Financial Regulations do not require additional information.</p> <p>(iii) <u>Freedom of Information Policy</u> This is currently available on the website but is out of date and is covered by the Publication Scheme (see below)</p> <p>(iv) <u>Publication Scheme</u>. Currently displayed on the website, last reviewed in July 2019.</p> <p>(v) <u>Dignity at Work Policy</u>. To consider changing the name of this policy as the policy applies to anyone connected to Wilton TC not just staff.</p>	7.35pm
PR/26/21	<p><u>New Policies Required</u></p> <p>(i) Pesticide Policy or Pesticide Statement</p> <p>(ii) Tree Management Policy</p> <p>(iii) Safeguarding Policy</p>	7.50pm
PR/27/21	<p><u>Public participation at meetings.</u> From April 2020 to May 2021, meetings were held using the Zoom video conferencing</p>	8.05pm

platform which enabled members of the public to attend without them needing to leave home.

To consider whether to stream future meetings in a similar way.

Please note Cllrs would still have to attend meetings in person until the legislation is changed.

PR/28/21

Wilton TC flags

8.10pm

Currently Wilton has a flagpole in the market square and two flags. The Union flag that is flown continuously and the Wilton flag that is flown on special occasions.

The St George flag is not a flagpole flag so cannot be flown from the flagpole.

To confirm the purchase of a new Union flag and a St George flag.

PR/29/21

Christmas Lights

8.15pm

To confirm the arrangements for the switching on of the Christmas lights on Friday 26th November 2021.

A meeting was held on 13th July 2021. Cllr Edge to report.

PR/30/21

Wilton Newsletter

8.20pm

To confirm whether to publish a newsletter.

If agreed to publish a newsletter to confirm editing, printing and distribution arrangements.

PR/32/21

Correspondence received

8.25pm

The Clerk will report any correspondence received since the publication of the agenda.

PR/33/21

To elect a Vice Chair for the Policy and Resources Committee

PR/34/21

Date of next meeting

8.28pm

To confirm the [date of the next meeting](#) on Tuesday 19th October at 7.00pm in the Council Chamber.

PR/35/21

Exclusion of Members of the Public and Press

8.29pm

To exclude members of the public and press from the rest of this meeting for the reason of staff in confidence. *Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972 ss100*

PR/36/21

To consider correspondence received by the Town Clerk regarding a meeting held in July 2020.

8.30pm

The Clerk has received a copy of 5 questions made in writing in August 2020, this has never been acknowledged or answered.

To respond to the questions.

PR/37/21

To close the meeting.

8.40pm

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 24 hours before the meeting so that help may be provided.

