



Wilton Town Council

Policy & Resources Committee

AGENDA

To all members of the Policy and Resources Committee

CLlr Blackman Cllr Crossley Cllr Forbes
Cllr Hayes Cllr Kinsey Cllr Moore



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 27th SEPTEMBER 2022 at 7.00pm** for the purpose of transacting the following business.

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

Covid regulations will be adhered to.
Masks maybe required to be worn, please ensure you have one with you.

Members of the Press and Public are welcome to attend but due to restrictions places may be 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.

It is hoped to stream this meeting via the Zoom video conferencing platform. Please [click here](#) or use the following access details;

Meeting ID 844 1427 4291

Password 240503

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

Yours faithfully
Mrs C Churchill. Cert HE. CiLCA.

Town Clerk

21st September 2022

PR/67/22	<u>Apologies</u> To receive any apologies and to note the reasons provided.	7.00pm
PR/68/22	<u>Minutes</u> To approve the minutes of the meeting held on 21st June 2022 .	7.01pm
PR/69/22	<u>To suspend Standing Orders</u>	7.02pm

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.

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.

- PR/70/22 **To reinstate Standing Orders** 7.20pm
- PR/71/22 **Declarations of Interest** 7.21pm
- (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.
- PR/72/22 **Exclusion of the Press and Public.** 7.22pm
- 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*.
Note the resolution must include a reason for this exclusion.
- PR/73/22 **Planning** 7.24pm
- (i) [PL/2022/05044](#). 26 Olivier Road, Wilton.
Erection of first floor side extension over existing ground floor Utility / WC room and rear extension
WTC has objected to this application on 6th September.
Amended plans registered 7th September 2022.
- PR/74/22 **Annual schedule of meetings** 7.30pm
- A few years ago a change was made in that committee meetings were changed from monthly to bi monthly but neither committee met in August. This means that committees have a long break between meetings.
To consider adding an August meeting to the committee schedule so that each committee meets 6 times per year.
- PR/75/22 **Policy Review** 7.33pm
- (i) **To review the following adopted policies.**
- a [Code of Conduct](#)
- b [Financial Regulations](#)
- c [Scheme of Delegation](#)
- d [Statement of Internal Control](#)
- e [Procurement Policy](#)
- f [Data Protection Policy](#)
- g [Flag Flying Policy](#)
- h [Health and Safety Policy](#)
- i [Expenses Policy](#)
- PR/76/22 **Castle Meadow Pavilion** 7.50pm
- (i) To review the existing hiring agreement.
- (ii) To draft an agreement for accessing the Wilton TC containers.
- (iii) Utilities

PR/77/22	<p><u>Cost of Living Crisis</u> To consider ways that Wilton TC may assist residents with the current cost of living crisis. Currently Wilton TC provides free car parking, free toilets and free tennis court use.</p>	7.58pm
PR/78/22	<p><u>Men's Shed Licence</u> This was signed on 25th February 2020 and subject to an annual review. However several errors are within the current agreement and it is recommended to draw up a new Agreement. To agree to draft a new Lease or Licence between Wilton TC and Wilton Men's Shed.</p>	8.00pm
PR/79/22	<p><u>R2 financed projects</u> To receive an update on previously agreed projects. To receive an update on the Castle Meadow car park and replacement posts.</p>	8.10pm
PR/80/22	<p><u>Managing the Council's money.</u> (i) To approve terms of expenditure as detailed in the payment schedule. (ii) To consider and accept a quote for a full electrical survey at a Castle Meadow Pavilion b The Council Offices (iii) To consider and accept a quote for electrical works at the Council Offices (iv) Town Clerk's attendance at SLCC National Conference. (v) Budget preparation.</p>	8.15pm
PR/81/22	<p><u>Transfer of the Public Toilets</u> To receive an update regarding the transfer.</p>	8.25pm
PR/82/22	<p><u>Council office</u> (i) To agree to the disposal of a four drawer metal filing cabinet. (ii) To agree to the disposal of the damaged wooden table currently in the Chamber. (iii) To consider disposal of items currently in the attic. (iv) Access to building , rooms and filing cabinets.</p>	8.30pm
PR/83/22	<p><u>Retention of Records</u> (i) To agree that recordings of meetings will be destroyed once the Minutes have been approved. (ii) To adopt the Retention of Documents guidelines. (iii) To agree that archived documents should be sent to the Wiltshire and Swindon Archive at Chippenham.</p>	8.33pm
PR/84/22	<p><u>Christmas lighting event road closure</u> To approve the Risk Assessment and confirm the application for the road closure on 2nd December 2022.</p>	8.36pm
PR/85/22	<p><u>Current consultations</u> To respond to the following consultations. (i) Wiltshire Council EV charging survey (ii) Salisbury Neighbourhood Development Plan</p>	8.40pm
PR/86/22	<p><u>Action Update of the Minutes held on</u> (i) PR/52/22. Wilton roundabouts, transferred to E&A Committee for October. (ii) PR/54/22. Amended Policies have been uploaded to the website. The Clerk has recently</p>	8.46pm

completed a webinar on Legionella. No extraction licence was required for the Fountain.

- (iii) PR/54/22. The new Policies have been uploaded to the website.
 - (iv) PR/59/22. Wilton TC Newsletter will be on the November agenda.
 - (v) PR/60/22. All issues in the Office have been resolved except for purchasing a new printer.
 - (vi) PR/62/22. An invoice for the uncontested election has been received.
- All other actions appear as agenda items.

PR/87/22	<u>Correspondence received</u> The Clerk will report any correspondence received since the publication of the agenda.	8.48pm
PR/88/22	<u>Date of next meeting</u> To confirm the date of the next meeting on Tuesday 20 th December 2022 at 7.00pm in the Council Chamber.	8.49pm
PR/89/22	<u>Shaftesbury Road Cemetery</u> Purchase of EROBs by surviving family members when the EROB was not purchased previously.	8.50pm
PR/90/22	<u>To close the meeting.</u>	9.00pm

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 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.

