



Wilton Town Council

Annual Meeting of the Town Council

AGENDA



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

To: All Members of Wilton Town Council

Cllr Blackman	Cllr Boyd	Cllr Crossley	Cllr Forbes
Cllr Kinsey	Cllr Johnston	Cllr La Femina	Cllr Moore
Cllr Page	Cllr Taylor		

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 2nd May 2023 at 7.00pm
for the purpose of transacting the following business.

This meeting is open to the Public and Press.

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 847 5244 4606
Password 471191
You will be placed in a waiting area so please ensure arrival before the start of
the meeting.

Yours faithfully

Town Clerk

25th April 2023

	<u>The Mayor of Wilton will open the meeting.</u>	7.00pm
67/23	<u>Election of Chair of Wilton Town Council and install the Mayor of Wilton for the year 2023/2024.</u> (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 2023 – 2024. (b) To elect a Chair of Wilton Town Council and install the Mayor for the Civic year 2023-2024. (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 9 th May.	7.00pm
68/23	<u>Vote of thanks to the Outgoing Mayor.</u> Cllr Blackman to give a Vote of Thanks to Cllr Kinsey on behalf of Wilton TC.	7.07pm
69/23	<u>To elect the Deputy Chair and install the Deputy Mayor of Wilton for the year 2023/2024.</u> (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 2023 – 2024. (b) To elect a Deputy Mayor of Wilton Town Council for the Civic year 2023-2024. (c) The Deputy Mayor to sign The Declaration of Acceptance of Office as Deputy Mayor of Wilton.	7.10pm
70/23	<u>Apologies</u> 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.	7.13pm
71/23	<u>Minutes</u> To approve the Minutes of the meeting held on 4 th April 2023. (LGA 1972 sch 12 para 41).	7.15pm
72/23	<u>To suspend Standing Orders</u> <u>Community Engagement</u> 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.	7.16pm
	<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. 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).	7.31pm
	<u>Report from the Unitary Councillor for Wilton.</u> Cllr Pauline Church to give a brief report followed by questions to Cllr Church.	7.41pm

- 73/23 **To reinstate Standing Orders** 7.46pm
- 74/23 **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.
- 75/23 **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*.
- 76/23 **To receive and ratify the Minutes of the;** 7.49pm
- (i) **Environment and Amenities Committee held on 18th April 2023.**
To recommend the following items.
- (a) To allow Wilton Men’s Shed use of the area between the two containers for a maximum of 6 months to allow them time to sort out alternative storage.
- (b) To allow Wilton Men’s Shed to store two items within the Compound adjacent to the boundary with the neighbouring property.
- (c) To accept a quote to refurbish the bench nearest the One Stop in Old St Mary’s Churchyard.
- (d) To refer to the Local Highways and Footpath Improvement Group the issues with the junction of Crow Lane and North Street.
- (e) To refer to the Local Highways and Footpath Improvement Group the issue with the drainage outside numbers 23 – 25 South Street.
- (f) To request a traffic survey on the A36 near the traffic lights by The Guild.
- (g) To replace the North Street sign at the A36 end of North St, this will be the new heritage style design.
- (h) To request an additional No Entry sign at the A36 end of North Street for traffic coming from the West.
- (ii) **Staffing Committee held on 19th April 2023.**
To recommend the following items.
- (a) To re-adopt the [Expenses Policy](#) without amendment.
- (b) To re-adopt the [Flexible Working Policy](#) without amendment.
- (c) To adopt the amended Sickness Policy. See attached.
- (d) To re-adopt the [Disciplinary Policy](#) without amendment.
- (e) To re-adopt the [Health and Safety Policy](#) without amendment.
- (f) To re-adopt the [Dignity for All Policy](#) without amendment.
- (g) To acknowledge the resignation of the Assistant Clerk
- (h) To acknowledge the resignation of the Town Council Litter Picker.
- 77/23 **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)
- (iv) South Wiltshire Operational Flood Working Group
- (v) Wilton Community Centre
- (vi) Wilton C of E Primary School

	(vii) Trustees of the Michael Herbert Hall	
	(viii) Wilton United Charities	
78/23	<u>Managing the Council's Money</u>	8.05pm
	(i) To note the bank reconciliation dated 31 st March 2023.	
	(ii) To note the income and expenditure dated 31 st March 2023.	
	(iii) To agree transfers from Ear Marked Reserves to the Budget as of 31 st March 2023.	
	(iv) To confirm monies to be set aside as ear marked reserves as of 31 st March 2023.	
	(v) To confirm payments as per attached payment schedule (to follow)	
79/23	<u>To appoint Auditing Solutions Limited as the Town Council's Internal Auditor for 2023/2024.</u>	8.15pm
80/23	<u>To confirm the dates and times of ordinary meetings of the Council and Committees for the ensuing year</u> – see attached.	8.18pm
	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.	
81/23	<u>Request from The Woolstore Theatre at Codford to borrow the Edith Olivier portrait from Wilton Town Council</u>	8.20pm
	The Woolstore Theatre has a production titled Darling Edith on 12 th May and has asked to borrow the portrait by Rex Whistler for the production.	
	To agree to loan the portrait to the Woolstore Theatre for this occasion.	
	To confirm (if agreed) any conditions regarding this loan.	
82/23	<u>To appoint representatives for the following:</u>	8.27pm
	(i) Wiltshire Association of Local Councils	
	(ii) South West Wiltshire Area Board	
	(iii) South West Wiltshire Local Highways and Footpath Improvement Group	
	(iv) South Wiltshire Operational Flood Working Group and Wilton Flood Group	
	(v) Wilton C of E Primary School	
	(vi) Trustees of the Michael Herbert Hall	
	(vii) Wilton United Charities	
83/22	<u>Planning. To note the following.</u>	8.35pm
	(i) <u>PL/2023/03150. 14 Chantry Rd.</u>	
	Certificate of Lawfulness for proposed single storey rear extension to existing chalet bungalow.	
	No Planning Permission is required.	
84/22	<u>Town Clerk's Report</u> – circulated to Cllrs	8.40pm
85/22	<u>Date of next meeting</u>	8.43pm
	(i) To confirm the date of the next meeting of Wilton Town Council, which will be on Tuesday 9 th May 2023 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 6 th June 2023 at 7pm in the Council Chamber.	
86/22	<u>To close the meeting.</u>	8.45pm