



Wilton Town Council

Policy & Resources Committee

AGENDA

To all members of the Policy and Resources Committee

Cllr Blackman Cllr Crossley Cllr Forbes

Cllr Johnston 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 21st MARCH 2023 at 7.00pm** for the purpose of transacting the following business.

All Cllrs are politely reminded of the Wilton Town Council [Code of Conduct](#)
Wilton Town Council has taken the [Civility and Respect Pledge](#).

Masks maybe required to be worn, please ensure you have one with you.

Members of the Press and Public are welcome to attend.
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 841 4349 5151

Password 199745

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

15th March 2023

PR/21/23

Apologies

To receive any apologies and to note the reasons provided.

7.00pm

PR/22/23

Minutes

To approve the minutes of the meeting held on [17th January 2023](#).

7.01pm

PR/23/23

To suspend Standing Orders

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/24/23 **To reinstate Standing Orders** 7.20pm
- PR/25/23 **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/26/23 **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/27/23 **Policy Review** 7.23pm
- (i) **To review the following adopted policies.**
- a **Risk Management Policy**
To confirm the proposed changes in the attached policy.
- b **Complaints Policy**
To confirm new Policy circulated with the Agenda.
- c **Lone Workers Policy**
To confirm the proposed changes in the attached policy.
- d **Volunteer Policy**
To confirm the proposed changes in the attached policy.
- e **Community Grant Application Form**
To confirm the proposed changes in the attached policy.
- f **Standing Orders**
NALC has issued a revision to the Model – see attached
- g **Flag Flying Policy**
To consider a request to add flying of the Union Flag (or Holocaust Memorial Flag) at half mast on Holocaust Memorial Day.
- PR/28/23 **Insurance** 7.53pm
- (i) To review the Insurance Policy starting 1st April 2023.
- (ii) To review and confirm the Asset Register
- PR/29/23 **Men’s Shed Lease** 8.00pm
- To consider the comments received from Wilton Men’s Shed regarding the draft Lease.
To agree that the Draft Lease should be recommended to Full Council for approval.
- PR/30/23 **Managing the Council’s money.** 8.10pm
- (i) To note the bank reconciliation dated 31st January 2023
- (ii) To note the Balance Sheet and Income & Expenditure dated 31st January 2023
- (iii) To approve terms of expenditure as detailed in the payment schedule.
- (iv) To consider the Interim Internal Audit report dated 9th March 2023
- (v) To consider a proposal from Penisular for HR and Health & Safety support.
- (vi) To consider charges for utilities and current contracts
- (a) The electricity contract has changed to SSE as of 17th March 2023
- (b) The gas contract has changed to SSE as of 17th March 2023

- (c) The phone and broadband contract need to be reviewed and renewed or change the provider.

PR/31/23	<u>Councillor Robes</u> To receive an update regarding the maintenance of the Robes, including repair or replacement.	8.30pm
PR/32/23	<u>Council office</u> Installation of a lift to access the Council Chamber	8.40pm
PR/33/23	<u>Wilton Town Council website</u> (i) To consider the current layout and content and agree any updates required. (ii) To confirm the financial information currently available.	8.45pm
PR/34/23	<u>Agenda item request form</u> To consider adopting an agenda request form so all agenda requests contain the information needed.	8.50pm
PR/35/23	<u>Wilton HELP! CIC</u> A request to suspend the proposal to strike off the company from the register. To confirm next steps, if any, by Wilton Town Council.	8.55pm
PR/36/23	<u>Correspondence received</u> The Clerk will report any correspondence received since the publication of the agenda.	8.58pm
PR/37/23	<u>Date of next meeting</u> To confirm the date of the next meeting on Tuesday 16 th May 2023 at 7.00pm in the Council Chamber.	8.59pm
PR/38/23	<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.