



Wilton Town Council

Policy & Resources Committee

AGENDA


To all members of the Policy and Resources Committee

Clr Blackman Clr Crossley Clr Forbes

Clr Kinsey Clr Moore Clr Taylor

 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 16th MAY 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.

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

Meeting ID 886 0896 4852

Password 665819

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

10th May 2023

PR/39/23	<u>To Elect a Chairman for the Policy and Resources Committee</u> To elect a Chairman for the Policy and Resources committee for the civic year 2023 – 2024	7.00pm
PR/40/23	<u>To Elect a Vice - Chairman for the Policy and Resources Committee</u> To elect a Vice Chairman for the Policy and Resources committee for the civic year 2023 - 24	7.05pm
PR/41/23	<u>Apologies</u> To receive any apologies and to note the reasons provided.	7.08pm
PR/42/23	<u>Minutes</u> To approve the minutes of the meeting held on 21st March 2023	7.09pm
PR/43/23	<u>To suspend Standing Orders</u>	7.10pm

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/44/23 **To reinstate Standing Orders** 7.25pm
- PR/45/23 **Declarations of Interest** 7.26pm
- (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/46/23 **Exclusion of the Press and Public.** 7.28pm
- 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/47/23 **Policy Review** 7.29pm
- (i) **To review the following adopted policies.**
 - a [Lone Workers Policy](#)
To confirm the proposed changes in the attached policy.
 - b [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.
 - c [Scheme of Delegation](#)
 - d [Mayor Making Procedure](#)
- PR/48/23 **To consider the following proposal.** 7.40pm
- Currently Committee Minutes are received and ratified at Full Council then approved at the following Committee Meeting.
To change this to the Minutes being Received and to note the Recommendations at Full Council and the Minutes being Ratified at the following Committee meeting.
- PR/49/23 **Planning** 7.45pm
- To respond to Wiltshire Council Planning on the following planning applications.
- (i) **PL/2023/03396. 12 South Street.**
Fascia Signs
 - (ii) **PL/2023/03527. 8 Russell Street.**
Proposed two storey rear extension and alterations.
 - (iii) **PL/2023/01341. 50 Shaftesbury Road,**
Proposed widened access to front of property.
- PR/50/23 **Men's Shed Lease** 7.55pm
- (i) To note the comments from the Solicitor following comments received from Wilton Men's Shed.
 - (ii) To consider the inclusion of the following in the Lease

to exclude the security of tenure provisions in sections 24-28 of the Landlord and Tenant Act 1954 and if so to exclude it correctly by notice and statutory declaration. If you don't the tenant has an automatic right to renew and your ability to refuse is severely limited

- (iii) To consider any inclusion regarding car parking within the Lease
- (iv) To agree the V2 final draft of the Lease

PR/51/23	<u>Managing the Council's money.</u>	8.05pm
	(i) To approve terms of expenditure as detailed in the payment schedule.	
	(ii) The phone and broadband contract need to be reviewed and renewed or change the provider.	
	(iii) To consider whether to agree additional visits from the Auditing Technician whilst the Assistant Clerk post is vacant.	
PR/52/23	<u>Councillor Robes</u>	8.12pm
	To receive an update regarding the maintenance of the Robes, including repair or replacement.	
	a To receive an update on the cleaning and minor repair of the Cllr robes.	
	b To consider options for a replacement robe for the Mayor. To confirm no cleaning or repairs required for the Town Clerk's and Mace Bearer's robes.	
PR/53/23	<u>Council office</u>	8.20pm
	Installation of a lift to access the Council Chamber The Clerk is still chasing quotes.	
PR/54/23	<u>Historic Assets of Wilton Town Council</u>	8.25pm
	To review current storage of assets and consider alternative options.	
PR/54/23	<u>Wilton Town Council website</u>	8.35pm
	(i) To consider the current layout and content.	
	(ii) To consider changes to the existing layout.	
	(iii) Councillor to monitor the Wilton Town Council website	
PR/56/23	<u>Defibrillators</u>	8.45pm
	Currently there are four defibrillators within Wilton. A request has been made for one to be located in the Bulbridge area. To consider the request for an additional defibrillator.	
PR/57/23	<u>Correspondence received</u>	8.53pm
	The Clerk will report any correspondence received since the publication of the agenda.	
PR/58/23	<u>Date of next meeting</u>	8.58pm
	To confirm the date of the next meeting on Tuesday 18 th July 2023 at 7.00pm in the Council Chamber.	
PR/59/23	<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.