



Wilton Town Council

Policy & Resources Committee

AGENDA

To all members of the Policy and Resources Committee

Cllr Blackman Cllr Crossley Cllr Forbes

Cllr Kinsey Cllr Moore Cllr 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 18th JULY 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 841 8345 9810

Password 350464

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

12th July 2023

PR/60/23	<u>Apologies</u> To receive any apologies and to note the reasons provided.	7.00pm
PR/61/23	<u>Minutes</u> To approve the minutes of the meeting held on 16th May 2023	7.01pm
PR/62/23	<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/63/23 **To reinstate Standing Orders** 7.20pm
- PR/64/23 **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/65/23 **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/66/23 **Policy Review** 7.23pm
- (i) **To review the following adopted policies.**
- a **Scheme of Delegation**
To approve the recommended changes agreed by the Policy Working Group.
- b **Standing Orders**
To amend Standing Orders 9b and 9d to
9b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least **8 clear** days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
9d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least **8 clear** days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c **Streaming Council Meetings**
To consider the current process for requesting a copy of a recording.
All meetings will be recorded on ZOOM and the copy kept on the Clerk's computer. Requests for a recording of the meeting will be completed, providing the person requesting the recording provides a new (unopened) USB stick.
- d **Procurement Policy**
At the last meeting it was agreed to review this policy.
- PR/67/23 **Planning** 7.43pm
- To respond to Wiltshire Council Planning on the following planning applications.
- (i) **PL/2023/05086. 2 Riverside, Wilton.**
Reduce large Bay tree by 50%
- (ii) **PL/2023/03527. 8 Russell Street.**
Revised plans. Proposed single storey rear extension and alterations. Fell Bay tree in rear garden.

- (iii) [PL/2023/05606. Bridge House, 13 Russell Street.](#)
Ash – reduce to a frame 7m from ground level
Ash – coppice 1m from ground level.

PR/68/23

Men’s Shed Lease

The final draft has been sent to the Men’s Shed who have questioned the term of the Lease. The Town Clerk has checked with the Solicitor and a Lease of 3 or more years must be drawn up by a Solicitor which will incur additional costs.
A couple of typos were also raised and these have been amended.
The Trustees of the Men’s Shed will meet in early August and feed back after their meeting.
To note the information above.

7.53pm

PR/69/23

Managing the Council’s money.

- (i) To approve terms of expenditure as detailed in the payment schedule.
- (ii) The phone and broadband contract needs to be reviewed and renewed or change the provider.
- (iii) Emergency Ear Marked Reserves (EMR) of Wilton Town Council
 - (a) To vire £10,000 from EMR Open Space (322) to EMR Public Toilet Upgrade (334)
 - (b) To combine the EMR Public Conveniences (323) with the EMR Public Toilet Upgrade (334)
 - (c) To rename the EMR Jubilee Event (339)
 - (d) To consider any other changes required on the current EMRs.
- (iv) Safety of Wilton Town Council’s financial deposits.
The recent Internal Audit identified a potential risk
“We note the Council has a large sum of money held on deposit with one bank. There may be scope to increase the interest earned on funds and reduce the possible risks of any possible bank failures by diversifying Wilton Town Council’s deposits.”
The Town Clerk has contacted the CCLA Investment Fund and a report is attached.
To consider diversifying Wilton Town Council’s deposits.

8.00pm

PR/70/23

Council office

Evacuation mat for the Council Chamber
To consider the options available on the attached report and agree to purchase an evacuation mat to be stored upstairs.

8.10pm

PR/71/23

Historic Assets of Wilton Town Council

Following the Wilton Town Council meeting on 6th June, someone from the company that supplied the cabinet to the County Archive has visited and will provide a revised quote for an 8 drawer cabinet with display case on top.

- (i) To consider the revised quote
- (ii) To consider comments regarding storage from a Conservator.

8.20pm

PR/72/23

Wilton Town Council website

- (i) To consider the current layout and content.
- (ii) To consider changes to the existing layout.
- (iii) To nominate a Councillor to monitor the Wilton Town Council website

8.30pm

PR/73/23

Request from Salisbury Museum.

To borrow the portrait of Edith Olivier by Rex Whistler for an exhibition running from 25th

8.35pm

May to 29th September 2024.

PR/74/23

Correspondence received

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

8.50pm

PR/75/23

CCTV

A request has been received from the management of Salisbury CCTV asking to work (and have access to) with Wilton Town Council's CCTV system.

- (i) To agree to the request.
- (ii) To confirm the point of contact for this project.

8.54pm

PR/76/23

Date of next meeting

To confirm the [date of the next meeting](#) on Tuesday 19th September 2023 at 7.00pm in the Council Chamber.

8.58pm

PR/77/23

To close the meeting.

8.59pm

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.