



# Wilton Town Council

## Town Council Meeting

### AGENDA



The Council Offices  
Kingsbury Square  
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

To: All Members of Wilton Town Council

You are summoned to attend a **MEETING** of **WILTON TOWN COUNCIL** to be held in the

**COUNCIL CHAMBER, COUNCIL OFFICES, KINGSBURY SQUARE, WILTON**

on:

**TUESDAY 6<sup>th</sup> FEBRUARY 2024 at 7.00pm**

for the purpose of transacting the following business.

**This meeting is open to the Public and Press.** It is hoped to stream the meeting via ZOOM.

Any member of the public or press who wishes to ask a question or make a statement is invited to send this via email or in writing (posted through the letter box) to the Clerk before midday on the day of the meeting.

Please see the [Public Participation at Meetings Policy](#)

Wilton Town Council has signed the [Civility and Respect Pledge](#).

[Who has taken the Pledge](#)

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 898 2804 6370

Password 335756

You will be placed in a waiting area so please ensure arrival at least 5 minutes before the start of the meeting. Please see the [Streaming Council Meetings Policy](#).

Yours faithfully

*Clare Churchill*

**Town Clerk**

30<sup>th</sup> January 2024

019/24	<p><b><u>Welcome and Apologies</u></b></p> <p>(i) 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.</p>	7.00pm
020/24	<p><b><u>Minutes</u></b></p> <p>To approve the Minutes of the Meeting held on (LGA 1972 sch 12 para 41).</p>	7.01pm
021/24	<p><b><u>To suspend Standing Orders</u></b></p> <p><b><u>Community Engagement</u></b></p> <p>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.</p> <p><b><u>Report from the Unitary Councillor for Wilton.</u></b></p> <p>Cllr Pauline Church to give a brief report followed by questions to Cllr Church.</p>	7.02pm
022/24	<p><b><u>To reinstate Standing Orders</u></b></p>	7.17pm
023/24	<p><b><u>Community Engagement</u></b></p> <p>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).</p>	7.23pm
024/24	<p><b><u>To note the following response to questions and statements made at the Wilton Town Council Meeting held on 2<sup>nd</sup> January which were not answered at the Meeting.</u></b></p> <p>The number related to the number listed on the Minutes of the Meeting when the statement was made.</p> <p>2 All Minutes have been checked and updated, now it is only the Draft Minutes showing Draft.</p>	7.24pm
025/24	<p><b><u>Declarations of Interest</u></b></p> <p>(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.</p> <p>(b) To consider any Dispensation Requests received by the Town Clerk.</p> <p>(c) Wilton Town Councillors are reminded that it is their duty to ensure their Register of Interests is kept up to date.</p>	7.30pm
026/24	<p><b><u>Exclusion of the Press and Public.</u></b></p> <p>To agree any items, if required, to be dealt with after the public, including the press, have been excluded under <i>Public Bodies (Admissions to Meetings) Act 1960</i>.</p>	7.31pm
027/24	<p><b><u>Mayor's report</u></b></p> <p>To receive a brief report of events and engagements attended by the Mayor of Wilton.</p>	7.32pm
		7.33pm

- 028/24 **To receive the Minutes of the Policy and Resources Committee Meeting held on 23<sup>rd</sup> January 2024.** 7.38pm
- To agree the following recommendations.  
Further details in the Minutes of the Meeting.
- (i) To adopt the minor amendments made to Financial regulations and to undertake a full review in September 2024 after the updated Financial Regulations have been published by NALC.
  - (ii) To adopt the changes made to the Statement of Internal Control.
  - (iii) To adopt the changes made to the Procurement Policy.
  - (iv) To adopt the changes made to the Volunteer Policy.
  - (v) To adopt the changes made to the Flag Flying Policy
  - (vi) To adopt the change made to the footer of the Co-Option Policy
  - (vii) To adopt the minor changes made to the Publication Scheme.
  - (viii) To agree that links in the policies would be removed to prevent accessing out of date documents.
  - (ix) To support the proposed 20mph zone at Wilton Hill and Erskine Park.
  - (x) To approve the purchase of MS Office for a Cllr (one off payment).
  - (xi) The current budget was looked at and an explanation of the VAT control account given.
  - (xii) The status of the two loans held by Wilton Town Council was reviewed.
  - (xiii) To establish a small Working Group to look at the pros and cons of developing a Neighbourhood Plan for Wilton. A representative from the Environment and Amenities Committee is sought.
  - (xiv) To hold the Annual Town Meeting on Monday 11<sup>th</sup> March at 7pm at Wilton Community Centre (see 033/24 below).
- Other Policies will be reviewed by the Policy Working Group before the next Policy and Resources Committee meeting.
- 029/24 **To receive the Minutes of the Staffing Committee Meeting held on 18<sup>th</sup> January 2024.** 7.48pm
- To agree the following recommendations.
- (i) To upgrade the Town Clerk's and Assistant to the Town Clerk's MS Office 365 to standard (currently on basic).
  - (ii) To keep the Town Clerk's hours at 30 hours per week.
  - (iii) To pay the historical TOIL accrued since 1<sup>st</sup> February 2021 until 31<sup>st</sup> January 2023.
- 030/24 **To appoint a Trustee to Wilton United Charities.** 7.55pm
- Wilton Town Council has two Trustees and the Mayor is an ex officio Trustee.  
Cllr Charlotte Blackman has been a Trustee and her term ended on 31<sup>st</sup> December 2023  
Ms Becky Perry is the second Trustee, her term runs until 2027.  
To confirm Cllr Blackman as the second Trustee for Wilton United Charities
- 031/24 **Managing the Council's Money** 8.00pm
- (i) Noting of the Bank Reconciliation dated 31<sup>st</sup> December 2023 inc the detailed Balance Sheet and Income & Expenditure.
  - (ii) To confirm payments as per attached payment schedule.
- 032/24 **Planning. To respond to the following planning application.** 8.10pm  
[PL/2023/10578](#) Cuckoo Cafe, 2 Silver Street, Wilton.  
Installation of a commercial kitchen extraction/ventilation system with external ducting fitted to the rear elevation of the property.

033/24	<p style="text-align: center;">p</p> <p><b><u>The Annual Town Meeting</u></b></p> <p>This will be held at Wilton Community Centre on Monday 11<sup>th</sup> March 2024 starting at 7pm.  This is not a Town Council meeting but a meeting of the Electors which is arranged by Wilton Town Council.  It is hoped many of the Community Groups within Wilton will be able to attend and make a short report.  To note the date and time of the meeting.</p>	<i>8.15pm</i>
034/24	<p><b><u>To receive verbal reports from the Town Council’s representatives</u></b></p>	<i>8.20pm</i>
035/24	<p><b><u>Town Clerk’s Report</u></b> – circulated to Cllrs</p>	<i>8.25pm</i>
036/23	<p><b><u>Date of next meeting</u></b></p> <p>To confirm the date of the next meeting of Wilton Town Council, which will be on Tuesday 5<sup>th</sup> March 2024 at 7pm in the Council Chamber.</p>	<i>8.30pm</i>
037/23	<p><b><u>To close the meeting.</u></b></p>	<i>8.31pm</i>