



## Wilton Town Council

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To: Cllr Angela Alexander, Cllr Charlotte Blackman (Deputy Mayor), Cllr Alexandra Boyd, Cllr Michelle Ditton, Cllr Peter Edge, Cllr Claire Forbes, Cllr Chris Harrison (Mayor), Cllr Maria La Femina, Cllr Phil Matthews, Cllr Mick Whillock

Invited to attend: Wiltshire Council Councillor Pauline Church

For Information: Members of the Public & Press

## A G E N D A

### **FULL COUNCIL MEETING OF THE TOWN COUNCIL**

You are summoned to a meeting of the council for the transaction of the business shown on the agenda below. To be held at **7 pm on Monday 09 February 2026** in the **Wilton Baptist Church, Market Square, Wilton, SP2 0DG**. The meeting will also be hosted online. Public, press and non-committee members, join on your computer or mobile app using this [Join the meeting now](#) link.

Brie Logan  
Interim Town Clerk & RFO, February 03 2026

**Public Participation:** The Chairman will invite members of the public to present their questions, statements or petitions. The period of time designated for public participation shall not exceed twenty minutes. A member of the public shall speak for no more than three minutes.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

1. [Apologies – To receive and note Councillor absences](#)
2. [To receive any Declarations of Interests and Requests for Dispensation](#)
3. [Minutes of the Full Council meeting held on 10 January 2026](#)
4. [To consider candidates for co-option on to Wilton Town Council](#)
5. [To receive a report for information to Full Council](#)
6. [To receive financial reports and approve payments](#)
7. [To consider and comment on planning applications](#)
8. [To consider a Community Grant request for the Wilton Carnival](#)
9. [To receive an update on the Flood and River Management Advisory Committee](#)
10. [To review the Pensions Discretionary Policy, Standing Orders, Financial Regulations, Scheme of Delegation, Fire Safety and Health & Safety policies.](#)
11. [Clerks report](#)
12. [To consider entering in to a confidential session to consider the Town Clerk vacancy and receive a staffing update](#)

## **Agenda Item No. 1**

### **Apologies – To receive and note Councillor absences**

In December 2025, the Council resolved to note councillor absence. Councillors are required to tender their apologies for council meetings in advance and these will be noted.

If a council member has not attended a meeting of the council for six consecutive months, they are disqualified.

Apologies – none received [at the point of the agenda being published].

## **Agenda Item No. 2**

### **To receive any Declarations of Interests and Requests for Dispensation**

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct – adopted in May 2025. The Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct.

## **Agenda Item No. 3**

### **Minutes of the Full Council meeting held on 12 January 2026**

When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.

If it is necessary for the draft minutes of the previous meeting to be corrected because of inaccuracies, then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).

#### **Recommendation**

Confirm the accuracy of the Minutes of the Town Council meeting held on: [12 January 2026](#).

## To consider candidates for co-option on to Wilton Town Council

### Background

Wilton Town Council currently has one vacant seat following the resignation of Cllr Flanagan. In accordance with Section 21 of the Representation of the People Act 1985 and the Local Government Act 1972, the Council is empowered to fill these vacancies by co-option.

A public notice inviting expressions of interest was published on 12 December 2025, with a deadline for submissions set for 07 January 2026. Interested individuals were asked to submit a brief statement outlining their background, interest in serving on the Council, and any relevant experience.

### Information

Two applicants have submitted expressions of interest (EOI) for co-option which have both been validated.

#### 1. Gary Blandford-Hull has submitted an EOI

*I have lived in Wilton since November 2018 and would like to contribute my experience of over 55 years in Project Management in the Building Services industry to support the Town Council.*

*I have some previous experience as a Councillor, as I served as a Councillor on the Martin Parish Council for some years, and was involved with my wife in the setting up some projects and setting up of the Future Farms shop in the village and involved with other activities in the village. I also created an historical archive of Martin with another person which has now been published on the Martin Parish website.*

*I love living in Wilton, and I would like to become a Town Councillor so that I can help keep Wilton in the lovely environment it is for the enjoyment of the local people.*

*I believe my working career experience brings certain values which will assist and help me support the Council. I completed a Certificate in Management course some years ago to advance my management skills in my day-to-day work. I also have a can-do attitude and can see my way through to resolving problems.*

*I firmly believe that my skills and motivation will be an asset to help the Council to achieve its goals. I would like to have the opportunity to serve the local community in the Council's work for Wilton.*

#### 2. Peter Edbrooke

*My name is Peter Edbrooke and I have lived in Wilton for the past year. I have grown very fond of the town and would welcome the opportunity to give back to the local community.*

*I am a 34-year-old web developer who works from home. I have experience in team and project management, including budgeting, time management, task delegation, and planning. I also have previous experience in landscape gardening and am always happy to get my hands dirty when needed.*

Each candidate has been invited to attend this meeting and will be given the opportunity to speak briefly to Council members regarding their application. This will allow members to ask questions and assess the suitability of each candidate.

Following the presentations, councillors will be asked to consider the applications and a vote to co-opt one candidate will take place.

- Each candidate will be invited to speak for up to 3 minutes.
- Members may ask questions following each presentation.
- A vote will be held in accordance with the [Co-option policy](#).
- The successful candidate(s) will be formally invited to sign the Declaration of Acceptance of Office and join the Council.

Section 3.1 of the policy states: *Voting will be in accordance with Standing Orders by a show of hands and will continue until one candidate has received an absolute majority of those Councillors present. At this stage, the successful candidate will be declared co-opted and, after signing the Declaration of Acceptance of Office form, will be invited to join the meeting.*

#### **Recommendation**

Councillors consider the suitability of each applicant and proceed with the vote to co-opt the candidate with the majority vote.

**To receive a report for information to Full Council**

**Civic Report**

Cllr Harrison, Mayor has been interviewed by That's TV Wiltshire and the recording can be viewed via this [link](#). The report references the council priorities and community focus.

Councillors are invited to provide a verbal report on civic/ community events at this point.

**Wiltshire Council Reports**

Cllr Church is invited to present a Wiltshire Council update.

**Other Reports**

None

**Local Organisation Reports**

Local Organisation representatives are invited to provide a report at this point.

**Recommendation**

That the reports are received, and any points of note are identified for future meetings of the Council or its committees or for action by officers of the Council.

Agenda Item No. 6

## To receive financial reports and approve payments

### Summary

The Council should have a clear understanding of the Council's financial position throughout the year. Every local council must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions. The council's Risk Register lists out the internal control measures and the updated version was resolved by WTC in November 2025.

The following financial summaries are for the council to receive and note:

1. Year to date report (month 10) - [Receipts and Payments versus budget](#)
2. The [payment list](#) to the value of £41,216.28 is for the council to ratify, as per Financial Regulations section 7.8: *A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.*

List of payments over £6,000 for approval (as per the WTC Financial Regulations) – none this month.

3. Summary of Bank Reconciliation and Cash in Hand

<b>Bank Reconciliation at 31/01/2026</b>			
	Cash in Hand 01/04/2025		416,073.56
	<b>ADD</b> Receipts 01/04/2025 - 31/01/2026		380,445.78
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/01/2026		796,519.34
<b>A</b>	<b>Cash in Hand 31/01/2026</b> (per Cash Book)		405,231.50
			<b>391,287.84</b>
	Cash in hand per Bank Statements		
	Lloyds Business Bank Account 824 31/01/2026	13,109.32	
	Commercial Instant Account 905 31/01/2026	75,488.69	
	Lloyds Debit Card 360 31/01/2026	2,691.53	
	Public Sector Deposit Fund 31/01/2026	300,000.00	
	Stripe 31/01/2026	0.00	
			<b>391,289.54</b>
	Less unpresented payments		1.70
			<b>391,287.84</b>
<b>B</b>	<b>Plus unpresented receipts</b>		
	<b>Adjusted Bank Balance</b>		<b>391,287.84</b>
	<b>A = B Checks out OK</b>		

If any councillor would like to see any additional information, please let the office team know and this will be arranged.

Members should be kept up to date with the council's accounts to ensure that there are sufficient funds to meet commitments.

## **Bank Reconciliation**

As per minute reference FC196c Cllr Ditton will review the Bank Reconciliation for January 2026.

### **Legal Implications**

Every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. Local Government Act 1972 s.151.

### **Recommendation**

That the Council:

1. receives and notes the bank reconciliation, year-to-date receipts and payment [versus budget] and list of payments and raises any queries it may have.
2. resolves to approve the payments to the value of £41,216.38

## To consider and comment on planning applications

### Summary

Planning applications listed below have been received and require comments to be submitted to the Local Planning Authority. Prior to the meeting, members are urged to view the planning application using the link below and to visit the site to understand local context. The presentation for the meeting is available to view in advance here. (Town and Country Planning Act, 1990 sch.1 para.8) Planning

Planning App Ref	Proposal
<a href="#">PL/2026/00241</a> Wilton Estate	<b>BULBRIDGE HOUSE, 46 SOUTH STREET, WILTON, SALISBURY, SP2 0JU</b> Notification of proposed works to trees in a conservation area Proposal: Walnut tree - fell Beech tree - pollard
<a href="#">PL/2026/00301</a> 10 Feb 2026 Mr M Walsh	<b>48 WEST STREET, WILTON, SALISBURY, SP2 0DG</b> Notification of proposed works to trees in a conservation area Proposal: 1 - Thuja plicata - fell to ground level 2 - Apple tree - fell to ground level 3- Apple tree - reduce crown by up to 40%.
<a href="#">PL/2026/00029</a> Wilton House	<b>WILTON HOUSE, WILTON, SALISBURY, SP2 0BZ</b> Notification of proposed works to listed building Proposal: Minor internal alterations at basement level including removal of a dumb waiter, removal of a modern partition and sub-division of the service kitchen to form a utility room to the private kitchen.

### Legal Authority and Implication

The Town Council is a consultee but does not have the authority to determine planning applications. The Council has the power to be notified of planning applications affecting the Council's area and to comment (Town and Country Planning Act, 1990 sch.1 para.8)

### Recommendation

That the Council provides its response on the listed planning applications and considers responses to applications received without notice, in the form of Support or Objection with supporting reasons. Delegate to the Town Clerk all details in discharging this decision.

### Additional Information

As part of Wilton Town Council's response to planning proposals it needs to give material planning reason for its comments, be they of support or objection. Simply stating 'No Objection' or 'Support' is insufficient as there is a requirement to give the reasons for that decision.

### **Material Planning Reasons**

- Biodiversity
- Local or Government Policy
- Noise/Disturbance
- Parking
- Heritage
- Economic Benefits
- Overlooking/Loss of Privacy
- Landscape
- Impact on Light
- Effect on the appearance of the Area
- Height
- Traffic or Highways
- Impact on Access
- Design
- Road safety
- Residential Amenity
- Flooding Issues

**To consider a Community Grant request for the Wilton Carnival**

**Background**

The Community Grant Policy can be accessed for further information. Wilton Town Council makes grants to organisations working for the benefit of the community in Wilton. The grants are awarded based on monies generated by the council tax payers of Wilton and accordingly the council has a responsibility to satisfy itself that grants will provide benefit to the local community.

**Information**

The Wilton Carnival is seeking a grant of £500 towards the cost of the Carnival and has also requested the hire charge relating to the Pavilion for the 3 days is waived.

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The full [grant application](#) provides further detail on this community event.

**Financial Information**

The value of grant application is £500.

Budget line 4121 - Grants awarded year to date expenditure is £1,500 against an allocated budget of £3,000.

**Recommendation**

Councillors consider awarding the grant of £500 to the Carnival committee and also approve the hire charge to be waived for this event and that the Town Clerk be authorised to take all such steps as considered necessary to comply with the resolution.

## To receive an update on the Flood and River Management Advisory Committee

### Background

In December 2025, Wilton Town Council was presented with the River Survey Technical report and it was RESOLVED to set up a Flood Advisory Committee (FAC); noting to confirm its membership at the January 2026 Full Council meeting.

The Advisory Committee met on 19 January 2026 and the membership was considered; this needs to be ratified by the council.

Cllr Maria La Femina

Cllr Peter Edge

Alan Crossley

Pete Blackman

John Catchpole

Geoff Naish

Tim Phelps

Anthony Brown-Hove

Michael Holm (Environment Agency)

Danny Everett (Wiltshire Council)

The committee will operate collaboratively with defined lines of reporting and aligned to the [Draft Terms of Reference](#). Engagement with external partners—including Wiltshire Council, the Environment Agency, and community volunteers—will be central to its work.

PB was nominated as chair of the Advisory Committee (to be ratified by WTC)

The committee has agreed to meet twice per annum (as a minimum), dates TBC in April and October and the [meeting summary](#) provides a high-level overview of the meeting.

The [River Technical note](#) was discussed and the Environment Agency representative presented the [December 2025 update report](#) on the Rivers Nadder & Wylye.

The next steps for the River Management Plan will include:

- A clear Mission Statement.
- Feasible, realistic, and achievable short and long-term objectives.
- Joint work with the Environment Agency (MH) and Wiltshire Council (DE) to explore funding opportunities.

The committee will meet Monday 16 February at 2pm to begin drafting the plan and mapping the catchment.

### Recommendation:

Councillors consider the Terms of Reference, committee membership, ratify Pete Blackman as the chair and acknowledge the name change to the Flood and River Management Advisory Committee which reflects the wider scope of the plan.

**To review the Pensions Discretionary Policy, Standing Orders, Financial Regulations, Scheme of Delegation, Fire Safety and Health & Safety policies.****Background**

The purpose of this report is to provide background and context for the scheduled review of key Council policies as part of the Council's system of internal controls, good governance, and statutory compliance. This report outlines the reasons why regular policy review is necessary and identifies the policies due for review this month.

Town and Parish Councils are required to maintain robust internal control arrangements to ensure transparency, accountability, and effective governance. As part of these arrangements, the Council must adopt, monitor, and periodically review its policies and procedures.

Regular review ensures that:

- Policies remain legally compliant and reflect current legislation, statutory guidance, and best practice.
- The Council's decision-making framework is current, clear, and operationally effective.
- Risks relating to governance, finance, health and safety, and service delivery are identified and mitigated.
- Internal controls are functioning as intended and support the Council's overarching responsibilities under the Local Government Act 1972, Accounts and Audit Regulations, and other relevant regulatory frameworks.

Most Council policies are reviewed on an annual or biennial cycle, unless legislation or local circumstances require earlier revision. The following policies are due for review and can be accessed via the links below.

<b>Policy</b>	<b>Description</b>	<b>Link to policy</b>
Pensions Discretion Policy	<ul style="list-style-type: none"><li>• Required for employers participating in the Local Government Pension Scheme (LGPS).</li><li>• Sets out the Council's approach to discretionary pension provisions.</li><li>• Must be reviewed every 3 years to ensure alignment with LGPS regulations and affordability considerations.</li></ul>	<a href="#"><u>DRAFT Discretions Policy</u></a>
Health and Safety Policy	<ul style="list-style-type: none"><li>• Required under the Health and Safety at Work Act 1974.</li><li>• Should be reviewed annually to ensure it addresses workplace risks, staff responsibilities, and current regulatory requirements.</li><li>• The H&amp;S action plan (Safety Nest RAG Report) was reviewed by the H&amp;S Consultant in December 2025. The action plan reviewed on 27 January shows demonstrable progress which can be reviewed in the RAG report.</li><li>• The H&amp;S Policy has also been updated and this has been approved by the Safety Nest H&amp;S Consultant.</li></ul>	<a href="#"><u>2026-01-H&amp;SPolicy</u></a>  <a href="#"><u>SafetyNest RAG Report</u></a>

	<ul style="list-style-type: none"> <li>A Staff Handbook has been written and approved by the H&amp;S Consultant. This will be issued to all staff upon approval by the council.</li> </ul>	<a href="#"><u>2026-01-H&amp;S Handbook</u></a>
Fire Safety Policy	<ul style="list-style-type: none"> <li>Supports the Council's responsibilities under the Regulatory Reform (Fire Safety) Order 2005.</li> <li>Ensures safe management of council-owned buildings, updated risk assessments, and compliance with statutory duties.</li> </ul>	<a href="#"><u>2026-01-Fire Safety Policy</u></a>
Scheme of Delegation	<ul style="list-style-type: none"> <li>Defines the authority delegated to the Clerk and officers.</li> <li>Ensures that delegation arrangements remain lawful, transparent, and reflective of current staffing and operational structures.</li> <li>Rationale for amendments to this policy is to create a more streamlined governance, centralising functions under Full Council rather than committees, and enhancing the operational authority of the Town Clerk to ensure efficiency in delivering the objectives of the Council.</li> </ul>	<a href="#"><u>DRAFT Scheme of Delegation</u></a>
	<ul style="list-style-type: none"> <li>As part of this review the council considers the disbandment of the Staffing Committee.</li> </ul>	
Standing Orders	<ul style="list-style-type: none"> <li>The primary governance document governing Council meetings and decision-making.</li> <li>Must be updated to reflect the latest NALC Model Standing Orders, legislative updates, and local operational needs.</li> <li>Rationale for amendments to this policy is to convey the changes the Council has resolved regarding committees, and also ensure meetings are delivered in an efficient manner.</li> </ul>	<a href="#"><u>DRAFT Standing Orders March</u></a>
Financial Regulations	<ul style="list-style-type: none"> <li>Core part of the Council's internal financial controls.</li> <li>Requires review to ensure compliance with the Accounts and Audit Regulations, internal audit recommendations, procurement thresholds, and best practice guidance.</li> <li>Rationale for amendments to this policy is to enhance the operational authority of the Town Clerk to ensure efficiency in delivering the objectives of the Council, as outlined in the Scheme of Delegation.</li> </ul>	<a href="#"><u>DRAFT Model Financial Regulations</u></a>

### **Recommendation**

Councillors review and approve the updated versions of the following policies:

- Pensions Discretionary Policy
- Standing Orders
- Financial Regulations
- Scheme of Delegation – and further considers the disbandment of the Staffing Committee
- Fire Safety Policy
- Health & Safety Policy and Staff H&S Handbook

Noting that these policies form part of the Council's internal control framework and require regular review as part of ongoing governance responsibilities.

## Clerk's Report including correspondence and progress report on Full Council business

### Report Content/Detail

Reports provided within this item are to be received, they provide updates on decisions already taken by the Council and actions taken under the Scheme of Delegation (where not previously reported) that need to be resolved.

#### 11.1 Clerk's Report

**Public WC survey complete** – A full measured survey, including elevations and a topographical survey was completed on 20 January in readiness for the project to commence.

**LHFIG request** – Following the Full Council meeting in November, a funding request was submitted to Grovely Riding Stables to support the proposed signage on Water Ditchampton Road. Grovely Riding Stables has since confirmed that they will contribute £200 towards the project.

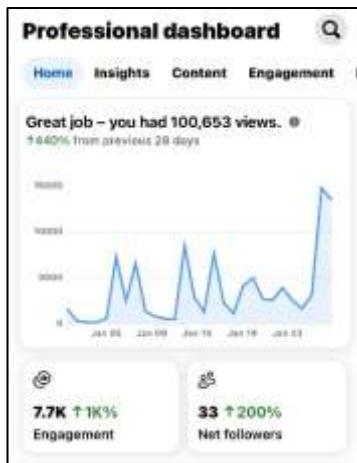
A formal funding application has now been submitted to LHFIG for consideration at the February meeting. The application seeks support to cover the remaining costs associated with the installation of the new signage along Water Ditchampton Road.

**20mph request update** – In October, Wilton Town Council formally resolved to proceed with the 20mph zone and further request an extension of the zone along the A30 Shaftesbury Road. In December it was advised that as this extension requires Wiltshire Council Cabinet approval that a request needed to be submitted to the Portfolio Holder for Highways. The request was submitted to Cllr Martin Smith on 27 January.

**Wilton Fire Station** – Dorset & Wiltshire Fire & Rescue Authority will be considering a recommendation at its February meeting to start public consultation on the potential closure of eight on-call fire stations including Wilton.

The fire authority is due to meet on February 10 to decide whether the proposals should go forward to a 13-week public consultation.

**Resident Engagement** – The Social media insight statistics evidence the increased views, engagement and net followers are on an upward trend.



**Disability Confident Committed** – Following the recruitment process undertaken in December 2025, it has been confirmed that WTC meets the required benchmark to be recognised as Disability Confident Committed. The awarded certificate formally acknowledges this achievement and the Council's ongoing commitment to inclusive employment practices.

## 11.2 Delegated Decisions for Information (within the Clerk's delegated spend)

No	Delegated Decision	Comments	Cost	Budget
11.2.1	Management of Memorials	The Facilities officer has been booked on to an ICCM Memorial Management course [to include Topple Testing] on 20 <sup>th</sup> March 2026	£260	Training – account code 4065
11.2.2	Purchase Grant of Burial book	As part of the ongoing administrative review, all cemetery-related documentation dating from approximately 2019 to the present will be transferred from loose papers and informal files into this official register. This process will consolidate records, improve accessibility, and strengthen the long-term administrative integrity of cemetery management.	£153.60 (inc. VAT)	Stationary – account code 4060
11.2.3	Purchase of a PAT tester and PASS stickers	The Facilities officer after a preliminary count, notes that we have 35 electrical items that require PAT testing, all out of date. It would cost approx. £140 annually to use an external contractor therefore this service will be bought in-house.	£178.98 (inc. VAT)	Repairs and Maintenance office - account code 4220
11.2.4	Gas Safety Inspection	The Council Offices contain a gas-fired boiler, which is formally classed as a <i>gas appliance</i> . All landlord-provided appliances and associated flues therefore fall under the annual legal check requirement. Annual compliance is <i>not optional</i> and must be evidenced by maintaining gas safety check records for a minimum of two years.  3 quotes were sought and the work has been awarded to Aqua Gas Salisbury	£95	Repairs and Maintenance Office - account code 4220
11.2.5	Play Park Operational Inspector training course.	The RPII Operational Inspector Course is a two-day training and certifies the attendee to carry out all inspections of play park equipment to a ROSPA standard.	Training and examination fee is £495 (excl. VAT) plus Operational examination is £285	Training – account code 4065
11.2.6	Asbestos Survey Council Offices	To maintain a safe working environment and fulfil its legal duties—especially given the presence of tenants—a formal Asbestos Management Survey has been undertaken. This survey has confirmed there are no asbestos containing materials present in the offices and this now provides the council with documented assurance that is needed for regulatory compliance.	£400.20	Repairs and Maintenance Office - account code 4220

		Failure to obtain this survey would leave the Council non-compliant, potentially exposed to financial, legal, and operational risks. 3 different quotes were sought, and the work has been awarded to Supernova Group LTD.		
11.2.7	Skip hire, Pavilion compound	To pave the way for the future works at the Pavilion compound, A 4 yard skip has been sought to remove waste generated by previous works undertaken at the Pavilion.	£354 (inc. VAT)	Repairs and Maintenance Pavilion - account code 4221
11.2.8	Council Office – Consumer unit upgrade	Replace existing ground floor consumer unit supplying the ground floor sockets which does not currently have RCD protection.	£925 + VAT	Repairs and Maintenance Office - account code 4220
11.2.9	First aid kit replacement	Upon inspection, it was found that the first aid kits are out of date at both the Pavilion and the office. Replacements have been ordered for both sites.	£38.50	Repairs and Maintenance Office - account code 4220

#### **Recommendation**

That the delegated decision report is received and noted and any actions arising are identified for future meetings of the Council and *ratify* the items as referenced above.

#### **11.3 Other Matters to resolve**

No			
11.3.1	Mayor's Bank Account	WTC has a separate bank account for the Mayor's Charity. The account has been dormant during this financial year with the exception of monthly charges of £4.25. The balance is £2.83 as of January 2026. The former mayor from 2024/2025 is the current signatory.	£0
<b>Recommendation:</b> The council ratifies the decision to close this account noting residual funds will be transferred to the WTC business account and sets up a dedicated EMR for the funds raised for the mayor's charity.			
11.3.2	Public Toilets project	Following the Councillor workshop [on 4 <sup>th</sup> February] the Council will receive a verbal update summarising the discussion outcomes and proposed next steps.	£0
<b>Recommendation:</b> Councillors consider the next steps, approve the project governance and progress the actions as discussed in the workshop.			
11.3.3	Photo Competition	The Rotary Club has kindly made a donation of £500 for prizes for the Photo Competition.	£0

	<p><b>Recommendation:</b> Formal thanks are extended to the Rotary Club for the donation.</p>		
11.3.4	Council Chamber accessibility	<p>The latest quote confirms that the annual cost of servicing the stair lift for 2026 is £633.89. As the Council Chamber is currently fallow and not used for meetings, there is no operational requirement to continue servicing the stair lift at this time.</p> <p>Further advice indicates that spare parts for the stair lift are no longer available. This is an additional consideration for the Council when determining the future maintenance, retention, or potential decommissioning of the equipment.</p> <p>Notwithstanding the above, the Council is committed to considering reasonable adjustments to support accessibility should a need arise in future. If access to the Council Chamber is required by a councillor, staff member, or member of the public, appropriate arrangements will be explored at that time.</p> <p>Should a request be made, a discussion will take place to establish the specific need and to identify suitable options.</p>	£0
<p><b>Recommendation:</b> Councillors approve to cease servicing the stair lift with immediate effect, in light of the annual servicing cost, the current non-use of the council chamber, and confirmation that spare parts are no longer available.</p>			
11.3.5	Cemetery drainage report	<p>The <a href="#">drainage report</a> identifies some further works as referenced in the conclusions and recommendations section. A quote is underway and this will be presented to the council for consideration at a future meeting.</p> <p>The drainage investigation is a result of concerns raised by the contractor commissioned to carry out the pathway improvement works. The pathway works (as resolved in December 2025) are currently on hold until the drainage investigation is concluded.</p>	£0
<p><b>Recommendation:</b> Councillors resolve to note this formal update.</p>			

**To consider entering in to a confidential session to consider the Town Clerk vacancy  
and receive a staffing update**

**Legal Authority and Implication**

A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

(Public Bodies [Admission to meetings] Act, 1960)

**Recommendation**

That the public be excluded during the discussion of the remaining agenda items on the grounds that they involve the likely disclosure of confidential information and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.