

WILTON TOWN COUNCIL

Ancient Capital of Wessex

*Mrs A. C. Purves FSLCC
Town Clerk*

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25th April 2018

To: All Members of Wilton Town Council

Dear Sir/Madam

You are summoned to attend the **Annual Meeting of Wilton Town Council and Mayor Making Ceremony** to be held in the Council Chambers, Kingsbury Square, Wilton on **Tuesday 1st May 2018 at 7.00pm**

The press and public are invited to attend.

Please note that robes are to be worn, and that Procedural Notes for the Mayor Making Ceremony are enclosed with this convening notice.

Yours faithfully,

Catherine Purves

Mrs AC Purves FSLCC
Town Clerk

AGENDA

Prior to the start of the meeting, there will be a public session of up to twenty minutes to enable members of the public to ask questions of, and make comment to the Council. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next appropriate committee meeting. Members of the public are asked to restrict their comments and/or questions to three minutes. Please note that this meeting may be recorded.

76.18 To elect a Chairman of the Council and install the Mayor of Wilton for the year 2018/2019.

77.18 The Mayor to sign the Declaration of Acceptance of Office as Mayor of Wilton

79.18 The Mayor will give an Address of Acceptance of Office.

80.18 The Mayor of Wilton will appoint his Consort or announce other arrangements.

81.18 To elect the Deputy Chairman of the Council and install the Deputy Mayor of Wilton for the year 2018/2019.

82.18 The **Deputy Mayor** to sign **The Declaration of Acceptance of Office** as **Deputy Mayor of Wilton**.

83.18 The **Deputy Mayor** will give an **Address of Acceptance of Office**.

END OF THE MAYOR MAKING CEREMONY

There will be a five minute recess before the rest of the Annual Meeting continues

Wiltshire Councillor Ms Pauline Church will give her report

84.18 Apologies for absence and to consider whether to approve the reasons given. (If you cannot attend, please telephone your apologies to the Town Clerk).

85.18 Declarations of Interest

- a) To receive **Declarations of Interest** in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers, and in accordance with the provisions of the Localism Act 2011 in respect of members.
- b) To consider any **Dispensation Requests** received by the Town Clerk and not previously considered.

86.18 To consider a candidate for co-option to fill the casual vacancy created by the resignation of Cllr Becky Perry

87.18 To consider a candidate for co-option to fill the casual vacancy created by the resignation of Cllr Sue Van Leest

88.18 Minutes

To approve as a correct record the minutes of the Full Council meeting held on 3rd April 2018

89.18 To refer any urgent business raised by the public in the public session, and any other urgent matters or items of information from councillors, on to the appropriate committee.

90.18 To receive and ratify minutes of:-

- a. The Amenities & Planning Committee meeting of 17th April 2018 – see enclosed.
- b. The Finance & General Purposes Committee meeting of 24th April 2018 see enclosed.

91.18 To receive and note the minutes of:

The Town Team meeting: no meeting held in April 2018

92.18 To receive and note reports from:-

- a. **The Town Council's representative to the Wiltshire Association of Local Councils and Community First** – to note that the next meeting will be held on Monday July 2nd 2018.
- b. **The Town Council's representative to the South West Wiltshire Area Board** – no meeting held since the last ordinary meeting held in April. The next meeting will be held on Wednesday 30th May at the Nadder Centre, Tisbury.
- c. **The Town Council's representative to the Wilton & District Business**

Chamber – Cllr Matthews will give a short verbal report.

- d. **The Town Council’s representative to the Wilton Community Centre** – Cllr Mrs Blackman will give a short verbal report.
 - e. **To receive an update on the Wilton Community Land Trust** – Cllr Peter Edge will give a short verbal report.
 - f. **The Town Council’s representative to the Wilton & Barford Church of England Primary School** – Cllr Seviour will give a short verbal report
 - g. **The Town Council’s representative to the Wilton Carnival Committee** – Cllr Edge will give a short verbal report
 - h. **The Wilton Parkway Station project**
- 93.17 To review and confirm the Committee Terms of Reference** – see enclosed
- 94.17 To review Committee Structures and to appoint members to serve on the under mentioned Committees:**
- a. Amenities & Planning
 - b. Finance & General Purposes
 - c. Staffing
- 95.18 To appoint members to serve on the under mentioned Working Groups, as required:**
- a. Town Team
 - b. Finance
 - c. Wilton Flood Group
 - d. Neighbourhood Plan
- 96.18 To appoint representatives on the under mentioned bodies as required**
- a. Wilton United Charities – currently Cllr Edge
 - b. South West Wiltshire Area Board – currently Cllr Matthews
 - c. The Trustees of the Michael Herbert Hall – currently Cllr Mrs Taylor
 - d. Wiltshire Association of Local Councils and Community First – currently Cllr Seviour
 - e. Wilton & District Business Chamber – currently Cllr Matthews
 - f. Wilton Community Land Trust – currently Cllr Edge
 - g. Wilton Community Centre – currently Cllr Mrs Blackman
 - h. Wilton & Barford Primary School – currently Cllr Seviour
 - i. Wilton Carnival Committee – currently Cllr Edge
- 97.18 To review the Council asset register** - see enclosed
- 98.18 To review the Council insurance policy and decide on any alterations.**
- 99.18 To adopt the new National Association of Local Council's model Standing Orders 2018 from Town & Parish Council's, duly amended to reflect Wilton Town Council's requirements** - see enclosed
- 100.18 To review and decide on any amendments to the Financial**

Regulations of Wilton Town Council

- 101.18 To appoint Auditing Solutions Ltd as the Town Council's internal auditor for 2018/2019**
- 102.18 To review and decide on any amendments to Council policies:**
- a. Complaints policy
 - b. Freedom of Information requests
 - c. Press/media policy
 - d. Grant Awarding policy
 - e. Civic Policy
 - f. Internal Control Policy
 - g. Forward Plan/Strategic Plan
 - h. Cemetery Policy
 - i. CCTV
 - j. Flag Flying
 - k. Lone Working
 - l. Time Off In Lieu
- 103.18 To adopt the draft Procurement Policy, as recommended by the Finance & General Purposes Committee - see enclosed**
- 104.18 To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year – see enclosed.**
- 105.18 Finance**
- a. To resolve to confirm for payment a schedule of accounts in the sum of £5640.04 – see enclosed
- 106.18 Town Clerk's Report – see enclosed**
- 107.18 To confirm the date of the next ordinary Full Council meeting as Tuesday 5th June 2018 at 7.00pm in the Council Chamber**
- 108.17 To close the meeting.**

Councillors are asked to note that in the exercise of their functions, they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & Safety, and Human Rights.

Any person who may have difficulty with access to the meeting through disability is asked to advise the Clerk (01722 742093) at least 24 hours before the meeting so that every effort may be made to provide access.