

WILTON TOWN COUNCIL

Ancient Capital of Wessex

Mrs A. C. Purves FSLCC
Town Clerk
Tel 01722 742093
Mayor: Cllr Peter Edge
Deputy Mayor: Cllr Ivan Seviour



Council Offices
Kingsbury Square
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Salisbury
Wilts
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| 21st March 2018 | |
| Dear Councillor, | |
| Your attendance is requested at a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE to be held in the COUNCIL CHAMBER, KINGSBURY SQUARE, WILTON for the purpose of transacting the following business on: | |
| TUESDAY 27th MARCH 2018 at 7.00 pm | |
| Yours faithfully, <i>Catherine Purves</i> | |
| Mrs AC Purves FSLCC Town Clerk | |
| There will be a public session to enable members of the public to ask questions of, and make comment to the Committee. 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 committee meeting. Members of the public are asked to restrict their comments and/or questions to three minutes. Please be aware the proceedings may be recorded. | |
| AGENDA | |
| 28.18 | To elect a Chairman for the meeting |
| 29.18 | Apologies for absence and to consider whether to approve reasons given. |
| 30.18 | Chairman's Report |
| 31.18 | Town Clerk's report – see enclosed |
| 32.18 | 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. |
| 33.18 | Finance & General Purposes Committee Minutes – to confirm and sign the minutes of the Finance & General Purposes Committee meeting held on 27th February 2018 (see enclosed) |
| 34.18 | To consider any matters referred from earlier meetings: a. <i>February Town Council meeting - development of an Emergency Plan</i> b. <i>February Amenities & Planning Committee: none noted</i> |
| 35.18 | Finance – see enclosed reports. |
| a. | To confirm and authorise the payment of a schedule of accounts in the sum of £8408.41 |
| b. | To note the bank balances and reconciliation as at the end of January 2018 and |

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| | February 2018 - see enclosed |
| c. | To note the updated Budget monitoring forms (Excel & RBS formats) 2017/2018 - see enclosed |
| d. | To consider quotations in respect of the insurance policy renewal - see enclosed |
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| 36.18 | To review the effectiveness of various Control policies |
| a. | To review the effectiveness of the Town Council's policy for a System of Internal Control – see enclosed |
| b. | To review the effectiveness of the Town Council's Risk Assessment document – see enclosed |
| c. | To review the effectiveness of the Town Council's Internal Audit – see enclosed |
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| 37.18 | To note progress in resolving issues raised in the half year Internal Audit - see enclosed |
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| 38.18 | To note progress in achieving aims outlined in the Strategic Review 2017 |
| a. | Local Council Award Scheme |
| b. | Creation of a Neighbourhood Plan |
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| 39.18 | To consider proposed draft lease for the Randalls Croft play area - see enclosed |
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| 40.18 | To review and note other ongoing matters: |
| a. | Street scene/Highways and tasks for the parish stewards |
| b. | Car park Management Agreements |
| c. | Flooding matters |
| d. | Asset transfers – Sheep Fair Field, CCTV, Randalls Croft play area |
| e. | Registering formal title of property with the Land Registry |
| f. | Possible transfer of Charters to Salisbury Museum |
| g. | Letter to the Co-Op re waste disposal |
| h. | Asset valuation |
| i. | Toilets - spec and quote for upgrade |
| j. | Toilets - proposed lease |
| k. | White lining in the Market Place |
| l. | Town Trail - ground markers |
| m. | Speed Indicator Device scheme |
| n. | Proposed bund at Castle Meadow |
| o. | Wilton Town Flag |
| p. | Draft procurement policy |
| q. | Buddy challenge with Tidworth Town Council |
| | Office move/lease renewal |
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| 41.18 | To confirm the date and venue of the next meeting – Tuesday 24th April 2018 at 7.00pm in the Council Chamber |
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| 42.18 | 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. |