



Wilton Town Council

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 the **WILTON TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, COUNCIL OFFICES, KINGSBURY SQUARE, WILTON** on **TUESDAY 4th June 2019 at 7.00pm** for the purpose of transacting the following business.

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.

Wiltshire Councillor, Pauline Church

Councillor Church has presented her apologies, she has to attend SW Wilts Area Board.

Yours faithfully

Town Clerk

30 May, 2019

83/19

Apologies

This will be followed by the community engagement session and the Wiltshire Council update. Any urgent matters raised by the public or councillors will be referred to the appropriate committee unless an answer can be provided – no decisions may be taken on such matters at the meeting unless due notice has been provided.

7.00pm

84/19

Declarations of Interest

7.15pm

- (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 in respect of members.
- (b) To consider any dispensation requests received by the Town Clerk.

85/19

Minutes

7.20pm

To approve the minutes of the Mayor Making meeting on [7th May 2019](#) and the last ordinary meeting held on [14th May 2019](#).

86/19

Mayor's Updates

7.25pm

87/19

Committee Reports

7.30pm

To receive the minutes Policy and Resources Committee – 21st May 2019 ([download the minutes](#)) and to consider the following recommendations:

(1) Policies and Procedures (minute 47.19)

Recommended to Council:

1. that the Clerk continues to undertake bank reconciliations each month and that Cllr Church is appointed as the Council's nominated counter signatory.
2. That subject to the amendment of Financial Regulations as set out in 1 above, and further amendments that reflect the new names of the Committees, the following documents be adopted:
 - [Financial Regulations](#)
 - [Procurement Policy](#)
 - [Risk Management Policy](#)
 - [Grievance Procedure](#)

(2) End of Year: Closure of Accounts and Annual Return 2018/19 (Minute 48.19)

Recommended to Council: that the following documents be approved:

- [Budget Outturn 2018/19](#)
- [Annual Governance and Accountability Return 2018/19](#)
- [End of year reconciliation 2018/19](#)
- [Accounts Statement 2018/19](#)
- [Explanation of Variances 2018/19](#)

(3) Wilton Neighbourhood Plan (Minute 49.19)

Recommended to the Council:

1. That the WNPG is formally recognised as the lead body for the preparation of the NP
2. That, subject to the establishment of WNPG as a community organisation with its own bank account, constitution and website, the Council agrees to the phased release of its earmarked NP funds (£25k) to WNPG as required, subject to the approval of the Chair of the Committee and the Clerk upon applications made by the group.
3. That the Council supports the procurement of planning consultants to assist with the work of WNPG
4. That the Town Clerk allocates sufficient time (up to a maximum of 3 hours per week) to support the NPWG and to maintain effective collaboration between the Group and the Council.
5. That progress reports are submitted by WNPG to each future meeting of the P&R Committee, attending to provide updates as required.
6. That a press release be issued by the Council explaining the change of emphasis.

88/19

To review and reconfirm the Council's policies and procedure documents:

8.45pm

The following policies and procedures are currently available on the Council's website. Those indicated with a ✓ have been reviewed in 2019, but the Council may wish to request the Policy and Resources Committee to undertake a review of some, or all, of the remaining policies.

- | | |
|---|---|
| (a) Standing Orders ✓ | (l) CCTV Policy |
| (b) Financial Regulations ✓ | (m) Equalities Policy |
| (c) Code of Conduct ✓ | (n) Grievance Procedure ✓ |
| (d) Procurement Policy ✓ | (o) Disciplinary Policy |
| (e) Scheme of Delegation ✓ | (p) Flexible Working Policy |
| (f) Statement of Internal Control | (q) Flag Policy |
| (g) Data Protection Policy | (r) Cemetery Policy ✓ |
| (h) Risk Management Policy ✓ | (s) Complaints Policy |
| (i) Press and Media Policy | (t) Lone Working Policy |
| (j) Community Grants Policy | (u) Freedom of Information Policy |
| (k) Complaints Procedure | |

89/19

Financial management

9.10pm

- (a) To approve a schedule of payments (to be circulated)
- (c) To note the account balances and bank reconciliation at 31st May 2019 (to be presented)

90/19

Fees and charges 2019/20

9.15pm

To consider the [schedule of fees and charges](#) and to agree charges to be applied for the remainder of the year.

91/19

Date of next meeting

9.20pm

To confirm the date of the next meeting of the Full Council on Tuesday 9th July 2019 at 7.00pm in the Council Chamber.

92/19

To close the meeting.

9.20pm

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.