



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 14th May 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 will provide an update on Wiltshire Council matters affecting the Town

Yours faithfully

Town Clerk

27 March, 2019

64/19

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

65/19

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.

66/19

Minutes

7.20pm

To approve the [minutes](#) of the last ordinary meeting held on 2nd April 2019.

- 67/19 **Wilton Men's Shed**
The Council has received a request from Wilton Men's Shed for permission to site a workshop building to the rear of the Pavilion in Castle Meadow. [Read the Town Clerk's report.](#)
- 68/19 **Wilton Milk Dispenser**
Members will recall that Nunton Farm had requested permission to site a whole milk dispenser in the Market Square. Following a presentation by a representative of Nunton Farm, this request was approved subject to any necessary consents and licenses from Wiltshire Council.
- Wiltshire Council has refused permission for the dispenser at the preferred location due to its impact on the conservation area. Consequently, Nunton Farm has asked if the Council would consider granting approval to site the facility in South Street Car Park. The milk vending machine would require two parking spaces.
- Members are asked to consider this matter further and to decide, in principle, whether to allow the use of two car parking spaces for this purpose. It is suggested that if approved this be on the same terms and conditions as granted previously.
- Should the Council be minded to approve this request, then it is recommended that the matter be delegated to the Environment and Amenities Committee.
- 69/19 **Committee Reports** 7.35pm
To receive the following committee reports and any recommendations arising:
- (a) Amenities and Planning Committee - 19th March 2019 ([download the minutes](#))
 - (b) Finance & General Purposes Committee - 26th March 2019 ([download the minutes](#))
- 70/19 **Reports to Wilton Town Council** 7.45pm
- (a) Wiltshire Association of Local Councils: Cllr Ivan Seviour
 - (b) South West Wiltshire Area Board: Cllr Ivan Seviour
 - (c) Wilton Community Centre: Cllr Charlotte Blackman
 - (d) Wiltshire Market Towns Forum: The Mayor, Cllr Peter Edge.
- 71/19 **To Review the Scheme of Delegation and Terms of Reference of the Council's Committees** 7.55pm
To consider the [Town Clerk's report](#)
- 72/19 **To appoint members to serve on Committees:** 8.10pm
- (a) Policy and Resources Committee
 - (b) Environment and Amenities Committee
 - (c) Staffing Committee
- 73/19 **To appoint members to serve on the following Working Groups:** 8.20pm
- (a) Town Team (2 members)
 - (b) Finance (4 members to include Chair of Policy & Resources Committee)
 - (c) Wilton Flood Group (3 members plus the Flood Wardens)
 - (d) Neighbourhood Plan (4 members)

74/19

To appoint members to serve on the following outside bodies:

8.30pm

- (a) Wilton United Charities – currently Cllr Edge
- (b) South West Wiltshire Area Board – currently Cllr Matthews
- (c) South West Wiltshire Community Area Transport Group (CATG) – currently Cllr Matthews
- (c) The Trustees of the Michael Herbert Hall – currently Cllr Taylor
- (d) Wiltshire Association of Local Councils and Community First – currently Cllr Seviour
- (f) Wilton Community Land Trust – currently Cllr Edge
- (g) Wilton Community Centre – currently Cllr Blackman
- (h) Wilton & Barford Primary School – currently Cllr Seviour

75/19

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. The Council may wish to request the Finance and General Purposes Committee to undertake a review of these policies over the coming year.

- | | |
|---|---|
| (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 | |

76/19

To review the Council asset register

8.55pm

To receive the 2019/20 asset register ([click to download](#)).

77/19

Council Insurance

9.00pm

To note that the Council's insurance policy has been renewed through Came and Company with AXA Insurance UK Ltd (Policy No.RGBDX6962034).

78/19

To appoint Auditing Solutions Ltd as the Town Council's internal auditor for 2019/2020

9.05pm

79/19

Financial management

9.10pm

- (a) To approve a schedule of payments for April, 2019 (to be circulated)
- (c) To note the bank account balances at 1st April 2019 (to be presented)

80/19

Financial monitoring report

9.15pm

To note the budget outturn report for 2018/19 – ([download](#))

81/19

Date of next meeting

9.20pm

To confirm the date of the next meeting of the Full Council, which will be the Annual Meeting of the Town Council on Tuesday 4th June 2019 at 7.00pm in the Council Chamber.

82/19

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.