



# 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 2<sup>nd</sup> July 2019 at 7.00pm** for the purpose of transacting the following business.

#### **Community engagement**

15 minutes are set aside to allow local people to raise their issues and concerns. Questions and statements are restricted to 3 minutes.

#### **Wiltshire Councillor, Pauline Church**

Councillor Church will provide an update on Wiltshire Council matters.

Yours faithfully

**Town Clerk**

*30 May, 2019*

93/19

#### **Apologies**

To receive apologies for absence.

7.00pm

#### **Community Engagement**

To receive questions and statements from the public and councillors and an update from Wiltshire Councillor Pauline Church. Any urgent matters raised 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.

94/19

#### **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.

95/19

#### **Minutes**

To approve the [minutes of the last meeting held on 4<sup>th</sup> June 2019](#).

7.20pm

96/19 **Mayor's Updates**

7.25pm

97/19 **Men's Shed – Castle Meadow**

Further to minute 67.19, to consider [the Clerk's report](#).

98/19 **Committee Reports**

7.30pm

(a) *Environment & Amenities Committee*

To receive the minutes of the Environment and Amenities Committee held on 18th June 2019 (to be circulated). There are no recommendations that require Council approval.

(b) *Staffing Committee*

The following recommendations require Council approval:

(i) The Committee has recommended adoption of the following policies:

- [Equalities Policy](#)
- [Grievance Procedure](#)
- [Disciplinary Policy](#)
- [Flexible Working Policy](#)

(ii) The Committee asked the Council to note the [amended staffing budget](#).

99/19 **Policy Review:**

8.45pm

The following policies and procedures are currently available on the Council's website. Those indicated with a ✓ have been reviewed and adopted in 2019. The Council is asked to consider a clarification to Standing Order 08 - added text shown in *italics*:

**SO 8 Voting on *Committee Chairs and appointments***

*Once reconstituted by the Council, the standing committees at their first meeting, shall appoint a Chair and Vice Chair. The Mayor shall preside over the election of Chair.*

Where more than two persons have been nominated and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least votes shall be removed and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

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

100/19

**Financial management**

9.10pm

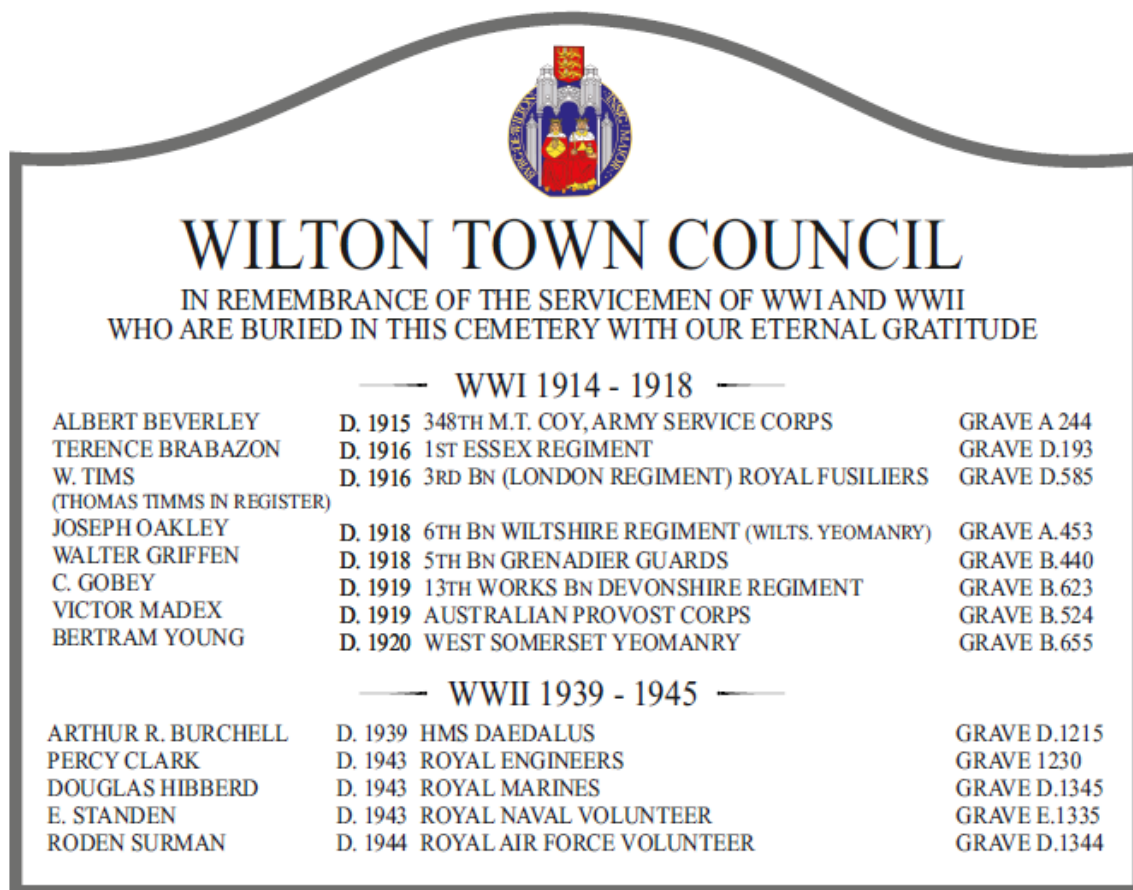
- (a) To note the account balances and bank reconciliation at 31<sup>st</sup> May 2019 (to be presented)
- (b) To approve the amended Annual Return – this has been corrected following the discovery of a miscoded VAT item.

9.15pm

101/19

**Cemetery Memorial Plaque**

During the WW1 centenary commemorations the Town Council put up a temporary sign listing the names and dates of those service men buried in the Cemetery and marked by War Graves Commission memorials. The sign has deteriorated over time and it is considered that a more permanent sign should be erected. The Council's preferred provider has designed a commemorative board in the Town colours with crest, see below:



The cost of the plaque will be in the region of £2,200 and competitive quotes will be obtained. This could be met by contingencies or from the budget allocated for Chapel of Rest repairs. Members are asked to consider whether this should be commissioned.

102/19

**Date of next meeting**

9.20pm

To confirm the date of the next meeting of the Full Council on Tuesday 3<sup>rd</sup> September 2019 at 7.00pm in the Council Chamber.

103/19

**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](mailto:clerk@wiltontowncouncil.gov.uk) at least 24 hours before the meeting so that help may be provided.