



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 6th August 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

31 July, 2019

-
- | | | |
|--------|--|--------|
| 104/19 | <u>Apologies</u>
To receive apologies for absence. | 7.00pm |
| 105/19 | <u>Community Engagement</u>
To consider matters raised in the public engagement session. Answers to questions may be provided and matters may be referred to the appropriate committee for further consideration but no decisions may be taken on matters raised unless due notice has been provided. | 7.03pm |
| 106/19 | <u>Declarations of Interest</u>

(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. | 7.15pm |
| 107/19 | <u>Minutes</u>
To approve the minutes of the last meeting held on 2nd July 2019. | 7.20pm |
| 108/19 | <u>Mayor's Updates</u> | 7.20pm |

To receive the [minutes of the Policy and Resources Committee](#) held on 23rd July 2019 and to consider the following recommendations:

(a) **Wilton Men's Shed** (minute 61/19)

The Council has agreed to allow Wilton Men's Shed to site its workshop in the compound at the rear of the Sports Pavilion in Castle Meadow. The Charity has carried out preliminary works – clearing scrub and consolidating a base.

At its meeting on 2nd July, the Council considered [a report from the Clerk](#) together with draft heads of terms for the lease of the land. However, there were some concerns about the terms proposed – particularly the rent and the relationship with the Charity through the proposed 'handyman' service. The Council asked the Clerk to report further to this Committee with clarification and amendments to the proposed agreement. The Clerk had prepared a draft ['licence to occupy land'](#) for consideration by the Council. It is considered that a licence rather than a lease may be a better approach in the first instance - a longer term lease may be agreed thereafter if necessary. This covers only the use of the land and not any voluntary service arrangement between the charity and the Council.

A licence is a contractual agreement between the Council and the Men's Shed that binds both parties to the terms of the agreement. A licence does not confer any proprietary or tenancy rights, it cannot be assigned, and it does not survive any change in the ownership of the freehold interest.

The suggested licence fee is £100 pa – comparable to the Bowls Club and Wishford Road leases. In order to avoid unnecessary legal costs, the Committee is asked to consider this matter further and to make recommendations to the Council before the matter is placed in the hands of the Council's Solicitors.

The Committee supported the Clerk's proposals and:

Recommended to the Full Council: that the draft licence agreement (with modifications as requested) and annual licence fee of £100 pa be approved and the matter be now placed in the hands of the Council's Solicitors for conclusion.

(b) **Wilton Town Council Policy Review** (minute 63/19)

The Council had asked the Committee to review the following policies:

- [Statement of Internal Control](#)
- [Data Protection Policy](#)
- [Press and Media Policy](#)
- [Community Grants Policy](#)
- [Complaints Procedure](#)

Members considered the documents now submitted, and:

Recommended to the Full Council: that the policies be adopted (subject to the use of gender neutral titles for office holders).

110/19

Reports from local organisations

7.45pm

To receive reports and updates from the following organisations

- (a) Wiltshire Association of Local Councils: Cllr Ivan Seviour
- (b) South West Wiltshire Area Board: Cllr Ivan Seviour
- (c) South West Wiltshire Community Area Transport Groups Cllr Matthews
- (d) Wilton Neighbourhood Planning Group: Cllr Johnston
- (e) Wilton Community Centre: Cllr Charlotte Blackman
- (f) Wilton Town Team: Cllr Matthews

111/19

Looking after the Council's money

7.55pm

To approve a schedule of payments (to be circulated)

112/19

Planning Application

8.00pm

To consider the following planning application and to make recommendations to Wiltshire Council as appropriate:

- (a) [19/06516/FUL](#): Erection of single garage - 16 Maple Crescent, Wilton, SP2 0BW

113/19

Date of next meeting

8.10pm

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

114/19

To close the meeting.

8.10pm

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.