



Wilton Town Council

Mayor Making

AGENDA



The Council Offices
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Wilton SP2 0BA



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[Email the clerk](#)



[Wilton TC Website](#)

To: All Members of Wilton Town Council

You are summoned to attend **MAYOR MAKING** to be followed immediately by the **ANNUAL MEETING of WILTON TOWN COUNCIL** to be held online on: **TUESDAY 26th May 2020 at 7.00pm** for the purpose of transacting the business set out below.

Please note this meeting will be held using the ZOOM video conferencing platform.



[Click this link after 6.45 on the day of the meeting. You will be admitted to the waiting room and asked to confirm your name and address before entry.](#)
If prompted use Meeting ID: 979 0467 7090

Yours faithfully

Town Clerk

19th May, 2020

01/20	<u>Apologies</u>	7.00pm
MAYOR MAKING 2020/21		
02/20	<u>To elect the Mayor of Wilton for the year 2020/2021.</u>	7.00pm
	(a) Nominations have been received for Councillors Seviour and Kinsey.	
	(b) The Mayor will give an address and confirm Acceptance of Office.	
	(c) The Mayor of Wilton will appoint his Consort or announce other arrangements.	
03/20	<u>To elect the Deputy Mayor of Wilton for the year 2020/2021.</u>	7.15pm
	(a) A nomination has been received for Councillor Paula Johnston.	
	(b) The Deputy Mayor will give an address and confirm Acceptance of Office.	

CLOSE OF MAYOR MAKING & COMMENCEMENT OF ANNUAL MEETING

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.

04/20 **Minutes** 7.20pm
To approve the [minutes of the meetings held on 3rd and 23rd March, 2020](#).

05/20 **Declarations of Interest** 7.20pm

(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.

06/20 **Community Engagement** 7.25pm
To respond to questions and statements from the public and councillors. 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 unless due notice has been provided.

07/20 **End of Year: Closure of Accounts and Annual Return 2019/20** 7.30pm
The internal auditor has concluded his review of the Council's accounts 2019/20 and provides assurance that the Council's financial management is sound.

With this assurance in place the Clerk has prepared the statutory Annual Governance and Assurance Returns for submission to the external auditor. The return has been prepared in accordance with proper practices and accounting standards as set out in [Joint Panel on Accountability and Governance \(JPAG\) guidance - Governance and Accountability for Smaller Authorities in England 2019](#). In accordance with JPAG guidance, this is the first year in which the accounts have been prepared on an income and expenditure basis.

The documents are set out below for adoption by the Council.

- [The Internal Auditor's Report 2019/20](#)
- [Internal Audit Statement – AGAR](#)
- [Annual Governance and Accountability Return 2019/20](#)
- [Explanation of Variances 2018/20](#)
- [End of year reconciliation 2019/20](#)
- [Balance Sheet 2019/20](#)

In accordance with Sections 25 to 27 of the Local Audit and Accountability Act 2014, once adopted, the Clerk and RFO is required to publish a notice of public rights giving interested persons and local government electors certain [rights of inspection of the accounts and accounting records](#). Local government electors may also question the auditor about the accounting records and make an objection to the auditor.

[The draft notice is now available online](#) this will be published following adoption of the AGAR documents.

05/20	<u>To appoint members onto the following committees</u>	7.45pm
	<ul style="list-style-type: none"> (a) Policy & Resources Committee (7 members including Mayor and Wiltshire Councillor) (b) Environment & Amenities Committee (7 members incl Mayor and Wiltshire Councillor) (c) Staffing Committee (5 members incl Mayor, and Chairs of principal committees) 	
06/20	<u>To appoint members to serve on the following Working Groups</u>	7.50pm
	<ul style="list-style-type: none"> (a) Town Team (2 members) (b) Budget Group (4 members the Mayor plus the Chairs of the main committees) (c) Wilton Flood Group (3 members plus the Flood Wardens) (d) Wilton Neighbourhood Plan Group (4 members) 	
07/20	<u>To appoint members to serve on the following outside bodies:</u>	8.00pm
	<ul style="list-style-type: none"> (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 (d) The Trustees of the Michael Herbert Hall – currently Cllr Taylor (e) 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 	
08/20	<u>Committee Reports</u>	8.05pm
	<p><i>Environment & Amenities Committee</i></p> <p>To receive the minutes of the Environment and Amenities Committee held on 17th March 2020. The Council has previously adopted the recommendations arising under minute 21/20 (Volunteering Policy).</p>	
09/20	<u>To review the Council asset register</u>	8.10pm
	To receive the 2020/21 asset register	
10/20	<u>Council Insurance</u>	8.15pm
	To note that the Council's insurance policy has been renewed through Came and Company with AXA Insurance UK Ltd (Policy No. RGBDX6962034)	
11/20	<u>Appointment of Internal Auditor</u>	
	To appoint Auditing Solutions Ltd as the Town Council's internal auditor for 2020/2021	
12/20	<u>Financial management</u>	8.20pm
	<ul style="list-style-type: none"> (a) To note the bank account balances at 31st April 2020 (to be reported at the meeting) (b) To note Financial monitoring and budget outturn report for 2019/20 	
13/20	<u>Review of COVID-19 Response</u>	8.25pm
	The Council's High Consequence Infectious Disease Policy remains in force until such time as the Government relaxes current social distancing restrictions. The Council will continue to follow the guidance issued by the Government, Public Health England and NHS.	

The Council's COVID-19 response system will continue to operate and has been reviewed to conform to the latest guidance received – including provision of PPE. The system has stepped down from a seven-day-a-week service - the lines are now closed on Sundays. This gives the volunteers a break and reflects the very low call volumes received on Sundays.

Since launch on 30th March, Wilton HELP has handled 1,281 calls, logged 1,125 assistance calls and completed 1,064 tasks for elderly, vulnerable and isolating residents in the Town. The 101 Wilton HELP volunteers have delivered 586 prescriptions, undertaken 342 shopping trips, run 110 errands and are supporting 21 residents with ongoing telephone support calls (correct at 19 May).

The Council has applied for and been awarded a grant of £2,600 from the Wiltshire Community Foundation to support Wilton HELP. The funds will be used to extend the TOKY call centre licenses, purchase more PPE and help meet the costs associated with the volunteering scheme.

Plans will be drawn up for the close down of Wilton HELP once social isolation measures are revoked and may need to change in the light of emerging guidance and local circumstances.

In line with Government advice, the Council has reopened the tennis courts. All other playgrounds, the pavilion and the outdoor gym remain closed until the advice changes. Funerals and scattering of ashes have continued at the cemetery and the public conveniences have remained open. The market has continued on a reduced scale.

The Council's staff will continue to work from home until the Government advises that this should return to normal. The Assistant Clerk has received a high vulnerability 'shielding' notification and will work from home until all risk has passed. The clerk makes periodic trips to the office to pick up invoices and correspondence.

14/20

Planning applications received

8.40pm

To consider the following planning applications

- (a) [20/03406/VAR](#): Variation of conditions 7 and 10 of planning application 16/07192/FUL to enable demolition of single building on site in advance of and to assist the completion of the bridge strengthening works, and in advance of the final approval of the full details of the replacement development on site - Naish Felts Ltd, Crow Lane, Wilton
- (b) [20/03266/VAR](#): Variation of condition 20 of planning permission S/2003/1006 to allow amendments to the requirement for a scheme for noise insulation before occupation of the site - Naish Felts Ltd, Crow Lane, Wilton.
- (c) [20/03525/LBC](#): Creation of an opening between ground floor rooms by insertion of concrete lintel, constituting an internal window (unglazed); Refurbishment of bathrooms and kitchen; Rearrangement of access to storage void under staircase - 57 North Street, Wilton.

15.20

Date of next meeting

8.55pm

To note that the next meeting will be held on Tuesday 7th July at 7.00pm – meeting format to be confirmed.

15.20

To close the meeting

8.55pm