

**MINUTES of the POLICY & RESOURCES COMMITTEE MEETING held in the Council Chamber on TUESDAY
19th April 2022 at 7.00pm**

Present Cllr Andy Kinsey *Committee Chairman*
Cllr Charlotte Blackman
Cllr Alan Crossley
Cllr Peter Edge
Cllr Phil Matthews
Cllr Teresa Taylor

In Attendance Clare Churchill, *Town Clerk*.

Also Present (on zoom) Alexandra, Maria La Femina, Yvonne Crossley & Susan Robinson

Cllr Kinsey in the chair

PR/26/22 Apologies
Cllr Moore had sent apologies
Cllr Tonkin was not present.
Resolved: to note

PR/27/22 Minutes. To approve the minutes of the P&R meeting held on 15th February 2022.
Resolved to approve the minutes of the P&R meeting held on 15th February 2022.
(Prop Cllr Crossley, sec Cllr Edge – unanimous)

PR/28/22 To suspend Standing Orders
Cllr Kinsey proposed that Standing Orders be suspended. *(unanimous)*

Community Engagement
There were no questions.

PR/29/22 To reinstate Standing Orders
Cllr Kinsey proposed that Standing Orders be reinstated. *(unanimous)*

PR/30/22 Declarations of Interest
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.
Cllr Kinsey – agenda item PR/38/22
Cllr Edge – agenda item PR/35/22
b. Dispensation requests – none had been submitted

PR/31/22 Planning
(i) **PL/2022/02585. The Wilton Shopping Village, Unit 5, King St.** Proposed rationalization and sub division of Unit 5 to create new Class E tenancies and associated works to the banks of the River Wylfe.
Resolved: to Support *(Prop Cllr, sec Cllr – unanimous)*

PR/32/22 Shaftesbury Road Cemetery
(i) To consider charges for applications to transfer the Exclusive Rights of Burial.
Resolved; to charge £50 for a standard transfer which only incurs two hours administration. If the transfer requires additional time, then further costs will be charged at a rate of £25 per hour.
(Prop Cllr Edge, sec Cllr Matthews – unanimous)

PR/33/22

Policy Review

(i)

Cemetery Policy

To add the following to clause 7.7, of the recently adopted WTC Cemetery Policy.

Currently the clause states;

The Council requires to verify the deed before a grave is re-opened. If the deed is lost a statutory declaration must be made.

To add the following

By a Solicitor or the next of kin confirming them as the sole descendant and indemnifying Wilton Town Council and all its Officers and Staff from any liability whatsoever in this matter or arising therefrom.

The motion was discussed and agreed that further research was required to check the legal standing of a letter from a family member.

Resolved; to defer a decision to obtain further information

(Prop Cllr Kinsey, sec Cllr Edge, all in favour).

(ii)

Mayor Making

The Mayor Making procedure has been altered.

The official ceremony followed by refreshments will take place on the second Tuesday in May.

To confirm the procedure for this meeting.

Resolved; the procedure as circulated was agreed.

(Prop Cllr Kinsey, sec Cllr Edge, all in favour)

To confirm the name of this event as the election of Mayor and Deputy Mayor will have already taken place.

Resolved; the event will be titled Mayor Making

(Prop Cllr Edge, sec Cllr Taylor, all in favour).

To make this recommendation to Full Council.

(iii)

Suggested Policies

Mayor's allowance.

It was clarified that the Mayor's allowance is a sum of money set aside to meet the expenses incurred by the Mayor whilst undertaking his Mayoral duties. It is not a payment for being the Mayor.

It was agreed to review the expenses claim form at the next meeting.

It was agreed to review the Expenses Policy section relating to the Mayor's expenses.

Proposal to pay the allowance in two tranches in July and January.

Prop Cllr Edge, sec Cllr Matthews. 2 in favour, 4 against. Motion fell.

Proposal to pay the expenses as they are incurred.

Prop Cllr Kinsey, sec Cllr Blackman, 3 in favour, 2 against with 1 abstention. Carried.

Next P&R committee meeting – expenses policy to be reviewed. Clerk to draft more detail on point 2 – Mayor's Expenses.

Public participation at meetings. The Clerk apologised but had not had time to complete this – next meeting.

PR/34/22

R2 Financed projects

The Clerk reported that many of the items had now been authorised by WC.

The tender for the Castle Meadow car park is online and being advertised.

PR/35/22

Managing the Council's money

To approve terms of expenditure as detailed in the payment schedule.

Resolved: to approve (*Prop Cllr Matthews, sec Cllr Crossley– nem con. Cllr Edge abstained*).

To authorise the payment of the Mayor's allowance via payroll at the request of the Mayor. Please note this will incur fees for an additional person and any tax and NI liabilities can not be recovered.

Resolved; to pay the £750 via payroll.

(*Prop Cllr Edge, sec Cllr Blackman, all in favour*).

Cllr Matthews resigned as Mayor of Wilton Town Council.

PR/36/22

Transfer of the Public Toilets

To receive an update regarding the transfer.

The Clerk has found some old emails relating to the transfer but had no update from the Solicitor.

Clerk to try and get an update for FC on 3rd May.

To agree a recommendation to Full Council regarding the transfer. No recommendation available.

PR/37/22

Wilton TC Newsletter

To receive an update from Cllr Edge regarding delivery options.

Cllr Edge has no update regarding delivery.

Cllr Blackman took the Chair due to the interest declared by Cllr Kinsey.

PR/38/22

Council Chamber

To consider quotes received to replace the windows in the Council Chamber and Mayor's Parlour.

Two quotes had been received.

Quote 1 £24,314.26 Quote 2 £43,280.00. Both prices inc VAT

After looking at both quotes it was agreed to proceed with replacing the four Chamber windows and also the Mayor's Parlour window. A single opening on each of the Chamber windows (central) and a discussion re obscure glass.

Resolved; to award the contract to Quote 1 with the agreement that Cllr Kinsey meets the rep and confirms the details.

As the quote is under the public tender limit there is no requirement to go out to tender for this project.

Cllr Kinsey took the Chair.

PR/39/22

Action Update of the Minutes of 14th December 2021

PR/06/22 The meeting between WTC and Wilton HELP! CIC has yet to be arranged.

PR/07/22(i) All cemetery forms were approved.

PR/07/22(ii) The revised Cemetery regulations were approved.

PR/08/22(i) Standing Orders were approved and replaced the old version on the website.

PR/09/22 Planning responses were submitted.

PR/19/22 The fire resistant filing cabinet should be ordered before the meeting.

PR/20/22 The new IT equipment should be ordered before the meeting.

All other actions appear as agenda items.

PR/40/22 **Correspondence received.** None to report.

PR/41/22 **Date of next meeting**

The date of the next meeting was confirmed as Tuesday 21st June 2022 at 7.00pm in the Council Chamber

Cllr Kinsey thanked the committee for everything they have achieved this civic year.

PR/42/22 **To close the meeting**

There being no further business the Chairman closed the meeting at 8.22 pm.

Equality Statement

In the exercise of their responsibilities, Wilton Town Councillors have committed to uphold the Code of Conduct and to have full regard of the following in decision making:

- Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability)
- Data Protection (GDPR)
- Health & Safety
- Human Rights.