

**MINUTES of a MEETING of WILTON TOWN COUNCIL - POLICY and RESOURCES COMMITTEE**  
**held in Wilton Council Chamber on TUESDAY 21<sup>st</sup> March 2023 at 7.00pm**

**Present** Cllr Charlotte Blackman  
Cllr Alan Crossley - *Chair*  
Cllr Claire Forbes  
Cllr Paula Johnston  
Cllr Andy Kinsey  
Cllr Gail Moore

**In Attendance** Mr Mark Bastick, *Assistant Clerk* and  
Mr P Cornish, *Locum Minute Secretary*.

**Also Present,** Cllr Maria La Femina and Susan Robinson.  
**via ZOOM:** Zoom was unavailable.

Cllr Crossley, in the Chair opened the meeting.

**PR/21/23 Apologies**  
No apologies.

**PR/22/23 Minutes**  
To approve the Minutes of the meeting held on 17th January 2023  
**Proposed:** Cllr Forbes      **Seconded:** Cllr Backman      **Cllr Johnston abstained, rest in favour**

**PR/23/23 Standing Orders suspended at 7.02pm**  
Cllr Maria La Femina raised three points:

- a Item PR/32/23: Please consider a second hand refurbished lift and also the proximity of the supplier as a local one would be able to provide a more responsive response to any through life issues.
- b Item PR/27/23-d: Volunteers undertake a variety of activities which are good for the town. It is key for the council to ensure that their activities are covered the Council's insurance policy and that there is a written description of what documents are required eg risk assessment, sign-on, PPE, etc.
- c Item PR/27/23-g. She stressed the importance of Wilton Town Council supporting Holocaust Memorial Day.

Cllr Crossley, as the Chair, replied indicating that the points raised would be considered under the relevant agenda item.

**PR/24/23 Standing Orders were reinstated at 7.06pm**

**PR/25/23 Declarations of Interest**  
There were no Declarations of Interest nor dispensation requests.

**PR/26/23 Exclusion of the Press and Public.**  
No items for exclusion were identified.

**PR/27/23 Policy Review**  
To review the following adopted policies.

- a Risk Management Policy - Cllr Johnston suggested that the risk around finance should be reviewed as the mitigation of the finance reports were regularly missing. She also asked what 'Actions Required: None' meant in the 'Mitigations' column. Cllr Crossley explained that this meant there were no further actions required if the preceding mitigations had all been delivered. Cllr Forbes suggested renaming these as 'Further Actions Required'. There are two small updates to the risk table 2.15 and 2.16. It was unclear what the status of the text in red was and Cllr Crossley advised that they showed the proposed amendments.

- Resolved:** Cllr Blackman proposed to accept the changes.  
**Proposed:** Cllr Blackman                      **Seconded:** Cllr Kinsey                      **All in favour**
- b Complaints Policy - this had had a comprehensive update by Cllr Blackman.  
**Resolved:** Cllr Crossley proposed to accept the changes with the policy being re-formatted with the standard template.  
**Proposed:** Cllr Crossley                      **Seconded:** Cllr Kinsey                      **All in favour**
- c Lone Workers Policy - Cllr Johnston asked whether there should be a separate specific Risk Assessment for Lone Workers and that the document should use the up to date template.  
**Resolved:** Cllr Crossley proposed to defer to May Policy & Resources Meeting as no revised policy had been circulated.  
**Proposed:** Cllr Crossley                      **Seconded:** Cllr Kinsey                      **All in favour**
- d Volunteer Policy - There is a minor change in 5.4 about volunteers being issued with PPE and a minor format change for paragraph number 5.5. The Clerk was asked to confirm the exact definition of volunteer from the insurer and what cover they had.  
**Resolved:** Cllr Crossley proposed to accept the two changes.  
**Proposed:** Cllr Crossley                      **Seconded:** Cllr Forbes                      **All in favour**
- e Community Grant Application Form - There are several changes associated with the move to have two signatories and a correction of the spelling of organization in section 7.  
**Resolved:** Cllr Crossley proposed to accept the changes.  
**Proposed:** Cllr Crossley                      **Seconded:** Cllr Moore                      **All in favour**
- f Standing Orders - NALC has issued a revision to the April 2022 Model. Cllr Crossley observed that 18f in the revision references the Office of Government Commerce, however that organisation ceased to exist in 2011.  
**Resolved:** Cllr Crossley proposed the Policy & Resources Committee have reviewed and accepted the existing Wilton Town Council Standing Orders but await clarification from NALC on 18f so that the April 2022 version can be tabled at a future meeting.  
**Proposed:** Cllr Crossley                      **Seconded:** Cllr Johnston                      **All in favour**
- g Flag Flying Policy - To consider a request to add flying of the Union Flag (or Holocaust Memorial Flag) at half-mast on Holocaust Memorial Day. It was clarified that the Council can only fly the Union Flag at half-mast on certain occasions. Cllr Crossley stated that he had found the [UK Government Flag Flying guidance](#) and that the Holocaust Memorial Day flag was not in the consented category. Flags, such as Holocaust Memorial Day, in England were treated as advertisements so they would require approval under planning legislation. Cllr Johnston wanted clarification as to how UK government policy could direct what Wilton Town Council flew on its flag pole. Cllr Blackman wanted the Flag Flying Policy to be revisited to clarify what other events/occasions the Town Council might consider and the criteria for such considerations and to reflect the UK HMG guidance. This would be an agenda item for a future Policy & Resources meeting.  
**Resolved:** Cllr Johnston proposed to consider the request of flying the Holocaust Memorial Flag at full/half-mast on Holocaust Memorial Day with the Wilton Town Council purchasing the flag.  
**Proposed:** Cllr Johnston      **Seconded:** Cllr Kinsey      **Cllr Blackman against, rest in favour**

## PR/28/23 Insurance

- (i) To review the Insurance Policy starting 1st April 2023. The Council is in the middle of a three year term.  
**Resolved:** Cllr Crossley proposed to accept the current cover and that the Clerk be asked to get comparative quotes six months before the expiry of the third term.  
**Proposed:** Cllr Crossley      **Seconded:** Cllr Johnston                      **All in favour**
- (ii) To review and confirm the Asset Register. Cllr Crossley wanted to know if there was a lower limit of value – for example should Flood Warden torches be included or were they treated as equipment? Cllr Crossley also would like to see more specific tabs eg benches, bins, signs etc with the Parish Online map also updated with locations. Cllr Blackman said there was a spreadsheet with photos and What3Words locations already on Parish Online.

**Resolved:** Cllr Crossley proposed to accept the Asset Register with recommendations that it have more specific tabs and with some of its details added to the Parish Online map.

**Proposed:** Cllr Crossley **Seconded:** Cllr Kinsey

**All in favour**

### **PR/29/23 Men's Shed Lease**

Cllr Blackman explained that she had modified the previous licence into the proposed lease and she recommended that the comments from the Men's Shed should be considered by a Solicitor. Cllr Johnston wanted the Men's Shed correspondence address to be the address of a Trustee of the charity rather than of the Men's Shed itself as that was not a Royal Mail recognised address. Cllr Johnston wanted to understand what rights the Council would have if the Men's Shed organisation suddenly ceased operation – for example who would own their building, who would be responsible for removing it, making the site good etc? Who would the Council contact?

**Resolved:** Cllr Crossley proposed to ask the Clerk to send the lease and all comments to a Solicitor. They would update the lease, the Clerk would send the updated lease to the Men's Shed and then onto Full Council for Approval. The Council would pay for their solicitor and the Men's Shed would pay for any legal advice they sought.

**Proposed:** Cllr Crossley

**Seconded:** Cllr Blackman

**All in favour**

### **PR/30/23 Managing the Council's money**

(i) To note the bank reconciliation dated 31st January 2023. See PR/30/23-(ii) notes.

(ii) To note the Balance Sheet and Income & Expenditure dated 31st January 2023. Also includes PR/30/23-(i) notes. Cllr Johnston said she had concerns over when the Council received its financial information and how up to date it was. Cllr Crossley highlighted that due to the problems with Rialtas last month the Clerk had provided 2 set of reports ie to the end of February. Cllr Johnston expressed concern over the large sums that had been held in the Earmarked Reserves for over a year with the associated activities not being progressed. Cllr Kinsey explained that earmarked reserves were used to gradually build up funds, over several years, for major works whose expenditure in a year would significantly increase the precept for a single year.

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

**Resolved:** Cllr Crossley proposed to note the 31<sup>st</sup> January reports for item (i) and (ii) and to approve the payment schedule.

**Proposed:** Cllr Crossley **Seconded:** Cllr Blackman. **Cllr Johnston abstained, rest in favour**

(iv) To consider the Interim Internal Audit report dated 9th March 2023

**Resolved:** Cllr Crossley proposed that the Policy & Resources Committee had considered it, had no comments and accepted it. Although they did note it was dated 8<sup>th</sup> March.

**Proposed:** Cllr Crossley

**Seconded:** Cllr Blackman.

**All in favour**

(v) To consider a proposal from Peninsula for HR and Health & Safety support. Cllr Blackman considered that the proposal was more of a Staffing Committee matter.

**Resolved:** Cllr Kinsey proposed that it be deferred to the Staffing committee.

**Proposed:** Cllr Kinsey

**Seconded:** Cllr Blackman.

**All in favour**

(vi) To consider charges for utilities and current contracts

(a) The electricity contract has changed to SSE as of 17th March 2023

(b) The gas contract has changed to SSE as of 17th March 2023.

(c) The phone and broadband contract needed to be reviewed and renewed or change the provider. This will be considered at the next P&R meeting in May.

### **PR/31/23 Councillor Robes**

The Clerk had yet to receive a formal quote or material samples. To replace the Mayor's robes would cost approximately £1,700. Decisions needed to be made regarding bi-corner or tri-corner hats, new wig for the clerk, new top hat for the Mace bearer. It appears there is only a single supplier in the UK.

**Resolved:** Cllr Crossley proposed to accept the quote for the minor repairs and cleaning of the 12 robes.

**Proposed:** Cllr Crossley

**Seconded:** Cllr Kinsey.

**All in favour**

**PR/32/23 Council Office**

Installation of a lift to access the Wilton Town Council Chamber. Cllr Blackman highlighted that there was some more work required on this, for example obtaining more quotations, looking at ongoing maintenance contract, and exploring the option of purchasing a refurbished lift as suggested by Cllr Maria La Femina. Some more years were required to build up the required funds using an earmarked reserve.

**Resolved:** Cllr Crossley proposed to ask the Clerk to obtain more quotes, explore the option of a refurbished lift or updating the chair of the existing lift.

**Proposed:** Cllr Crossley                      **Seconded:** Cllr Moore.                      **All in favour**

**PR/33/23 Wilton Town Council website**

(i) To consider the current layout and content and agree any updates required.  
After some debate it was agreed that the Assistant Clerk would prototype the new top level menu structure for example promote Meetings & Agendas, screen grab it and seek comments on it from all members of the Full Council.

**Proposed:** Cllr Crossley                      **Seconded:** Cllr Kinsey.                      **All in favour**

(ii) To confirm the financial information currently available.  
It was decided to ask the Staffing Committee to look at the impact on the Clerk's workload of publishing financial reports, Clerk's Report and meeting papers more regularly to the web site.

**It was proposed to extend the meeting by 20 minutes.**

**Proposed:** Cllr Crossley                      **Seconded:** Cllr Kinsey.                      **All in favour**

**PR/34/23 Agenda item request form**

**Resolved:** to adopt the Agenda request form so that all Agenda requests contain the information needed with the form acting as a prompt for Councillors.

**Proposed:** Cllr Crossley                      **Seconded:** Cllr Moore.                      **All in favour**

**PR/35/23 Wilton HELP! CIC**

A request to suspend the proposal to strike off the company from the register had been submitted. It was suggested that a statement be published onto the website summarising key events and actions taken by the Council.

**Resolved:** Cllr Johnston proposed that the Council take no further action other than update the website.

**Proposed:** Cllr Johnston                      **Seconded:** Cllr Kinsey.                      **All in favour**

**PR/36/23 Correspondence received**

No correspondence was received since the publication of the agenda.

**PR/37/23 Date of next meeting**

The date of the next meeting will be Tuesday 16th May 2023 at 7.00pm in the Wilton Town Council Chamber.

**PR/38/23 The meeting was closed at 9:11pm**

**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.*