

**MINUTES OF A MEETING OF WILTON TOWN COUNCIL – POLICY & RESOURCES COMMITTEE
HELD IN WILTON COUNCIL CHAMBER ON TUESDAY 18TH JULY 2023 7.00PM**

Present Cllr Andy Kinsey, *Mayor of Wilton*
Cllr Charlotte Blackman
Cllr Alan Crossley
Cllr Claire Forbes
Cllr Gail Moore
Cllr Teresa Taylor

In Attendance Mrs C Churchill, *Town Clerk* and
Mr P Cornish, *Minute Secretary*.

Also Present No members of the public.
via ZOOM 3 members of the public

Cllr Crossley, Chair of P&R Committee opened the meeting.

PR/60/23 Apologies
There were no apologies.

PR/61/23 Minutes of the meeting held on 16th May 2023
Resolved: To approve the minutes with no changes.
Proposed: Cllr Crossley **Seconded:** Cllr Taylor

All in favour

PR/62/23 Standing Orders were suspended at 7.01pm.

Community engagement

Members of the public made the following comments:

- A When the website is updated could it include top level headings 'Tabs' for Emergency Plan, Policies and Facilities.
- B Cllr Blackman informed the meeting that she had quotes for the Kickwall repairs.
In response Cllr Crossley, as Chair, said:
 - A This would be considered under item PR/72/23.
 - B This would be considered under item PR/69/23.

PR/63/23 Standing Orders were reinstated at 7.06pm.

PR/64/23 Declarations of Interest

Cllr Kinsey declared an interest for agenda item PR/67/23 (iii) PL/2023/05606 as they know the applicant.

The Town Clerk said they had received no dispensation requests.

PR/65/23 Exclusion of the Press and Public.

There are no items.

PR/66/23 Policy Review

a Scheme of Delegation

Cllr Blackman gave an overview of the recommended changes as agreed by the Policy Working Group.

Resolved: To adopt the revised Scheme of Delegation with other policies eg Procurement, Internal Control, Financial Regulation being reviewed for associated updates.

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

All in favour

b Standing Orders

To amend Standing Orders 9b and 9d to state:

9b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 8 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

9d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 8 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

Resolved: To amend the wording to state '8 clear working days' in 9b and 9d; to update standing Order 3c to include Saturday as a day to be excluded, and to amend the Agenda Request Form to state 8 clear working days.

Proposed: Cllr Crossley

Seconded: Cllr Blackman

All in favour

c Streaming Council Meetings

In the light of recent experiences in applying the current process for requesting a copy of a recording it was decided to consider reviewing this in the future.

d Procurement Policy

This remains with the Policy Working Group to review and update.

PR/67/23 Planning

- (i) PL/2023/05086. 2 Riverside, Wilton. Reduce large Bay tree by 50%

Resolved: To 'Support' the application.

Proposed: Cllr Crossley

Seconded: Cllr Forbes

All in favour

- (ii) PL/2023/03527. 8 Russell Street. Revised plans for a single storey rear extension and alterations including felling a bay tree in rear garden. Previously the Council had objected on the basis of over-development and impact on parking spaces.

Resolved: To state 'No Objection'.

Proposed: Cllr Crossley

Seconded: Cllr Taylor

All in favour

- (iii) PL/2023/05606. Bridge House, 13 Russell Street. Ash – reduce to a frame 7m from ground level and Ash – coppice 1m from ground level.

Resolved: To state 'No Objection'.

Proposed: Cllr Crossley

Seconded: Cllr Blackman

Cllr Kinsey abstained, rest in favour

PR/68/23 Men's Shed Lease

The final draft has been sent to the Men's Shed who have questioned the duration, 'term', of the Lease. The Town Clerk has checked with the Solicitor and a lease of 3 or more years must be drawn up by a Solicitor which will incur additional costs. A couple of typos were also raised and these have been amended. The Trustees of the Men's Shed will meet in early August and fed back any comments to the Council after their meeting.

Resolved: To note the information above.

Proposed: Cllr Crossley

Seconded: Cllr Moore

All in favour

PR/69/23 Managing the Council's money.

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

Resolved: To approve the payment schedule.

Proposed: Cllr Crossley

Seconded: Cllr Taylor

All in favour

Cllr Blackman briefed the Committee on the kick wall quotes. The work had included replacing a missing panel, however, that had been subsequently found. The quotes would be reduced accordingly.

Resolved: To accept Quote A at a cost of £3175 excluding VAT.

Proposed: Cllr Crossley

Seconded: Cllr Taylor

All in favour

- (ii) The phone and broadband contract needs to be reviewed and renewed or change the provider. This is to be progressed by Cllrs Crossley and Forbes.

- (iii) The Ear Marked Reserves (EMR) of Wilton Town Council are to be amended as follows:

(a) To vire £10,000 from EMR Open Space (322) to EMR Public Toilet Upgrade (334)

(b) To remove duplication by combining the EMR Public Conveniences (323) with the EMR Public Toilet Upgrade (334)

(c) To rename the EMR Jubilee Event (339) to be EMR Wilton Community Event Support (339)

(d) To rename EMR Staff Training (329) as EMR Training (329).

Resolved: To approve the changes as outlined above.

Proposed: Cllr Crossley

Seconded: Cllr Taylor

All in favour

- (iv) Safety of Wilton Town Council's financial deposits.
The recent Internal Audit identified a potential risk:
"We note the Council has a large sum of money held on deposit with one bank. There may be scope to increase the interest earned on funds and reduce the possible risks of any possible bank failures by diversifying Wilton Town Council's deposits."
The Town Clerk has contacted the CCLA Investment Fund and provided a report to the Committee. The Committee asked the Town Clerk to determine:
(a) The minimum qualifying period to earn the interest rate;
(b) The notice period to withdraw funds without losing interest;
(c) The timescales to request a withdrawal and for the requested funds to be credited to the Council's bank account.
Resolved: Subject to satisfactory answers to the above the Committee decided to deposit £300,000 in a new CCLA account after ratification by the Full Council.
Proposed: Cllr Crossley **Seconded:** Cllr Kinsey *All in favour*

PR/70/23 Council office

The Council's Fire Risk Assessment identified the lack of an evacuation system. The Town Clerk has reviewed the options for an Evacuation mat for the Council Chamber and provided a report to the Committee.

Resolved: To approve the purchase of a Hospital Aids Ski Pad with First Aid kit, blanket and pillow.

Proposed: Cllr Crossley **Seconded:** Cllr Taylor *All in favour*

PR/71/23 Historic Assets of Wilton Town Council

Following the Wilton Town Council meeting on 6th June, the company that supplied a fire cabinet to the County Archive has visited the Chamber and provided a revised quote for an 8 drawer cabinet with display case on top. The Town Clerk has requested details of its fire resistance covering timings and temperatures inside the cabinet.

Resolved: To approve the purchase of a half day's consultancy from the Wiltshire Archives Conservator to examine the current arrangements for the Seals and Charters at a cost of £250 plus travel expenses.

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

PR/72/23 Wilton Town Council website

(i) To consider the current layout and content.

(ii) To consider changes to the existing layout.

Cllr Blackman briefed the Committee on the work they had been doing to review the web site and its underlying platform provided by Vision ICT.

Resolved: To form a Working Group of Cllr Blackman, Cllr Forbes and the Minute Secretary to undertake the review and update.

Proposed: Cllr Crossley **Seconded:** Cllr Taylor *All in favour*

(iii) To nominate a Councillor to monitor the Wilton Town Council website

Resolved: Cllr Forbes was nominated.

Proposed: Cllr Crossley **Seconded:** Cllr Taylor *All in favour*

PR/73/23 Request from Salisbury Museum.

The Salisbury Museum have requested to borrow the portrait of Edith Olivier by Rex Whistler for an exhibition running from 25th May 2024 to 29th September 2024.

Resolved: To agree to the loan subject to Salisbury Museum providing Wilton Town Council with details of transport arrangements and adequate insurance cover for the duration of the loan.

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

PR/74/23 Correspondence received

Resolved: That Poll Cards are needed for the upcoming election to fill the Council's sole vacancy.

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

PR/75/23 CCTV

A request has been received from the management of Salisbury CCTV asking to work (and have access to) with Wilton Town Council's CCTV system.

Resolved: To discuss their proposal in more detail and to appoint the Town Clerk as the Point of Contact.

Proposed: Cllr Kinsey

Seconded: Cllr Taylor

All in favour

PR/76/23 Date of next meeting Tuesday 19th September 2023 at 7.00pm in the Council Chamber.

PR/77/23 The meeting was closed at 8.47pm.

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.*

DRAFT