

MINUTES of the Annual Meeting of Wilton Town Council and Mayor Making Ceremony held in the Council Chambers, Kingsbury Square, Wilton on Tuesday 16th May 2017 at 7.00pm

Present: Cllr T Batchelder, Mayor of Wilton
Cllr Mrs C Blackman
Cllr Ms P Church
Cllr Ms Paula Johnston
Cllr Miss B Perry
Cllr Mrs T Taylor
Cllr Ms Sue van Lees
Cllr P Edge
Cllr A Kinsey
Cllr P Matthews
Cllr I Seviour

Mrs C Purves Town Clerk
Mr H Abel Minute Secretary & Mace Bearer

Also Present:
Fourteen members of the public.

The Town Clerk, Mrs Purves, confirmed that all Councillors had signed their Declarations of Acceptance of Office in her presence following the recent local government elections.

A G E N D A

Cllr Batchelder in the Chair

70.17 To elect the Chairman of the Council and install the Mayor of Wilton for the year 2017/2018

Cllr Batchelder called for nominations for Mayor of Wilton to serve for the Mayoral year of 2017/2018.

Cllr Peter Edge was proposed by Cllr Matthews and seconded by Cllr Seviour. There were no other nominations. Cllr Edge was elected Mayor for the ensuing year. Cllr Batchelder invested the Mayor Elect with the Mayoral Chain of Office and formally proclaimed Cllr Edge duly elected as Mayor of Wilton.

71.17 The Mayor to sign the declaration of Acceptance of Office as Mayor of Wilton

Cllr Edge signed the declaration of Acceptance of Office as Mayor of Wilton.

72.17 The Mayor of Wilton's Address and Acceptance of Office

Cllr Edge declared his willingness to accept the office of Mayor of Wilton and pledged to do all he could to support the Town and trusted that Members of the Town Council would continue to do the same.

Cllr Edge in the chair

73.17 The Appointment of the Mayor of Wilton's Consort and other arrangements

The Mayor of Wilton, Cllr Peter Edge, appointed his wife, Pam, to become his Mayoress for the year. He advised he would appoint a Chaplain at a later date.

74.17 To elect the Deputy Chairman of the Council and install the Deputy Mayor of Wilton for the year 2017/2018

The Mayor called for nominations for the office of Deputy Mayor for the year 2017/2018. Cllr Edge nominated Cllr Phil Matthews to be Deputy Mayor for the ensuing year seconded by Cllr Ms Paula Johnston. Cllr Mrs Taylor nominated Cllr Ivan Seviour to be Deputy Mayor for the ensuing year

seconded by Cllr Mrs Blackman. Councillors were then asked to vote by a show of hands, with the majority favouring Cllr Seviour who was duly elected as Deputy Mayor for 2017/2018.

75.17 The Deputy Mayor of Wilton's Acceptance of Office

Cllr Seviour duly signed the Declaration of Acceptance of Office as Deputy Mayor of Wilton.

76.17 The Deputy Mayor of Wilton's Address of Acceptance of Office

Cllr Seviour declared his willingness to accept the office of Deputy Mayor of Wilton. He thanked Members for their support and pledged to do all he could to support the Mayor and the Town.

The Mayor, Cllr Edge, declared an end to the Mayor Making Ceremony and announced a recess of five minutes, following which the rest of the Annual Meeting would continue.

Prior to the start of the rest of the Annual Meeting, members of the public were invited to bring any matters of concern to the attention of the meeting.

John Cutland – commented that the Town Council Newsletter had been very informative during the past year and expressed the hope that it would continue.

John Cutland – noted that the Parish Steward was only assigned to Wilton for two days a month. In view of the fact that Wilton was considerably larger than some other parishes that also received the services of a Parish Steward for three days a month, he asked for the Town Council to press for a more equitable schedule.

Cllr Mrs Blackman – reminded the Council that after the road by St John's Square was re-surfaced two years ago, the white lines had not been properly re-instated. This has led to problems for a local resident who uses a mobility scooter because car owners now park so as to block his progress and he is forced to go onto the main road to get round parked vehicles.

Cllr Edge – told the meeting that he had raised this issue with Wiltshire Council six months ago and, despite reminders, it is still outstanding.

Rachael Ashton-Brown – wanted to endorse earlier comments about the Town Newsletter. She also gave thanks for being given a Civic Award.

Rachael Ashton Brown – told the meeting that she had volunteered to become Flood Warden for the Water Ditchampton area and would be undergoing training for the post.

Cllr Matthews – expressed concern that voters living on Bulbridge had been sent into town to cast their votes at the Community Centre. He accepted the fact that building works at the school had made it unavailable for use as a polling station but wanted to know why a mobile polling station had not been used.

Cllr Ms Church – offered to take the matter up with Wiltshire Council.

Cllr Ms Church presented her report as Wiltshire Councillor:-

- Newly appointed Cabinet positions are:-
 - Cllr Baroness Scott of Bybrook OBE - Leader of Council (Chairman)
 - Cllr John Thomson - Deputy Leader; and Cabinet Member for Communications, Communities, Leisure & Libraries (Vice Chairman)
 - Cllr Chuck Berry - Cabinet Member for Economic Development & Housing
 - Cllr Richard Clewer - Cabinet Member for Corporate Services, Heritage, Arts & Tourism
 - Cllr Laura Mayes - Cabinet Member for Children, Education and Skills
 - Cllr Toby Sturgis - Cabinet Member for Planning & Property
 - Cllr Bridget Wayman - Cabinet Member for Highways, Transport and Waste
 - Cllr Philip Whitehead - Cabinet Member for Finance & IT
 - Cllr Jerry Wickham - Cabinet Member for Adult Social Care, Public Health and Public Protection
- She then listed the Council's aims.

Cllr Matthews – asked if a Director of Social Services was to be appointed.

Cllr Ms Church – replied that this had not yet been established

AGENDA

77.17 To receive apologies and to consider whether to approve the reasons

None were offered.

78.17 Declarations of Interest

a. To receive any Declarations of Interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 1972 in respect of officers, and in accordance with the provisions of the Localism Act 2011 in respect of members.
Cllr Matthews declared a pecuniary interest in item 5078 of the finance schedule.

b. To consider any Dispensation Requests received by the Town Clerk and not previously considered.

None were requested.

79.17 Minutes

The Minutes of the Full Council Meeting held on Tuesday 4th April 2017 were approved as a correct record. (*prop Cllr Matthews, sec Cllr Mrs Taylor – all in favour*)

Resolved: to approve the minutes as a correct record.

80.17 To consider any urgent business raised by the public in public discussion

- Wilton Town Newsletter will be referred to the Amenities and Planning Committee.
- The matter of Parish Stewards will be referred to Cllr Ms Church for action.
- The white lining required in St John's Square would be referred to Wiltshire Council. **Action:** The Town Clerk

81.17 To receive and ratify minutes of:

a. The Minutes of the Amenities and Planning Committee Meeting held on Tuesday 18th April 2017 were approved as a correct record (*prop Cllr Mrs Blackman, sec Cllr Mrs Taylor – nem con*)

Resolved: to approve the minutes as a correct record

b. The Minutes of the Finance and General Purposes Committee Meeting held on Tuesday 25th April 2017 were approved as a correct record (*prop Cllr Batchelder, sec Cllr Ms Church – nem con*)

Resolved: to approve the minutes as a correct record.

82.17 To receive and note the minutes of the Town Team

No meeting had been held in April.

83.17 To receive reports from:

a. Wiltshire Association of Local Councils and Community First

Cllr Seviour reported that no meeting had been held in April.

b. The South West Wiltshire Area Board

Cllr Matthews reported that no meeting had been held in April.

c. Wilton & District Business Chamber

Cllr Miss Perry, the Town Clerk reported on the following:-

- At the Business Chamber AGM. David Parker will step down from the Chairmanship.
- The Chamber plans to work with Rotary and business leaders in a wider area.
- The Chamber continues its support for the Wilton Parkway station.
- The Chamber is grateful for the Town Council's support.

d. Wilton Community Centre

Cllr Mrs Blackman advised there were no issues or concerns to report, and that fire safety training had been taking place.

e. Wilton Community Land Trust

The CLT AGM will be held on Thursday 6th July.

f. Wilton & Barford Church of England Primary School

Cllr Seviour reported that he had been asked to become chair of the governors. He had declined but offered to be deputy chair instead. Presently there were 169 pupils on the roll and this was destined to rise to 183 in September 2107. Phase 1 of the building work is nearly complete. Phase 2 will include an extension to the hall. The school's capacity will be increased to 220 when the building programme is complete.

The headmistress, Jan Knott, will retire at Christmas this year and her successor has already been appointed. It will be Richard Rose who is currently deputy head at Kiwi school, Tidworth.

g. Wilton Carnival Committee

Cllr Batchelder told the meeting that Carnival was now scheduled for Saturday 22nd July. It will share the day with the planned Rugby Festival and will include a street procession.

84.17 To review and confirm the Committee Terms of Reference

A report had been circulated to Members.

Resolved: to remove A&P's budget spending element and to accept the terms of reference.

85.17 To review Committee Structures and to appoint members to serve on the under mentioned Committees:

- a. Amenities & Planning
- b. Finance & General Purposes
- c. Staffing

Resolved: Members were asked to send their committee membership preferences to the Clerk. The Mayor, Deputy Mayor and Town Clerk will then allocate membership.

86.17 To appoint members to serve on the under mentioned Working Groups, as required:

- a. Town Team - Cllr Matthews
- b. Finance - Cllrs Batchelder, Seviour, Edge & The Clerk
- c. Flood Group - Cllr Batchelder.
- d. Neighbourhood Plan - Cllrs Seviour, Church & Matthews.

87.17 To appoint representatives on the under mentioned bodies as required

- a. Wilton United Charities – Cllr Edge
- b. South West Wiltshire Area Board – Cllr Edge
- c. The Trustees of the Michael Herbert Hall – Cllr Mrs Taylor
- d. Wiltshire Association of Local Councils and Community First – Cllr Seviour
- e. Wilton & District Business Chamber – Cllr Miss Perry
- f. Wilton Community Land Trust – Cllr Edge
- g. Wilton Community Centre – Cllr Mrs Blackman
- h. Wilton & Barford Primary School – Cllr Seviour
- i. Wilton Carnival Committee – Cllr Batchelder

88.17 To Review the Council Asset Register

The Clerk explained that valuations had crystallised 3 years ago, and two valuations were now recorded, the purchase price of any subsequent additions to the Council's assets, and the insurance value.

89.17 To Review the Council Insurance Policy and decide on any alterations

Resolved: No alterations required, and to note that The Town Council's existing Insurance arrangements are with Zurich Municipal until March 2018.

90.17 To review and decide on any amendments to the Standing Orders of Wilton Town Council

No amendments were proposed.

91.17 To review and decide on any amendments to the Financial Regulations of Wilton Town Council

No amendments were proposed.

92.17 To appoint Auditing Solutions as the Town Council's Internal Auditor for 2017/2018

The Council has used the services of Auditing Solutions for the past four financial years. Members felt it unnecessary to go back to the market and obtain up to date quotes. Current fee is £800.00 per annum.

Resolved: to appoint Auditing Solutions for 2017/2018 (*prop Cllr Seviour, sec Cllr Mrs Blackman – all in favour*)

93.17 To Review and decide on any amendments to Council Policies –

- a. Complaints policy
- b. Freedom of Information Requests
- c. Press/media policy
- d. Grant Awarding Policy
- e. Civic policy
- f. Internal Control Policy.
- g. Forward Plan

None were noted except for the Grant Awarding policy, and it was

Resolved: to refer this matter to the F&GPC.

94.17 To fix the dates and times of ordinary meetings of the Council Committees

Full Council – first Tuesday of the month.

Amenities & Planning Committee – third Tuesday of the month except December, when it will be held on the second Tuesday of the month. No meeting in August.

Finance & General Purposes – fourth Tuesday of the month, except December, when it will be held on the third Tuesday of the month. No meeting in August.

Annual Meeting of the Town Council – first Tuesday in May.

Annual Town Meeting – any time between 1st March and 1st June. To be decided.

95.17 To receive and note the recommendations contained in the end of year Internal Audit report for 2016/2017, for referral to the Finance & General Purposes Committee

Resolved: to note and refer to the F&GP committee.

96.17 Finance

a. To resolve to confirm for payment a schedule of accounts in the sum of £12506.19

Resolved: to confirm for payment the schedule of accounts dated 16th May 2017 in the sum of £12,506.19 (*prop Cllr Batchelder, sec Cllr Ms Church – nem con – [Cllr Matthews abstained from votin])*)

b. To resolve to complete and approve the Annual Governance Statement for 2016/2017

Resolved: to complete and approve the Annual Governance Statement for 2016/2017

c. To resolve to approve the Annual Statement of Accounts for 2016/2017.

Resolved: to approve the Annual Statement of Accounts for 2016/2017

97.17 To resolve to adopt the General Power of Competence until the next Annual Town Council Meeting after the next Ordinary elections in 2021, having met the conditions of eligibility as defined in The Localism Act 2011

As the Town Council meets the eligibility criteria to adopt the General Power of Competence (as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 - The Clerk must hold CiLCA 2013 or another relevant qualification and two thirds of councillors must be elected, the Town Council

Resolved: to adopt the General Power of Competence until the next Annual Town Council Meeting after the next Ordinary elections in 2021.

98.17 Town Clerk's Report

The Town Clerk reported on the following:-

- *Office closure* - The office will be closed on Friday 19th May, as the Clerk will be attending the SLCC Wilts Branch meeting
- *Highways meeting* - A reminder that Highways is holding its annual briefing meeting on Tuesday 23rd May at 7.00pm in the Alamein Suite, City Hall.
- *South West Wilts Community Area Safety Partnership* - The first meeting of the new group will take place on Monday 19th June, 2pm at the Nadder Centre in Tisbury. This meeting will be mainly focused on the terms of reference for the new group and how it will operate moving forwards (including future timings of meetings, topics to cover etc.).
- *Wiltshire Council's Southern Area Planning committee* - please note that all future meetings will start at 3.00pm

99.17 To confirm the date of the next Full Council Meeting

The next Full Council meeting will be on Tuesday 6th June 2017 at 7.00pm

100.17 To close the meeting

There being no further business, the Chairman closed the meeting at 8.03pm.

Members of the Council considered the foregoing matters in consideration of their duties: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime and Disorder; health and Safety, and Human Rights.