

**MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE
held in the COUNCIL CHAMBER, WILTON on TUESDAY 27th FEBRUARY 2018 at 7.00pm**

Present Cllr T Batchelder
Cllr C Blackman
Cllr P Church
Cllr P Edge, Mayor of Wilton
Cllr A Kinsey
Cllr P Matthews

In Attendance Mr H A Abel, Minute Secretary

Also present: Rachael Ashton-Brown

Composition of the Finance & General Purposes Committee for the Mayoral year 2017-2018

Cllr Charlotte Blackman	Cllr Andrew Kinsey
Cllr Pauline Church	Cllr Phil Matthews
Cllr Trevor Batchelder	Cllr Ivan Seviour
Cllr Peter Edge	

A G E N D A

Cllr Batchelder in the chair

15.18 Apologies for absence and to consider whether to approve reasons give

Cllr Seviour apologised for his absence because of a prior commitment.
The Town Clerk apologised for her absence because of difficult travelling conditions
Resolved: to accept his apology and the reasons for them.

16.18 Chairman's report

Cllr Batchelder reported that funding for a second defibrillator had been one of the targets for his Mayoral year, and this had been achieved. He had met with the Community Centre trustees who were agreeable to the equipment being attached to the building.
He showed Members details of two possible defibrillators – a semi-automatic model and a fully automatic version. It was agreed to opt for the fully automatic type as this could save any difficulties for untrained users in the event of its deployment.
Members were unclear about the status of the Mayoral fund with relation to VAT. It was also agreed that a cabinet be purchased to house the defibrillator.

17.18 Town Clerk's report

The Town Clerk submitted the following written report:-

- She will be meeting representatives from Came & Co, the insurance brokers on Tuesday morning.
- She has already met with a representative from the existing insurer.
- *Pension scheme* - the next Employers meeting is on Thursday 22nd March at 9.30am for a 10.00am start at Swindon Borough Council chamber, finishing at approximately 12 noon

18.18 Declarations of Interest

a) To receive **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.

None were declared.

Resolved: to note.

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

Resolved: To note there were none to consider

19.18 Approval of the Finance & General Purposes Committee Minutes

Resolved: to approve the minutes of the Finance & General Purposes Committee meeting held on Tuesday 23rd January 2018 as a correct record without amendment.

20.18 To consider any matters referred from earlier Meetings

a. February Town Council meeting - Wilton Community Land Trust Presentation

i. *The Council's view on the CLT's proposal to purchase the Wiltshire Council Highways Depot for use as community led housing for the Wilton Area*

Members agreed that this was a worthwhile aspiration. The Atkins report on Wilton Parkway railway station is due at the end of March and in view of the depot's proximity to the station's site, plans for its future could depend upon whether or not the station is declared a viable project.

It was agreed to instruct the Clerk to ask Wiltshire Council if it had any future intentions for the site.

Action: The Clerk

ii. *The Council's view on the CLT's strategy concerning affordable and social housing in Wilton (with reference to the Wilton Vision document and its own Forward Plan) and that such a strategy should be connected to the Neighbourhood Plan.*

There was criticism of Wiltshire Council's Link Officer inability to meet with members of the Town Team or Town Council. Cllr Matthews reported that the February Town Team had been cancelled because the Link Officer had declined to attend.

It was suggested that Cllr Seviour become a member of the Town Team as he is the Councillor most closely associated with the Neighbourhood Plan. The Town Clerk would be asked to make this an agenda item for the March Full Council meeting.

Action: The Clerk

iii. *How the Town Council can help to support the CLT in a tangible way in the future.*

Members acknowledged the value of Wilton's CLT. It was thought that the Town Council could help to influence Wiltshire Council to pass on land to the CLT for development as affordable housing and also to retain valuable green space in the community.

b. February Amenities & Planning Committee

i. *The earmarking of £5000 for the installation of a joint keypad/payment system for access to the tennis courts*

It was agreed to explore other available options including the cost of installing an electricity supply to the courts.

In view of the Clerk's request for legal advice from Wiltshire Council about the status of Section 106 funding and permitting the courts to be used exclusively by a tennis club, it was suggested that, if needed, WALC could be approached for advice.

It was acknowledged that the Wilton Tennis Club no longer exists but a new organisation 'Wilton Community Tennis' has taken its place.

Action: The Clerk

ii. *An initial, interim hire fee of £5.00 per court per hour*

This was agreed as was the arrangement to purchase combination locks for the courts and advertising the hire arrangements online with the hire charges being paid direct to the Town Council

Action: The Clerk

21.18 Finance

a. *To confirm and authorise the payment of a schedule of accounts in the sum of £3,394.13*

Resolved: to confirm and authorise said schedule of payments.

b. *To note the bank balances and reconciliation.*

Awaiting bank statements

c. *To note the updated Budget monitoring forms (Excel & RBS formats) 2017/2018*

Unable to reconcile

d. *Estimate for attic floor board replacement*

One estimate in the sum of £228.00 has been received, and a second quote is awaited. It is agreed that the Clerk proceed with this work.

e. *Retrospective agreement* – It was agreed to authorise this payment to Icthus Lighting for the de-rigging of the Christmas lights if it forms part of the of the two sums (Dec £2,975 and Jan £1,785) However, if it exceeds the budgeted amount of £5,000 then the committee was not minded to approve it.

Resolved: to note

22.18 Planning: to consider a response to the following planning applications received:

a. **18/00018/FUL** - installation of velux skylight to front elevation to match existing at

Bulbridge Barn, Bulbridge Farm, Burcombe Lane, Wilton

Resolved: to support

b. **18/00255/FUL** - single storey side extension, new first floor window to west gable, and improvement/decoration of front entrance at 20 Wyvern House, King Street, Wilton

Resolved: to support

c. **18/01451/FUL** - proposed rear conservatory at 50 Oakley Road, Wilton

Resolved: to support

23.18 To note progress in resolving issues raised in the half year Internal Audit

This is work in progress. It was agreed to keep this item on the agenda.

24.18 To note progress in achieving aims outlined in the Strategic Review 2017

a. *Local Council Award Scheme* – a template was tabled by Cllr Batchelder. It was agreed that this would give the Town Council a timetable to work to.

b. *Neighbourhood Plan* - the Full Council agreed to the boundary amendment, and the request to include Wilton Hill & Erskine Park has been sent to Wiltshire Council. The Wiltshire Council Link Officer was unable to attend the Town Team meeting due to work commitments, but is happy to attend a meeting of the Steering Group, once it is relaunched and fully formed.

25.18 To review and note other ongoing matters:

a. *Streetscene/Highways*

the road name signs have been received, and have been passed to the groundsman for installation. The Clerk needs to contact a resident at Water Ditchampton for permission to attach the Water Ditchampton sign on the wall.

Please advise any tasks for the Parish Steward directly to Cllr Johnston. It was agreed that a formal letter of thanks be sent to the Parish Steward for work successfully carried out.

Action: The Clerk

b. *Car park management agreements* – the Clerk i have been in touch with the solicitors, and have a list of information needed to progress this, and items 25.18e and 25.18j as well.

c. Flooding matters –

The Chairman suspended standing orders and invited Rachael Ashton-Brown to speak

She told the meeting that her report for December and January will be ready for the next meeting.

There will be a meeting concerning the proposed A303 tunnel at Stonehenge which will be held in Salisbury Guildhall on Saturday 3rd March.

Wilton Estate has dug out the catchment pond above the Hollows but has yet to clear the channel. Also the grips have not yet been cleared.

Wilton Estate needs to be reminded about digging out a portion of the channel at Flouse Hole.

The Chairman thanked Rachael Ashton Brown and re-imposed standing orders

d. Asset Transfers –

- i. *Sheep Fair Field* – Cllr Church has not yet been able to establish why this is considered a strategic asset. A&P committee have agreed to hold the designation of the field as a formal Open Space in abeyance for the time being.
- ii. *CCTV*- functioning, but ownership remains with Indigo Vision, pending resolution of technical problems with Salisbury's system
- iii. *Randalls Croft Play area* - no further news.

e. Registering Formal title - the Clerk has requested an update on this matter

f. Charters to Salisbury Museum - no further news.

g. Co-op waste disposal - Cllrs Batchelder and Edge are available to meet the Manager on 14th March .

h. Asset valuation – a report is awaited..

i. Toilets – Cllr Edge has installed the usage monitor/counter. Usage needs to be checked but is particularly high on some days.

j. Toilets - proposed lease - no further news

k. White lining in the Market Place - one quote received for outside the Health Centre/Market Cross area, but A&P wish for quotes to remark the Market Place area itself (white lettering already completed by the Area Board initiative).

l. Town trail markers – due for delivery at end of February.

m. Speed Indicator Devices – the device is ordered and delivery due soon.

n. proposed bund – letter has been sent to EA from the Town Council

o. Town Flag – Cllr Blackman is researching different options for the creation of a Wilton Town flag

p. Draft procurement policy - the templates are yet to be released by the SLCC. I understand they are with the SLCC solicitors at the moment.

q. Buddy Challenge – the Clerk has written to Tidworth TC to remind them of this commitment. We will be expected to give a presentation at the Market Towns meeting in Bradford on Avon in October

r. Office move/lease renewal – the Clerk has been in touch with Bonallack & Bishop about this, and am awaiting a note of their fees, and an engagement letter.

26.18 To confirm the date and venue of the next meeting – Tuesday 27th March 2018 at 7.00pm in the Council Chamber.

27.18 To close the meeting

There being no further business, the Chairman closed the meeting at 8.32pm.

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.