

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

Present Cllr T Batchelder
 Cllr C Blackman
 Cllr A Kinsey
 Cllr P Matthews
 Cllr I Seviour

In Attendance Mr H A Abel, Minute Secretary

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

28.18 To elect a Chairman

In the event this was unnecessary as Cllr Batchelder was present

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

Cllr Church offered her apologies because she was away on holiday.

Cllr Edge offered his apologies owing to a prior commitment.

Resolved: to accept these apologies and the reasons for them.

30.18 Chairman's report

Cllr Batchelder reported on the following:-

i Omega software – this accounting package is an upgrade from the Alpha software system currently in use by the Town Council. Some elements of the software are an improvement but it does not seem to provide everything that is needed. Cllr Batchelder asked what the cost was for upgrading from Alpha to Omega. **ACTION:** the Clerk

ii Defibrillators – the cost of purchasing two defibrillator units plus heated storage cases is:

Community Heartbeat £3,780 inc VAT

Defibrillator Shop £2,787

Community Heartbeat supplies a package which also includes one training session.

It was agreed to sanction the purchase from Defibrillator Shop. The Clerk advised that funding of £1087.64 had been received from the Mayoral appeal account.

31.18 Town Clerk's report

The Town Clerk reported on the following:-

Pension contributions - the employer's pension contribution will reduce by 0.4% from 20.8% to 20.4% in 2018/19.

Road sign deployment training – Tisbury Town Council is arranging for training in the deployment of temporary road signs in connection with formal road closures. The cost for four people would be £175.00, half of which would be covered by an Area Board grant. Members appreciated the offer to take advantage of this, but felt that this training was unnecessary, as third party event management companies arranged for and deployed any necessary signs for Wilton's community events.

32.18 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. The Town Clerk noted she had benefitted from a training bursary funded by Came & Company, major sponsors of the Local Society of Local Council Clerks in respect of her Level 4 studies in Community Governance..

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

33.18 Approval of the Finance & General Purposes Committee Minutes

Resolved: to approve the minutes of the Finance & General Purposes Committee meeting held on Tuesday 27th February 2018 as a correct record without amendment.

34.18 To consider any matters referred from earlier Meetings

a. *March Town Council meeting* - development of an Emergency Plan - this had been suggested following the recent snow event, and the successful use of the salt/grit spreaders. It was agreed that the most positive move would be to prepare and circulate a list of emergency contact numbers and information as to where to obtain keys for the Town's facilities should these be required in an emergency. **Action:** The Clerk

b. *March Amenities & Planning Committee*

None were identified

35.18 Finance

a. *To confirm and authorise the payment of a schedule of accounts in the sum of £8,408.41*
Resolved: to confirm and authorise said schedule of payments.

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

i *Bank balances at 31st January 2018* - current account £16,863.77, deposit account £66,210.62, reconciled balance £80,972.78

ii *Bank balances at 28th February 2018* - current account 16,418.53, deposit account £91,798.54, reconciled account £104,359.82

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

Resolved: to note

d. *Insurance quotations* - four quotes have been obtained for 1 year cover, including the twice yearly playground inspection, excluding the lift inspection (carried out by manufacturer). It was noted that £10,000 had been included in the 2018/19 budget for this

Resolved: to place the Council's insurance business with Inspire for a three year term via Came & Co, Insurance Brokers at a premium of £4010.39 per annum.

36.18 To review the effectiveness of various Control policies

a. To review the effectiveness of the Town Council's policy for a System of Internal Control
Resolved: to approve the effectiveness of the policy.

b. To review the effectiveness of the Town Council's Risk Assessment document

Additional risk headings were added to the section on the Sports Pavilion. Adjustments were also made to other areas. It was agreed to ask Wilton Estate for permission that would allow the Town Council to deal with damaged or dangerous trees without seeking further agreement. With these amendments it was

Resolved: to approve the effectiveness of the Risk Assessment document. **Action:** the Clerk

- c. To review the effectiveness of the Town Council's Internal Audit
Resolved: to approve the effectiveness of the Internal Audit policy.

37.18 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. It was noted that the next half yearly audit is due in June 2018 and there will need to be an additional Full Council Meeting then to accept the annual accounts.

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

- a. *Local Council Award Scheme* – nothing further to report.
b. *Neighbourhood Plan* – Cllr Seviour told the meeting that he would be attending a workshop on Neighbourhood Plans in Trowbridge on Thursday 29th March.

39.18 To consider proposed draft lease for the Randalls Croft play area

This has been received, the Clerk reported that she was aware that other Town Councils have taken on their play areas on a freehold basis. After discussion it was

Resolved: to explore the legal view of differences between Leasehold and a delegated management agreement. **Action:** The Clerk

40.18 To review and note other ongoing matters:

a. Streetscene/Highways

Nothing to report at present. The next CATG meeting is Wednesday 18th April.
Please advise any tasks for the Parish Steward directly to Cllr Johnston.

b. *Car park management agreements* – these just need finalising/agreeing, and then give Bonallack & Bishop authority to complete matters with Wiltshire Council. This was agreed. **Action:** The Clerk

c. Flooding matters –

The Wilton Flood Action Group met on 1st March. Cllr Batchelder reported that Phase 1 licences had been granted to residents of the Water Ditchampton properties adjacent to the watercourse. These allow the owners to dig down to the hard level in the ditch. As yet, no work has been done but it will be possible later this Spring. Cllr Church is to arrange a meeting with the riparians and representatives from the Environment Agency and Wiltshire Council

d. Asset Transfers –

No further news.

e. *Registering Formal title* - (Castle Meadow, Bulbridge, Council Offices) - Bonallack & Bishop estimate that this will require one hour of work each at £125.00 per hour plus VAT and the Land Registry fee (which will be lower as registration is being done voluntarily).
It was agreed that the Town Clerk should proceed with this. **Action:** The Clerk

f. *Charters to Salisbury Museum* - no further news.

g. *Co-op waste disposal* - no further news.

h. *Asset valuation* – a report is awaited..

i. *Toilets – spec and quote for upgrade.* It was agreed that the Town Council should look again at the suggestions and quotes previously obtained at the next meeting, as it was clear that following recent remedial work, the facilities were in a poor state. Cllr Edge continues to monitor the usage counter. **Action:** The Clerk & Cllr Edge

j. *Toilets* - proposed lease - what is being proposed is essentially a freehold transfer, but there are restrictions. Wilts Council is happy to remove the clause relating to alternative use, but the other

restrictions must remain. Alternatively, the Town Council may want to think about a management agreement instead. Additional searches may be required eg local water and drainage, flooding and environmental contamination. It was agreed that the Clerk contact other Parish and Town Clerks in Wiltshire to find out about their experiences in relation to taking on toilets. **Action:** the Clerk

k. White lining in the Market Place - one quote already received for Market Cross area, awaiting second quote plus quotes for Market Place and South St.

l. Town trail markers – ground markers have been received and are waiting to be installed.

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

n. Proposed bund – No response has yet been received from the Environment Agency in response to the Town Council's letter sent in early February. It was suggested that another letter be sent to the EA to report that the application to develop the Naish site has now been granted and that consideration should be given to constructing a bund on that site. **Action:** the Clerk

o. Town Flag – Cllr Blackman is researching different options for the creation of a Wilton Town flag. Prices she has been quoted so far for a double sided flag with the Town Council's coat of arms sewn on to the flag are £220.00 for a 3 metre flag, £315.00 for a 4 metre flag. She will obtain more quotes, and more details about materials and styles.

p. Draft procurement policy – still awaited

q. Buddy Challenge – despite several attempts to contact Tidworth Town Council about this, no response has been received.

r. Office move/lease renewal – Cllrs Batchelder and Edge are to schedule a meeting with Harvey and Snowden for the week after Easter.

41.18 To confirm the date and venue of the next meeting – Tuesday 24th April 2018 at 7.00pm in the Council Chamber.

42.18 To close the meeting

There being no further business, the Chairman closed the meeting at 8.15pm.

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.