

**MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE
held in the COUNCIL CHAMBER, WILTON on TUESDAY 24th APRIL 2018 at 7.00pm**

Present Cllr T Batchelder
Cllr P Church
Cllr A Kinsey
Cllr P Matthews
Cllr I Seviour

In Attendance Mrs C Purves, Town Clerk: Mr H A Abel, Minute Secretary

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

Cllr Charlotte Blackman
Cllr Pauline Church
Cllr Trevor Batchelder
Cllr Peter Edge

Cllr Andrew Kinsey
Cllr Phil Matthews
Cllr Ivan Seviour

A G E N D A

Cllr Seviour in the chair

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

Cllr Batchelder gave his apology but had said he would arrive late to the meeting.

Cllr Blackman offered her apologies owing to a prior commitment

Cllr Edge offered his apologies owing to a prior commitment.

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

44.18 Chairman's report

45.18 Town Clerk's report

The Town Clerk reported on the following:-

Various remedial/maintenance works – In November 2017, the Council instructed a local contractor to undertake various remedial works around the Town, and the Clerk has been pressing for a start date. The contractor has advised is currently working on a project in The Close, Salisbury, which is to be finished by July.

The most urgent piece of work was the roof of the Sports Pavilion. It was agreed that Cllr Church approach a local builder to enquire about whether or not he might be able to tackle the pavilion roof. It was also agreed that the other works could wait until the contractor had completed his present contract in July **ACTION:** The Clerk & Cllr Church

46.18 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

47.18 Approval of the Finance & General Purposes Committee Minutes

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

48.18 To consider any matters referred from earlier Meetings

a. April Town Council meeting

- i. *Community Bank – Avon Mutual* – In Cllr Edge's absence this item was deferred.
- ii. *Wiltshire Mayors' Meeting* – this is understood to be a forum, not a pressure group. The next meeting will take place on 15th May.

b. April Amenities & Planning Committee

The Committee wishes to purchase two more Glasdon Stanford style seats for Minster St riverbank at a cost of £1843.46 plus VAT. It was agreed that this purchase go ahead.

ACTION: the Clerk

c. March Town Team Meeting

- i. *Recycling facilities in the Town* – The Town Clerk is consulting with colleagues about initiatives in other Wiltshire Market Towns, and will advise the Town team accordingly. It was noted that clothes re-cycling facilities were available at the Fire Station
- ii. *Former Lloyds Bank building* – Town Team has suggested that it might be registered as a Community Asset. It was noted that whilst this process cost nothing it did not protect the building from the planning process. It was agreed to ask the Town Clerk to approach the building's owners to enquire about any future plans they might have for the building. **ACTION:** the Clerk

49.18 Finance

a. *To confirm and authorise the payment of a schedule of accounts in the sum of £30,229.52* **Resolved:** to confirm and authorise said schedule of payments.

b. Bank balances as at 31st March 2018

current account £7,019.53, Deposit account £83,775.97

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

Resolved: to note

d. Quotation from Water Environmental Treatment (WET) -

12 Monthly water monitoring @ £152.00pm £1,824.00
4 Quarterly water monitoring @ £189.00pq £756.00
2 Six monthly water monitoring @ £189.00phy £378.00
1 Annual water monitoring @ £226.00 £226.00

Remedial works required - £730.00

Resolved: to accept WET's quote for two six monthly monitoring visits at a cost of £378 and also instruct the company to undertake the remedial works costed at £730. **Action:** The Clerk

7.26pm Cllr Batchelder arrived at the meeting.

Cllr Batchelder in the chair

e. *To consider whether to progress to using the Omega rather than Alpha financial software from Rialtas Business Solutions*

Resolved: to note the quote for this, and to compare the specifications of the two software programmes and monitor the existing Alpha programme closely over the next three months.

f. *To consider giving a further £155.00 to The Royal British Legion (Wilton Branch) in respect of the Great Pilgrimage 90 event* – It was noted that the Town Council had already

contributed to this event and so Members were not minded to give a further amount at this time.

50.18 Additional gully cleaning service

Following the testing of the service last autumn, Wilton Town Council has been invited to take part in the scheme were also made to other areas.

Resolved: to accept Wiltshire Council's offer of this new service which, it is understood, would be provided at no cost to the Town Council.

51.18 General Data Protection Regulations - To note the requirements and documentation for compliance with the forthcoming GDPR

The Clerk attended workshop provided by Wiltshire Council, and the Society of Local Council Clerks has released its suite of documents, including templates and model policies to help administer and comply with the requirements. The regulations come into force on 25th May, and, it is understood, that there are at least 6 to 9 months to allow for implementation.

The Clerk alerted Councillors to the fact that the Town Council will need to secure the services of a Data Protection Officer. It would not be possible for The Clerk to take on the role of Wilton's DPO because it would entail policing and overseeing herself. It would be necessary to employ the services of a DPO at some stage.

Resolved: to note and monitor the situation about the DPO closely

52.18 Community Infrastructure Levy

The Community Infrastructure Levy (CIL) was adopted by Wiltshire Council on 12 May 2015, with an implementation date of 18 May 2015. This means that Wiltshire Council has now become a charging authority for CIL, and any decisions made on or after 18th May 2015 could be liable for a CIL contribution.

Charging authorities (Wiltshire Council) are required to pass a proportion of CIL receipts to parish and town councils from developments that take place in their areas. Councils are required to pass 15% of CIL receipts to relevant City/Parish and Town Councils arising from developments in their areas. This rises to 25% in areas with an adopted Neighbourhood Development Plan.

To prevent excessive amounts being passed on, the payments to areas without a Neighbourhood Development Plan in place will be capped to £100 per council tax dwelling per financial year. This means that a parish with 500 dwellings cannot receive over £50,000 of CIL receipts per financial year.

In areas with a Neighbourhood Development Plan the amount to be passed over will be 25% with no cap.

It was noted that Wilton Town Council could have access to of up to £205,100.

Resolved: to note

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

Resolved: to note progress

54.18 Strategic Plan

a. Local Council Award Scheme - nothing further to report.

b. Neighbourhood Plan - A meeting to plan the relaunch of the Neighbourhood Plan will take place on Tuesday 8th May at 7.00pm in the Council Chamber with the Community Land Trust. It is hoped that a steering committee can be formed in the near future. Cllr Church offered to publicise this event on Facebook. **Action:** The Clerk and Cllr Church

55.18 To review and note other ongoing matters:

a. Streetscene/Highways

Please advise any tasks for the Parish Steward directly to Cllr Johnston.

b. Car park management agreements – the Town Council's solicitors have been asked to complete this matter.

c. Flooding matters - the Flood Warden had attended the most recent Wiltshire Operation Flood Working Group meeting on 18th April, and had updated Wiltshire Council on Wilton matters. Cllr Church is arranging a meeting of the Wilton Flood Action Group, and had hoped to include EA and WC reps and officers, although regrettably this will not be the case. The way forward regarding the excavation of the ditch will be discussed in the light of their responses.

d. Asset transfers

- i. Sheep Fair Field - the final WS Atkins report on the viability of Wilton Parkway Station has been completed. Atkins costed the construction of the station at approximately £30 million. An alternative estimate is set at around £10 million., and so WS Atkins have been asked to reconsider.
- ii. CCTV - the final checks are being done on the afternoon of Wednesday 2nd May, following which the system will be formally handed over to the Town Council.
- iii. Randalls Croft play area - no further news.

e. Registering formal title - this is now progressing.

f. Transfer of Charters - nothing further to report. There has been no interest in them since 2015. It was agreed to contact the Museum Director about how to proceed.

g. Co-Op waste trolleys - Cllr Batchelder told the meeting that he and Cllr Edge will be meeting with the Co-Op's regional manager at the beginning of May.

h. Asset valuation - no further news.

i. Toilets - the committee had agreed to defer a decision about the spec and quote for the upgrade until the usage count exercise had been completed, although wished to review the quotes already obtained. One company required a lease for 20 years, for which it would upgrade the toilets and install a turn-style to charge for usage. The upgrade will cost approximately £30k and the Town council would be required to fund 50% of this. The company would retain the entry fee, making its money this way, but would clean the toilets daily and carry out all light maintenance work, and would also pay for all utilities. After discussion it was agreed not to pursue this arrangement, as the lease obtainable from Wiltshire Council would only run for 7 years.

The Committee reconfirmed its commitment to explore the costs of the Town Council upgrading the toilets and to budget accordingly for this upgrade.

Other quotes will be obtained once the usage statistics are known.

j. Toilets - proposed lease - some Town Councils have been able to take on the freehold of the public toilets, others have had to take on a lease where the facilities are attached to buildings retained by Wiltshire Council. After discussion it was **Resolved:** to proceed with the lease.

k. White lining - no further news.

l. Town trail markers - A&P has asked for advice from the suppliers about installation methods.

m. Speed Indicator Device - awaiting delivery, should be within the next 10 to 14 days. The Clerk will then arrange a meeting with the other Parish Councils to work out a schedule of usage for the SID.

n. Proposed bund - a response has been received, and the A&P committee is resolute that option 4, a bund behind the Sports Pavilion should be explored, using Naish Felt Factory site developers funding in due course. The EA's preferred option remains unacceptable to the A&P committee, as it reduces the amount of play area available for cricket and football. EA is also to be pressed for the spec for the Crow Lane wall, which could be built with CIL funding.

o. Wilton Town flag - Cllr Blackman is progressing with this.

p. Draft procurement policy - FGP looked at and recommended a draft policy to FC in December 17, which had returned to the Committee for further work, as it was not considered detailed enough. No guidance was given as to what further detail was required.

Resolved: to recommend that the Annual Town Meeting in May adopts the draft policy as required and further work undertaken by F&GP in due course, as deemed necessary. **Action:** The Clerk

q. Buddy challenge - the administrator of the Market Towns forum has requested Tidworth to contact Wilton.

r. Office move/lease renewal - Cllr Batchelder reported that he and Cllr Edge had discussed elements of the move with Harvey & Snowden. It has been agreed to divide the cost of heating on a two-thirds (H&S) to one-third (WTC). Costings for the re-modelling, decorations and furnishing so far are some £3,600. (the budget for the move is £6,000).

The plan is to decorate in mid-May with the final move taking place in mid-June – July.

It was agreed that the downstairs lobby should be cleared as a matter of priority. Cllrs Batchelder and Kinsey agreed to help with this.

56.18 To confirm the date and venue of the next meeting – Tuesday 22nd May 2018 at 7.00pm in the Council Chamber.

57.18 To close the meeting

There being no further business, the Chairman closed the meeting at 8.37pm.

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.