

**MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE
held in the COUNCIL CHAMBER, WILTON on TUESDAY 22nd May 2018 at 7.00pm**

Present Cllr T Batchelder
Cllr P Edge
Cllr I Seviour

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

Also Present Cllrs C Blackman and P Matthews

Composition of the Finance & General Purposes Committee for the Mayoral year 2018-2019

Cllr Pauline Church
Cllr Trevor Batchelder
Cllr Peter Edge

Cllr Andrew Kinsey
Cllr Ivan Seviour

A G E N D A

Cllr Batchelder in the chair

Public Session

Cllr Matthews – thanked Cllr Batchelder for his previous work as Chairman of this important committee. He noted that previously the practice had been to make the Deputy Mayor automatically Chair of this committee. He had recommended that the appropriate Chairman should be the Member who, in the eyes of his or her fellow councillors, was best suited to the position.

58.18 To elect a Chairman

Cllr Batchelder was proposed by Cllr Seviour and seconded by Cllr Edge. There were no other nominations.

Resolved: To elect Cllr Batchelder as Chairman.

59.18 To elect a Vice-Chairman

Cllr Seviour was proposed by Cllr Edge and seconded by Cllr Batchelder. There were no other nominations.

Resolved: To elect Cllr Seviour as Vice Chairman.

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

Cllr Church gave offered her apologies owing to a prior commitment
Cllr Kinsey offered his apologies because he was away on holiday.

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

61.18 Chairman's report

Cllr Batchelder advised the meeting that he would be undertaking a webinar with the Town Council's financial software company to explore the possibility of recording monthly variances.

62.18 Town Clerk's report

Nothing to report

63.18 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.

Cllr Edge declared a pecuniary interest in item 5194 of the finance schedule.

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

64.18 Approval of the Finance & General Purposes Committee Minutes

Resolved: to approve and sign the minutes of the Finance & General Purposes Committee meeting held on Tuesday 24th April 2018 as a correct record without amendment.

65.18 To consider any matters referred from earlier Meetings

a. May Annual Town Council meeting

- i. *Asset Register* – The Clerk is continuing to work with Came & Co to establish how they have calculated the figures for the sums insured for each property category.
- ii. *Procurement Policy* – this has been adopted by Full Council, and as it stands is acceptable, but councillors decided that a list of preferred contractors should be drawn up, for projects upto the value of £25k, which the Council can approach quickly and easily for quotes to be obtained.

Resolved: to progress this matter, with the Town Clerk consulting with colleagues on this matter. **ACTION:** The Clerk

b. May Amenities & Planning Committee

i. Tree works - The A&P committee recommended the acceptance of G. Gent quotes for the following:

Cemetery – Grind out and remove 18 stumps, and remove arisings

Bulbridge – Trees T2, T4 & T5 only.

Castle Meadow – to carry out all works quoted for to 1x ash and 2 x willows for safety reasons.

Minster Street – Coppicing of willows and ash which would preserve the root systems that protect the riverbank

Resolved: to approve for the total sum of £4610.00 plus VAT

ii. Notice Board - A&P recommends acceptance of Arien Designs quote at £630.00 plus VAT.

Resolved: to approve purchase of Arien Designs notice board.

iii. Minster St - R2 funding trampoline surround and new see saw - A&P recommends acceptance of the Mant Leisure quote at £9150.00 plus VAT

Resolved to approve this expenditure, noting that an application for R2 funding would be made.

66.18 Finance

a. To confirm and authorise the payment of a schedule of accounts in the sum of £9,313.50

Resolved: to confirm and authorise said schedule of payments.

b. Bank balances as at 31st March 2018

Bank balances as at end of March 2018

Current account £7109.53, deposit account £83775.97

Reconciled account £88113.25

c. To note the updated Budget monitoring forms (Excel & RBS formats) 2018/2019

Resolved: to note

67.18 Issues raised in half year audit

All resolved, other than waiting for Contract Finder registration process to complete. This needs to be in place before the Year-end audit which will be held on June 15th.

68.18 Strategic Review

a. Local Council Award Scheme - nothing to report

b. Neighbourhood Plan – Cllr Seviour has not had a response from the WC Link officer, Victoria Hodgson, but will keep trying. Cllr Church has been requested to investigate.

69.18 To review and note other ongoing matters:

a. Streetscene/Highways

Please advise any tasks for the Parish Steward directly to Cllr Johnston. It was noted that Wiltshire Council was reviewing Parish Steward use across the county.

b. Car park management agreements – waiting to hear from the solicitors.

c. Flooding matters – Cllr Batchelder reported he would recommence work on updating the Flood Plan. Councillors thought that the Town Council should remind the riparian owners again of their responsibilities and the possible consequences of them not taking action, noting the amount of time and effort that had been spent on this issue.

d. Asset transfers

i. Sheep Fair Field – no further news.

ii. CCTV - , this has now been formally handed over to the Town Council, and the Novation agreements will be signed at the next Full Council meeting.

iii. Randalls Croft play area - waiting to hear from the solicitors

e. Registering formal title - waiting to hear from the solicitors.

f. Transfer of Charters - nothing further to report. There has been no interest in them since 2015. In view of the lack of activity or interest in the documents, it was agreed to take this item off the agenda.

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 later this month.

h. Asset valuation - no further news.

i. Toilets – waiting for a quote for a new door which would be linked to a time clock and opened and closed at designated times. It was agreed to re-visit the refurbishment quotes.

j. Toilets - proposed lease – this is now progressing.

k. White lining - no further news.

l. Town trail markers – advice on installation methods has been requested and is expected this week.

m. Speed Indicator Device - awaiting delivery, should be in week ending 25th May. 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 – the Clerk has written to EA requesting details of the wall at Crow Lane.

Suspension of standing orders

o. Wilton Town flag - Cllr Blackman reported that she had contacted three flag making companies and advised the meeting of the information she had obtained so far. It was agreed to research the dimensions of what was variously described as a 3 yard or 4 yard flag.

Standing orders reimposed

p. Draft procurement policy – the Clerk will contact fellow Town Clerks to explore the options.

Action: The Clerk

q. Buddy challenge – Cllr Edge is now in contact with the Mayor of Tidworth but there is no further news.

r. Office move/lease renewal – The move is scheduled to take place in mid-June.

70.18 To confirm the date and venue of the next meeting – Tuesday 26th June 2018 at 7.00pm in the Council Chamber.

71.18 To close the meeting

There being no further business, the Chairman closed the meeting at 8.27pm.

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.