

**MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE
held in the COUNCIL CHAMBER, WILTON on TUESDAY 26th June 2018 at 7.00pm**

Present Cllr T Batchelder
 Cllr C Blackman
 Cllr P Church
 Cllr P Johnston
 Cllr A Kinsey
 Cllr I Seviour

In Attendance Mrs C Purves, Town Clerk

Also Present One member of the public

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
Cllr Charlotte Blackman
Cllr Paula Johnston

A G E N D A

Cllr Batchelder in the chair

Public Session

No issues raised

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

Cllr Edge had offered his apologies because he was away on holiday.

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

74.18 Chairman's report

Cllr Batchelder advised the meeting he had nothing to report.

75.18 Town Clerk's report

Nothing to report

76.18 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.

Resolved: to note none declared

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

Resolved: To note none received for consideration.

77.18 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 22nd May 2018 as a correct record without amendment.

78.18 To consider any matters referred from earlier Meetings

a. June Full Council meeting - see items 80.18 and 81.18

b. June Amenities & Planning Committee - it was noted that the Amenities & Planning Committee were recommending the purchase of upto 10 dog poo bag dispensers and the associated bags for installation around the parish. It was agreed that the Council should be seen to be pro-active in trying to help mitigate the dog deposit problem, and the dispensers linked in very well with the proposed Green Ribbon scheme. Two suppliers were considered, and the Council opted to buy the cheaper dispensers, as the associated bags were bio-degradable. A dispenser would be installed at Old St Mary's Churchyard, at Castle Meadow, at St John's Square, at the Bulbridge Park, at The Hollows and at the Minster St Park

Resolved: to buy and install 6 x dispensers at £79.00 plus VAT each and six cases of bio-degradable bags. **Action:** The Clerk

79.18 Finance

a. To confirm and authorise the payment of a schedule of accounts in the sum of £3236.90
Resolved: to confirm and authorise said schedule of payments.

b. To note the bank balances and reconciliation figures as at the end of April 2018 and May 2018

i. Bank balances as at end of April 2018

Current account £7,324.62, deposit account £145,300.22

Reconciled account £151,824.25

ii. Bank balances as at the end of May 2018

Current account £12,166.30, deposit account £137,564.51

Reconciled account £145,093.79

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

Resolved: to note, and it was agreed that this should be in the RBS software format only in future.

d. To note the proposed increase in the South St car park rent

Resolved: to note this will increase to £3900 pa from September 2018

80.18 To consider the purchase of a "There, Not There" silhouette to mark the 100th anniversary of the Armistice in November 2018

Following a discussion during which it was noted that funding was available, it was thought that the installation could be located at Erskine Park, as a reminder of its military connections.

Resolved: to apply for £750.00 grant funding from the "There, Not There" Organisation for the purchase of a 6ft "Tommy" silhouette. **Action:** The Clerk & Cllrs Seviour and Batchelder

81.18 To consider donating £5000.00 to Our Wilton in respect of the full fitting out costs of one Veteran's flat at the Erskine Park development

It was noted that this donation would mark the Town Council's involvement in the project, and show support for what the charitable organisation Our Wilton is trying to achieve.

Resolved: to agree in principle to a donation in the sum of £5000 for the complete fitting out of one flat, on condition that the funds are ring-fenced for this purpose only, and that the organisation's underlying finances are brought to the next Full Council meeting. **Action:** The Clerk

82.18 Planning - to determine a response to the following planning applications received:

i. 18/04973/FUL - single storey infill extension and assoc. works at Templeton House, West St, Wilton

Resolved: to support

ii. 18/05919/TCA - Reduce 2 x cherry trees by 30% and reshape at The Bungalow, Wilton Estate, Wilton

Resolved: to support

83.18 To note the issues raised in the final Internal Audit Report for 2017/2018

Resolved: to note, and for the committee to monitor progress in addressing the matters raised.

84.18 Strategic Review

a. Local Council Award Scheme - nothing to report. This project is now on hold.

b. Neighbourhood Plan – a public meeting has been arranged on for 7.00pm Tuesday 10th July at the Sports Pavilion, and flyers and notices will be circulated and displayed in town and via social media. An advert has also been placed in Valley News. A Neighbourhood Planning Stall will be included at the forthcoming carnival as well - tables and a Town Council gazebo have been ordered.

85.18 To consider amendments to the Procurement Policy

These covered the issues around preferred contractors.

Resolved: to amend the policy accordingly to reflect Wilton Town Council's details, and submit for approval by August's Full Council meeting.

86.18 To review and note other ongoing matters:

a. Streetscene/Highways

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

ii. Gully Cleaning - The Clerk was asked to contact Wiltshire Highways about further details of the extra gully cleaning service provided to towns, particularly the costs and possible times of availability

b. Car park management agreements – solicitors now working on these to finalise.

c. Flooding matters – Cllr Batchelder reported that the representatives of both the Environment Agency and Wiltshire Council had declined to attend the proposed meeting with the Water Ditchampton/Wishford Road riparian owners. The Riparian Owners were keen to learn of any works to the hillside opposite to help prevent silt from entering the grips and gullies. It was understood that the proposed aeration of the soil was on hold, but that Wilton Estate were aware of their responsibilities to clear out the newly installed grip and also the catchment pond to the original specifications to keep them effective. The Hollows track was also causing local concern as it was now overgrown and narrowed with vegetation. There was some doubt about ownership and maintenance responsibility, although being a bridleway it was thought to fall under the Rights of Way Officer's remit, who did have concerns about the Community Sensitive Farming Officer's recommendations here. Cllr Church advised she was having a meeting with Wilton Estate representatives, and would remind them of the Town Council's concerns. She had requested a copy of the report from the CCTV survey of Four Corners.

d. Asset transfers

i. Sheep Fair Field – no further news.

ii. CCTV - , CCTV novation agreements have been signed and sent, and Wilton Town Council now has full responsibility for this system

iii. Randalls Croft play area - the solicitors are now working on these to finalise

e. Registering formal title - the solicitors are now working on these to finalise.

f. Co-Op waste trolleys - Cllr Batchelder advised members that he and Cllr Edge will be meeting with the Co-Op's regional manager on Cllr Edge's return from holiday.

g. Asset valuation - these have now been completed for both the buildings and contents, and will be circulated to members. It was agreed to review the basis for the asset valuation on the asset register at the next meeting. **Action:** The Clerk

h. Toilets spec and quote for upgrade. This project was now on hold. Members noted that the Council needs to re-advertise the post of toilet cleaner/maintenance person. The Clerk had

requested the current contractor to continue with the Cleaning contract until the end of September and advised there was enough funding in the budget for this to be extended to the end of December, if necessary.

i. Toilets - proposed lease – solicitors are now progressing this..

j. White lining - Cllr Blackman had provided information for a second supplier, and the Clerk was recommended to contact Wiltshire Highways for advice as well. **Action:** The Clerk

k. Town trail markers – advice on installation methods requested and awaited.

l. Speed Indicator Device - still awaiting delivery. The Clerk has advised the company that if the SID is not received by Friday 29th June, the order will be cancelled and the business placed elsewhere.

m. Proposed bund – no further news.

n. Wilton Town flag - the size details have been clarified, and the order placed.

o. Buddy challenge – despite the best efforts of Cllr Edge and the Clerk, plus the Wiltshire Council Officer for the Market Towns Forum, there has been no contact with Tidworth TC. It was agreed that this item be removed from the agenda, and the project reconsidered at the next Market Towns meeting in October, when hopefully a new Buddy town will be identified

p. Office move/lease renewal – The move will begin on Thursday 28th June. The new assistant begins work on Tuesday 10th July.

q. Bowls Club extension - new map and codicil required - the Clerk advised she had received a letter from the Bowls Club which stated the Club was to proceed with its proposed extension. It requested that a codicil be attached to the existing sub-lease, and a new map produced. This was agreed, the Council's fees to be paid by The Bowls Club. **Action:** The Clerk
Resolved: to note these updates.

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

88.18 To close the meeting

There being no further business, the Chairman closed the meeting at 8.35pm.

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.