

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

Present Cllr T Batchelder
Cllr Edge
Cllr P Johnston
Cllr I Seviour

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

Also Present 5 members of the public.

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

Cllr Trevor Batchelder
Cllr Pauline Church
Cllr Paula Johnston

Cllr Charlotte Blackman
Cllr Peter Edge
Cllr Andrew Kinsey
Cllr Ivan Seviour

A G E N D A

Cllr Batchelder in the chair

Public Session

Concerns were raised by the residents of Lara's Lane about the dangers experienced by drivers emerging from Lara's Lane onto West Street. All the other vehicular exits to West Street have yellow lines to each side of them. Lara's Lane is the exception. It only has a white line which is unenforceable by traffic wardens. This means that there are frequent occasions when parked vehicles almost obscure the entrance to Lara's Lane causing exiting traffic great difficulty in negotiating this manoeuvre. The Town Council was requested to ask the relevant authority to carry out a traffic safety audit of the junction on behalf of the residents.

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

Cllr C Blackman offered her apologies because she was away on holiday

Cllr P Church offered her apologies because of a prior engagement

Cllr A Kinsey offered his apologies because of a prior engagement

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

90.18 Chairman's report

Cllr Batchelder told the meeting that the bus stop on the A30/A36 which had been situated in the layby near George Herbert's Fugglestone Church had been moved so that it was no longer in the layby but closer to the Garden Centre. This meant that stopping buses now blocked the traffic lane and were causing an obstruction. He was not aware of any planning application to move it and believed that it was an arbitrary action by the bus company itself.

91.18 Town Clerk's report

- *Sarum Chronicle* - the next edition will be published in the autumn, and the Town Council will be provided with an electronic copy as it will contain an article on the Wilton maces.
- The Clerk advised members about the Churches, Charities & Local Authorities Investment Management Ltd, which accepts deposits from the Town and Parish Council sector, as well as churches and charities.
The Council may wish to think about developing an investment policy for its reserves and also for any CIL funds to be expected from any further development in the parish, and then consider exploring this further, together with other investment

possibilities. It was agreed a draft investment policy should be considered at the next meeting. **Action:** The Clerk

92.18 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.

93.18 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 26th June 2018 as a correct record without amendment.

94.18 To consider the request made by residents of Lara's Lane for a traffic safety audit of and around the junction with West Street

Cllr Edge would be attending the Community Area Transport Group (CATG) meeting on 25th July and would raise the matter there. The Clerk would also raise the issue via the My Wiltshire app. **Action:** The Clerk and Cllr Edge

95.18 To consider any matters referred from earlier Meetings

a. July Full Council meeting – none referred

b. July Amenities & Planning Committee - replacement litter bin in Old St Mary's Churchyard with a cigarette stubbing area on top.

The committee would like to replace the litter bin at Old St Mary's Churchyard with one that allows cigarettes to be stubbed out on it, in order to try and reduce the number of cigarette stubs littering the area. It is proposed to install the same design bin as is located next to the bench on land opposite Wilton House at a cost of £289.36 plus VAT. The old bin could be re-sited at the A36/A30 corner entrance to Minster St, so that all entrances there have a bin into which full dog bags can be deposited.

Resolved: to proceed with the purchase and re-deployment. **Action:** The Clerk

c. July Town Team meeting – no meeting held

96.18 Finance

a. To confirm and authorise the payment of a schedule of accounts in the sum of £8,679.63

Resolved: to confirm and authorise said schedule of payments.

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

i. Bank balances as at end of June 2018

Current account £7688.02 , deposit account £130,387.64

Reconciled account £138,387.64

Resolved : to note

c. To note the updated Budget monitoring forms 2018/2019

Resolved: to note

Cllr Johnston asked about the work on the new office accommodation and whether or not competitive quotes had been obtained, in the interests of transparency and in compliance with the Council's own Financial Regulations. The Chairman replied they had not, as because of the tight time scale regarding the move, and the fact that donations of goods

and time had been offered by Cllr Edge, it had been deemed appropriate to accept the offer and proceed with the work as quickly as possible.

Members agreed that curtains should be provided in the office, and that the fire regulations should be reviewed.

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

Following on from last month's meeting, it transpires that grant funding is not available from the Remembered charity for the 6ft high silhouette the Council proposes to buy (£750.00). The Council considered paying for this out of reserves or from an alternative revenue cost centre but after discussion it was

Resolved: Not to proceed with this purchase

98.18 To consider contributing towards the costs of the Wilton History Festival 2019

The Committee was minded to support this, and agreed that this could be included in the list of donation in 2019/2020. The grants/donation allocation will need to be reflected in the budget/precept calculations accordingly.

Resolved: that this matter be considered at the precept setting meeting in Nov/Dec

99.18 To consider training provision for councillors and Assistant to The Clerk

a. Councillors - it was suggested that it would be a good idea for councillors, particularly on the A&P committee, to attend training specifically on planning, to cover planning classes, material considerations, how to respond to a planning application etc. NALC provides (electronically) booklets on "How to respond to planning applications", and basic "Planning Explained" The Wiltshire Association of Local Councils provides training on how to negotiate with developers, which provides a different emphasis.

Resolved: to circulate a skills/training audit to all councillors, circulate the NALC booklets to all councillors, and to investigate the possibility of targeted training by WALC.

b. The Assistant to the Clerk has agreed to undertake the basic Introduction to Local Council Administration (ILCA). This is delivered in 5 modules covering core roles, law & procedures, finance, management and community and students have 12 months to complete it. It costs £99.00 plus VAT and is delivered by the Society of Local Council Clerks. Councillors are eligible too. It was noted that there is £15000 in the training budget.

Resolved: to explore the delivery of the ILCA course, and enrol the Assistant to the Clerk. The assistant is also to undertake training in the use of the financial software package.

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

i **18/06244/VAR** - variation of condition 1 of 17/10338/REM amendments to parking, landscaping & external stairs around plots 1 to 4 at Erskine Barracks, The Avenue, Wilton

There were no details of the application therefore members were unable to assess the application.

ii **18/06388/FUL** - blocking up of existing ground floor window on south west elevation. Removal of rusted steel flagpole base

Resolved: to support

101.18 To note progress concerning the issues raised the final Internal Audit report for 2017/2018 - Nothing to report at present

Resolved: To note.

102.18 Aims outlined in the Strategic Review

a. Local Council Award Scheme - nothing to report.

b. Neighbourhood Plan – a public meeting was held at 7.00pm on Tuesday 10th July at the Sports Pavilion. Some 68 people attended and signed to say they were happy to be kept in contact. The

next step will be to send them each a letter thanking them for their attendance and inviting them to identify issues that are of concern to them.

103.18 To review and note other ongoing matters:

a. Streetscene/Highways

- i. Bus stop on A30/A36 – New position creating potential traffic hazard.
- ii. A30/A36 Roundabout – Highways England to be contacted for action.

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

c. Flooding matters – With regard to the water course at the rear of properties in Water Ditchampton, Cllr Batchelder reported that Wilton Estate cannot do anymore than provide a trailer to assist with silt removal. Also licensing requirements have been changed. It is now necessary to apply for an additional licence that will permit removal of silt and material down to and including the hard surface. It is also necessary to prepare a safety audit for each property. The Environment Agency plans to install its trash screen/weed catcher commencing on 13th September. The work should take three weeks.

d. Asset transfers

- i. Sheep Fair Field – no further news.
- ii. CCTV – An estimate for installation of CCTV to Minster St is £11,000 and for Pound Meadow, a further £4,000.
- iii. Randalls Croft play area – no further news.

e. Registering formal title – no further news.

f. Co-Op waste trolleys – no further news..

g. Asset valuation – the basis of asset valuation. Historically this was based on the insurance valuation, and so this increased each year. This practice was ended in 2015, and "crystallised", so using those figures as a base line for future additions or disposals. Thus it is much easier to track changes to the register, and provide clearer information to the public and auditors. Depreciation is not taken into account in the public sector. This was noted.

h. Toilets spec and quote for upgrade. This is on hold.

i. Toilets - proposed lease – nothing to report.

j. White lining – the Clerk has contacted Wiltshire Council Highways Officer, David Button about possible contractors and also about the gully cleaning timetable.

k. Town trail markers – Cllr Edge is seeking advice on installation methods

l. Speed Indicator Device – the SID has now been delivered. There needs to be a meeting, or discussion with Quidhampton, Burcombe and South Newton Parishes to decide on a timetable for usage and deployment in each parish.

m. Proposed bund – no further news.

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

o. Office move/lease renewal – The move is complete, and the new assistant has started work.. Nothing to report on lease.

p. Bowls Club extension – Cllr Edge has enabled the fountain in Minster Street to work again. The electricity to run it comes from the Bowling Club's supply. The fountain is on a timer and will run from 10am until 7.00pm. The Bowling Club will advise the Town Council on electricity costs.

q. Town Clerk's Replacement – the closing date for applications is Friday 27th July and interviews will take place on Friday 3rd August. To date, five applications have been received.

104.18 To confirm the date and venue of the next meeting – Tuesday 25th September 2018 at 7.00pm in the Council Chamber.

105.18 To close the meeting

There being no further business, the Chairman closed the meeting at 8.12pm.

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.