

MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE
held in the COUNCIL CHAMBER, WILTON on TUESDAY 25th SEPTEMBER 2018 at 7.00pm

Present Cllr T Batchelder
Cllr C Blackman
Cllr P Edge
Cllr P Johnston
Cllr A Kinsey

In Attendance Mr H Abel, Minute Secretary

Also Present Rachel Ashton Browne & Cllr Phil Matthews

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

Public Session

Rachel Ashton Brown – told the meeting that the recent rains had brought down a lot of debris onto the road in Water Ditchampton. This has affected the works to re-paint yellow lines on the road near to the Riding Stables. The contractors said they did not have the appropriate tools to remove the compacted material and have therefore painted the lines further out into the road than is normal.

Cllr Matthews – read an email which had been sent by Mr Haine to Wiltshire Council concerning the complaint about the alleged secret sale of the Bell Lane buildings. It was agreed that Cllr Edge write a formal letter to Mr Haine, on behalf of the Town Council, informing him that this was not a matter for Wilton Town Council but that Wiltshire Council were in process of dealing with the complaint.
Action: Cllr Edge

Cllr Johnston – referred to an enquiry from Neil Prigent which said that monies from sponsors of the Town's gateway signs had been paid to the Town Council and asking when notices with the sponsors' names would be displayed.

Cllr Edge – told the meeting that this project had yet to be completed. Meanwhile he would write a letter on behalf of the Town Council assuring Mr Prigent that the new Town Clerk would proceed with the matter.
Action: Cllr Edge
Action: Town Clerk

A G E N D A

Cllr Batchelder in the chair

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

Cllr P Church offered her apologies because of a prior engagement
Cllr I Seviour offered his apologies because he was away on holiday
Resolved: to accept these apologies and the reasons for them.

107.18 Chairman's report

Cllr Batchelder reported on the following:

- It had been apparent at the recent Civic Service that repairs were needed to some of the Councillors' robes. He suggested that the first step would be to see how many robes needed attention and what repairs were necessary before contacting anyone to repair them.

- One of the metal goal posts by the kick wall in Minster Street gardens has nearly sheared off. It needs to be costed and replaced. This goal also needs a net to save balls from being kicked into the river. **Action:** Town Clerk
- A number of willow branches have come down in Minster Street gardens following recent high winds and need clearing. **Action:** Assistant to Town Clerk

108.18 Town Clerk's report

Nothing to report.

109.18 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.

110.18 Approval of the Finance & General Purposes Committee Minutes

It was noted that the minutes of the Finance & General Purposes Committee meeting held on Tuesday 24th July 2018 had been approved as a correct record without amendment at the Full Council meeting held on 4th September.

111.18 To consider any matters referred from earlier Meetings

a. August & September Full Council meetings – none referred

b. Update on Netherwells Lane – this is to be referred to CATG.

c. August Amenities & Planning Committee – no meeting held

d. August Town Team meeting – no meeting held

112.18 Finance

a. To confirm and authorise the payment of a schedule of accounts in the sum of £7,757.95
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 August 2018

Current account £10,171.39 , deposit account £87,701.13

The second tranche of precept from Wiltshire Council was transferred to Wilton Town Council on 25th September amounting to £102,439.50 raising the deposit account total to £190,135.63.

Resolved : to note

c. To consider quotations

- *Ramp for disabled access to the tennis courts – Gary Hazzard has quoted £2,620 and has asked if the surface is to be concrete or tarmac. It was agreed to explore the possibility of this item being eligible for R2 funding. **Action:** Town Clerk*
- *New door and closer at the Sports Pavilion – Gary Hazzard has quoted £275 **Resolved:** to accept this quote.*
- *New steps down to decking by the river in Castle Meadow – Gary Hazzard has quoted £620. **Resolved:** to accept this quote.*

- *Various fountain works* – Pip Grob has quoted £560 for supply and fitting new box, etc for the fountain in Minster Street gardens.
Resolved: to accept this quote.
- *Arrow Shutters at Pavilion* – Arrow has quoted £510.15 + VAT. Cllr Edge was able to buy the necessary piece from Tool Station at a cost of £8.00. He has since fitted it.
- *Pavilion storage cupboards* – Hemper Lane Engineering has quoted £743 for custom made cupboards. It was agreed to keep this on file until a second quote is received.
- *Tennis Court Electrical connection* – A quote has been received from SSE for £1,600 to bring a power supply to the boundary of the site. The Town Council would need to install additional trunking to take the supply to the courts. It was to explore the possibility of this item being eligible for R2 funding. **Action:** Town Clerk

d. *Pavilion Hire Charges review* – it was noted that the last review was in December 2016.

The following were agreed:-

Pavilion - £8.00 per hour with a minimum of 3 hours.

Pitch plus pavilion facilities:-

£30 inc VAT per football match (half day)

£40 inc VAT per cricket match (full day)

Resolved: to adopt this tariff as from 1st October 2018.

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

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

114.18 To consider training provision for councillors, Town Clerk and Assistant to The Clerk

It was agreed that the first step would be to identify what courses and training councillors and staff both need to do and want to do. This will then be referred to the precept setting meeting in Nov/Dec. It was noted that there is currently £1,500 in the training budget.

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

i **the Coach House, 25A West Street** – Minor repairs stonework – pointing and replacement of decayed greensand and Chilmark stones on North East wall. **Resolved:** to support

ii **10 Kings Gate** – T1 to reduce Yew tree by 30% T2 and T3 which are in No 9 Kings Gate reduce by 30%. **Resolved:** to support

116.18 To note progress concerning the issues raised the final Internal Audit report for

2017/2018 – for review by Town Clerk in October 2018.

Action: Town Clerk

117.18 Aims outlined in the Strategic Review

a. *Local Council Award Scheme* - for review by Town Clerk in Autumn 2018. **Action:** Town Clerk.

b. *Neighbourhood Plan* – it was agreed to explore the possibility of appointing a consultant to assist with this project. Cllr Johnston told the meeting that there was a £9,000 grant available to assist local councils in setting up their Neighbourhood plans. Cllr Edge agreed to enquire how other local councils had approached this issue.

118.18 To consider reviewing all Council policies

for review by Town Clerk in October 2018.

Action: Town Clerk

119.18 To review and note other ongoing matters:

a. *Streetscene/Highways*

it was noted that the Parish Steward will be in Wilton from 4th to 8th October.

b. Car park management agreements – no further news.

c. Flooding matters – Cllr Batchelder will be meeting with a resident of North Street on Friday 28th to discuss concerns about the leat.

The Environment Agency digger being used to install its Trash screen/weed catcher has been damaged by a ball bearing shot through its window.

d. Asset transfers

i. Sheep Fair Field – no further news.

ii. CCTV – is now working satisfactorily. Local police personnel have access to the former Clerk's office for the purposes of monitoring the existing coverage. An estimate for installation of CCTV to Minster Street is £11,000 and for Pound Meadow, a further £4,000. These will be referred to the next F&GPC meeting.

iii. Randalls Croft play area – no further news.

e. Registering formal title – no further news.

f. Co-Op waste trolleys – Cllr Batchelder will contact the regional CEO.

g. Asset valuation – no further news.

h. Toilets - spec and quote for upgrade. Contractors have refused to quote for a door opening outwards onto the pavement because they consider it hazardous. It was suggested that a metal roll up door be considered.

The position of toilet cleaner be referred to the Staffing Committee.

Action: Staffing Cttee

i. Toilets - proposed lease – nothing to report.

j. White lining – work in progress..

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.

Action: Cllr Edge

m. Proposed bund – no further update from the Environment Agency..

n. Wilton Town flag policy - the new Town Flag was damaged by recent high winds. It was agreed that it should be repaired and that a new Union flag of the same size should be purchased.

With regard to flying the flag(s) it was agreed that national guidelines should be studied.

o. Office move/lease renewal – the lease for Harvey and Snowden expired on 25th March. It is a priority that the new lease is drawn up and agreed.

Action: Town Clerk

p. Bowls Club extension – the Town Council has agreed to the Bowls Club extension. A map and codicil to the agreement need to be formally created.

Action: Town Clerk

q. Mayor Making – Cllr Edge proposed that Mayor Making in Wilton be re-arranged to become more of a formal ceremony. He suggested that in May, at the Full Council meeting, the new Mayor be elected. Then in the following week, there be a formal investiture at Old St Mary's Church.

Resolved: to agree this proposal in principle.

r. File server upgrade, setup and configuration – the Committee considered it important to update and upgrade the Town Council's IT equipment.

Resolved: to purchase a custom file server, New USB hub, Windows 10 operating system and Office 365.

s. to consider Christmas lighting and additions to the existing scheme. – presently there is £4,000 in the budget for Christmas lighting. It was noted that putting the lights up, taking them down, testing and storage would cost £4,000. There will be a meeting of all interested parties on 9th October and any additions to the existing stock will be considered.

120.18 To confirm the date and venue of the next meeting – Tuesday 23rd October 2018 at 7.00pm in the Council Chamber.

121.18 To close the meeting

There being no further business, the Chairman closed the meeting at 9.02pm.

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.