

**MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE
held in the COUNCIL CHAMBER, WILTON on TUESDAY 23rd OCTOBER 2018 at 7.00pm**

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

In Attendance Mr S Milton, Town Clerk; Mr H Abel, Minute Secretary

Also Present Rachel Ashton Brown & 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

Cllr Matthews – told the meeting that an engineer from the Commonwealth War Graves Commission had fixed a plaque at the cemetery stating that it included the graves of war dead.

A G E N D A

Cllr Batchelder in the chair

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

None were offered.

Resolved: to note.

124.18 Chairman's report

Nothing to report.

125.18 Town Clerk's report

Nothing to report.

126.18 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 the payment of his expenses.

Resolved: to note.

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

Resolved: To note none received for consideration.

127.18 Approval of the Finance & General Purposes Committee Minutes

It was noted that the minutes of the Finance & General Purposes Committee meeting held on Tuesday 25th September 2018 were approved as a correct record without amendment

128.18 To consider any matters referred from September Full Council Meeting

a. Fly tipping – Southern Wilts Area Board has a portable CCTV unit used to monitor fly tipping hot spots. It was agreed that the Town Clerk approach the South West Wiltshire Area Board to find out if they would support a similar scheme.

Action: Town Clerk

b. Edith Olivier OBE – a quote for £850 + VAT has been received for supply only of a memorial plaque to Edith Olivier which would be fixed to the wall of Wilton Place where she had been born. It was agreed that further quotes be sought.

Action: Town Clerk

c. Fees and charges for Castle Meadow –

Pavilion - £8.00 per hour with a minimum of 2 hours.

Pitch plus pavilion facilities:-

£30 inc VAT per football match (half day)

£40 inc VAT per cricket match (full day)

It was also agreed that commercial hirers booking the hall for purely commercial activities should pay an additional £20 on top of the daily base rate (applied pro-rata for half day and 2 hourly hire periods) and that youth groups would be eligible for a 50% discount

129.18 Finance

a. To confirm and authorise the payment of a schedule of accounts in the sum of £22,866.84

Resolved: to confirm and authorise said schedule of payments.

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

Current account 16,822.39, deposit account £ 165,511.66.

Resolved : to note

130.18 Christmas Lights

After looking at the current allocation for Christmas lights it was agreed that there was an underspend on the amount budgeted for the office move and that this could be set towards new Christmas lighting. It was agreed that Icthus Event Solutions be approached and asked what it could provide for £2,500 net of VAT.

131.18 To consider 2019/2020 Budget Priorities

The Budget (Precept) meeting was fixed for 27th November and the Budget working party (Cllrs Batchelder, Edge & Seviour) would meet on Tuesday 13th November at 6.00pm. All Council Members were invited to consider Wilton's 2019/2020 Budget needs and convey their thoughts to the Budget working party before its meeting on 13th November.

132.18 Wilton History Festival

This item stands referred to the budget meeting in November

133.18 To note progress concerning the issues raised the final Internal Audit report for 2017/2018 No further news.

Action: Town Clerk

134.18 Aims outlined in the Strategic Review

a. Local Council Award Scheme – Nothing to report.

Action: Town Clerk.

b. Neighbourhood Plan – Cllr Seviour reported that a series of community meetings had been arranged. There are currently eight people on the standing group which is currently working on the terms of reference for Wilton's NP. A trial questionnaire is being put to children at the Junior school. This is being overseen by members of staff. Another set of questions will be put to the residents of Florence Court. The group's next meeting will be on 7th November and another on 7th December. The NP Assistance money has not yet been applied for because the terms of reference are not yet formulated.

135.18 To consider reviewing all Council policies

It was agreed that a list of all the Town Council's policies be circulated to Members and then one would be selected to be reviewed each month. **Action:** Town Clerk

136.18 To review and note other ongoing matters:

a. Streetscene/Highways

it was suggested that the system be streamlined with Cllrs Batchelder & Church

b. Car park management agreements – Cllr Edge reminded the meeting that affidavits from Betty Belk and himself which attested to the fact that the land outside the Health Clinic had belonged to Wilton Borough Council up until 1974 when WBC was disbanded. It had never been transferred to Salisbury District Council or to Wiltshire Council and therefore Wilton Town Council should assert its right in title to said land and register the matter accordingly with the Land Registry.

Action: Town Clerk

c. Flooding matters – Cllr Batchelder reported on the following:-

- Some 200 gel sacks need to be stored in the new container at Castle Meadow.
- Shelves need to be built to make good use of the storage space.
- The demountables should be taken out and stored between the two containers.
- The sandbags in storage have all rotted and new ones are needed.
- Trees in the river have been reported to EA which has responded that they are not presenting a flood risk and will not be removed in order to encourage wild life and biodiversity.
- The CCTV at four corners will continue to be monitored.
- Cllr Batchelder is preparing a report with photos and impact assessment and responsibilities for the water systems around North Street.
- The Riding Stables have agreed to aerate the meadow to the West of the road.
- The guage board at Pound Meadow is broken and has been reported to EA.
- The Environment Agency weed catcher is now complete.

d. Asset transfers

- i. Sheep Fair Field – no further news.
- ii. CCTV – no further news.
- iii. Randalls Croft play area – no further news.

e. Registering formal title – it needs to be checked that title has been registered.

Action: Town Clerk

f. Co-Op waste trolleys – Cllr Batchelder reported that this was work in progress..

g. Asset valuation – the Council needs to find out if this is up to date and if anything needs to be done.

Action: Town Clerk

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 – A contractor has been approached for a quote.

l. Speed Indicator Device – There will be a meeting with Quidhampton, Burcombe and South Newton Parishes to decide on a timetable for usage and deployment on Wed 24th October.

m. Proposed flood prevention bund – no further news.

n. Wilton Town flag policy - the new Town Flag was damaged by recent high winds. It was sent to Red Dragon for repair and the company repaired it for no charge.

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.

137.18 Appointment of Clerk – Contract of Employment

It was agreed that this should be referred to the Staffing Committee. This was scheduled for Tuesday 30th October.

138.18 To confirm the date and venue of the next meeting – Tuesday 27th November 2018 at 7.00pm in the Council Chamber.

139.18 To close the meeting

There being no further business, the Chairman closed the meeting at 8.59pm.

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.