

**MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE  
held in the COUNCIL CHAMBER, WILTON on TUESDAY 26th March 2019 at 7.00pm**

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

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

**Also Present** 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

**A G E N D A**

*Cllr Batchelder in the chair*

**28.19 Apologies for absence and to consider whether to approve reasons give**

None had been offered

**Resolved:** to note.

**29.19 Chairman's Announcements**

Cllr Batchelder had nothing to announce at this time.

**30.19 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 an interest in the payment of his expenses in the finance schedule.

**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.

**31.19 Finance & General Purposes Committee Minutes**

It was noted that the minutes of the Finance & General Purposes Committee meeting held on Tuesday 26th February 2019 were approved as a correct record without amendment.

**32.19 Matters referred from Full Council**

None were identified

**33.19 Financial Management**

*a. To note the bank reconciliation report for 29 February 2019*

Several items from Nov and Dec 2018 still appeared on the record. **Action:** The Clerk The Clerk told Members that the Town Council's Realtus accounting software will be upgraded from the 1st April to accommodate the Council's higher levels of turnover.

**Resolved:** to note

*b. To note the Bank Statement for 29 February 2019*

**Resolved:** to note

*c. To note the budget monitoring report for 29 February 2019*

Cllr Batchelder asked that if any items of expense were over budget then payment should be delayed until approval was given by the Council.

**Resolved:** to note

### **34.19 Wilton Town Council Policy Review**

The Clerk had reviewed the Town Council's key policies and core documents in October 2018. The updated drafts will be submitted to the Council on 2nd April for adoption. All the Council's policies had been circulated to Members and it was agreed that two or three policy areas be reviewed at future F&GPC meetings. It was agreed that the April 2019 meeting consider Procurement, Financial Regulations and Internal Controls.

### **35.19 Forward Work Programme**

The Council approved the budget for 2019/2020 at its meeting on 5th February. It also approved the delegation of budgets and powers to the Committee and to reduce the frequency of meetings.

The Committee was asked to make any observations about the draft budget to Full Council. The new scheme of delegation will be agreed by Full Council in April. Members were also asked to note that from 1st April 2019, the FGPC will meet every two months.

Projects agreed in 2019/2020 included

| <b>Project</b>                   | <b>Budget</b> | <b>Lead Councillor</b> |
|----------------------------------|---------------|------------------------|
| Wilton History Festival          | £500          | Cllr Lyons             |
| Eco-Town project                 | £1,600        | Cllr Edge              |
| Wilton in Bloom                  | £750          | Cllr Matthews          |
| Wishford Road Play Area          | -             | Cllr Taylor            |
| Tennis Courts electricity        | £2,500        | Cllr Johnston          |
| Cycle Parking                    | £1,000        | Cllr Glyde             |
| Electric car charging points     | £2,500        | Cllr Church            |
| WTC branded high visibility wear | £1,000        | Cllr Blackman          |

*Cllr Matthews* – suggested that local businesses be invited to contribute towards the Town's floral displays and that it might be worth approaching Wilton Garden Centre.

*Cllr Edge* – said that Hi vis jackets/gilets for Wilton Wombles and others were available at reasonable prices.

*Cllr Church* – told the meeting that government grants for electric charging points could only be accessed by county or unitary authorities and were not available for town or parish councils.

### **36.19 Commemorating the D Day Landings**

Thursday 6th June 2019 will mark the 75th Anniversary of the D Day landing in Normandy. The Council has approved the proposal to organise an event to commemorate the 75th anniversary of the D Day Landings, recognising and celebrating the key role played by Wilton.

Cllr Blackman suggested that the Council arrange to festoon the Market Place with red, white and blue bunting for the occasion.

Members were asked:

- 1. Do they wish to bring in professional event management support to assist with the organisation and delivery of the event?*

It was agreed to explore this option further to see what resources might be available.

2. *Does the Committee wish to set aside a budget to help to fund the costs of the event, to be funded from in-year savings 2018/19 up to a maximum of £1,000.*  
It was agreed in principle to set aside up to £1,000 for this project.  
(*prop Cllr Edge, sec Cllr Kinsey*)
3. *Would the Committee wish this to be a free event, or make a small charge to help cover costs?* The majority were in favour of making this a free event.

### **37.19 Wilton Neighbourhood Plan**

Cllr Seviour reported that the steering group would hold its next meeting on 27th March. The group recently met with the Community Land Trust which is keen to become involved. Ways of getting suggestions from the people of Wilton were being explored. All those who attended the public meeting when the scheme was launched have been kept in touch. The next few months will be taken up with planning and consultations will take place this summer.

### **38.19 To review and note other ongoing matters:**

*a. Asset transfers and valuation* – Town Council's expression of interest has been submitted.

*b Public Toilets* – three quotes have been sought from local companies for a toilet cleaner. The specification for the work is based on the current contract with Ide Verde and is subject to the automatic locking and unlocking system being put in place. The lowest quote so far received is for £4,600pa. The Clerk will check on the notice period required by Ide Verde to terminate its contract with the Town Council.  
**Action:** Town Clerk

*c. Market Place* – works to repair the wall are now scheduled.

*d. Town trail markers* – the marker installer has to be a Wiltshire Council approved contractor. Idi Verde will be approached for a quote.

*e. Speed Indicator Device* – this has now been moved to Stoford.

*f. Bowls Club extension* – documents pertaining to the variation of the lease are now with the Council's solicitors.

*g. Harvey & Snowden Lease* – Harvey & Snowden's solicitors have suggested additional points and the lease is now back with the Council's solicitors.

**39.19 Correspondence received** – The Town Clerk told the meeting that solar panels have been installed on the pavilion roof and will be commissioned on March 27th.

**40.19 To confirm the date and venue of the next meeting** – Tuesday 21st May 2019 at 7.00pm in the Council Chamber.

### **41.19 To close the meeting**

There being no further business, the Chairman closed the meeting at 8.06pm.

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.