

**MINUTES of a meeting of the POLICY & RESOURCES COMMITTEE held in the  
The Council Chamber, Kingsbury Square, WILTON on Tuesday 21st MAY 2019 at 7.30pm**

<b>Present</b>	Cllr Blackman Cllr Church Cllr Kinsey Cllr Seviour
<b>In Attendance</b>	Mr S Milton, Town Clerk; Mr H Abel, Minute Secretary
<b>Also Present</b>	Cllr Edge

**Composition of the Policy & Resources Committee for the Municipal year 2019-2020**

Cllr Trevor Batchelder	Cllr Charlotte Blackman
Cllr Pauline Church	Cllr Andy Kinsey – Deputy Mayor of Wilton
Cllr Rebecca Lyons	Cllr Ivan Seviour – Mayor of Wilton

**A G E N D A**

*Cllr Seviour in the chair*

**41.19 Apologies for absence and to consider whether to approve reasons given**

Cllr Batchelder apologised for his absence owing to a prior engagement  
Cllr Lyons apologised for her absence owing to being on honeymoon.

**Resolved:** to note.

**42.19 Election of Chair**

To elect a Chair for the 2019/2020 municipal year  
Cllr Batchelder – proposed by Cllr Seviour, seconded by Cllr Blackman

**Resolved:** that Cllr Batchelder is elected chair for the 2019/20 year.

**43.19 Election of Vice Chair**

To elect a Vice Chair for the 2019/2020 municipal year  
Cllr Kinsey – proposed by Cllr Seviour, seconded by Cllr Blackman

**Resolved:** Cllr Kinsey is elected as vice-chair for the 2019/20 year.

*Cllr Kinsey in the chair*

**44.19 Declarations of Interest**

- a. Members to declare any 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. *(NB This does not preclude any later declarations).*

None were declared

**Resolved:** To note.

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

**Resolved:** To note none received

**45.19 Approval of minutes –**

**Resolved:** that the Minutes of the Finance & General Purposes Committee meeting held on 26th March 2019 be approved and signed by the Chairman as a correct record without amendment.

*(prop Cllr Blackman, sec Cllr Kinsey – unanimous)*

**46.19 Community engagement**

No items were raised

#### **47.19 To consider any matters referred from April Full Council Meeting**

The Council has asked the Policy and Resources Committee to review the Council's policies and procedures over the coming year. The following policies were prioritised for review by the Council:

- Financial Regulations
- Procurement Policy
- Risk Management Policy
- Grievance Procedure.

Cllr Blackman questioned how bank reconciliations (para 2.2, Financial Regulations) would be carried out and by whom. The Clerk informed the Council that payments were checked against the Council's bank statements each month to ensure that the accountancy system is reconciled with the bank account with no variances. This is carried out by the Clerk and Responsible Financial Officer. Bank reconciliations are reported to and approved by the Council and signed as a correct record by the chair of the appropriate committee.

*2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee (now the Policy and Resources Committee).*

#### **Recommended to Council:**

1. that the Clerk continues to undertake bank reconciliations each month and that Cllr Church is appointed as the Council's nominated counter signatory.
2. That subject to the amendment of Financial Regulations set out in (1) above, and further amendments that reflect the new names of the Committees, the following documents be adopted:
  - Financial Regulations
  - Procurement Policy
  - Risk Management Policy
  - Grievance Procedure.

#### **48.19 End of Year: Closure of Accounts and Annual Return 2018/19**

The Committee considered the following:-

- Budget Outturn 2018/19
- End of year reconciliation 2018/19
- Annual Return 2018/19
- Asset Register and Insurance Valuations

**Recommended to Council:** that the documents be approved..

#### **49.19 Wilton Neighbourhood Plan**

The Council welcomed progress on the Neighbourhood Plan noting that the project plan has been updated and new members have been recruited. The Council considered the following matters.

##### **(a) Wilton Neighbourhood Planning Group (WNPG)**

Members agreed that it is important that Wilton Town Council, while supporting and facilitating the development of the neighbourhood plan, is not taking the lead role. In line with statutory guidance, the plan should be developed independently by the community with the support of interested organisations. Therefore, it is now time for the Council to step back slightly and allow WNPG to take the lead. The Council will continue to play an active role and will be represented on the group and it will be a key consultee as the plan develops.

**Recommended to the Council:**

1. That the WNPG is formally recognised as the lead body for the preparation of the NP
2. That, subject to the establishment of WNPG as a community organisation with its own bank account, constitution and website, the Council agrees to the phased release of its earmarked NP funds (£25k) to WNPG as required, subject to the approval of the Chair of the Committee and the Clerk upon applications made by the group.
3. That the Council supports the procurement of planning consultants to assist with the work of WNPG
4. That the Town Clerk allocates sufficient time (up to a maximum of 3 hours per week) to support the NPWG and to maintain effective collaboration between the Group and the Council.
5. That progress reports are submitted by WNPG to each future meeting of the P&R Committee, attending to provide updates as required.
6. That a press release be issued by the Council explaining the change of emphasis.

**(b) We Love Wilton**

In order to encourage community engagement, it has been decided to use 'We LOVE Wilton' as the umbrella brand for the Neighbourhood Plan work. This will work as a web domain ([www.welovewilton.com](http://www.welovewilton.com)) social media tags (@welovewilton and #welovewilton) and as a brand with artwork commissioned to raise awareness around the Town. A similar campaign proved effective locally in Poole.

**50.19 Wilton Town Team**

The Council is encouraging the re-establishment of the Wilton Town Team. The Town Team is a partnership body bringing together key groups within the Town to coordinate activities and to share resources. The Clerk has written to local groups seeking to arrange a meeting. Further reports will be submitted to the Committee as this progresses.

**51.19 Planning applications received**

To consider the following planning applications and to make representations to Wiltshire Council as appropriate:

- (a) 19/04083/TCA:** Work to Trees in a Cons Area: 50% Height Reduction to 2 Apple Trees, 25% Height Reduction and up to 30% Thin to Holly Tree - 3 Silver Street, Wilton

**Resolved:** to support

- (b) 19/02857/FUL:** Alterations to an existing barn/car barn to create 1 No. three bedroom dwelling-Warren Down, Burcombe Lane, Wilton

**Resolved:** to support

- (c) 19/03619/FUL:** Proposed mezzanine floor for additional office space-Wilton Carpet Factory, Minster Street, Wilton

**Resolved:** to support

- (d) 19/03765/FUL:** Conversion and change of use of remaining ground floor shop/salon into residential accommodation - 2 South Street, Wilton.

**Resolved:** to oppose because of loss of retail space

**52.19 Planning decisions notified**

The Council is notified of all planning applications received and of all planning decisions made by Wiltshire Council within the Wilton Parish boundary. In future, it is proposed to circulate the planning decisions to members as they are received rather than adding them to the agenda to note. Should members be concerned about any planning decisions they can of course request their addition to the agendas for the P&R or E&A Committees.

**Resolved:** to support this proposal

**53.19 Correspondence received**

The Clerk reported that the Community Asset Transfer in relation to Wilton Police Station had been refused by Wiltshire Council.

**54.19 Date of next meeting**

To confirm the date of the next meeting on Tuesday 23rd July at 7.00pm in the Council Chamber.

**55.19 To close the meeting**

There being no further business, the Chair closed the meeting at 8.03pm.

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.