




# Wilton Town Council

## Policy & Resources Committee

### MINUTES

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Minutes of a meeting of the **POLICY AND RESOURCES COMMITTEE** held in the **COUNCIL CHAMBER, COUNCIL OFFICES, KINGSBURY SQUARE, WILTON** on **TUESDAY 22<sup>nd</sup> October 2019 at 7.00pm.**

#### **Present:**

Councillor Batchelder – in the Chair  
The Mayor, Councillor Seviour and Councillors Kinsey and Lyons  
Councillors Edge and Matthews were also in attendance.

#### **Community Engagement**

A period of 15 minutes was set aside at the beginning of the meeting for the public to ask questions or to make statements.

72/19

#### **Apologies**

Apologies were received from Councillors Blackman and Church due to conflicting engagements. The Committee welcomed back the Chair, Councillor Batchelder following his recent period of ill health. Councillor Batchelder thanked members and asked the Clerk if it would be possible to arrange defibrillator refresher courses at a suitable location in the Town. The Clerk undertook to book courses.

73/19

#### **Declarations of Interest**

No declarations were made at the meeting and the Clerk had received no dispensation requests.

74/19

#### **Minutes**

**>RESOLVED**

That the minutes of last the meeting held on [23 July 2019](#) be approved as a correct record and signed by the Chairman.

75/19

#### **Community Engagement**

- Councillor Matthews informed the Committee that Ian Tomes a trader of 37 years on the Wilton Market had announced his intention to retire. The Committee asked the Clerk to write on behalf of the Council thanking Mr. Tomes for his excellent service to the Town.
- On behalf of a local resident, Councillor Matthews questioned the legality of 'private property' signs at the rear of Wyllye Lodge. The signs were deterring people from using the footpath link between the Shopping Village and the shopping centre. The Clerk undertook to investigate.
- Councillor Matthews reported that Wiltshire Council had held a meeting to discuss Brexit preparations, however, the meeting had been held in camera with the public excluded and councillors had to undertake not to share information presented. Councillor Matthews was concerned that parish and town councils should be given access to this briefing.

76/19

### Wilton Neighbourhood Plan

The Committee noted the changes that had been made to the draft Town Survey and supported its distribution. The Committee noted that the Wilton Neighbourhood Plan Steering Group was due to meet again on Wednesday 23<sup>rd</sup> October to sign off the survey and to make preparations for the launch.

77/19

### External Audit Report

The Council received the [final report](#) from the Council's external auditors PKF Littlejohn and considered the points it raised. The Committee noted the qualifications in Part 2 of the review, as follows:

- AGAR – there was a typographical error on the AGAR return.
- Profit and loss accounting – the Council has acquired the RBS Omega software and has restated the accounts in the required profit and loss format to ensure full compliance with the Accounts and Audit Regulations 2015.
- Risk Assessment – The Council considered the Risk Assessment on 19<sup>th</sup> March 2019 (minute 48.19). Unfortunately the Council resolved to 'note' rather than to 'adopt' the document.

The Committee considered that, with these qualifications, the audit provided assurance that the Council's financial management is sound.

>RESOLVED

That the External Audit report be received and the actions taken to address the qualifications be approved.

78/19

### Police Station

The Council had considered and supported (in principle) the development of a bid for the acquisition of the Police Station. The Police and Crime Commissioner has received the Council's expression of interest and has agreed to a site visit to be held over the coming weeks.

The Council considered that the building may be a suitable location for a 'community hub' – a place that brings together a number of community uses and stakeholders – potential uses include:

- A larger, modernised library
- A museum or local studies room
- Town Council office
- Youth facility (possibly reconfiguring the garage block)
- Fully equipped meeting rooms
- Hotdesking for partners such the Police and Wiltshire Council.
- A hub for the Town Team

The Committee noted that the project would be a considerable undertaking for the Council and is likely to involve a full project management contract, financing strategy and partnership working. The Clerk informed the Committee that the Police and Crime Commissioner had agreed to a site visit and that dates were being sought. Members of the Council would be invited to the site visit once agreed.

>RESOLVED

That the Clerk proceed with arrangements for the site visit and continue to pursue the matter in order that the Council may be in a position to make a decision in principle on the proposal as part of the budget 2020/21.

79/19

### Wiltshire Council Asset Transfers

The Committee noted that the Council was due to commence formal negotiations with Wiltshire Council in January about the transfer of assets and services. This could see additional grounds maintenance and streetscene services delivered by Wilton Town Council in the future. It was also likely that management of the market would also transfer.

Advice received from other parish and town councils in Wiltshire obtained by the Clerk was that the Council should be ready for the negotiations, clear about what it is seeking to achieve and proactive in its approach. With this in mind, the Committee considered recommending that the Council refer this matter to the Budget Working Group and, in preparation for negotiations, to ask it to undertake a review of existing grounds maintenance and Streetscene (including street sweeping) contracts ahead of those negotiations.

>RECOMMENDED

That the Council agrees:

- (a) To instruct the Budget Working Party to lead on the preparations for the Asset Transfer negotiations and to review existing grounds maintenance and streetscene contracts;
- (b) That a letter be sent to Wiltshire Council seeking detailed timeframes for the process, requesting the earliest possible commencement.

80/19

### Replacement Laptop

The Committee noted that the office laptop was in need of replacement. The Clerk had consulted the Council's IT support company (JHIT), who recommend replacement with a Microsoft Surface Pro. The laptop was used regularly by staff and by the Clerk at meetings. The new laptop would need to be compatible with the Council's network to facilitate online access to the server.

The price with accessories, software and network set up was likely to be in the region of £1,000 and this could be met from the office equipment budget.

>RESOLVED

That the Clerk be authorised to purchase a new laptop up to but not exceeding £1,000

81/19

### Budget 2020-2021

The Committee noted the Clerk's [Budget Monitoring Report for 1<sup>st</sup> October](#) that included a new budget layout and an initial estimate of budget requirements for 2020/19. The Committee noted that the Clerk had written to all councillors requesting their proposals for the new budget.

>RESOLVED

That the Budget Working Party be requested to develop budget proposals for consideration and adoption by the Council on 3<sup>rd</sup> December.

82/19

### Managing the Council's Money

The Committee considered the Clerk's reports.

>RESOLVED

- (a) To confirm and authorise the schedule of payments
- (b) To receive the [bank reconciliation report for 30 September, 2019](#)
- (c) To note the balance on the savings account at 30 September - £218,515
- (d) To receive the budget monitoring [report for 30 September, 2019](#)

83/19

### Planning applications received

The Committee noted planning applications submitted for observations:

>RESOLVED

- (a) [19/09762/VAR](#): Variation of Condition relating to the material used for the exterior of the rear elevation - The Old Bakery, 37 Riverside, Wilton  
  
> The Council **supports** the application.
  
- (b) [19/09793/FUL](#): Replacement solid roof conservaory at rear of property - 28 Water Ditchampton, Wilton  
  
> The Council **supports** the application.
  
- (c) [19/08867/FUL](#): Remove Existing Corrugated Cement Sheets from Roof and Replace with Steel Faced Insultated Sheets to Match Surrounding Units - Livinghouse, Unit 7 Barnack Industrial Estate, Kingsway, Wilton  
  
> The Council **supports** the application.
  
- (d) [19/09009/TCA](#): - 42 West Street, Wilton - Fell 1 Dead Cherry Tree and 3 Metre Reduction to Apple Tree  
  
> The Council **supports** the application.

84/19

### Correspondence received

- (a) The Clerk reported that Wiltshire Council's streetworks contractor, Atkins, had carried out an inspection of four lamp standards used for the Christmas lights power supply in the Market Square. These had been found to be in an unsafe condition and in need of replacement. Atkins had given an undertaking to rectify the faults before the Christmas lights switch on event.
  
- (b) The Clerk reported that Wilton Estate had confirmed that there were currently 15 people on the waiting list for allotments. The Clerk had met with a representative of those on the waiting list who had asked if the Council could consider provision. The Committee agreed this matter should be referred to the Budget Working Party.

85/19

### Date of next meeting

The committee confirmed the [date of the next meeting](#) - Tuesday 17<sup>th</sup> December at 7.00pm in the Council Chamber.

86/19

### The Chair closed the meeting at 7.50pm.

## Wilton Town Council is committed to equality:

In the exercise of their functions, Wilton Town Councillors and staff take full regard of the following:

- Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability)
- Data Protection
- Health & Safety
- Human Rights.



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### Reference documents:

- [Committee Membership 2019/20](#)
- [Terms of reference and delegated powers of the Committee](#)
- [Rules \(Standing Orders\) to be followed by the Committee](#)