

## Wilton Help

### **2020**

#### **October 2<sup>nd</sup>**

Business plan for Wilton Help emailed at 1.30pm for the following week's meeting, as the agenda had already been issued it was too late and this message was relayed back to Mr Milton.

#### **October 6<sup>th</sup>**

Issue with the zoom access to the Council meeting so the meeting was postponed for a week.

#### **October 13<sup>th</sup>**

Council meeting – Mayor requested Wilton Help Completed a grant application form. An additional meeting was arranged for the following week to consider the grant.

#### **October 14<sup>th</sup>**

Grant request received;

#### **October 19<sup>th</sup>**

Grant of £3500 approved and would be paid once the bank account was up and running. A request from Wilton Help to pay the grant to a third party in the interim was declined as it was against the grant awarding policy criteria.

#### **November 9<sup>th</sup>**

Grant paid by cheque to Wilton HELP! Once the account was confirmed as open. Ms Tonkin emailed the Clerk and Cllr Edge came to collect the cheque later that morning.

### **2021**

#### **February 15<sup>th</sup>, 23<sup>rd</sup> and 11<sup>th</sup> March**

Wilton HELP! Asked to provide a receipt / thank you for the grant for the accounts (requested by the Internal Auditor). Request emailed three times and then printed and hand delivered (11/3/21) as no response to the emails.

Cllr Blackman also f/w the email and requested Ms Tonkin responded ASAP.

#### **March 11<sup>th</sup>**

Acknowledgement of the grant emailed by Mr Steve Milton and copied to Ms Tonkin but not Ms Boyd (3<sup>rd</sup> Director at the time) from a non Wilton HELP! email.

#### **May 18<sup>th</sup>**

Letter given to Cllr Tonkin asking for the report which should have been received by 9<sup>th</sup> May stating how the money awarded was spent. A copy was also given to Cllr Boyd (Director at Wilton HELP! at the time)

**May 20<sup>th</sup>**

Email with report attached, the body of the email included the following;

*I have done a short thank you for WTC.*

*Apparently Clare has been asking for this. If OK, I will send it to her today. Don't worry about it too much, it's simply a requirement that we report on how we used the funds. So, all OK.*

*I have made it super-friendly, so if we need to apply for more funds we are nice and cuddly.*

Reply sent requesting financial information as stated in the grant awarding policy.

**May 26<sup>th</sup>**

Email from Mr Milton asking for a form to complete regarding the grant and how it was spent.

**June 1<sup>st</sup>**

Matter raised by members of the public during Community Engagement. Cllr Tonkin confirmed information was provided on 20<sup>th</sup> May and she would be happy to provide more information at a later date as she didn't have the figures available at the meeting.

**June 2<sup>nd</sup>**

Email from Mr Milton stating he was unaware Wilton HELP! had submitted a grant. The grant application was emailed to the Council by Mr Milton.

**June 3<sup>rd</sup>**

Reply sent

**June 7<sup>th</sup>**

Reply forwarded as no response received, reply received stating Ms Tonkin was pulling something together as she has bank access.

**June 11<sup>th</sup>**

Email to Wilton HELP! asking when the information would be provided as the report was now a month overdue.

**June 21<sup>st</sup>**

Email resent requesting a reply. Response received stating

*All received. I am hoping you will have Ms Tonkin's report and news of an exciting development later this week.*

**June 23<sup>rd</sup>**

Report received with cover letter which included the following statement;

*It is unfortunate that the previous submissions were rejected, this has led to avoidable criticism of Wilton HELP! It would be helpful if the council's grant policy specified the format of the grant evaluations required. We did submit our previous evaluations in good time and in the very best of faith; it is just a shame that the Council was not clearer from the outset.*

Officer note – the report was overdue when the first request was sent, the response to that request did not include how the grant was spent.

On the same day an email was received from Mr Milton stating

*I hope that you have received the grant evaluation submitted by Ms Tonkin and our accountant. We have been careful to ensure we comply fully with the requirements stipulated by WTC.*

*For your information, now that C19 is easing and demand for the emergency response is reducing we are moving our focus onto other support services. We are working with Mark Wood on a new project. Details will be announced soon.*

*In addition, we are now registered with Wiltshire Council to undertake DBS checks and that work is underway. The Gov has confirmed that it is not a requirement for C19 emergency response volunteers but we have now adopted a safeguarding policy and committed to screening our volunteers.*

*Hope this information is of use to the Council.*

### **July 6<sup>th</sup>**

Full Council considered the report received and agreed to review the grants policy – see minute 167/21.

### **August 3<sup>rd</sup>**

Full Council resolved to request further information regarding the report – see minute 175/21

### **25<sup>th</sup> August**

Letter sent to Wilton HELP! via Cllr Tonkin and hand delivered. No response from Cllr Tonkin, nor did she did not attend the FC meetings in August, September or October when this was discussed.

### **November 2<sup>nd</sup>**

Full council met. It was agreed to resend the letter.

### **November 8<sup>th</sup>**

Letter sent with copy of August letter, sent to all three Directors despite one having resigned in September.

Ms Johnson rang the office having received the letter as she was unaware of the original request. Ms Johnson made a statement to FC at the December meeting.

Cllr Tonkin responded that she didn't have a letterbox so the letters could not have been posted – Officer comment she has a letter box on the side of the property.

### **November 12<sup>th</sup>**

Email from Mr Milton confirming receipt of the letter

Email from Mr Milton Thanks for dropping me a letter, I did not receive the last one so was unaware of this. I thought we had already provided the accounts showing the breakdown of how the grant was used?

Maybe I can pop into the office and find out exactly what is going on and what the council needs? Better than email.

**Nov 17<sup>th</sup>**

**Email from Mr Milton to all Cllrs**

*Thank you for letting me know about the Council's request.*

*We have instructed our accountant to prepare a bank reconciliation report detailing all WH income and expenditure. We will make this available to the Council as soon as it is finalised together with a report for the Council. This may take a few weeks. If you let me know the agenda closing date, I will provide an interim update for the next meeting.*

*I would like to reassure the Council that the funding made available to Wilton Help has supported the continued provision of the service through the second wave of the pandemic. All funds have been directed solely to that effort. We acknowledge the Council's support with gratitude.*

*I think we will all look back with pride on the achievements - it says a lot about the people of Wilton. Huge credit must go to the volunteers who did so much to keep their elderly, vulnerable and isolated neighbours safe during a time of National crisis. A lot of very hard work was required to do this and every single person involved needs to be acknowledged and celebrated.*

**November 29<sup>th</sup>**

**Email from Mr Milton to all Cllrs**

**Included the following sentence**

*The Directors have commissioned this from the accountant and will provide it as soon as it is finalised*

**January 27<sup>th</sup> 2022**

**Email from Mr Milton following email enquiring about the update sent on 12<sup>th</sup> and 24<sup>th</sup> January**

*Nothing to report at the moment. We will be in a position to provide an update once our annual accounts statement is ready for submission to Companies House.*

**Responded asking for a date this will be provided.**

**January 31<sup>st</sup>**

**Reply from Mr Milton**

*No problem, we will send on the accounts as soon as we have them ready - as we said we would. We are waiting for our accountant to finish that work.*