



Wilton Town Council

Town Council Meeting

AGENDA



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

To: All Members of Wilton Town Council

You are summoned to attend a **MEETING** of **WILTON TOWN COUNCIL** to be held in the

COUNCIL CHAMBER, COUNCIL OFFICES, KINGSBURY SQUARE, WILTON

on:

TUESDAY 5TH DECEMBER 2023 at 7.00pm

for the purpose of transacting the following business.

This meeting is open to the Public and Press. It is hoped to stream the meeting via ZOOM.

Any member of the public or press who wishes to ask a question or make a statement is invited to send this via email or in writing (posted through the letter box) to the Clerk before midday on the day of the meeting.

Please see the [Public Participation at Meetings Policy](#)

Wilton Town Council has signed the [Civility and Respect Pledge](#).

[Who has taken the Pledge](#)

Councillors are reminded of the Wilton Town Council [Code of Conduct](#)

You should not attend if you feel unwell or show any COVID-19 symptoms.

You may be required to wear a mask during this meeting.

Please ensure you have a mask with you.

It is planned to stream this meeting via the Zoom video conferencing platform.

Please [Click here](#)

or use the following access details;

Meeting ID 819 0849 7776

Password 024077

You will be placed in a waiting area so please ensure arrival at least 5 minutes before the start of the meeting.

Yours faithfully

Clare Churchill
Town Clerk

29th November 2023

194/23	<p><u>Welcome and Apologies</u></p> <p>(i) To receive apologies for absence and to approve the reason given. (LGA 1972 Sch 12 s85(1)). Please note that without a reason the apology can only be noted.</p> <p>(ii) To note the resignation of Sarah Ackroyd from Wilton Town Council. The vacancy is currently being advertised.</p>	7.00pm
195/23	<p><u>Minutes</u></p> <p>To approve the Minutes of the Meeting held on 7th November 2023 (LGA 1972 sch 12 para 41).</p>	7.01pm
196/23	<p><u>To suspend Standing Orders</u></p> <p><u>Community Engagement</u></p> <p>15 minutes is set aside to allow local people to raise their issues and concerns. Questions and statements are restricted to 3 minutes. Questions not answered at the meeting will be answered in writing or may appear as an agenda item for the next appropriate committee meeting.</p> <p><u>Report from the Unitary Councillor for Wilton.</u></p> <p>Cllr Pauline Church to give a brief report followed by questions to Cllr Church.</p>	7.02pm
197/23	<p><u>To reinstate Standing Orders</u></p>	7.17pm
198/23	<p><u>Community Engagement</u></p> <p>To respond to matters raised by the public. No decisions may be taken on such matters at the meeting unless due notice has been provided. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration. N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).</p>	7.27pm
199/23	<p><u>To note the following responses to questions and statements made at the Wilton Town Council Meeting held on 7th November, which were not answered at the Meeting.</u></p> <p>The number related to the number listed on the Minutes of the Meeting when the statements were made.</p> <ol style="list-style-type: none"> 1 Why did it take so long for the Notice of Vacancy to be published following the resignation of Councillor Maria La Femina? There was a delay in the official resignation being sent to the Town Clerk in order to inform Wiltshire Council of the vacancy. 2 Regarding the noticeboards: does the Town Council have up to date quotes, have R2 s106 monies been applied for and when will the new boards be ordered? This request has been responded to by email, sent 10/11/23. 8 When will the toilet roll holders be installed in the toilets? Now installed and the installation paid for. 11 When will the unsuccessful bidders be informed that they did not win the contract? Only one bidder has not been informed and this was due to the failure to answer the question regarding the disposal of waste. 12 A contractor has not been paid since February 2023 This has been looked into and the contractor was paid in February 2023, the contractor has confirmed receipt of the payment. 	7.32pm

- 13 Why was the football match cancelled on the Thursday but then the pitch was white lined later in the same week?
The pitch is marked to ensure the lines are visible for future line marking.
- 14 Why is Wilton Town Council still paying for accountancy support with its finance package? In 2023-24 the support was reduced to quarterly, it is recommended in the 2024/25 financial year to reduce this further to twice a year.
Extract from the 2021-22 Internal Audit report
We note that, in common with many councils, Wilton employs DCK Accounting to provide support with maintaining the Rialtas Ledger and the year-end closedown. We regard this as good practice in ensuring the Council has sufficient resources to maintain its financial controls.

- 200/23 **Declarations of Interest** 7.37pm
(a) To receive Declarations of Interest in matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of Officers and the Localism Act 2011(s33 b-e) in respect of Members.
(b) To consider any Dispensation Requests received by the Town Clerk.
(c) Wilton Town Councillors are reminded that it is their duty to ensure their Register of Interests is kept up to date.
- 201/23 **Exclusion of the Press and Public.** 7.39pm
To agree any items, if required, to be dealt with after the public, including the press, have been excluded under *Public Bodies (Admissions to Meetings) Act 1960*.
- 202/23 **Mayor's report** 7.40pm
To receive a brief report of events and engagements attended by the Mayor of Wilton.
- 202/23 **To receive the Minutes of the Policy and Resources Committee Meeting held on 21st November 2023.** 7.43pm
To agree to the following recommendations to Full Council, please note details are in the Minutes of the Meeting;
(i) That all Wilton Town Council Policy reviews will be undertaken by the Policy Working Group and referred to the Policy and Resources Committee before being recommended to Wilton Town Council.
(ii) The Wilton Town Council response to the current Local Plan Consultation was agreed and submitted before the closing date.
(iii) The Local Government Services Pay Agreement was adopted for current employees.
(iv) The current year budget was reviewed and virements agreed;
£1000 from General Reserves to Meeting costs.
£5500 from General Reserves to 4220/350 Castle Meadow Pavilion to cover the decorating costs and new alarm installation.
(v) To continue with the current Internal Auditor, quote 3.
(vi) To authorise, subject to the topics being of benefit to Wilton Town Council, the Town Clerk to attend the SLCC Practitioners Conference.
(vii) To recommend a Budget and Precept for the financial year 2024-2025 (see items 205/23 and 206/23 below).
(viii) To change the format of the Annual Town Meeting by holding it at a different venue and on a different date to a Wilton Town Council meeting and inviting local groups to make a short presentation.
(ix) To decline a request from Wilton Carnival Committee to have the use of the Pavilion and Castle Meadow in kind rather than apply for a grant.

Wilton Town Council would welcome a grant application from Wilton Carnival Committee.

203/23	<u>Planning</u> To respond to the following planning application. PL/2023/09892 29 North Street. Alterations to the existing building and its conversion to form three houses, a first and second floor maisonette and a retained ground floor commercial unit (use class E).	7.50pm
204/23	<u>Managing the Council's Money</u> (i) Noting of the Bank Reconciliation dated 31 st October 2023 inc the detailed Balance Sheet and Income & Expenditure. (ii) To confirm payments as per attached payment schedule. (iii) To note the report from Wilton Carnival Committee following the Grant of £500 awarded for this event by Wilton Town Council.	7.55pm
205/23	<u>To agree the Budget for the financial year 2024-2025</u> Please see the attached report and proposed Budget.. To approve a Budget totaling £287,767 for the financial year 2024-2025	8.05pm
206/23	<u>To request a Precept totalling £246,000. from Wiltshire Council for the financial year 2024-2025.</u> To resolve to request a Precept totaling £246,000 which will equate to a Band D of either £156.12 or £157.70 for the financial year 2024-2025. The balance of £23,117 will be taken from General Reserves.	8.15pm
207/23	<u>To receive verbal reports from the Town Council's representative to;</u> (i) Wiltshire Association of Local Councils – Cllr Kinsey to report	8.20pm
208/23	<u>Town Clerk's Report</u> – circulated to Cllrs	8.25pm
209/23	<u>Date of next meeting</u> To confirm the date of the next meeting of Wilton Town Council, which will be on Tuesday 2 nd January 2024 at 7pm in the Council Chamber.	8.29pm
210/23	<u>To close the meeting.</u>	8.30pm