



Wilton Town Council

Policy & Resources Committee


AGENDA


To all members of the Policy and Resources Committee

Clr Blackman Clr Crossley Clr Forbes

Clr Kinsey Clr Moore Clr Taylor

 The Council Offices
Kingsbury Square
Wilton SP2 0BA

 01722 742093

 [Email the clerk](#)

 [Wilton TC Website](#)

You are requested to attend a meeting of the **POLICY AND RESOURCES COMMITTEE** to be held in the **COUNCIL CHAMBER, COUNCIL OFFICES, KINGSBURY SQUARE, WILTON** on **TUESDAY 19th MARCH 2024 at 7.00pm** for the purpose of transacting the following business.

All Cllrs are politely reminded of the Wilton Town Council [Code of Conduct](#)
Wilton Town Council has taken the [Civility and Respect Pledge](#).

Members of the Press and Public are welcome to attend. Please see the [Public Participation at Meetings Policy](#).

It is hoped to stream this meeting via the Zoom video conferencing platform. Please [click here](#).

or use the following access details;

Meeting ID 846 1572 1120

Password 085213

You will be placed in a waiting area so please ensure arrival at least 5 minutes before the start of the meeting. Please read the [Streaming of Council Meetings Policy](#).

Yours faithfully
Mrs C Churchill. Cert HE. CiLCA.

Town Clerk

12th March 2024

PR/019/24	<u>Apologies</u> To receive any apologies and to note the reasons provided.	7.00pm
PR/020/24	<u>Minutes</u> To approve the minutes of the meeting held on 23rd January 2024 .	7.01pm
PR/021/24	<u>To suspend Standing Orders</u> Community engagement 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 meeting.	7.02pm
PR/022/24	<u>To reinstate Standing Orders</u>	7.17pm
PR/023/24	<u>To respond to matters raised by the public.</u> No decisions may be taken on such matters at the meeting unless due notice has been provided.	7.18pm

PR/024/24	<p><u>Declarations of Interest</u></p> <p>(i) 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 in respect of members.</p> <p>(ii) To consider any dispensation requests received by the Town Clerk.</p>	7.21pm
PR/025/24	<p><u>Exclusion of the Press and Public.</u></p> <p>To agree any items, if required, to be dealt with after the public, including the press, have been excluded under <i>Public Bodies (Admissions to Meetings) Act 1960</i>. <i>Note the resolution must include a reason for this exclusion.</i></p>	7.22pm
PR/026/24	<p><u>Policy Review</u></p> <p>To receive an update from the Policy Working Group on the following Policies:</p> <p>(i) Risk Management Policy</p> <p>(ii) Data Protection Policy</p> <p>(iii) CCTV Policy</p> <p>(iv) Mayor Making Procedure</p> <p>(v) Streaming of Meetings Policy</p> <p>(vi) Flexible Working Policy</p> <p>(vii) Use of the Wilton Town Council Trailer for Flood Equipment</p>	7.23pm
PR/027/24	<p><u>To consider the report received following the visit by the Conservator from Wiltshire and Swindon History Centre Conservation department.</u></p> <p>(i) To note the Report</p> <p>(ii) To consider the suggestion of a quality facsimile copy.</p> <p>(iii) To consider the recommendations made by the Conservator.</p>	7.43pm
PR/028/24	<p><u>To consider quotes for the Annual Insurance for Wilton Town Council.</u></p> <p>Four companies were asked to quote. One quote received, two more are expected before the meeting.</p>	7.50pm
PR/029/24	<p><u>Managing the Council's money.</u></p> <p>(i) To approve terms of expenditure as detailed in the payment schedule.</p> <p>(ii) To review the current budget (Income and Expenditure) and agree any virements should they be required.</p> <p>(iii) To review current available funds (unspent budget) and agree to transfer to Ear Marked Reserves.</p> <p>(iv) To confirm the acceptance of the grant awarded for the purchase of a vehicle trailer for flood equipment deployment.</p> <p>(v) To consider quotes for Tree work at Castle Meadow following storm damage in early 2024.</p>	7.58pm
PR/030/24	<p><u>Bus Shelters at St Andrew's Close and Wishford Road.</u></p> <p>Please see attached report. To confirm the order for the replacement parts.</p>	8.10pm
PR/031/24	<p><u>Defibrillator Signage</u></p> <p>The signage for the three public defibrillators differs.</p> <p>(i) To agree to provide signage similar to the signage at the Market Square defibrillator on the two defibrillators at Castle Meadow and Wilton Community Centre.</p>	8.20pm

PR/032/24	<p><u>Mobile Phone for Office Staff</u></p> <p>The current mobile phone for the Town Clerk is basic and only suitable for taking calls. To purchase a smart phone which will allow the required use of Apps and remain the ownership of Wilton Town Council.</p>	8.25pm
PR/033/24	<p><u>Remote timer for operating Pavilion Heating.</u></p> <p>To purchase a remote timer so that the heating can be activated when required, this will require a smart phone to download and use the App.</p>	8.30pm
PR/034/24	<p><u>Questions raised at Full Council on 5th March 2024</u></p> <p>Why is the Pay Schedule not published? Why is the committed column in Rialtus not used?</p>	8.35pm
PR/035/24	<p><u>The Annual Town Meeting</u></p> <p>This was held on 11th March 2024, over 27 groups that meet within Wilton attended and most made a report. To review the recent Annual Town Meeting and consider improvements or changes for 2025.</p>	8.40pm
PR/036/24	<p><u>Planning</u></p> <p>(i) To note the following Application for Tree Work which has been authorised under Dead, Dying or Dangerous Trees. 29 South Street. Wilton. Eucalyptus tree - fell</p> <p>(ii) To respond to the following Amended Planning Application. <u>PL/2023/09892. 29 North Street, Wilton.</u> 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). Amended plans.</p>	8.45pm
PR/037/24	<p><u>Wilton Town Council website</u></p> <p>To receive a verbal report from the Website Working Group</p>	8.50pm
PR/038/24	<p><u>Update of Actions from the last Meeting</u></p> <p>To receive an update of any actions not listed on this Agenda.</p>	8.52pm
PR/039/24	<p><u>Correspondence received</u></p> <p>The Clerk will report any correspondence received since the publication of the Agenda.</p>	8.55pm
PR/040/24	<p><u>Date of next meeting</u></p> <p>To confirm the date of the next meeting on Tuesday 21st May 2024 at 7.00pm in the Council Chamber.</p>	8.58pm
PR/041/24	<p><u>To close the meeting.</u></p>	8.59pm

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.

Anyone who may have difficulty with access to these papers or with access to the meeting is asked to contact the Clerk (01722 742093) or clerk@wiltontowncouncil.gov.uk at least 24 hours before the meeting so that help may be provided.