



Wilton Town Council

Annual Meeting of the Town Council

AGENDA



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

To: All Members of Wilton Town Council

Cllr Blackman	Cllr Boyd	Cllr Crossley	Cllr Forbes
Cllr Harrison	Cllr Hilliard	Cllr Kinsey	Cllr Moore
Cllr Page	Cllr Taylor	Cllr Whillock	

You are summoned to attend the
ANNUAL MEETING of **WILTON TOWN COUNCIL** to be held in the
COUNCIL CHAMBER, COUNCIL OFFICES, KINGSBURY SQUARE, WILTON
on:

TUESDAY 7th May 2024 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](#)

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

Please [click here](#). or use the following access details;

Meeting ID 865 5679 7162

Password 566368

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

30th April 2024

	<u>The Mayor of Wilton, Cllr Andrew Kinsey, will open the meeting.</u>	7.00pm
80/24	<u>Election of Chair of Wilton Town Council and install the Mayor of Wilton for the year 2024/2025.</u>	7.00pm
	(a) To receive nominations from Members to elect a Councillor to the role of Chair of Wilton Town Council and Mayor of Wilton for the Civic year 2024 – 2025.	
	(b) To elect a Chair of Wilton Town Council and install the Mayor for the Civic year 2024-2025.	
	(c) The newly elected Mayor to sign the Declaration of Acceptance of Office as Mayor of Wilton	
	(d) The new Mayor will present a Past Mayor’s badge to the outgoing Mayor. Please note that the address etc will be at the Mayor Making Ceremony on Tuesday 14 th May.	
81/24	<u>Vote of thanks to the Outgoing Mayor.</u>	7.07pm
	Cllr Taylor to give a Vote of Thanks to Cllr Kinsey on behalf of Wilton TC.	
82/24	<u>To elect the Deputy Chair and install the Deputy Mayor of Wilton for the year 2024/2025.</u>	7.10pm
	(a) To receive nominations from Members to elect a Councillor to the role of Deputy Chair of Wilton Town Council and Deputy Mayor of Wilton for the Civic year 2024 – 2025.	
	(b) To elect a Deputy Mayor of Wilton Town Council for the Civic year 2024-2025.	
	(c) The Deputy Mayor to sign the Declaration of Acceptance of Office as Deputy Mayor of Wilton.	
83/24	<u>Apologies</u>	7.14pm
	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.	
84/24	<u>Minutes</u>	7.15pm
	To approve the Minutes of the meeting held on 2nd April 2024 . (LGA 1972 sch 12 para 41).	
85/24	<u>To suspend Standing Orders</u>	7.16pm
	<u>Community Engagement</u>	
	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.	
	<u>Report from the Unitary Councillor for Wilton.</u>	7.31pm
	Cllr Pauline Church to give a brief report followed by questions to Cllr Church.	
86/24	<u>To reinstate Standing Orders</u>	7.37pm

87/24

Community Engagement

7.38pm

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).

88/24

Declarations of Interest

7.44pm

- (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) Councillors to confirm that they have reviewed their Register of Interests and, if necessary, made any required changes.

89/24

Exclusion of the Press and Public.

7.46pm

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*.

90/24

To receive the Minutes and agree the Recommendations of the;

7.47pm

- (i) **Environment and Amenities Committee held on 16th April 2024.**
To recommend the following items.
 - (a) To not purchase more dog bags when the current stock is exhausted, to cover the bag dispensers and review the situation after three months.
 - (b) To accept the quote of £1,645.00 to replace the tiles at the Bulbridge Trampoline.
 - (c) To accept a quote of £2156.00 to repair the Hip Hop (Bulbridge).
 - (d) To accept the Playsafety quote for annual inspection of the five play areas. In May or June 2024.
 - (e) To accept the quote of £531.00 for additional items for the Glasdon Shelter (Minster St).
 - (f) To replace the replace the outside electrical box with a stainless steel unit which would also hold the consumer unit to be moved from inside the shelter at the Tennis Courts.
 - (g) To continue allowing free use of the Tennis Courts for recreational tennis, coaching and other sports are not allowed without permission.
 - (h) To undertake a survey of the use of the Tennis Courts.
 - (i) To add the pothole at the pedestrian access to Castle Meadow to the Castle Meadow Car Park work.
 - (j) To request a target date for the installation of the Wildflower Fence at Castle Meadow.
 - (k) To form a Castle Meadow Car Park Working Group to oversee the requirements for the Car Park including whether the Planning Condition can be changed.
 - (l) To Adopt a Memorial Safety Testing Policy – this will be considered by the Policy Working Group then reviewed by the Policy and Resources Committee.
 - (m) To request a Structural Survey for the Cemetery buildings, connecting arch and path under the arch.
 - (n) To purchase a 2.5 yard Official D-Day 80th Anniversary flag.

- (o) To refuse a request to start the Rotary Club of Wilton's Annual Bike Ride from the South Street Car Park due to an event being held at the nearby hall on the same day.
- (p) To monitor rubbish at the Bench and Bin on South Street (between the bridge and the junction with Burcombe Lane) before making a decision to move either.
- (q) To request a refund from the Grounds Maintenance Contractor due to the lack of spiking of the Football Pitch which should have been completed six times during the season.

(ii) **Staffing Committee held on 25th April 2024.**

7.55pm

To recommend the following items.

- (a) To purchase 7 additional MS 365 licenses so all Wilton Town Councillors have a license. It was noted the licenses would remain property of Wilton Town Council.
- (b) To increase the Office opening hours to 9am – 2pm on Wednesdays and Thursdays.
- (c) To ask Wilton Men's Shed to undertake smaller tasks for Wilton Town Council.
- (d) To note the Resignation of the Assistant to the Town Clerk.
- (e) To vary the contract of the Assistant to the Town Clerk from 15hrs pw to 5 hrs per week with effect from 27th March 2024.
- (f) To simplify the auto response on the Town Clerk's email.
- (g) That the majority of the Town Clerk's hours are in the Office with the exception of Tuesday when there is an evening meeting or by prior approval.
- (h) That TOIL accrued from evening meetings will be taken as soon as possible, preferably the Friday of that week.

91/24

Managing the Council's Money

8.00pm

- (i) To note the bank reconciliation dated 31st March 2024.
- (ii) To note the income and expenditure dated 31st March 2024.
- (iii) To confirm monies to be set aside as ear marked reserves as of 31st March 2024.
- (iv) To confirm payments as per payment schedule.

92/24

To Confirm the Insurance cover for Wilton Town Council.

8.10pm

93/24

To Confirm the Asset Register dated 31st March 2024 as correct.

8.12pm

94/24

To receive verbal reports from the Town Council's representative to;

8.17pm

- (i) Wiltshire Association of Local Councils
- (ii) South West Wiltshire Area Board
- (iii) SWW Local Highways & Footway Improvement Groups (LHFIG)
- (iv) South Wiltshire Operational Flood Working Group
- (v) Wilton Community Centre
- (vi) Wilton Church of England Primary School
- (vii) Trustees of the Michael Herbert Hall
- (viii) Wilton United Charities

95/24

To confirm the following Policies:

8.24pm

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| (i) Standing Orders | (xxii) Community Grants Policy |
| (ii) Code of Conduct | (xxiii) Grant app |
| (iii) Financial regulations | (xxiv) Flag Flying Policy |
| (iv) Risk Management Policy | (xxv) Mayor Making |
| (v) Scheme of Delegation | (xxvi) Health and Safety Policy |

(vi)	Statement of Internal Control	(xxvii)	Pesticide Policy
(vii)	Procurement Policy	(xxviii)	Safeguarding Policy
(viii)	Data Protection Policy	(xxix)	Tree Policy
(ix)	Equality Policy	(xxx)	Sickness Policy
(x)	Press and Media Policy	(xxxii)	Expenses Policy
(xi)	Complaints Policy	(xxxiii)	General Reserves Policy
(xii)	Grievance Policy	(xxxiv)	Investment Strategy
(xiii)	Disciplinary Policy	(xxxv)	Mayoral Allowance Policy
(xiv)	Dignity for All Policy	(xxxvi)	Council Debit Card Policy
(xv)	Cemetery Policy	(xxxvii)	Online Banking Payment Policy
(xvi)	CCTV	(xxxviii)	Co-option Policy
(xvii)	Lone Worker Policy	(xxxix)	Public Participation at Meetings Policy
(xviii)	Flexible	(xl)	Streaming of Meetings Policy
(xix)	Publication Scheme	(xli)	Email Policy
(xx)	High Consequence Infectious Disease Policy	(xlii)	Social Media Policy
(xxi)	Volunteer	(xliii)	Banner and Sign Policy
			Biodiversity Policy

96/24	<u>To Confirm the Membership of Wilton Town Council Committees.</u>	8.35pm
	(i) Environment and Amenities Committee	
	(ii) Policy and Resources Committee	
	(iii) Staffing Committee	
97/24	<u>To Confirm the Membership of Wilton Town Council Working Groups</u>	8.38pm
	(i) Castle Meadow Car Park Working Group	
	(ii) Events Working Group	
	(iii) Heritage Working Group	
	(iv) Newsletter Working Group	
	(v) Policy Working Group	
	(vi) Speed Indicator Device Working Group	
	(vii) Toilet Working Group	
98/24	<u>To Confirm the Membership of the Wilton Town Flood Group.</u> Please note this is an independent Group, not a Working Group of Wilton Town Council	8.41pm
99/24	<u>To Confirm the arrangements of Representation on External Bodies and the arrangements for reporting back to Wilton Town Council.</u>	8.43pm
100/24	<u>To appoint Auditing Solutions Limited as the Town Council's Internal Auditor for 2024/2025.</u>	8.45pm
101/24	<u>To confirm the dates and times of ordinary meetings of the Council and Committees for the ensuing year</u> – see attached.	8.46pm
102/24	<u>To Confirm Wilton Town Council's subscriptions to other bodies (to include Staff subscriptions).</u>	8.47pm
103/24	<u>As part of the migration work to Microsoft 365, to extend access of Wilton Town Council data held on the Wilton Town Council server to Committee Chairs, the Mayor and Deputy Mayor to assist in determining data retention.</u>	8.48pm
104/24	<u>To appoint the SLCC to carry out a resource needs analysis in line with the Council's future</u>	8.50pm

aspirations to serve Wilton.

105/24	<u>To agree for Councillor's to partake in the Carnival procession, wearing Council Robes, on 6th July 2024.</u>	8.52pm
106/24	<u>To confirm and approve the essential server migration and IT management support costs.</u> To consider the quote received for IT.	8.53pm
106/24	<u>To appoint representatives for the following:</u> (i) Wiltshire Association of Local Councils (ii) South West Wiltshire Area Board (iii) South West Wiltshire Local Highways and Footpath Improvement Group (iv) South Wiltshire Operational Flood Working Group and Wilton Flood Group (v) Wilton Church of England Primary School (vi) Trustees of the Michael Herbert Hall (vii) Wilton United Charities	8.55pm
108/24	<u>Town Clerk's Report</u> – circulated to Cllrs	8.57pm
109/24	<u>Date of next meeting</u> (i) To confirm the date of the next meeting of Wilton Town Council, which will be on Tuesday 14 th May 2024, this will be the Mayor Making Ceremony of Wilton Town Council commencing at 7.00pm (Councillors to be present for 6.45pm). Robes are to be worn. (ii) The next Full Council meeting will be held on Tuesday 4 th June 2024 at 7pm in the Council Chamber.	8.59pm
110/22	<u>To close the meeting.</u>	9.00pm