



Wilton Town Council

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

Clr Blackman

Clr Boyd

Clr Crossley

Clr Forbes

Clr Harrison

Clr Hilliard

Clr Kinsey

Clr Moore

Clr Page

Clr Taylor

Clr Whillock

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 4th JUNE 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.

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 853 9201 3996

Password 019872

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 May 2024

	<u>The Mayor of Wilton, Councillor Alan Crossley, will open the meeting.</u>	7.00pm
111/24	<u>Apologies</u> 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.	7.01pm
112/24	<u>Minutes</u> To approve the Minutes of the meeting held on 7th May 2024 . (LGA 1972 sch 12 para 41).	7.02pm
113/24	<u>To suspend Standing Orders</u>	7.03pm
	<u>Report from Wiltshire Police - Wilton Neighbourhood Policing.</u> To receive a written or verbal report from Wiltshire Police.	
	<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> Councillor Pauline Church to give a brief report followed by questions to Councillor Church.	7.18pm
114/24	<u>To reinstate Standing Orders</u>	7.25pm
115/24	<u>Community Engagement</u> 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).	7.26pm
116/24	<u>Declarations of Interest</u> (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.	7.36pm
117/24	<u>Exclusion of the Press and Public.</u> 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> .	7.38pm
118/24	<u>To receive the Minutes and agree the Recommendations of the Policy and Resources Committee Meeting held on 21st May 2024;</u> Councillor Crossley was Elected as Chair and Councillor Harrison Elected as Vice Chair of this Committee. To recommend the following items. (a) To allow Wilton Neighbourhood Policing Team use the Mayor's Parlour as a drop down point. This would require the Police having a set of keys. The CCTV is located in the Mayor's Parlour so the Police would also confirm they	7.39pm

- would not watch this.
- (b) There are no current concerns with using Auditing Solutions and DCK Accounting but the provision for Internal Audit would be looked at in November 2024 for the year 2025-2026.
 - (c) Confirmation of the new signage for the two Defibrillators.
 - (d) Acceptance of a quote for fence repairs at Castle Meadow
 - (e) Agreement to purchase a Poly Tunnel to replace the one damaged in the storm earlier in 2024.
 - (f) To appoint Councillor Harrison to verify the Bank Reconciliations as required by Wilton Town Council's Financial Regulations 2.2.
 - (g) To task the Policy Working Group to review the newly issued model Financial Regulations.
 - (h) To adopt Terms of Reference points 1-14 (see Officer report) with points 2.1 – 2.10 to be completed by each Working Group and approved by the Sitting Committee.
 - (i) That all Working Groups have a Standing Agenda item on every Agenda of the appropriate Committee.
 - (j) Policy Working Group to review the current Wilton Town Council CCTV Policy.
 - (k) Policy Working Group to consider options available for Procedures for Civic Event Processions.
 - (l) To support the road closure application made by Wilton Community Carnival to Wiltshire Council.

119/24

Accounts for the year ending 31st March 2024.

7.50pm

In accordance with the Local Audit and Accountability Act 2012 and the Accounts and Audit Regulations 2015 and the Practitioners Guide 2022, Wilton Town Council must approve the Annual Governance and Accountability Return for the year ending 31st March 2023, by 30th June 2024.

- (i) **Internal Audit report for 2023/24.**
The Internal Audit has been completed.
To note the report including all the conclusions.
There were no recommendations.
- (ii) **Internal Auditor's Statement on the Annual Governance and Return (AGAR)**
To note the Internal Audit Report statement on the AGAR.
- (iii) **Annual Governance Statement**
Each assertion on the Annual Governance Statement was completed at the Policy and Resources Committee Meeting held on 21st May 2024. Page 4 of the AGAR
The Chair of the Meeting to sign the Annual Governance Statement
The Town Clerk to sign the Annual Governance Statement.
- (iv) **Accounting Statements**
To confirm the Accounting Statement. Page 5 of the AGAR.
The Chair of the Meeting to sign the Accounting Statement
- (v) **Explanation of Variances**
To approve the Explanation of Variances
- (vi) **Public notice of Electors rights.**
To confirm the period for the electors rights.
The dates are Monday 3rd June to Friday 12th July inc. By appointment only

120/24	<p><u>Managing the Council's Money</u></p> <p>(i) To note the bank reconciliation dated 30th April 2024. (ii) To note the income and expenditure dated 30th April 2024. (iii) To confirm payments as per payment schedule. (iv) To confirm the refund of £743.20 paid to Wilton Town Council in error.</p>	8.05pm
120/24	<p><u>To support a request from Wilton Community Land Trust that Wilton Town Council confirms it supports the Wilton Sunrise Project and the renovation of St Peter's Church, Fugglestone.</u></p>	8.10pm
121/24	<p><u>Planning</u></p> <p>To respond to the following Planning Application.</p> <p>(i) PL/2024/04166. 22 Shaftesbury Road, Wilton. Detached Garden building for use by carer.</p> <p><u>(ii)</u> PL/2024/04646. St Mary and St Nicholas Church West Street, 2 x Yew trees - cut back to clear Church building</p>	8.14pm
122/24	<p><u>To confirm which Councillors will partake in the Carnival procession, wearing Council Robes, on 6th July 2024.</u></p>	8.20pm
123/24	<p><u>To receive verbal reports from the Town Council's representative to:</u></p> <p>(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</p>	8.22pm
124/24	<p><u>Town Clerk's Report</u> – circulated to Cllrs</p>	8.26pm
125/24	<p><u>Date of next meeting</u></p> <p>(i) To confirm the date of the next meeting of Wilton Town Council which will be held on Tuesday 2nd July 2024 at 7pm in the Council Chamber.</p>	8.35pm
126/22	<p><u>To close the meeting.</u></p>	8.36pm

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.