



Wilton Town Council

Policy & Resources Committee

AGENDA

To all members of the Policy and Resources Committee

Clr Blackman Cllr Crossley Cllr Forbes

Clr Harrison Cllr Kinsey



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 21st MAY 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 838 6253 6824

Password 831244

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

15th May 2024

PR/047/24	<u>To Elect a Chairman for the Policy and Resources Committee</u> To elect a Chairman for the Policy and Resources committee for the civic year 2024 – 2025	7.00pm
PR/048/24	<u>To Elect a Vice - Chairman for the Policy and Resources Committee</u> To elect a Vice Chairman for the Policy and Resources committee for the civic year 2024 - 25	7.02pm
PR/049/24	<u>Apologies</u> To receive any apologies and to note the reasons provided.	7.04pm
PR/050/24	<u>Minutes</u> To approve the minutes of the meeting held on: (i) 19th March 2024 . (ii) 28th March 2024 .	7.05pm
PR/051/24	<u>To suspend Standing Orders</u>	7.08pm

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.

- PR/052/24 **To reinstate Standing Orders** 7.23pm
- PR/053/24 **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. 7.24pm
- PR/054/24 **Declarations of Interest** 7.27pm
- (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.
- (ii) To consider any dispensation requests received by the Town Clerk.
- PR/055/24 **Exclusion of the Press and Public.** 7.28pm
- 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*.
Note the resolution must include a reason for this exclusion.
- PR/056/24 **Request from Wiltshire Police to use the Mayor's Parlour.** 7.29pm
- To allow the Neighbourhood Policing Team for Wilton and Harnham to use the Office at the Council Offices as a drop down point?
- (i) To agree to the request.
- (ii) To confirm that Wiltshire Police would be keyholders for the front door and Mayor's Parlour and have an alarm fob.
- (iii) To agree any conditions if the request is agreed.
- PR/057/24 **Accounts for the year ending 31st March 2024.** 7.40pm
- 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.
- The Annual Governance and Accountability Return will be signed off by Wilton Town Council at its meeting scheduled for 4th June 2025.
- (i) **Year end accounts**
To confirm the year end accounts.
- (ii) **Internal Audit report for 2023/24.**
The Internal Audit has been completed.
To note the report including all the conclusions.
There were no recommendations.
- (iii) **Internal Auditor's Statement on the Annual Governance and Return (AGAR)**
To note the Internal Audit Report statement on the AGAR.
- (iv) **Annual Governance Statement**
To complete each assertion on the Annual Governance Statement. Page 4 of the AGAR
The completed Annual Governance Statement is to be signed at the meeting of

Wilton Town Council on 4th June.

- (v) **Accounting Statements**
To confirm the Accounting Statement. Page 5 of the AGAR.
The Accounting Statement is to be signed at the meeting of Wilton Town Council on 4th June.
- (vi) **Explanation of Variances**
To confirm the Explanation of Variances
- (vii) **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
- (viii) **To confirm the revised Asset Register**
This was considered at the Annual Meeting of Wilton Town Council on 7th May 2024.

PR/058/24	<u>To Clarify the Directors of Auditing Solutions (Internal Auditor) and DCK Accounting (Accounts Support) used by Wilton Town Council.</u> At the last meeting of Wilton Town Council it was raised that both companies have the same Directors. One of the current Directors and 1 recent Director (resigned Sept 2020) of DCK Accounting Solutions Ltd were also Directors of Auditing Solutions but resigned as Directors of Auditing Solutions prior to November 2006. To confirm that the Wilton Town Council is has no concerns in using these companies.	7.55pm
PR/059/24	<u>Managing the Council's money.</u> <ul style="list-style-type: none">(i) To approve terms of expenditure as detailed in the payment schedule.(ii) To review the current budget (Income and Expenditure) and agree any virements should they be required.(iii) To agree the new signage for the two Wilton Town Council Defibrillators.(iv) To consider quotes for the repair of the fence at Castle Meadow following damage by trees in early 2024.	7.58pm
PR/060/24	<u>To appoint a Councillor to verify Bank Reconciliation as required in Wilton Town Council's Financial Regulations 2.2</u> To note that this Councillor may not be the Mayor or a Cheque Signatory.	8.10pm
PR/061/24	<u>Model Financial Regulations</u> To note that NALC has now issued the 2024 revised model Financial Regulations for Local Councils and that these will be considered by the Policy Working Group prior to approval by this Committee.	8.12pm
PR/062/24	<u>Terms of Reference for Wilton Town Council Working Groups</u> To adopt generic Terms of Reference for all Wilton Town Council Working Groups. Each Working Group will then confirm its Objectives and a timeframe which is to be approved by the Committee under which that Working Group sits.	8.14pm
PR/063/24	<u>Wilton CCTV</u> To consider upgrading the current CCTV to reduce vandalism and erratic driving.	8.20pm

PR/064/24	<p><u>Policy for Civic Event Processions</u></p> <p>To draft a Policy to clearly outline the following:</p> <ul style="list-style-type: none"> (i) Order of Procession – to clearly define the order in which Councillors walk to avoid confusion and ensure smooth movement. (ii) Route. To specify the route taken to and from the venue and to take into consideration dropped kerbs. (iii) Accommodation at Venues – Establish procedures for storing mobility aids and agreeing seating areas for those with mobility issues. (iv) Post ceremony arrangements to cover where Council Members should stand when exiting the venue to facilitate easy movement through crowds and to designated spaces. 	8.30pm
PR/065/24	<p><u>Update on the report concerning the Wilton Charters.</u></p> <ul style="list-style-type: none"> (i) The purchase of high quality facsimile copies of the Wilton Charters. (ii) Costs of moving, preparing for archive and ongoing storage of the Wilton Charters. 	8.35pm
PR/066/24	<p><u>Planning</u></p> <p>To respond to the following Planning Application.</p> <ul style="list-style-type: none"> (i) PL/2024/04166. 22 Shaftesbury Road, Wilton. Detached Garden building for use by carer. (ii) PL/2023/10578. Cuckoo Café, Silver Street. Installation of a commercial kitchen extraction/ventilation system with external ducting fitted to the rear elevation of the property. (iii) PL/2024/00932. 1 Olivier Road, Wilton 2 x new 3 bedroom semi detached properties. Revised plans. Amended plans. (iv) PL/2024/02555. Diocesan Education Centre, The Avenue Removal of lean-to roof and erection of single storey storage room 	8.40pm
PR/067/24	<p><u>To note the road closure application for Wilton Community Carnival.</u></p> <p>An application has been made to close the Market Sq (from the junction with Penny’s Lane to the North Street junction) and North St (from Four Corners traffic lights to Castle Lane) and Castle Lane on Saturday 6th July between 10am and 2pm for parked vehicles and 12 – 2pm for all traffic. To support the application.</p>	8.49pm
PR/068/24	<p><u>Wilton Town Council website</u></p> <p>To receive a verbal report from the Website Working Group</p>	8.50pm
PR/069/24	<p><u>Update of Actions from the last Meetings</u></p> <p>To receive an update of any actions not listed on this Agenda.</p> <ul style="list-style-type: none"> (i) (PR/026/24) The Policy Working Group will meet before the next meeting (July). (ii) (PR/032/24) Purchase of a Mobile Phone is outstanding. (iii) (PR/033/24) The remote timer for the Pavilion has been ordered. (iv) (PR/035/24) Wilton Community Centre has been booked for the Annual Town Meeting in 2025. 10th March. (v) (PR/044/24) The Insurance Cover has been confirmed, invoice paid and documents 	8.52pm

received.

A new Reinstatement of Buildings is in progress.

A new valuation of Assets is planned for June 2024.

PR/070/24

Town Clerk's Report

To note the circulated report.

The Clerk will report any correspondence received since the publication of the Agenda.

8.55pm

PR/071/24

Date of next meeting

To confirm the [date of the next meeting](#) on Tuesday 16th July 2024 at 7.00pm in the Council Chamber.

8.58pm

PR/072/24

To close the meeting.

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.