





Wilton Town Council


Policy & Resources Committee

AGENDA

To all members of the Policy and Resources Committee
Cllr Blackman Cllr Crossley Cllr Forbes
Cllr 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 16th JULY 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 842 2788 1299

Password 140633

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

10th July 2024

PR/073/24	<u>Apologies</u> To receive any apologies and to note the reasons provided.	7.00pm
PR/074/24	<u>Minutes</u> To approve the minutes of the meeting held on: 21st May 2024	7.01pm
PR/075/24	<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/076/24	<u>To reinstate Standing Orders</u>	7.17pm
PR/077/24	<u>To respond to matters raised by the public.</u> No decisions may be taken on such matters at	7.18pm

the meeting unless due notice has been provided.

PR/078/24

Declarations of Interest

- (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.

7.23pm

PR/079/24

Exclusion of the Press and Public.

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.

7.25pm

PR/080/24

Managing the Council's money.

- (i) To review the current budget (Income and Expenditure) and agree any virements should they be required.
- (ii) To consider a quote for Fire Risk Assessment combined with an Accessibility Audit and Legionella.
- (iii) To note that the Council's debit card was subject to a fraudulent attempt and has been cancelled with a new card being issued.
- (iv) To approve terms of expenditure as detailed in the payment schedule.

7.26pm

PR/081/24

Terms of Reference for Working Groups reporting to the Policy and Resources Committee

To confirm that the following Working Groups will meet and agree their Terms of Reference ready to adopt at the next Policy and Resources Committee Meeting on 17th September 2024:

- Budget Working Group
- Events Working Group (this WG also sits under the Environment and Amenities Committee)
- Policy Working Group
- Website Working Group

7.41pm

PR/082/24

Policy Working Group

To note that the Policy Working Group will meet before the 6th September to review the following Policies:

- Biodiversity Policy
- Council Debit Card Policy
- Data Protection
- Email Policy
- Financial Regulations (new Model issued by NALC).
- General Reserves Policy
- Health and Safety Policy
- High Consequence Infectious Disease policy
- Mayoral Allowance Policy
- Online Banking Payment Policy
- Public Participation at Meetings Policy
- Social Media Policy
- Streaming of Meetings Policy

7.45pm

PR/083/24	<p><u>To adopt the Draft Procedure for Civic Event Processions</u></p> <p>To adopt the draft template for all Wilton Town Council Events, particularly:</p> <ul style="list-style-type: none"> • Civic Service • Remembrance Parade • Mayor Making 	7.50pm
PR/084/24	<p><u>Planning</u></p> <p>To respond to the following Planning Application.</p> <p>(i) PL/2024/05949 SAW MILL YARD, SOUTH STREET, WILTON, SALISBURY, SP2 OJU Pollard 5 Lime trees.</p>	8.00pm
PR/085/24	<p><u>Budget Working Group</u></p> <p>To confirm the Councillors that will be on this Working Group, which will meet in the Autumn to prepare a Budget and propose a Precept.</p>	8.03pm
PR/086/24	<p><u>Wilton Town Council website</u></p> <p>To receive a verbal report from the Website Working Group</p>	8.05pm
PR/087/24	<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> <p>(i) (PR/056/24) Wiltshire Police has been informed of the Council decision. Harvey and Snowdon has agreed to access to the kitchen area.</p> <p>(ii) (PR/057/24) The End of Year accounts were approved and signed at Full Council. The relevant paperwork has been sent to the External Auditor. The External Auditor has asked if the Council held the General Power of Competance and the response (no) has been sent.</p> <p>(iii) (PR/058/24) The Town Clerk will request quotes for Internal Audit in October 2024.</p> <p>(iv) (PR/059/24(iv)) The contract for the fence repair has been awarded. The Polytunnel has been ordered and delivered.</p> <p>(v) (PR/069/24)</p> <p>(i) Policy Working Group has not met.</p> <p>(ii) A mobile phone for the Town Clerk has been purchased.</p> <p>(iii) The timer has been installed at the Pavilion and will be operational once the phone is in use.</p> <p>(v) A date has yet to be set to discuss the valuations.</p>	8.10pm
PR/088/24	<p><u>Town Clerk's Report</u></p> <p>To note the circulated report.</p> <p>The Clerk will report any correspondence received since the publication of the Agenda.</p>	8.15pm
PR/089/24	<p><u>Date of next meeting</u></p> <p>To confirm the date of the next meeting on Tuesday 17th September 2024 at 7.00pm in the Council Chamber.</p>	8.20pm
PR/090/24	<p><u>To close the meeting.</u></p>	8.21pm

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.