



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

Cllr Blackman

Cllr Crossley

Cllr Flanagan

Cllr Forbes

Cllr Harrison

Cllr Hilliard

Cllr Kinsey

Cllr Moore

Cllr Page

Cllr Taylor

Cllr Whillock

You are summoned to attend a

MEETING of WILTON TOWN COUNCIL

to be held in

Room 2 at Wilton Community Centre, West Street

on:

TUESDAY 4th FEBRUARY 2025 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 820 1821 2190

Password 389134

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 January 2025

	<u>The Mayor of Wilton, Councillor Alan Crossley, will open the meeting.</u>	7.00pm
024/25	<u>Apologies</u>	7.01pm
	To receive apologies for absence. (LGA 1972 Sch 12 s85(1)).	

025/25	<u>Minutes</u>		7.02pm
	(i)	To approve the Minutes of the Meeting held on 3 rd December 2024.	
	(ii)	To approve the Minutes of the Meeting held on 7 th January 2025.	
	(iii)	To approve the Minutes of the Extraordinary Meeting held on 21 st January 2025.	
026/25	<u>To suspend Standing Orders</u>		7.03pm
	<u>Report from Wiltshire Police - Wilton Neighbourhood Policing.</u>		7.04pm
	To receive a written or verbal report from Wiltshire Police.		
	<u>Community Engagement</u>		7.08pm
	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>		7.23pm
	Councillor Pauline Church to give a brief report followed by questions to Councillor Church.		
027/25	<u>To reinstate Standing Orders</u>		7.28pm
028/25	<u>Community Engagement</u>		7.29pm
	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).		
029/25	<u>Declarations of Interest</u>		7.34pm
	(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(s33 b-e) in respect of Members.	
	(ii)	To consider any Dispensation Requests received by the Town Clerk.	
030/25	<u>Exclusion of the Press and Public.</u>		7.35pm
	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> .		
031/25	<u>Mayor's report</u>		7.37pm
	To receive a brief report of events and engagements attended by the Mayor of Wilton.		
	To receive notice of upcoming events.		
032/25	<u>To receive the Minutes and agree the Recommendations of the Policy and Resources Committee Meeting held on 21st January 2025;</u>		7.42pm
	To recommend the following item.		
	(i)	(PR/009/25). To accept Quote 1 for the Internal Audit for the financial year 2025/2026.	
	To note the following items		
	(i)	(PR/010/25) The current Council structure was discussed and discussions will continue. Councils that currently operate a non Committee system will be consulted.	

	(ii)	(PR/011/25) The arrangements for the Annual Town Meeting on Monday 10 th March were confirmed: Three rooms have been booked at the Wilton Community Centre, 1 for presentations and 2 for displays. Organisations can start setting up their displays from 5pm The Public may start arriving from 5.45pm Refreshments will be available. Presentations will run from 7 – 8pm with no presentations from Wilton Town Council Committee Chairs. Each presentation will be limited to 3 minutes. Presentations will be limited to a maximum of 15 Break from 8 – 8.15pm Questions and Answers from 8.15 – 9pm All local groups will be invited and those not giving a presentation will be given priority at future Annual Town Meetings. The event will be non political.	
	(iii)	PR/014/25) The Events working group confirmed the WG had met and discussed the recent Christmas Lights event. In addition there will be a small ceremony on Monday 27 th January to mark Holocaust Memorial Day, the HMD Flag will be raised and there will be a short reading by Ms Boyd.	
033/25	<u>To receive the Minutes and agree the Recommendations of the Staffing Committee Meeting held on 28th January 2025;</u>		7.50pm
		To recommend the following items.	
	(i)	To agree the Job Description and Person Specification for the position of Deputy Clerk	
	(ii)	To confirm the recruitment panel will consist of 3 Councillors interviewing, 1 Councillor observing and the Town Clerk will meet and greet all candidates.	
	(iii)	Confirm the vacancy advert for the position	
	(iv)	To confirm the application form.	
	(v)	To confirm that the successful candidate will be asked to complete a post offer medical questionnaire.	
	(vi)	To confirm the Employment Contract for the role.	
	(vii)	To increase the payment per meeting made to the Minutes Secretary on the condition that the Minutes are sent by 9am on the following Monday and that they are sent to all Councillors who attending the Meeting as well as the Town Clerk.	
	(viii)	To aim to upload the Draft Minutes to the website within 2 weeks of the Meeting.	
	(ix)	The list of duties for the Officer of the Council were confirmed.	
	(x)	To source cleaning cover for the Pavilion following Football matches whilst the Town Cleaner is off sick.	
	(xi)	To agree to additional support from WorkNest (Council HR provider).	
034/25	<u>Planning</u>		8.00pm
	To respond to the following planning application. Details of planning applications can be found on the Wiltshire Council website.		
	<u>PL/2025/00274 28 Victoria Road.</u>		
	Proposed remodeling of front & side conservatory with internal alterations		
035/25	<u>Managing the Council's Money</u>		8.10pm
	(i)	To note the bank reconciliation dated 31 st December 2024.	
	(ii)	To note the income and expenditure dated 31 st December 2024.	

	(iii)	To confirm payments as per payment schedule.	
	(iv)	To note expenditure, if any, authorized by the Town Clerk using delegated powers:	
	(v)	To authorize Paula Johnston to make purchases on behalf of Wilton Town Council.	
	(vi)	To provide Paula Johnston with a Wilton Town Council Debit Card and a Purchase Order book.	
	(vii)	To replace the artificial cricket wicket in Castle Meadow and to appoint a Contractor to supply and install a new English Cricket Board approved non turf wicket in Castle Meadow.	
	(viii)	To note the following developer contributions: R2 £46,872.34 to be allocated <ul style="list-style-type: none"> • £1826.52 (exp 14/04/2025) • £45045.82 (exp 10/06/2025) 	
036/25	<u>To receive verbal reports from the Town Council's representative to;</u>		8.20pm
	(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 Church of England Primary School	
	(vi)	Trustees of the Michael Herbert Hall	
	(vii)	Wilton United Charities	
037/25	<u>Town Clerk's Report</u> – circulated		8.21pm
038/25	<u>Date of next meeting</u>		8.24pm
039/25	<u>To close the meeting.</u>		8.25pm

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 48 hours before the meeting so that help may be provided.