



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 Edge

Cllr Forbes

Cllr Harrison

Cllr Matthews

Cllr Whillock

You are summoned to attend the

ANNUAL MEETING of **WILTON TOWN COUNCIL** to be held in the
SPORT PAVILION, CASTLE MEADOW, CASTLE LANE, WILTON

on:

TUESDAY 6th 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 TEAMS and it will be recorded.

Any member of the public or press who wishes to ask a question or make a statement may attend in person or virtually but may also be 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](#)

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 341 101 246 651

Passcode: 4UU9bd2U

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 April 2025

Prior to the start of this meeting all Councillors must sign their Acceptance of Office form. The form must be signed in the presence of the Town Clerk.

The current Mayor of Wilton, Dr Alan Crossley, will open the meeting.

7.00pm

093/25

Election of Chair of Wilton Town Council and install the Mayor of Wilton for the year 2025/2026.

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 2025 – 2026.
- (b) To elect a Chair of Wilton Town Council and install the Mayor for the Civic year 2025-2026.
- (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 a date to be confirmed.

094/25

Vote of thanks to the Outgoing Mayor.

7.07pm

Cllr Forbes to give a Vote of Thanks to Dr Alan Crossley on behalf of Wilton TC.

095/25

To elect the Deputy Chair and install the Deputy Mayor of Wilton for the year 2025/2026.

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 2025 – 2026.
- (b) To elect a Deputy Mayor of Wilton Town Council for the Civic year 2025-2026.
- (c) The Deputy Mayor to sign the Declaration of Acceptance of Office as Deputy Mayor of Wilton.

096/25

Apologies

7.14pm

To receive apologies for absence. (LGA 1972 Sch 12 s85(1)).

097/25

Minutes

7.15pm

To approve the Minutes of the Meeting held on [31st March 2025](#). (LGA 1972 sch 12 para 41).

Minutes

To approve the Minutes of the Extraordinary Meeting held on [15th April 2025](#). (LGA 1972 sch 12 para 41).

098/25

**To suspend Standing Orders
Community Engagement**

7.16pm

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
	The newly elected Unitary Councillor is invited to give a brief report.	
099/25	<u>To reinstate Standing Orders</u>	7.37pm
100/25	<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).	7.38pm
101/25	<u>Declarations of Interest</u>	7.43pm
	(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 (or will) reviewed their Register of Interests and, if necessary, made any required changes.	
102/25	<u>Exclusion of the Press and Public.</u>	7.45pm
	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> .	
103/25	<u>Councillors Acceptance of Office forms</u>	7.46pm
	All Councillors must sign this after an ordinary election. <i>LGA 1972 s83(4)</i>	
	(i) To confirm receipt of the signed forms.	
	(ii) To agree a date for receipt of outstanding forms.	
104/25	<u>Co-option of Councillor</u>	7.47pm
	Following the ordinary election on 1 st May 2025 only 7 seats were filled. The remaining seats (four) may be filled by co-option. Notices have been displayed around Wilton. <i>Representation of the People Act 1985 s21</i>	
	(i) To suspend Standing Orders to allow each Candidate 3 Minutes to speak.	
	(ii) To reinstate Standing Orders.	
	(iii) To Exclude Members of the Public and Press to discuss the applicants.	
	(iv) To reopen the Meeting to Members of the Public and Press.	
	(v) To vote to co-opt Candidates onto Wilton Town Council	
	(vi) The successful Candidate to sign the Declaration of Acceptance of Office and join Wilton Town Council.	
105/25	<u>To confirm the Eligibility for the General Power of Competence.</u> <i>(Wilton Town Council Standing Orders)</i>	7.52pm
	As less than two thirds of the Council stood for Election, Wilton Town Council does not meet the criteria and is therefore not eligible to use this power.	

106/25	<p><u>To receive the Minutes and agree the Recommendations of the Environment and Amenities Committee held on 15th April 2025.;</u> <i>(Wilton Town Council Standing Orders)</i></p> <ul style="list-style-type: none"> (i) (EA/039/25) To support a request for additional litter bins. (ii) (EA/041/25) To look for suitable locations within Wilton for EV charging points. (iii) (EA/042/250.vii) To refer a suggestion for a fancy dress football match to the football club. (iv) (EA/042/25.viii) To refer a suggestion for a celebrity cricket match to the cricket club. (v) (EA/045/25.ii) To not provide high netting at the river end of the football pitch. (vi) (EA/045/25.ii) To look into provision of lifebelts by other Councils near water. (vii) (EA/047/25.ii) To provide a socketed junior goal posts at Wishford Road play area. (viii) (EA/048/25.iii) To obtain quotes for a technical survey of the cemetery. (ix) (EA/038/25) To agree the Terms of Reference for the Public Toilet Working Group. 	7.53pm
107/25	<p><u>To receive the Minutes and agree the recommendations of the Staffing Committee Meeting held on 29th April 2025.</u></p> <p>To receive the Minutes of the a verbal report.</p> <ul style="list-style-type: none"> (i) That Wilton Town Council pays for the Deputy Town Clerk to complete the ILCA qualification at a cost of £120 plus VAT plus 3 hours per week study time (to be taken from current hours). (ii) That Staff complete required training courses as identified in the Health and Safety report, the cost of these courses fall within delegated the limit that the Town Clerk may spend. The details of courses to be agreed by Cllr Forbes, Town Clerk and Deputy Town Clerk. First aid training to be sourced locally if possible. (iii) To look at a contract for the cleaning of the Pavilion rather than employing a member of staff. 	7.59pm
108/25	<p><u>Managing the Council's Money</u></p> <ul style="list-style-type: none"> (i) To note the bank reconciliation dated 31st March 2025. (ii) To note the income and expenditure dated 31st March 2025. (iii) To confirm monies to be set aside as ear marked reserves as of 31st March 2025. (iv) To confirm payments as per payment schedule. (v) To consider the quotes for utilities for the five Wilton Town Council sites: Council Offices (gas and electric) Public Toilets (electric) Old Church of St Mary (electric) Sports Pavilion (electric) Cemetery (electric) And to agree a new contract for supply. 	8.02pm
109/25	<p><u>To Confirm the Insurance cover for Wilton Town Council.</u> <i>(Wilton Town Council Standing Orders)</i></p>	8.15pm
110/25	<p><u>To Confirm the Asset Register dated 31st March 2025 as correct.</u> <i>(Wilton Town Council Standing Orders)</i></p>	8.17pm

111/25 **To receive verbal reports from the Town Council's representative to;**

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 Community Centre
- (vi) Wilton Church of England Primary School
- (vii) Trustees of the Michael Herbert Hall
- (viii) Wilton United Charities

112/25 **To review and confirm the following Policies:**

8.24pm

Policy and Procedures

(Wilton Town Council Standing Orders)

- | | |
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| (i) Banners and Signs | (xxiii) Investment Strategy |
| (ii) Biodiversity | (xxiv) Lone Worker Policy |
| (iii) CCTV Policy and Request form | (xxv) Mayoral Allowance Policy |
| (iv) Cemetery Policy | (xxvi) Mayor Making Procedure |
| (v) Code of Conduct | (xxvii) Meeting Policy |
| (vi) Co-option Policy | (xxviii) Online Banking Payment Policy |
| (vii) Community Grants & application form | (xxix) Pesticide Policy |
| (viii) Complaints Policy | (xxx) Press and Media Policy |
| (ix) Council Debit Card Policy | (xxxi) Procurement Policy |
| (x) Data Protection Policy | (xxxii) Publication Scheme |
| (xi) Dignity for All Policy | (xxxiii) Risk Management Policy |
| (xii) Disciplinary Policy | (xxxiv) Safeguarding Policy |
| (xiii) Email Policy | (xxxv) Scheme of Delegation |
| (xiv) Equality Policy | (xxxvi) Sickness Policy |
| (xv) Expenses Policy | (xxxvii) Social Media Policy |
| (xvi) Flag Flying Policy | (xxxviii) Standing Orders |
| (xvii) Flexible Working Policy | (ixl) Statement of Internal Control |
| (xviii) Financial Regulation | (xl) Trailer Policy |
| (xix) General Reserves | (xli) Tree Policy |
| (xx) Grievance Policy | (xlii) Volunteering Policy |
| (xxi) Health and Safety Policy | |
| (xxii) High Consequence Infectious Disease Policy | |

113/25 **To review the Terms of Reference, including delegation, for the following Committees:**

8.30pm

(Wilton Town Council Standing Orders)

- (i) Environment and Amenities Committee
- (ii) Policy and Resources Committee
- (iii) Staffing Committee

114/25 **To Confirm the Membership of Wilton Town Council Committees.**

8.33pm

(Wilton Town Council Standing Orders)

- (i) Environment and Amenities Committee
- (ii) Policy and Resources Committee
- (iii) Staffing Committee

115/25	<p><u>To confirm the Terms of Reference for the following Working Groups.</u> <i>(Wilton Town Council Standing Orders)</i></p> <ul style="list-style-type: none"> (i) Castle Meadow Car Park Working Group (ii) Events Working Group (iii) Heritage Working Group (iv) Policy Working Group (v) Speed Indicator Device Working Group (vi) Toilet Working Group 	8.35pm
116/25	<p><u>To Confirm the Councillor Membership of the following Wilton Town Council Working Groups</u></p> <ul style="list-style-type: none"> (i) Castle Meadow Car Park Working Group (ii) Events Working Group (iii) Heritage Working Group (iv) Policy Working Group (v) Speed Indicator Device Working Group (vi) Toilet Working Group 	8.37pm
117/25	<p><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</p>	8.40pm
118/25	<p><u>To Confirm the arrangements of Representation on External Bodies and the arrangements for reporting back to Wilton Town Council.</u> <i>(Wilton Town Council Standing Orders)</i></p> <ul style="list-style-type: none"> (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 (viii) Other external bodies not listed above. 	8.41pm
119/25	<p><u>To appoint Do the Numbers Limited as the Town Council's Internal Auditor for financial year 1st April; 2025 to 31st March 2026.</u></p>	8.45pm
120/25	<p><u>To confirm the dates and times of ordinary meetings of the Council and Committees for the ensuing year</u> – see attached. <i>(Wilton Town Council Standing Orders)</i></p>	8.46pm
121/25	<p><u>To Confirm Wilton Town Council's subscriptions to other bodies (to include Staff subscriptions).</u> <i>(Wilton Town Council Standing Orders)</i></p>	8.49pm
122/25	<p><u>Town Clerk's Report</u> – circulated to Cllrs</p>	8.52pm
123/25	<p><u>To confirm the date for the Mayor Making Ceremony – all Councillors are requested to attend and Robes are to be worn.</u></p>	8.56pm
124/25	<p><u>Date of next meeting</u> To confirm the date of the next meeting of Wilton Town Council on Tuesday 3rd June 2025.</p>	8.58pm
125/25	<p><u>To close the meeting.</u></p>	8.59pm

