



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

ROOM 2, WILTON COMMUNITY CENTRE, WEST STREET, WILTON

on

TUESDAY 21st JANUARY 2025 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 879 7655 6355

Password 113208

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 January 2025

PR/001/25	<u>Apologies</u> To receive apologies.	7.00pm
PR/002/25	<u>Minutes</u> To approve the minutes of the meeting held on 19 th November 2024.	7.01pm
PR/003/25	<u>To suspend Standing Orders</u> <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 meeting.	7.02pm

PR/004/25	<u>To reinstate Standing Orders</u>	7.17pm
PR/005/25	<u>To respond to matters raised by the public.</u> No decisions may be taken on such matters at the meeting unless due notice has been provided.	7.18pm
PR/006/25	<u>Declarations of Interest</u> (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/007/25	<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> . <i>Note the resolution must include a reason for this exclusion.</i>	7.24pm
PR/008/25	<u>Managing the Council's money.</u> (i) To review the current budget (Income and Expenditure) and agree any virements should they be required. (ii) To consider the current Ear Marked Reserves and reallocate if necessary. (iii) To approve terms of expenditure as detailed in the payment schedule.	7.25pm
PR/009/25	<u>Internal Audit for 2025</u> To consider quotes for the Internal Audit for the financial year 1 st April 2025 to 31 st March 2026. A total of nine companies were approached for a quote.	7.40pm
PR/010/25	<u>To discuss the current structure of Wilton Town Council</u> Currently Wilton TC meets on the first Tuesday of each month for its Full Council meeting. The two Committees (Environment & Amenities and Policy & Resources) meet on the third Tuesday alternate months. Staffing Committee meets when required. In addition there are a number of Working Groups which feed back to the Committees: Events WG (reports to both Committees and Full Council) Heritage WG (reports to E&A Comm) Toilet WG (reports to E&A Comm) Budget WG (reports to P&R Comm) Newsletter WG (currently dormant) Castle Meadow Car Park WG (to meet) Website WG (this was set up to address changes to the current website which have been completed) To consider whether to continue with this format.	7.55pm
PR/011/25	<u>To confirm the arrangements for the Annual Town Meeting on Monday 10th March 2025.</u>	8.10pm
PR/012/25	<u>Planning</u> To respond to the following planning applications:	8.20pm

(i) **Planning Application: PL/2024/11428 2 The Hollows,**
Raising of roof and addition of dormers to front and rear to convert attic. Single storey side extension and replace flat roof on rear garage conversion with pitched roof with associated works

(ii) **PL/2024/10553** 7 Wiley Terrace.
Erection of a 3.5 bay, timber framed garage with parking for no.3 classic cars and an associated workshop. Home office in the roof over the garage to include 2 dormers and 2 rooflights to the front elevation.
This application was responded to following Full Council on 3rd December but due to changes in the application form and amended plans the consultation is being rerun.

PR/013/25	<u>Policy Working Group</u> To receive a verbal report from the Policy Working Group	8.30pm
PR/014/25	<u>Events Working Group</u> To receive a verbal report from the Events Working Group	8.35pm
PR/015/25	<u>Wilton Town Council website</u> To receive a verbal report from the Website Working Group.	8.45m
PR/016/25	<u>Town Clerk's Report</u> The Clerk will report any correspondence received since the publication of the Agenda.	8.47pm
PR/017/25	<u>Date of next meeting</u> To confirm the date of the next meeting on Tuesday 18 th March 2025 at 7.00pm. Venue to be confirmed.	8.52pm
PR/018/25	<u>To close the meeting.</u>	8.55pm

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.