




Wilton Town Council


Policy & Resources Committee

AGENDA

To all members of the Policy and Resources Committee
Cllr Blackman Cllr Crossley Cllr Forbes Cllr Harrison

 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 18th MARCH 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 Teams. Please be aware that this meeting will be recorded.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 330 594 728 792

Passcode: g3tC9YA9

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 recently adopted Meetings Policy.

Yours faithfully
Mrs C Churchill. Cert HE. CiLCA.
Town Clerk

12th March 2025

PR/019/25	<u>Apologies</u> To receive apologies.	7.00pm
PR/020/25	<u>Minutes</u> To approve the minutes of the meeting held on 21st January 2025 .	7.01pm
PR/021/25	<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/022/25	<u>To reinstate Standing Orders</u>	7.17pm
PR/023/25	<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/024/25	<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/025/25	<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/026/25	<u>Replacement of heaters at The Sports Pavilion.</u> To purchase 3 new heaters for the Pavilion to replace the existing two heaters in the main hall.	7.24pm
PR/027/25	<u>Wilton Town Council IT</u> (i) To review the current email accounts. (ii) To review the current access to Wilton Town Council documents and assess the risk. (iii) To consider the Sharepoint access for Cllrs from 1st – 6th May.	7.25pm
PR/028/25	<u>Managing the Council's money.</u> (i) To review the current budget (Income and Expenditure) and agree any virements should they be required. https://www.wiltontowncouncil.gov.uk/_UserFiles/Files/_Other/191190-2025-01. Detailed Income and Expenditure by Budget Heading.pdf (ii) To consider the current Ear Marked Reserves and reallocate if necessary. (iii) To review bank charges applied to Wilton Town Council accounts.	7.30pm

- (iv) To consider the future of the Neighbourhood Planning Group Account. This account is not one of the Wilton Town Council accounts but uses the office address. There are now charges on this account and with no progress on the Neighbourhood Plan the need for this account should be considered.
- (v) Utility Charges. The current contract expires on 31st March 2025.
To consider quotes provided by Utility Aid, please note that the quotes are subject to change as the rates fluctuate daily:
Shaftesbury Rd Cemetery buildings
Public Toilets
Church of Old St Mary
Pavilion, Castle Meadow
Council Offices – gas
Council Offices – electric

To agree to sign up to one provider for all the utilities.
- (vi) To approve terms of expenditure as detailed in the payment schedule.
- (vii) End of Year
The End of Year is on 31st March 2025
There is money set aside in the budget for outside provision.
To consider whether to book in external support to complete the end of year closedown.
- (viii) HMRC VAT enquiry
To receive an update on the current VAT enquiry
To agree to book in external support to complete the required VAT Partial Exemption Calculations.
- (ix) Payment of Invoices
To review the current process and if required recommend changes to Full Council.
- (x) Payment of Staff Salaries.
- (xi) To note update for the LGPS Pension scheme
 - a To note that Year End data is due by 30th April 2025
 - b To note the Employee contribution rates with effect from 1st April 2025
 - c To note Employer contribution rates with effect from 1st April 2025

PR/029/25

Insurance

8.00pm

- (i) To review the Asset Register for 2025.
To include adding and removing items where required.
- (ii) To consider the updated insurance valuations of Assets of Value.
This is taking place on 13th March 2025.
- (iii) To note that the update to the Reinstatement of Buildings cost is taking place on 27th March 2025.
- (iv) To consider insurance quotes for the financial year 1st April 2025 – 31st March

2026.

PR/030/25

Planning To respond to the following planning and tree work applications:

(i) **PL/2025/02048. 113 North Street.**

Single-storey Flat-Roof Rear Extension with one large roof light including demolishing & reconstruction of the boundary line block work wall; Alteration to the Ground Floor Layout & First Floor Layout to extend family bathroom; Replacement of the existing rear extension roof & installation of 4 new roof lights. Replacement of all windows & bi-fold doors located in existing rear extension & river room + updating of external treatment of existing rear extension walls to match new extension; Replacement of large window overlooking the river with a contemporary angled oriel window extending outwards to create a bay reading nook.

(ii) **PL/2025/02102. Recreation Ground, Minster Street.**

1 - 3x Cherry Plum trees - crown lift by 2.5m; reduce any branches in close proximity to tennis courts by 1m-2m; reduce height by 1m-2m

2 - 2x Common Holly trees - crown lift by 2.5m over grass area; crown lift over roof to create a 2m clearance; reduce overhanging branches back to fence line

3 - English Oak tree - crown lift by 3m-4m; reduce any branches in close proximity to tennis courts back by 2m

(iii) **Planning Application: PL/2025/02420. Garden Apartment, West Lodge, 32 West Street.**

T1 - Hazel - coppice to 0.5m

T2 - Mullberry - tree has heavy lean over car park - fell to ground level.

8.20pm

PR/031/25

To review an update from the Town Clerk on progress with the Health and Safety Action Plan, pursuant to resolution 062/25 March Full Council.

8.30pm

PR/032/25

Policy Working Group

To receive a verbal report from the Policy Working Group

8.35pm

PR/033/25

Events Working Group

To receive a verbal report from the Events Working Group

8.40pm

PR/034/25

Wilton Town Council website

To receive a verbal report from the Website Working Group.

8.45pm

PR/035/25

Town Clerk's Report

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

8.50pm

PR/036/25

Date of next meeting

To confirm the date of the next meeting on Tuesday 20th May 2025 at 7.00pm.
Venue to be confirmed.

8.54pm

PR/037/25

To close the meeting.

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.