



# 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 Boyd

Cllr Edge

Cllr Forbes

Cllr Harrison

Cllr Matthews

Cllr Whillock

You are summoned to attend a

**MEETING** of **WILTON TOWN COUNCIL** to be held at the

**THE SPORTS PAVILION, CASTLE MEADOW, CASTLE LANE, WILTON. SP2 0HG**

on:

**TUESDAY 3<sup>rd</sup> JUNE 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 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](#)

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Meeting ID: 363 606 444 428 6

Passcode: 63hu7be7

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**

28<sup>th</sup> May 2025

	<b><u>The Mayor of Wilton will open the meeting.</u></b>	7.00pm
143/25	<b><u>Apologies</u></b> To receive apologies for absence. (LGA 1972 Sch 12 s85(1)).	7.01pm
144/25	<b><u>Minutes</u></b> To approve the Minutes of the Meeting held on 20 <sup>th</sup> May 2025. (LGA 1972 sch 12 para 41).	7.02pm
145/25	<b><u>To suspend Standing Orders</u></b>	7.03pm
	<b><u>To receive a report from the Wilton Neighbourhood Police Team</u></b>	7.03pm
	<b><u>Community Engagement</u></b> 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.	7.08pm
	<b><u>Report from the Unitary Councillor for Wilton.</u></b> Cllr Pauline Church to give a brief report followed by questions to Cllr Church.	7.23pm
146/25	<b><u>To reinstate Standing Orders</u></b>	7.28pm
147/25	<b><u>Community Engagement</u></b> 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).	7.28pm
148/25	<b><u>Declarations of Interest</u></b> (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.	7.35pm
149/25	<b><u>Exclusion of the Press and Public.</u></b> 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> .	7.36pm
150/25	<b><u>Mayor's Report</u></b> To receive a brief report of events and engagements attended by the Mayor of Wilton. To receive notice of upcoming events.	7.37pm
151/25	<b><u>Planning</u></b> (i) To respond to the following application for tree works. <a href="#">PL/2025/04433.</a> Churchill Court, North Street. Notification of proposed works to trees in a conservation area	7.42pm

**Approval of the Annual Governance and Accountability Return**

7.45pm

In accordance with the Local Audit and Accountability Act 2012 and the Accounts and Audit Regulations 2015 and the Practitioners Guide March 2024, Wilton Town Council must approve the Annual Governance and Accountability Return for the year ending 31<sup>st</sup> March 2025, by 30<sup>th</sup> June 2025.

(i) **Internal Audit report for 2024/25.**

The Internal Audit is scheduled for 29<sup>th</sup> May 2025 and the report will be circulated on 30<sup>th</sup> May 2025. The Interim report was considered at the January 2025 meeting.  
To note the report including all the conclusions.

(ii) **Internal Auditor's Statement on the Annual Governance and Return (AGAR)**

To note the Internal Audit Report statement on the AGAR.

(iii) **Annual Governance Statement**

To complete each assertion on the Annual Governance Statement  
Page 4 of the AGAR

The Chair of the Meeting to sign the Annual Governance Statement  
The Town Clerk to sign the Annual Governance Statement.

(iv) **Accounting Statements**

To confirm the Accounting Statement. Page 5 of the AGAR.  
The Chair of the Meeting to sign the Accounting Statement

(v) **Explanation of Variances**

To approve the Explanation of Variances

(vi) **Public notice of Electors rights.**

To confirm the period for the electors rights.  
By appointment only

**Managing the Council's Money**

8.00pm

- (i) To note the bank reconciliation dated 30<sup>th</sup> April 2025.
- (ii) To note the income and expenditure dated 30<sup>th</sup> April 2025.
- (iii) To confirm payments as per payment schedule.
- (iv) To consider the level of MS365 provided to Councillors.  
Currently Cllrs have the standard plan costing £10.80 plus VAT per month (129.60 plus VAT per annum per Councillor).
- (v) To consider the renewal quote from Cloudy IT for the access to MS 365 and IT support.
- (vi) To note the current R2 funds and agree to allocate the unallocated funds.

**Health and Safety**

8.10pm

To receive an update on the Health and Safety actions as detailed in the reports.

**Co-option of Councillor**

8.15pm

Following the ordinary election on 1<sup>st</sup> May 2025 only 7 seats were filled. The remaining seats (four) may be filled by co-option. Notices have been displayed around Wilton.  
Four completed co-option forms have been received.

**Representation of the People Act 1985 s21**

- (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 Candidates to sign the Declaration of Acceptance of Office and join Wilton Town Council.

156/25	<p><b><u>Approval of Policies</u></b></p> <p>To approve the following policies that have been reviewed by the Officer of the Council</p> <ul style="list-style-type: none"> <li>(i) Scheme of Delegation</li> <li>(ii) Statement of Internal Control</li> </ul>	8.30pm
157/25	<p><b><u>Removal of Map Dispensers</u></b></p> <p>To consider the removal of Map Dispenser boxes in all locations in Wilton</p>	8.40pm
158/25	<p><b><u>Cemetery</u></b></p> <p>To discuss a Cemetery Reset, temporary pause burials and ashes internments</p>	8.48pm
159/25	<p><b><u>Preparation of Agendas</u></b></p> <p>To confirm that the Town Clerk will send the draft agenda to the Chair of the Council re relevant Committee by 2pm on the Monday before the agenda is to be published and that the Chair will respond to the Town Clerk by 8am on the Wednesday which is the day the agenda is to be published.</p> <p>Should the Chair be unavailable the Town Clerk will send the draft agenda to the Deputy.</p>	8.50pm
160/25	<p><b><u>To receive verbal reports from the Town Council's representative to:</u></b></p> <ul style="list-style-type: none"> <li>(i) Wiltshire Association of Local Councils</li> <li>(ii) South West Wiltshire Area Board</li> <li>(iii) SWW Local Highways &amp; Footway Improvement Groups (LHFIG)</li> <li>(iv) South Wiltshire Operational Flood Working Group</li> <li>(v) Wilton Church of England Primary School</li> <li>(vi) Trustees of the Michael Herbert Hall</li> <li>(vii) Wilton United Charities</li> </ul>	8.52pm
161/25	<p><b><u>Town Clerk's Report</u></b> – circulated to Cllrs</p>	8.58pm
162/25	<p><b><u>Date of next meeting</u></b></p> <p>To confirm the date of the next meeting of Wilton Town Council on Tuesday 17<sup>th</sup> June 2025.</p>	8.59pm
163/25	<p><b><u>To close the meeting.</u></b></p>	9.00pm