



## Wilton Town Council

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To: Cllr Angela Alexander, Cllr Charlotte Blackman, Cllr Alexandra Boyd (Mayor 2025-26), Cllr Michelle Ditton, Cllr Peter Edge, Cllr Amy Flanagan, Cllr Claire Forbes, Cllr Chris Harrison (Deputy Mayor 2025-26), Cllr Phil Matthews, Cllr Mick Whillock

Invited to attend: Wiltshire Council Councillor Pauline Church  
For Information: Members of the Public & Press

## A G E N D A

### **EXTRA ORDINARY FULL COUNCIL MEETING OF THE TOWN COUNCIL**

You are summoned to a meeting of the council for the transaction of the business shown on the agenda below. To be held at **6pm on Monday, 29 September 2025** in the **Castle Meadow Pavilion, Wilton SP2 0HG**. The meeting will also be hosted online. Public, press and non-committee members, join on your computer or mobile app using this

[Join the meeting now](#) link.

Brie Logan  
Interim Town Clerk & RFO, 22 September 2025

**Public Participation:** The Chairman will invite members of the public to present their questions, statements or petitions. The period of time designated for public participation shall not exceed twenty minutes. A member of the public shall not speak for more than three minutes.

Members are reminded of their duty under the [Code of Conduct](#), [Scheme of Delegation](#) and [Standing Orders](#). The Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

### **The 7 principles of public life**

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership  
(Committee on Standards in Public Life, 1995)

1. [Apologies – To receive and consider for acceptance](#)
2. [To receive any Declarations of Interests and Requests for Dispensation](#)
3. [To receive and consider a Staffing Report and future resources](#)
4. [To receive and note the Councillor Vacancy](#)
5. [To consider actions relating to the Operating Plan](#)

**Apologies – To receive and consider for acceptance**

The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.

Apologies received from Cllrs Blackman and Edge (at the point of publishing this agenda)

**Agenda Item No. 2**

**To receive any Declarations of Interests and Requests for Dispensation**

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct – adopted in May 2025. The Clerk will report any dispensation requests received.

Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct.

**Agenda Item No. 3**

**To receive and consider a Staffing Report and Future Resources**

**Background**

On 2 September 2025 at the Full Council meeting, WTC was advised an internal staff review, linked to the draft Operating Plan, is underway and a further update will be provided at the October FC meeting.

In July 2024 WTC commissioned a staffing review and the following extracts are important to note:

*It is reaching a key point in time as regards the direction it takes in respect of the future provision of services within the town area, including what to do in relation to services and functions it provides, and therefore the officer structure and roles required to meet these aims.*

*Key findings include:*

- 1. The council seems to be at a crossroads in some ways in terms of growing and its aspirations. This is in line with most of the sector in England as principal authorities struggle increasingly to fund anything discretionary, coupled to an increasing expectation from residents, and often elected Councillors as well, wanting better and more comprehensive services and standards from their most local council.*
- 2. The council has, and in some ways is still, going through a rather unsettled and difficult period in its evolution and these issues are impacting in various ways upon the efficiency of the council.*
- 3. This unsettled period has prevented, to a degree, the council from moving forwards and what is now required is a period of stability and harmony if the council wishes to move forwards as an effective, functioning corporate entity. This responsibility falls to both officers and Councillors; it isn't a one-sided issue. The current structure is short in some ways and needs tweaking to set it up for the future.*
- 4. Additional basic support is required to release the more senior officer(s) to get on with the primary parts of their roles.*
- 5. The council is lacking in any corporate / strategic plan and as such should make this a priority.*

6. *The council may need to at least consider a precept strategy, in light of possible implications in the future, i.e.: devolution.*
7. *The office accommodation is poor in many regards, certainly doesn't project a modern, professional image for the council and WTC should at least consider looking into options available to it in this regard, be that a refurbishment programme or even a move away.*

The structure at the time of the staffing review report was as follows:

Officers	Hours Contracted / Week
Town Clerk & RFO	30 *
Assistant Clerk (vacant since February '24)	15 **
Cleaner	21 / month
Minutes Secretary	Self Employed ***

Since then, (1) the cleaner resigned in June 2024.

(2) The Town Clerk now actions the Full Council minutes therefore the services of the self-employed minute clerk have now been terminated.

(3) The current Deputy Town Clerk was appointed in April 2025 however has recently resigned. It has been agreed that his employment will continue until 23 December 2025 on a reduced working week of 24 hours. The fixed-term support officer role will also come to an end at the end of December.

The cost of the structure as shown above was £55,282.

As reflected in the staffing review report [7.1 to 7.5] the Job Descriptions are out of date. Section 7.6 states: *Of equal importance is the need to ensure that whenever anybody leaves or a new employee is taken on-board, that the existing JD and Person Specification for the post to be filled is thoroughly reviewed and updated before any recruitment process is commenced.*

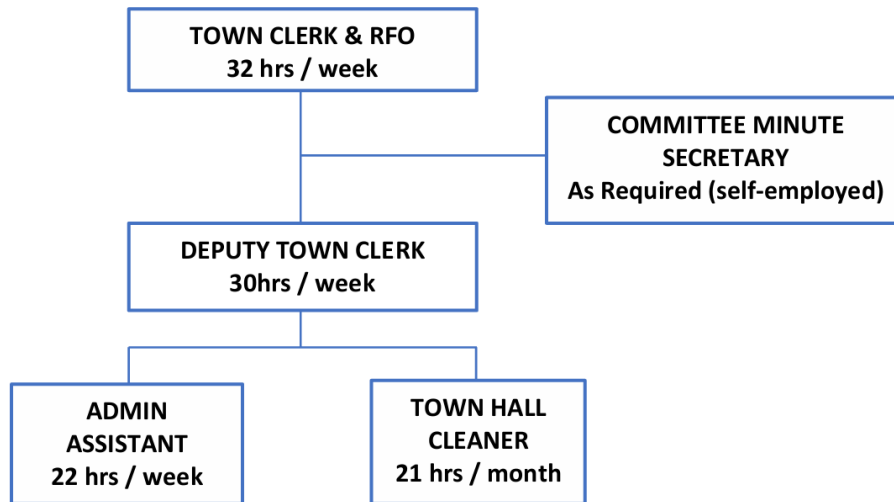
Section 9.1.2 states: *the council appears to employ all its members of staff on spot salaries, as against a grade. That said, the Clerk's contract is confused as it states a spot salary but also quotes a grade under a different heading. This is another reason to update the contracts in place as suggested at point 7.7 above. 9.1.2. Setting salaries via spot salary levels is unusual and I would urge that the council reconsiders this approach.*

Section 9.6 states: *The council is free to set its salary structure in whatever way it deems suitable, but it would seem, in my view, that it would benefit from using a published, nationally negotiated and accepted approach, even with its flaws, because it provides an approach to salaries and wider terms of employment for local councils which is nationally agreed by the Local Government Association, the National Joint Council for Local Government Services, the National Association of Local Councils, the Society of Local Council Clerks, employers and unions and it defines sector-specific standards.*

*Using this approach would strengthen the council's position in relation to any HR-related matters and might act as an incentive during recruitment.*

Section 1.4 states: *the following is an option which, I believe, offers additional support, offers clarity, and will set the council up to at least stabilise and ensure that the current day to day arrangements of the council are properly addressed and functioning:*

The proposed recommended structure, as shown below, was featured in the 2024 report:



### Current situation – what is the objective behind this agenda item report?

- To realign the staffing structure following the resignation of the Deputy Clerk, in line with the operational recommendations of the **LCC Staffing Review (July 2024)**, and to better meet the council's current and future service delivery needs.
- The Operating Plan and Strategic plan are both under development, and the projected income and expenditure will feature in the budget forecast for 2025/2026 and the budget setting for 2026/2027.

### Proposed Structure

Role	Hours/Week	Key Responsibilities
<b>Town Clerk &amp; RFO</b>	30	Governance, finance, strategic leadership, council liaison, project management and resident engagement
<b>Assistant Town Clerk (new)</b>	20	Administrative support, process management support, mayoral secretary duties, resident and external comms
<b>Facilities Officer (new)</b>	18	Asset management, bookings, cleaning standards, pavilion hirer oversight, public toilets housekeeping, playground checks, cemetery topple tests and future bin emptying (TBC)
	<b>68</b>	

### Key Changes with current proposed structure versus the 2024 proposed structure:

- **Deputy Clerk role deleted:** Replaced with a more operationally focused **Assistant Town Clerk**.
- **Admin Assistant role removed:** Duties absorbed into the Assistant Town Clerk post.
- **Facilities Officer introduced:** To manage council assets and operational standards, including:
  - Pavilion bookings and hirer compliance
  - Contractor link as WTC representative
  - Daily visual play inspections
  - Public realm standards
  - Cemetery topple tests
  - Public toilet housekeeping
  - Waste management once a future solution is implemented

## Benefits of Proposed Structure

- Aligns [broadly] with the 80-hour operational requirement versus the **proposal of 68 hours**.
- Reduces risk by ensuring **clear role definitions and accountability**.
- Improves **service delivery standards** and responsiveness.
- Supports the Clerk in focusing on **strategic and statutory** duties.
- Enhances **resident experience** through improved asset, facility management and comms.

## Revised Job Descriptions:

The [Assistant Town Clerk](#) and [Facilities Officer Job Description](#) have both been updated to reflect the roles, responsibilities and person specification.

## Finances - Staffing costs (indicative)

Role	Hours/week	Bottom of range	Top of range	Indicative Salary (actual) (based on higher rate)	Total indicative On-costs (based on higher rate)
Town Clerk	30	LC2 Substantive			
		<b>SSP 24</b>	<b>SSP 28</b>		
		£18.35 per hour	£20.29 per hour	£31,739	£7,934
Assistant Town Clerk (ATC)	24	LC2 Below Substantive			
		<b>SSP 13</b>	<b>SSP 17</b>		
		£15.06 per hour	£16.08 per hour	£20,123	£5,030
Facilities Officer (FO)	18	LC1 Substantive			
		<b>SSP 7</b>	<b>SSP 12</b>		
		£13.69 Per hour	£14.82 Per hour	£13,909	£3,477
Total				£65,711	£16,443
<b>Total overall</b>					<b>£82,154</b>

- The costs for 2024/2025 were £55,282.
- The costs based on the structure as referenced in the 2024 Staffing Review is £78,087 **plus** on-costs (see sections 13.1 to 13.8 of the staffing review report).
- The costs associated with this proposed structure is £82,154 **including on-costs** noting this is the top end of the scale point for the ATC and FO positions and may end up somewhat lower.
- The current WC cleaning contract budget is £7,000 per annum.

## Other information

- Currently the Town Clerk is contracted for 16 hours per week and technically there is no RFO in place [as reported to WTC in September 2025] and regularly works up to 30 hours per week.
- The Town Clerk role is due to be reviewed in November and at this point the council may want to consider an extension for a further three months or begin the permanent Town Clerk recruitment process.

## Recommendation

It is recommended that Council adopts the need for the revised structure as outlined above and commences the recruitment process for the Assistant Town Clerk and Facilities Officer immediately based on the revised job descriptions and amends the title to Interim Town Clerk/RFO and increases the weekly hours from 16 to 24.

## To receive and note the Councillor Vacancy

### Background and Information

On 09 September 2025, Cllr Lay resigned from Wilton Town Council as per the following:

*I am writing to tender my immediate resignation as a Councillor for Wilton Town Council, with effect from today, 09/09/2025*

*It has been an honour to serve the people of Wilton, and I am grateful for the opportunity to have contributed to the work of the Council. However, after careful consideration, I feel that due to my business needing my focus and attention I must step away.*

*I would like to thank my fellow councillors, and all the staff for their support during my time in office, and I wish the Council every success in continuing to serve our community.*

The Statutory Notice is on display until 02 October. If ten or more electors from the Wilton parish request an election, a by-election will be held. Requests must be made in writing to the Returning Officer at Wiltshire Council, as outlined in the statutory notice.

If no request is received within the statutory period, the vacancy will be filled by co-option, allowing the Town Council to appoint a new councillor.

**NOTICE OF VACANCY  
IN OFFICE OF COUNCILLOR**

**Wilton Town Council**

**WILTON**

**NOTICE IS HEREBY GIVEN**

that due to the resignation of Harry Lay, a vacancy has arisen in the Office of Councillor for Wilton Town Council.

If by 2 October 2025 (14 days after the date of this notice) a request for an election to fill said vacancy is made in writing to the Returning Officer at the address below by TEN electors from the Town of Wilton, an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option.

If an election is called, it will take place no later than 4 December, 2025.

Please note any requests to hold an election **MUST** be delivered only to the address below.

Dated 12 September 2025

Lucy Townsend  
Returning Officer  
Electoral Services, Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

Posted by:

Ms Paula Johnston  
Wilton Town Council  
Kingsbury Square  
Wilton  
Salisbury  
Wiltshire

In computing any period of time for this purpose, a Saturday, Sunday, Christmas Eve, Christmas Day, Boxing Day, Good Friday, Easter Monday, bank or public holidays or any day appointed for public thanksgiving or mourning must be disregarded.

### Recommendation

Members receive and note the information within this report.

## To consider actions relating to the Operating Plan and Risk Management Policy

### **Background and Information**

As per section 2.1 of the [Financial Regulations](#), *the council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.*

*2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.*

The [Risk Management Policy](#) was last reviewed by the Policy and Resource committee on 19 March 2024 and approved by the Full Council on 02 April 2024.

The categories of risk within the policy are as follows:

1. Financial - loss of money, fraud, theft, embezzlement
2. Property and Facilities– damage to property
3. Legal – breaking the law or being sued
4. IT – failure of IT systems or misuse
5. Reputational – actions harm the Council’s public reputation

To strengthen financial governance and improve efficiency, the following process changes will need to be implemented:

#### **1. Bank Account Access:**

- Councillors on the bank mandate will retain access to **view** transactions and **authorise** payments only when advised to do so.
- No councillor will have the ability to initiate or transfer funds independently. The RFO will manage the necessary transfer(s) and this transaction(s) will be reported in to the next Full Council meeting.

#### **2. Payment Schedule:**

- Payments will be made **once per month**, en bloc, on the **Wednesday following the Full Council meeting** where payments are formally approved. Note, ad-hoc payments may be considered by exception and in line with the Scheme of Delegation.

#### **3. Accounting System Access:**

- Access to the Scribe accounting system will be restricted to the **Town Clerk** and [in the absence of the Town Clerk] the **Deputy/ Assistant Town Clerk** who will manage the financial administration on behalf of WTC.

#### **4. Monthly Financial Reporting:**

- A consolidated payments report will be included in the Full Council papers each month. The monthly reports will include the I&E progressive YTD expenditure versus budget, quarterly reports and the balance sheet which provides an overview of the bank balances.
- Councillors and the general public will be able to review all financial activity in advance of the meeting.

## 5. Transparency and Engagement:

- Councillors are encouraged to ask questions about any financial matters. Queries are always welcome and will be addressed promptly.

## 6. IT SharePoint access

- **Access to the Operations and Facilities SharePoint files needs to** be owned by the Town Clerk with officers are the team members. Councillors cannot have access to all documents:  
(see appendix A for excerpt from the Civility and Respect – Officer and Councillor protocol)
- Within the **Operations and Facilities SharePoint sites** there will be requirement to set up Councillor channels so that relevant documents can be viewed. Officers will provide links to shared documents where councillors are invited to edit/ comment.
- Where owners of SharePoint sites are councillors, the system will be updated to reflect their status as members [not owners]. The Town Clerk/RFO will be set up as the Owner.

The Risk Management Policy and respective Risk Assessment will be updated to reflect the inclusion of the above points and WTC will be updated November 2025 meeting.

### Recommendation

It is recommended that Council resolves to receive this update and notes the Risk Management Policy will be presented for consideration and approval at the November meeting.



## **Councillors' access to information and to council documents**

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent.

Such approaches should normally be directed to the Officer. The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer. In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed.

In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.