

**MINUTES OF A MEETING OF WILTON TOWN COUNCIL – POLICY & RESOURCES COMMITTEE  
HELD IN WILTON COUNCIL CHAMBER ON TUESDAY 23<sup>rd</sup> JAN 2024 7.00PM**

**Present** Cllr Alan Crossley  
Cllr Charlotte Blackman  
Cllr Claire Forbes  
Cllr Andy Kinsey  
Cllr Teresa Taylor

**In Attendance** Mrs C Churchill, *Town Clerk*

**Also Present** 1 members of the public.  
**via ZOOM** 2 members of the public and Mr P Cornish, *Minutes Secretary*

*Cllr Crossley, Chair of Policy and Resources Committee opened the meeting.*

**PR/001/24 Apologies**

Apologies were received from Cllr Moore due to a re-scheduling clash and were noted.

**PR/002/24 Minutes of Policy and Resources Committee meeting 21<sup>st</sup> November 2023**

**Resolved:** To approve the minutes with no changes.

**Proposed:** Cllr Crossley      **Seconded:** Cllr Forbes

*All in favour*

**PR/003/24 To suspend Standing Orders at 7:02pm**

**Community engagement**

A member of the public queried the cleaning arrangements over the weekend for the public toilets and subsequently raised an issue with the left hand cubicle in the toilets

**PR/004/24 To reinstate Standing Orders at 7:04pm**

**PR/005/24 To respond to matters raised by the public**

The Town Clerk informed the committee that the cleaning contract, which had been in place for some years, scheduled cleaning for only the Saturday. The issue with the cubicle will be addressed.

**PR/006/24 Declarations of Interest**

- (i) Cllr Blackman declared an interest in PR/011/24 (ii)
- (ii) No dispensation requests had been received by the Town Clerk. The Town Clerk reminded Councillors to use the form to raise their Dispensation Request.

**PR/007/24 Exclusion of the Press and Public**

No items were identified.

**PR/008/24 Policy Review**

Cllr Crossley briefed the committee on the progress of the Policy Working Group in their review of the following policies:

- (i) Financial Regulations – Minor changes with a full review in September 2024 after the updated Financial regulations have been published by NALC.

**Resolved:** To note the changes made and to defer review until September once the NALC update to the Financial Regulation template has been published.

**Proposed:** Cllr Crossley      **Seconded:** Cllr Forbes

*All in favour*

- (ii) Risk Management Policy – not reviewed

- (iii) Statement of Internal Control – this has been reviewed with changes to clauses 4,5, 6 and 8.

**Resolved:** To accept the changes.

**Proposed:** Cllr Crossley      **Seconded:** Cllr Blackman

*All in favour*

- (iv) Procurement Policy – this has been reviewed with changes to clause 8 and the application form.

**Resolved:** To accept the changes.

**Proposed:** Cllr Crossley      **Seconded:** Cllr Kinsey

*All in favour*

- (v) Data Protection Policy – not reviewed.



**Resolved:** To approve the purchase.

**Proposed:** Cllr Forbes

**Seconded:** Cllr Kinsey

**All in favour**

Cllr Blackman rejoined the meeting.

- (iii) To review the current Budget (Income and Expenditure) and agree any virements should they be required.

No virements were identified. Cllr Blackman queried the amount on the VAT Control Account. The Town Clerk explained that this showed the amount of VAT to be claimed back. The reclaim of VAT from HMRC required an issue with a supplier's VAT invoice to be resolved.

**Resolved:** To note the report and that no virements were required.

**Proposed:** Cllr Crossley

**Seconded:** Cllr Taylor

**All in favour**

- (iv) To review the current Public Works Loan for the Pavilion inc term and outstanding amount.

The Town Clerk explained that the Wilton Town Council currently has two loans with the PWLB.

Both were taken out for the Sports Pavilion at Castle Meadow:

	Date	Total borrowed	Term years	Interest rate	Repayment amount	Repayment dates	Outstanding as of 6/4/23
PW499181	5th Dec 2011	£130,000	20	3.55%	£4,566.73	5th June 5th Dec	£69,838.73
PW501959	5th Mar 2013	£45,000	18	2.99%	£1,625.50	4th March 4th Sept	£22,979.80

**Resolved:** To keep the loans as is.

**Proposed:** Cllr Crossley

**Seconded:** Cllr Blackman

**All in favour**

#### PR/012/24 Neighbourhood Plan

The Town Clerk briefed the committee that work had started on a Wilton NHP prior to 2018 with considerable progress made in 2019. Cllr Crossley and the Town Clerk attended an online meeting with Wiltshire Council on the progress of the NHP. Stage one – the area of designation has been agreed. However, the work undertaken prior to the 2020 pandemic will need to be reviewed and most likely repeated. Unfortunately the company appointed to assist with drafting the plan is no longer in existence so a new company would need to be sought. Councillors expressed concern over securing volunteers to develop the NHP and that the work could be impacted if Wiltshire Council continued to not have a 5 year housing supply. The NHP are valid for five years and require an update after 2 years.

**Resolved:** To setup a small working group to assess the pros and cons of developing a NHP. The Working Group will produce a report for the Full Council. Possible members include Cllrs Crossley and Blackman, Town Clerk, a representative from the E&A Ctee and possibly a new Cllr.

**Proposed:** Cllr Crossley

**Seconded:** Cllr Kinsey

**All in favour**

#### PR/013/24 The Annual Town Meeting

The following details were decided:

- (i) The date for the Annual Parish Meeting is Monday 11th March
- (ii) It will be held at the Wilton Community Centre currently in the Pembroke Room. Although another may be required if many organisations sign up.
- (iii) All Wilton community groups will be invited to attend and make a brief presentation and/or have a table.
- (iv) The list of organisations will be updated to include those who use the Herbert Hall.
- (v) Refreshments will be provided – tea, coffee or squash plus biscuits or cake.
- (vi) To formally start at 7pm but with doors opening earlier eg at 6.30pm.
- (vii) Arrangements for advertisements to be developed.
- (viii) The next step is to write to all organisations inviting them to present / have a table.

**Resolved:** To agree the above outline.

**Proposed:** Cllr Crossley

**Seconded:** Cllr Taylor

**All in favour**

#### PR/014/24 Wilton Town Council website

Cllr Forbes informed the committee that the next steps were for the new pages to be created, and then for her and hopefully the Assistant to the Clerk to finalise and publish the pages.

#### PR/015/24 Update of Actions from the last Meeting

The Town Clerk informed the meeting of these updates of any actions not listed on this Agenda:

- (i) A list of current Policies has been circulated to all Councillors.

- (ii) The response to Wiltshire Council's Local Plan was submitted.
- (iii) The Virements agreed were actioned.
- (iv) The Internal Audit dates have been confirmed.
- (v) The Town Clerk will attend the Practitioner's Conference.
- (vi) The Budget and Precept were agreed at Full Council on 5th December.
- (vii) The Town Clerk is arranging a date for the County Conservator to visit.
- (viii) The Men's Shed Lease has been signed with no further changes.

**PR/016/24 Correspondence received**

The Clerk reported that the Police and Crime Commissioner is proposing to increase their precept and that the Southern Wiltshire Area Board will be at Wilton on the 28<sup>th</sup> February 2024.

**PR/017/24 Date of next meeting**

The date of the next meeting will be on Tuesday 19th March 2024 at 7.00pm in the Council Chamber.

**PR/018/24 To close the meeting at 8:24pm**

**Equality Statement**

*In the exercise of their responsibilities, Wilton Town Councillors have committed to uphold the Code of Conduct and to have full regard of the following in decision making:*

- *Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability)*
- *Data Protection (GDPR)*
- *Health & Safety*
- *Human Rights.*