

**MINUTES OF A MEETING OF WILTON TOWN COUNCIL – POLICY & RESOURCES COMMITTEE
HELD IN WILTON TOWN COUNCIL CHAMBER ON TUESDAY 19th MARCH 2024 7.00PM**

Present Councillor Alan Crossley
Councillor Charlotte Blackman
Councillor Claire Forbes
Councillor Andy Kinsey
Councillor Teresa Taylor

In Attendance Mrs C Churchill, *Town Clerk*

Also Present 1 member of the public.
via ZOOM 5 members of the public and Mr P Cornish, *Minutes Secretary*

Councillor Crossley, Chair of Policy & Resources Committee opened the meeting.

PR/019/24 Apologies

Apologies were received from Councillor Moore and were accepted for the reason given.

Proposed: Cllr Blackman **Seconded:** Cllr Taylor **All in favour**

PR/020/24 Minutes of the meeting held on 23rd January 2024

Resolved: To approve the minutes with no changes.

Proposed: Cllr Crossley **Seconded:** Cllr Kinsey **All in favour**

PR/021/24 To suspend Standing Orders at 7.01pm

Community engagement

Members of the Public made the following comments:

- A) For the next Annual Town Meeting could the question and answer session be after the Mayor's report?
- B) The Greyhound Lane toilets still have broken toilet roll holders.
- C) When will Castle Meadow car park pot holes be filled?
- D) Can the Charters be moved to a fireproof cabinet for better safeguarding?
- E) Thank you to all of those organisations who presented at the Annual Town Meeting. It was a bit long so could the Town Council consider having only one good, possibly paid for, Speaker?
- F) Will the Town Council consider upgrading the CCTV to reduce vandalism and erratic driving in Wilton?
- G) The fence posts will need treating to prevent rot.

PR/022/24 To reinstate Standing Orders at 7:09pm

PR/023/24 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.

The Chair of the committee, supported by the Town Clerk and other councillors provided the following responses:

- A) See agenda item PR/035/24
- B) New, hopefully vandal proof, toilet roll holders have been ordered and delivered.
- C) There was a temporary fix done in November 2023. The more permanent fix is waiting for better weather conditions.
- D) See agenda item PR/027/24
- E) See agenda item PR/035/24
- F) This will be looked at.
- G) Larger Oak posts were selected to be more environmentally friendly and ensure longevity.

PR/024/24 Declarations of Interest

- (i) Councillor Crossley declared an interest in PR/029/24 (i)
- (ii) No dispensation requests were received by the Town Clerk.

PR/025/24 Exclusion of the Press and Public.

No items identified.

PR/026/24 Policy Review

Councillor Crossley briefed the committee on the work undertaken by the Policy Working Group.

Resolved: To recommend Risk Management Policy, CCTV Policy, Mayor Making Procedure and the Use of the Wilton Town Council Trailer for Flood Equipment to go forward to Full Council.

The Data Protection Policy, Streaming of Meetings Policy and Flexible Working Policy to be deferred to the next Policy Working Group

Proposed: Cllr Crossley

Seconded: Cllr Blackman

All in favour

PR/027/24 To consider the report received following the visit by the Conservator from Wiltshire and Swindon History Centre Conservation department

(i) To note the Report

Proposed: Cllr Crossley

Seconded: Cllr Forbes

All in favour

(ii) To consider the suggestion of a quality facsimile copy. It was agreed that the Town Clerk will obtain the costs of purchasing quality facsimile copies. Possibly using the high resolution images held by Wilton Town Council and Councillor Crossley.

(iii) The Conservator made recommendations to replace the backing material, remove metal fixings, and purchase a temperature and relative humidity logger. The Committee also wanted to know the costs of moving, preparing for archive and ongoing storage of the Charters in the Wiltshire & Swindon History Centre. It was agreed that the Town Clerk will obtain the costs of these four items.

PR/028/24 To consider quotes for the Annual Insurance for Wilton Town Council

The Town Clerk said that four companies were asked to quote. Their main broker said that many firms had withdrawn from the market. The Town Clerk had received one quote. Renewal was due by 1st April.

Resolved: To accept the quote from Arthur J Gallagher for £6,534.23.

Proposed: Cllr Crossley

Seconded: Cllr Taylor

All in favour

PR/029/24 Managing the Council's money

(i) **Resolved** to approve terms of expenditure as detailed in the payment schedule.

Proposed: Cllr Kinsey

Seconded: Cllr Blackman

Cllr Crossley abstained, **rest in favour**

(ii) To review the current budget (Income and Expenditure) and agree any virements, should they be required. The Town Clerk explained that virements were movements of the budget between nominals within a financial year. **Resolved** to make a virement of £2,000 from 4220 (repairs and maintenance) to 4485 (biodiversity) within 400 Parks and Open Spaces.

Proposed: Cllr Crossley

Seconded: Cllr Forbes

All in favour

(iii) To review current available funds (unspent budget) and agree to transfer to Ear Marked Reserves, EMR. **Resolved** to make the following transfers:

| Amount - £s | From (Nominal) | To EMR Ref |
|-------------|-----------------------------------|-----------------------|
| 14,307 | Repairs and Maintenance 120/4220 | Council Offices 326 |
| 5,000 | Capital Repairs 120/4235 | Council Offices 326 |
| 1,428 | Xmas Lights 150/4300 | Xmas Lights 340 |
| 1,793 | Civic Events 150/4300 | Civic Events 331 |
| 1,200 | IT Hardware and software 100/4100 | IT equipment 336 |
| 9,000 | Contribution to reserves 100/4130 | Wilton Historical 344 |
| 2,414 | Repairs and maintenance 200/4220 | Cemetery 320 |
| 500 | Tree surgery 200/4350 | Tree Surgery 345 |
| 1,500 | Tree surgery 250/4360 | Tree Surgery 345 |
| 1,500 | Car Park Maint & Repairs 300/4200 | Car Parks 321 |
| 1,000 | Repairs and maintenance 400/4220 | Open Spaces 322 |
| 1,000 | Playground equipment 400/4232 | Open Spaces 322 |
| 1,000 | Shelters 400/4455 | Open Spaces 322 |
| 2,000 | Street Furniture / Bins 400/4465 | Street Furniture 341 |

The Town Clerk explained that you can't transfer funds from EMRs to the budget for a specific nominal but you can spend directly from an EMR and that at the end of the financial year any unspent budgets would be transferred into the General Reserve.

Proposed: Cllr Blackman

Seconded: Cllr Taylor

All in favour

- (iv) **Resolved:** To confirm the acceptance of the grant awarded for the purchase of a vehicle trailer for flood equipment deployment.
Proposed: Cllr Blackman **Seconded:** Cllr Forbes **All in favour**
- (v) **Resolved:** To accept the Quote 1 for £2,166 for Tree work at Castle Meadow following storm damage in early 2024.
Proposed: Cllr Kinsey **Seconded:** Cllr Blackman **All in favour**

PR/030/24 Bus Shelters at St Andrew's Close and Wishford Road

Resolved: To confirm the order for the replacement parts.

Proposed: Cllr Blackman

Seconded: Cllr Crossley

All in favour

PR/031/24 Defibrillator Signage

The signage for the three public defibrillators differs.

Resolved: To agree to provide signage, similar to the signage at the Market Square defibrillator, on the two defibrillators at Castle Meadow and Wilton Community Centre.

Proposed: Cllr Blackman

Seconded: Cllr Crossley

All in favour

PR/032/24 Mobile Phone for Office Staff

The current mobile phone for the Town Clerk is basic and only suitable for taking calls.

Resolved: To purchase a smart phone on a contract which will allow the required use of Apps and remain the ownership of Wilton Town Council.

Proposed: Cllr Crossley

Seconded: Cllr Taylor

All in favour

PR/033/24 Remote timer for operating Pavilion Heating

Resolved: To purchase a remote timer so that the heating can be activated when required, this will require a smart phone to download and use the App. An agreed subset of Councillors and Officers will have access to the timer.

Proposed: Cllr Crossley

Seconded: Cllr Kinsey

All in favour

PR/034/24 Questions raised at Full Council on 5th March 2024

Why is the Pay Schedule not published? There is no legal requirement to publish it. The pay schedule sent to Councillors contains sensitive information. The Rialtas spreadsheets are regularly provided online.

Why is the committed column in Rialtas not used? This is typically used by larger Councils who turnover in excess of £1M per annum. It would not be cost effective in terms of software licences or manpower for Wilton Town Council to use it.

Resolved: To extend the meeting until 09:30pm.

Proposed: Cllr Crossley

Seconded: Cllr Blackman

All in favour

PR/035/24 The Annual Town Meeting

This was held on 11th March 2024, over 27 groups that meet within Wilton attended and most made a report. The Town Clerk stressed that the Annual Town Meeting was not a meeting of the Town Council, that it did not have to make a report and it was more a meeting for the residents to discuss matters of interest / concern. Members of the Public are able to raise questions at any of the Wilton Town Council regular meetings. The Committee proposed the following points for the next Wilton Annual Town Meeting:

- (i) Keep the question and answer session at the end.
- (ii) Consider starting earlier and then finishing earlier. This should provide ample time for networking.
- (iii) Consider hiring all the halls in the Community Centre. This will need to be booked soon for the 2025 meeting.
- (iv) Organise a multi-year rota of talks so that each organisation gets an opportunity for example every other year.
- (v) Consider not doing Wilton Town Council Committee reports as the meeting is not a Wilton Town Council meeting and any report could then shift the focus of the debate away from the Town and its residents onto Wilton Town Council matters.

PR/036/24 Planning

- (i) To note the following Application for Tree Work which has been authorised under Dead, Dying or Dangerous Trees. 29 South Street. Wilton. Eucalyptus tree - fell
- (ii) To respond to the following Amended Planning Application.
PL/2023/09892. 29 North Street, Wilton. Alterations to the existing building and its conversion to form three houses, a first and second floor maisonette and a retained ground floor commercial unit (use class E). Amended plans.

Resolved: To make No Objection to the amended plans for two houses, a first and second floor maisonette and a retained ground floor commercial unit (use class E)

Proposed: Cllr Crossley

Seconded: Cllr Forbes

All in favour

PR/037/24 Wilton Town Council website

Councillor Forbes briefed the committee on the progress of the Website Working Group. After chasing, Vision ICT have confirmed that securing the website with SSL stops the search facility from working.

PR/038/24 Update of Actions from the last Meeting

No update.

PR/039/24 Correspondence received

The Town Clerk had received the Interim Internal Audit report from the Internal Auditor who was very happy with the Internal Audit.

PR/040/24 Date of next meeting

To confirm the date of the next meeting as Tuesday 21st May 2024 at 7.00pm in the Council Chamber.

PR/041/24 To close the meeting at 09:31pm

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.*