

**MINUTES OF A MEETING OF WILTON TOWN COUNCIL – POLICY & RESOURCES COMMITTEE  
HELD IN WILTON TOWN COUNCIL CHAMBER ON TUESDAY 19<sup>th</sup> 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 1<sup>st</sup> 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 5<sup>th</sup> 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.*