

**MINUTES OF A MEETING OF WILTON TOWN COUNCIL – POLICY and RESOURCES COMMITTEE  
HELD IN WILTON COUNCIL CHAMBER ON TUESDAY 17<sup>th</sup> July 2024 7.00PM**

**Present** Councillor Alan Crossley  
Councillor Charlotte Blackman  
Councillor Claire Forbes  
Councillor Chris Harrison  
Councillor Andy Kinsey

**In Attendance** Mrs C Churchill, *Town Clerk*  
Mr P Cornish, *Minutes Secretary*

**Also Present** 1 member of the public.  
**via ZOOM** 3 members of the public

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

**PR/073/24 Apologies**  
No apologies were received.

**PR/074/24 Minutes**  
**Resolved:** To approve the minutes of the meeting held on 21st May 2024 as a true record.  
**Proposed: Councillor Crossley**                      **Seconded: Councillor Harrison**                      **All in favour**

**PR/075/24 To suspend Standing Orders at 7:01pm**

**Community engagement**

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 meeting. Members of the Public made the following comments:

- A) Have the toilets been formally transferred from Wiltshire Council to Wilton Town Council?
- B) They would like to express their thanks for all the hard work Peter Blackman has done as volunteer. Would the Town Council consider re-introducing Civic Awards?
- C) How many companies were officially invited to quote for the self-closing child safety gates in Minster Park?
- D) How many companies visited to inspect the problem with the gates besides idverde?
- E) How many quotes were received for the safety gates?
- F) In the initial request to quote were both the repair price AND the replacement price for new gates requested?

**PR/076/24 To reinstate Standing Orders at 7:06pm**

**PR/077/24 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) The toilets have not been formally transferred from Wiltshire Council to Wilton Town Council, the transfer is complete except for waiting for the Land Registry to update the title.
- B) Civic Awards will be considered by a future Policy and Resources Committee.
- C) More than four companies.
- D) Three visited.
- E) Four quotes to initially repair and then replace the gates.
- F) Initially it was thought that the gates could be repaired, this was updated to include an option of replacement.

**PR/078/24 Declarations of Interest**

- (i) Councillor Blackman declared an interest in PR/080/24 (iv).
- (ii) No dispensation requests were received by the Town Clerk.

**PR/079/24 Exclusion of the Press and Public**

No items were identified.

**PR/080/24 Managing the Council's money**

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

It was noted that whilst some codes had gone over budget the cost centres were all within budget.

**Resolved:** To approve the Income and Expenditure as a true record.

**Proposed: Councillor Crossley                      Seconded: Councillor Harrison                      All in favour**

- (ii) To consider a quote for Fire Risk Assessment combined with an Accessibility Audit and Legionella. The costs are £425 for 2 audits and £585 for 3 or 4 audits. Both costs exclude VAT. The four audits are Fire Risk, Legionella, Accessibility Audit and Health and Safety Audit. The committee asked for the Council Offices, Cemetery, Castle Meadow Pavilion and possibly the Public Toilets to be audited.

**Resolved:** To undertake 4 audits for each of the Council Offices, Cemetery, Pavilion and possibly the Public Toilets.

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

**Action: Town Clerk;**

- (iii) It was noted that the Council's debit card was subject to a fraudulent attempt and has been cancelled with a new card being issued and received.

- (iv) To approve terms of expenditure as detailed in the payment schedule. The Town Clerk explained that the electricity bill was for the period 6<sup>th</sup> March to 4<sup>th</sup> June. The costs included heating up the four tanks of hot water to enable the weekly Legionella tests.

**Resolved:** To approve terms of expenditure as detailed in the payment schedule.

**Proposed: Councillor Kinsey**

**Seconded: Councillor Crossley**

**Councillor Blackman abstained, Rest in favour**

**Resolved:** . All Minutes (ie: Full Council and Committees) should include the Pay Schedule which is GDPR (name column redacted).

**Proposed: Councillor Harrison**

**Seconded: Councillor Blackman**

**All in favour**

**Action: Town Clerk**

- (v) To approve the purchase of three new pedestrian gates at Minster Street Play Area. Two quotes had been received to replace the gates which were not repairable.

**Resolved:** To approve Quote 1 to purchase 3 new yellow gates at a cost of £6159.00. Town Clerk to confirm that they will be 1200mm high – to match the height of adjoining fence.

**Proposed: Councillor Blackman**

**Seconded: Councillor Kinsey**

**All in favour**

**Action: Town Clerk;**

**PR/081/24 Terms of Reference for Working Groups reporting to the Policy and Resources Committee**

To confirm that the following Working Groups will meet and agree their Terms of Reference ready to adopt at the next Policy and Resources Committee Meeting on 17th September 2024:

- Budget Working Group
- Events Working Group (this WG also sits under the Environment and Amenities Committee)
- Policy Working Group
- Website Working Group

**Resolved:** To propose that the Working Groups meet and agree their Terms of Reference. Note that the Town Clerk has published draft Terms of Reference in their Officer's Report.

**Proposed: Councillor Crossley**

**Seconded: Councillor Harrison**

**All in favour**

**Action: Councillors Crossley, Forbes and Kinsey.**

**PR/082/24 Policy Working Group**

To note that the Policy Working Group will meet before the 6th September to review the following Policies:

- Biodiversity Policy
- Council Debit Card Policy
- Data Protection

- Email Policy
- Financial Regulations (new Model issued by NALC).
- General Reserves Policy
- Health and Safety Policy
- High Consequence Infectious Disease policy
- Mayoral Allowance Policy
- Online Banking Payment Policy
- Public Participation at Meetings Policy
- Social Media Policy
- Streaming of Meetings Policy

**Resolved:** To add the Flexible Working Policy to the list and that Councillor Harrison should join the Policy Working Group.

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

**Action: Councillors Crossley, Blackman, Kinsey and Harrison**

**Deadline date: 6/9/24**

**PR/083/24 To adopt the Draft Procedure for Civic Event Processions**

This is a checklist to help event planners plan for their events. If required the publicity for events would ask attendees to inform the event organisers of any special requirements, eg dietary or access, they may have. It would be used for the following events:

- Civic Service
- Remembrance Parade
- Mayor Making
- Christmas Light Switch On

Minor amendments were made to the previously circulated draft.

**Resolved:** To adopt the updated Procedure.

**Proposed: Councillor Crossley                      Seconded: Councillor Kinsey**

**All in favour**

**Action: Town Clerk;**

**PR/084/24 Planning**

PL/2024/05949 SAW MILL YARD, SOUTH STREET, WILTON, SALISBURY, SP2 0JU - Pollard 5 Lime trees.

**Resolved:** To SUPPORT the planning application.

**Proposed: Councillor Kinsey                      Seconded: Councillor Crossley**

**All in favour**

**Action: Town Clerk.**

**PR/085/24 Budget Working Group**

To confirm the Councillors that will be on this Working Group, which will meet in the Autumn to prepare a Budget and propose a Precept.

**Resolved:** That the members would be the Mayor, two representatives from the Environment & Amenities committee, two representatives from the Policy & Resources committee and one from the Staffing Committee. The representatives to be nominated by the Chairs of the Committee.

**Proposed: Councillor Crossley                      Seconded: Councillor Kinsey**

**All in favour**

**Action: Town Clerk.**

**PR/086/24 Wilton Town Council website**

Councillor Forbes gave a verbal report from the Website Working Group, the current plan is to continue working through the plan of changes. Councillor Harrison stated that the Town Council's new Microsoft 365 platform, as setup by Cloudy IT, could provide a website and that Cloudy IT had a supplier that the Town Council could use. Councillor Forbes to discuss options with Councillor Harrison.

Action: Councillors Forbes and Harrison.

**PR/087/24 Update of Actions from the last Meeting**

To receive an update of any actions not listed on this Agenda.

- (PR/056/24) Wiltshire Police has been informed of the Council decision. Harvey and Snowdon has agreed to access to the kitchen area.

- (ii) (PR/057/24) The End of Year accounts were approved and signed at Full Council. The relevant paperwork has been sent to the External Auditor. The External Auditor has asked if the Council held the General Power of Competence, GPC, and the response (no) has been sent.

Councillor Harrison wanted to correct this statement as he had undertaken research, including contacting NALC and the LCC's consultant who is undertaking the Review. The Town Council had declared that it met the criteria for the GPC in 2021. The GPC lasts for the term of the election (four years or until the next Annual Meeting after an election).

The Town Clerk said that there was conflicting guidance, and had provided the details to the Internal Auditor. The Town Clerk had said that NALC had also advised that the Town Council had to be eligible at the point of using the GPC and that the Town Council was currently ineligible to use the power.

**Resolved:** To disregard the advice of the Clerk and to agree that the Town Council does have the General Power of Competence as per the NALC guidance (LTN31)E issued in 2023 and to inform the External Auditor accordingly. The Town Clerk was asked to seek the views of the External Auditor.

**Proposed: Councillor Harrison    Seconded: Councillor Blackman    Majority, 3:2, were in favour**

**Action: Town Clerk.**

- (iii) (PR/058/24) The Town Clerk will request quotes for Internal Audit in October 2024.
- (iv) (PR/059/24(iv)) The contract for the fence repair has been awarded. The Polytunnel has been ordered and delivered.
- (v) (PR/069/24)
- (i) Policy Working Group has not met.
  - (ii) A mobile phone for the Town Clerk has been purchased.
  - (iii) The Central Heating timer has been installed at the Pavilion and will be operational once the smart phone is in use.
  - (iv) A date has yet to be set to discuss the valuations.

**Resolved:** To note the updates.

**Proposed: Councillor Crossley    Seconded: Councillor Blackman    All in favour**

**PR/088/24 Town Clerk's Report**  
Noted

**PR/089/24 Date of next meeting**  
To confirm the date of the next meeting as Tuesday 17th September 2024 at 7.00pm in the Council Chamber.

**PR/090/24 To close the meeting at 8:50pm**

### **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.*