

**MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING OF WILTON TOWN COUNCIL  
HELD IN WILTON COUNCIL CHAMBER ON TUESDAY 10<sup>th</sup> SEPTEMBER 2024 6.00PM**

**Present** Councillor Alan Crossley, *Mayor of Wilton*  
Councillor Alexandra Boyd  
Councillor Charlotte Blackman  
Councillor Chris Harrison  
Councillor Andy Kinsey  
Councillor Gail Moore  
Councillor Mick Whillock

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

**Also Present** No members of the public.  
**via ZOOM** 4 members of the public.

The Mayor of Wilton, Councillor Alan Crossley, opened the meeting at 6pm.

**173/24 Apologies**

The Town Clerk had received apologies from Councillors Forbes, Hillard, Page and Taylor.

**174/24 Declarations of Interest**

- (i) No Declarations of Interest were received by the Town Clerk.
- (ii) No Dispensation Requests were received by the Town Clerk.

**175/24 Managing the Council's Money**

To consider quotes for Rialtas financial support whilst the Office is understaffed.  
In addition to the quotes presented to Full Council on 3<sup>rd</sup> September a further three quotes had been obtained.

Option 1	£475 per day plus VAT and travel (approx £34)
Option 2	£599 per day plus VAT and travel (approx £34)
Option 3	£40 per hour in the Office (no VAT and no travel)
Option 4	£40 per hour remote working (no VAT)
Option 5	£40 per hour, remote or in office (travel costs of £103.50)

Councillor Harrison stated that options 1 and 2 remain unchanged from the previous meeting and that the spec and output was not included.

Councillor Harrison had circulated a report that morning but not everyone had had the opportunity to read this.

There followed a discussion which included;

- The previous Assistant to the Town Clerk reduced hours as of 27<sup>th</sup> March to 5 hours a week and this was mostly spent on finance until 24<sup>th</sup> April.
- Why is Wilton Town Council only looking to outsource finance?
- Clerk could do finance and get a Locum to do admin duties.
- Need to address current situation
- This is a short term solution
- Not enough information to vote
- Discussion on Staffing and recent Staffing Review
- Struggling with quotes, unsure how they can quote.
- What if Clerk doesn't get the information to them
- How will success be measured
- Not seen a Job Description for Staff.
- Can't identify what needs to be achieved.

- If it wasn't for some Cllrs nothing would get done.
- This came straight to Full Council, normally debated in Committee first.
- Currently in a crisis with Clerk overworked and need to get someone in.
- Prefer someone more local.
- Consider a cap on how much is spent.
- Need someone who understands accountancy.

Proposed that the matter should be discussed at the Staffing Committee (it was stated that the Agenda for the next Staffing Committee had already been published).

The Clerk advised that the three clear days for the Staffing Agenda were Wednesday, Thursday and Friday as the meeting was on Monday.

Proposed Cllr Harrison                      Seconded Cllr Boyd                      5 in favour  
Motion carried

Proposed that the current budget of £1000 is used to employ option 3.

Proposed Cllr Crossley                      Seconded Cllr Kinsey                      2 in favour  
Motion failed.

**Agreed:** That the Town Clerk focuses on Finance above all other matters for the next few days so that the accounts for July and August were completed.

**176/24**

**Date of next meeting**

- (i) The date of the next meeting of Wilton Town Council will be held on Tuesday 1st October at 7pm, in the Council Chamber.

**177/24 To close the meeting at 6.55pm**