

**MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF WILTON TOWN COUNCIL
HELD IN WILTON COMMUNITY CENTRE ON TUESDAY 11th FEBRUARY 2025 7.00PM**

Present Councillor Alan Crossley, *Mayor of Wilton*
Councillor Charlotte Blackman
Councillor Claire Forbes
Councillor John Page
Councillor Mick Whillock

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

Also Present 6 members of the public.
via ZOOM 6 members of the public.

The Mayor of Wilton, Councillor Alan Crossley, opened the meeting making a short statement - *It is with great sadness that I have to report the resignation of two long-standing Wilton Town Councillors. Councillor Teresa Taylor on the 4th February and Councillor Andy Kinsey on the 7th February. I thank them both for their many years of outstanding service to the Community of Wilton.*

040/25 Apologies

Apologies for absence were received from Councillors Flanagan, Harrison, Hilliard and Moore

041/25 To suspend Standing Orders at 7:01pm

Community Engagement – only matters on this agenda

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 could be answered in writing or may appear as an Agenda item for a future appropriate committee meeting. Members of the public raised the following points:

- 1 Will all aspects of the audit reports be discussed? Or are there confidential aspects that won't be discussed.
- 2 Even if the reports contain confidential aspects can they be shared?
- 3 Can residents receive copies of the audit reports via email after the meeting?
- 4 Has any new Health and Safety guidance been provided to hirers of the buildings eg the Pavilion?
- 5 How often is the defibrillator checked by the cleaner?
- 6 How often are the legionella checks done by the cleaner?
- 7 Who is doing the checks in the absence of the cleaner?
- 8 Why is there no officer report / attachments for this meeting?
- 9 How can the Town Councillors be advised by the Town Clerk if there's no officer report?
- 10 Are we going to get the chance to read the reports?
- 11 Why have the audits not been published before the meeting? So there's a genuine discussion between members of the public and the councillors.
- 12 When are the audits going to be published?

042/25 To reinstate Standing Orders at 7:08pm

043/25 Community Engagement

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. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

Councillor Crossley, supported by the Town Clerk and other councillors provided the following responses (note during this session Standing Orders were occasionally suspended to allow further comment from the members of the public):

- 1 All aspects of the reports will be discussed or are open for discussion.
- 2 The reports could appear on the web site and the members of the public can download them from there, may not be until the following week.

Action: Town Clerk

- 3 See answer 2 above.
- 4 No.
- 5 Four weekly by either the Town Clerk or Councillor Forbes.
- 6 Monthly.
- 7 The Town Clerk for the defibrillator, the details to be confirmed for legionella.
Action: Town Clerk
- 8 An Officer Report was not applicable for the format of this extraordinary meeting, ie a review by the councillors of the audits and to agree any actions.
- 9 See answer 8 above.
- 10 See answer 2 above
- 11 The extraordinary meeting was specifically for the Town Council to review the reports at a meeting that is open to the public but is not a public meeting. The Council has had the reports since December 2024. This meeting is for specifically to consider the reports. It is for the Council to consider the reports as the Councillors have been elected to represent the Community, members of the public may ask questions once the reports have been published.
- 12 See answer 2 above

044/25 Declarations of Interest

- (i) None
- (ii) No Dispensation Requests had been received by the Town Clerk.
- (iii) Noted.

045/25 Exclusion of the Press and Public

No items identified.

046/25 To Receive the reports, discuss the findings and agree any actions following the assessments undertaken in November

Councillor Crossley highlighted that all the reports totalled over 500 pages. The focus of the Town Council's review will be on the high priority action items – ie Red or Amber status. Each report was examined in turn with the following actions identified:

(i) General Risk Assessment

1. Defer discussion on asbestos until after the Asbestos Report had been provided for the Council Offices, cemetery buildings and Public Toilets.
2. Defer discussion on fire risk to 046/25 (ii)
3. Undertake the following risk assessments:
 - a. Council risk assessment for the cemetery
 - b. Grave-digger risk assessment for the cemetery
 - c. For the Pavilion
 - d. For all Town Council events eg Mayor Making

Note that the 'WorkNest portal' has template risk assessments

Action: Town Clerk

4. Produce a COSHH sheet for the Town Council Office
Action: Town Clerk
5. All employees to do a Display Screen Equipment (DSE) assessment
6. The contractor has since provided up to date electrical certificates – filed.
7. The Town Council has been sent fire safety certificates - filed.
8. Defer discussion on legionella risk to 046/25 (iii)
9. Check and replenish the First Aid boxes
Action: Town Clerk
10. The Lone Worker Policy needs to be reviewed to ensure that it covers the lone working of the Town Clerk and other employees / councillors
Action: Town Clerk > Policy Working Group
11. Defer discussion on Health and Safety until 046/26 (v)

(ii) Fire Risk Assessment

Across all buildings there are these actions:

1. Ensure that Red Logbooks are visible, accessible and secure. Log books to be used to record status of all tests.
2. Purchase and affix 'Fire Door – Keep Shut' signs
3. Implement regular emergency lighting testing
4. Install visual alarms
5. Write the procedure for annual fire drills and ensure they are carried out (Council Offices)
6. Ensure fire alarm testing arrangements are being carried out.
Action: Town Clerk

a) Council Offices

1. Fix the breaches in the fire compartment of the electric cupboard.
Action: Officer.
2. Ensure escape routes are kept clear eg 2nd floor exit into 1st floor office
Action: Town Clerk

b) Public Toilets

1. Fix the breaches in the fire compartment of the ceiling in the Gents Toilet.
Action: Officer

c) Castle Meadow Pavilion

1. Remove and ensure there is never storage of combustible material inside hot water cylinder cupboard.
2. Consider suitable lockable metal cabinets for the storage of cleaner's equipment, chemicals, combustible materials, etc according to Health & Safety Regulations. Possibly to be located in Referee's Room. Action for Officer.
3. Review types and placement of bins throughout Pavilion eg hygiene and general waste. Update instructions for cleaner to ensure bins are in correct positions. Provide notices for users.
4. Update information sent to hirers on the booking form and the confirmation email to highlight Health & Safety requirements
Action: Town Clerk

d) Cemetery Buildings

1. Check fire exits are clear of obstructions, especially before a funeral.
2. Move equipment from escape routes eg cones to suitable storage areas.
3. Town Clerk to ask the specialist contractor to review provision of fire extinguishers including possible locations on escape routes.
4. Town Clerk to seek specialist advice on fire alarm across all rooms
Action: Town Clerk

(iii) Legionella Risk Assessment

a) Council Offices

1. Arrange Legionella 'responsible person' training for Town Clerk and Deputy Town Clerk (when appointed).
2. Arrange legionella 'employee level' training for cleaner.
Action: Town Clerk

b) Castle Meadow Pavilion

1. Currently large hot water cylinders have to be heated to provide hot water to the kitchen. Consider providing 'instant' electric hot water system for kitchen.
2. Review options to provide heated showers without requiring large hot water storage cylinders.
3. Confirm whether regular flushing of water outlets (hot and cold taps, showers etc) is required across all buildings.
Action: Town Clerk

c) **Cemetery and public toilets**

Confirm the requirement for legionella testing for the toilets and cemetery which have mains water fed cold water systems only and possibly cold water storage tanks. Written confirmation to be provided if testing is not required.

Action: Town Clerk

(iv) **Disability Access Risk Assessment**

a) Council Offices

1. Purchase a wheel chair for members of the public to use to access the chamber.
2. Ask an accessible toilet specialist to assess toilets.
3. Install visual indicator for fire alarm.

Action: Town Clerk

COUNCILLOR PAGE LEFT AT 8:51PM.

b) Castle Meadow Pavilion

1. Install visual indicator for fire alarm.
2. Keep corridors free from obstructions

Action: Cleaner

3. Town Clerk to check with Evotec about the testing and servicing of the toilet alarms.

Action: Town Clerk

COUNCILLOR CROSSLEY PROPOSED AN EXTENSION FOR 20 MINUTES.

c) Cemetery Buildings

1. To cost a folding ramp for use at the chapel.
2. To explore possibility of adding drop curb.
3. The arrangements and use of the toilet at the cemetery, eg contractor only/use by public at their risk etc, is to be considered by a future Environment & Amenities committee meeting.

Action: Town Clerk

Town Clerk to review remaining actions when the high priority actions have been addressed.

(v) **Health and Safety Policy and Manual**

Town Clerk to ask that references to Dorset are removed from the documents.

Action: Town Clerk

Resolved: To accept the Health and Safety policy

Proposed: Councillor Crossley Seconded: Councillor Forbes All in Favour

Resolved: To accept the Health and Safety manual

Proposed: Councillor Blackman Seconded: Councillor Forbes All in Favour

047/25 Date of next meeting

The date of the next meeting of Wilton Town Council which will be held on Tuesday 4th March 2025 at 7pm. Venue is Wilton Community Centre.

048/25 To close the meeting at 9:14pm