

**MINUTES OF A MEETING OF WILTON TOWN COUNCIL – POLICY & RESOURCES COMMITTEE
HELD IN WILTON COMMUNITY CENTRE ON TUESDAY 18th MARCH 2025 7.00PM**

Present Councillor Alan Crossley
Councillor Charlotte Blackman
Councillor Claire Forbes
Councillor Chris Harrison

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

Also Present 3 members of the public.
via TEAMS 10 members of the public

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

PR/019/25 Apologies
None.

PR/020/25 Minutes
Resolved: To approve the minutes of the meeting held on 21st January 2025.
Proposed: Councillor Crossley Seconded: Councillor Forbes All in favour

PR/021/25 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.

- A) Can the chapel ceiling be repaired?
- B) Will the Town Council change its policy on requiring sealed USB drives to provide meeting recordings to members of the public?
- C) Can the Town Council put recordings onto SharePoint?
- D) Why would you pay more money for someone else to help with the end of year finances when this is the primary job of the Clerk, who is the Responsible Financial Officer?
- E) Again why would you pay more money for someone else to help with the HMRC VAT enquiry, a job the Responsible Financial Officer is already being paid to do?
- F) Is it normal to pay 3 times for end of year accounts - in house Financial Officer, followed by an Accountant and then an Auditor?
- G) Can there be a standing item on the agenda for Health & Safety report?
- H) Pavilion – Will the Town Council authorise payment of £17.99 to Peter Blackman for software to create floor plans?
- I) There needs to be a discussion on the Carnival paying a ‘token’ fee for the hire of the Pavilion.

PR/022/25 To reinstate Standing Orders at 7:10pm

PR/023/25 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 Town Council needs to understand why the ceiling collapsed before considering its replacement.
- B) The policy has just been updated.
- C) Cllr Harrison said that the Town Council could share recordings .

- D) The preparation and completion of the year end accounts requires dedicated, uninterrupted time to focus and complete. Hopefully with the arrival of the new Deputy Clerk this can be progressed. Last year it took them 25 hours. See item 028/25 (vii)
- E) See item 028/25 (viii)
- F) See item 028/25 (vii)
- G) It is proposed to add an item to the agendas for the Environment & Amenities, Policy and Resources and Staffing Committees.
- H) See item on payments - 028/25 (vii).
- I) Deferred to Full Council on 31st March.

PR/024/25 Declarations of Interest

- (i) Cllr Blackman declared an interest in PR/028/25 (vi).
- (ii) There are no dispensation requests.

PR/025/25 Exclusion of the Press and Public

No items, if required, to be dealt with after the public, including the press, have been excluded under Public Bodies (Admissions to Meetings) Act 1960.

PR/026/25 Replacement of heaters at The Sports Pavilion

Resolved: To purchase 3 new heaters for the Pavilion to replace the existing two heaters in the main hall at an estimated cost of £683.85 net.

Proposed: Councillor Blackman Seconded: Councillor Crossley All in favour

PR/027/25 Wilton Town Council IT

- (i) To review the current email accounts. After some debate the Town Clerk was asked to request a refund from VisionICT.
Action: Town Clerk to put Structural Survey on E&A Agenda
- (ii) To review the current access to Wilton Town Council documents and assess the risk. The Town Clerk highlighted the risk of all councillors having access to all documents. VisionICT had expressed concern over possible breaches of GDPR. It was agreed to ask CloudyIT for a combined Cllr and employee training session on the capabilities of SharePoint, eg permissions and how to apply them.
Action: Town Clerk to organise training, after the election.
- (iii) To consider the SharePoint access for Cllrs from 1st – 6th May. CloudyIT has recommended freezing all accounts between the election and the subsequent Annual meeting when the new cllrs are appointed.

Resolved: To not take any contingency for the period.

Proposed: Councillor Crossley Seconded: Councillor Blackman All in favour

PR/028/25 Managing the Council's money

- (i) To review the current budget (Income and Expenditure) and agree any virements should they be required. Defer to Full Council because the financial records are not up to date.
Action: Town Clerk
- (ii) To consider the current Ear Marked Reserves and reallocate if necessary. Defer to Full Council because the financial records are not up to date.
Action: Town Clerk
- (iii) To review bank charges, £4.25/month, applied to Wilton Town Council accounts. There is also a charge on the Mayor's account. Noted.
- (iv) To consider the future of the Neighbourhood Planning Group Account. This account is not one of the Wilton Town Council accounts but uses the office address. There are now charges on this account and with no progress on the Neighbourhood Plan the need for this account should be considered.

Resolved: To close the account and transfer the funds to the Wilton Council account by sending a counter-signed letter to the bank.

Proposed: Councillor Crossley Seconded: Councillor Forbes All in favour

Action: Town Clerk

- (v) Utility Charges. The current contract expires on 31st March 2025. To consider quotes provided by Utility Aid, please note that the quotes are subject the change as the rates fluctuate daily:

- Shaftesbury Rd Cemetery buildings
- Public Toilets
- Church of Old St Mary
- Pavilion, Castle Meadow
- Council Offices – gas
- Council Offices – electric

The Town Clerk will send up to date metre readings to suppliers who will be asked to provide quote for the Full Council meeting. Cllr Blackman to provide solar readings.

Action: Town Clerk; Cllr Blackman

- (vi) To approve terms of expenditure as detailed in the payment schedule.

Date	Centre	Code	Cheque	Payee	Description	Ex VAT	VAT	Total
25-Mar-25	100	4000	BACS	Staff salaries	PAYE Mar 2025	tbc	0.00	tbc
25-Mar-25	100	4000	BACS	HMRC - PAYE	PAYE Mar 2025	tbc	0.00	tbc
25-Mar-25	100	4000	BACS	Wiltshire Council	Pension Mar 2025	tbc	0.00	tbc
18-Mar-25	110	4082	BACS	Mr P Cornish	Minutes Secretary (x 7)	490.00	0.00	490.00
18-Mar-25	100	4095	BACS	Mr P Cornish	Website work	70.00	0.00	70.00
18-Mar-25	120	4220	BACS	Wilton Hardware	Light bulbs	13.32	2.66	15.98
	450							
18-Mar-25	400	4220	BACS	Wilton Hardware	3 x padlock and 1 x chain	102.87	20.57	123.44
18-Mar-25	350	4220	BACS	Wilton Hardware	key safe and key tags	32.08	6.41	38.49
15-Mar-25	100	4063	DD	Lloyds bank	Account charges - Debit a/c	8.50	0.00	8.50
18-Mar-25	100	4063	DD	Lloyds bank	Account charges - Business a/c	8.50	0.00	8.50
18-Mar-25	100	4063	DD	Lloyds bank	Account charges - NHP a/c	4.25	0.00	4.25
18-Mar-25	100	4080	DD	Mainstream	Office phone	26.50	5.30	31.80
18-Mar-25	100	4080	DD	Mainstream	Office - Broadband	34.50	6.90	41.40
18-Mar-25	350	4080	DD	Mainstream	Pavilion - Broadband	34.50	6.90	41.40
						825.02	48.74	873.76
6-Mar-25	120	4605	Debit	Home Bargains	Cleaning materials - Offices	8.55	1.71	10.26
6-Mar-25	120	4045	Debit	Home Bargains	Dust sheets - Chamber etc	8.29	1.66	9.95
Authorised and Paid								
6-Mar-25	100	4100	BACS	Cloudy IT	MS365 and support	187.45	37.49	224.94
	110							
6-Mar-25	400	4220	BACS	Wilton Men's Shed	Signage backing / key cutting	89.70	0.00	89.70
	200							
6-Mar-25	350	4220	BACS	Simon Charles Tothill (Turnstone Renovation)	sign retrieval / pavilion installations	87.50	0.00	87.50
	400							
6-Mar-25	350	4220	BACS	Dean Wheeler (Repair my Win/dr)	Repairs - Pavilion french doors and single door	325.00	0.00	325.00
6-Mar-25	400	4220	BACS	Redlynch Leisure Installations Ltd	Play area gates and Minster St repairs	4,524.00	904.80	5,428.80
						5,213.65	942.29	6,155.94

The Town Clerk highlighted the following additional items:

Evotec	disable fire alarm for fly treatment	£90.00
Richard Hayes	Various jobs (repairs)	£958.12
Glaston	4 benches	£2,692.12
Compound	Adventure Play work	£5,693.26
Harvey & Snowden	Cemetery survey	£250 + VAT
Great Outdoor Gym Company	Correct items being re-sent	£263
Mr P Blackman	Reimburse for Floor Design 2 software	£17.99

Resolved: Approve the payment schedule and the additional payments.

Proposed: Councillor Crossley Seconded: Councillor Blackman All in Favour

Cllr Blackman to send invoice to the Town Clerk for the Floor Design 2 software. On receipt the payment will be uploaded.

Action: Cllr Blackma; Town Clerk

- (vii) End of Year - The End of Year is on 31st March 2025. There is money set aside in the budget for outside provision. To consider whether to book in external support to complete the end of year closedown. It was agreed external support for finances was not needed because the accounts do not need to be ready until June Full Council meeting.

- (viii) HMRC VAT enquiry - To receive an update on the current VAT enquiry. To agree to book in external support to complete the required VAT Partial Exemption Calculations. This query has not arisen before and so specialist support is required.

Resolved: Ask the auditor's advice as to which calculation to use and for the Town Clerk to

then authorise the appropriate spend of either £235 or £460.

Proposed: Councillor Crossley Seconded: Councillor Forbes Majority Approval

Action: Town Clerk

Cllr Forbes left the meeting

- (ix) Payment of Invoices – To review the current process and if required recommend changes to Full Council.

Resolved: That the Town Clerk would only upload payment details to the bank once a week.

Proposed: Councillor Crossley Seconded: Councillor Blackman All in Favour.

- (x) Payment of Staff Salaries. With the Local Council Elections there is a risk that there will not be enough bank signatories to approve staff salaries, and other payments, after the election. Agreed that two of the current four signatories are standing for re-election and one is undecided. If fewer than two signatories are re-elected, prompt action to appoint replacements will be taken.

- (xi) To note update for the LGPS Pension scheme.

a To note that Year End data is due by 30th April 2025

b To note the Employee contribution rates with effect from 1st April 2025

c To note Employer contribution rates with effect from 1st April 2025

Resolved: To note the above.

Proposed: Councillor Crossley Seconded: Councillor Blackman All in Favour.

PR/029/25 Insurance

- (i) To review the Asset Register for 2025. Cllr Crossley has been updating the asset register, adding and removing items where required but the work is not yet complete and the asset register has not been approved by this committee. The purchase price is used as the value.
- (ii) To consider the updated insurance valuations of Assets of Value. The review was on 13th March 2025 – one item is missing and the ivory handled cutlery now has zero value as they cannot legally be sold.
- (iii) To note that the update to the Reinstatement of Buildings cost is taking place on 27th March 2025.

Resolved: To extend the meeting by 30 minutes.

Proposed: Councillor Crossley Seconded: Councillor Harrison All in Favour.

- (iv) To consider insurance quotes for the financial year 1st April 2025 – 31st March 2026. The Town Clerk to obtain the cost for a monitored alarm and also look into options for the safe. The Town Clerk is to obtain confirmation from the Insurer that cover will be provided from start of the period even if payment is delayed and that the valuations will be provided later.

PR/030/25 Planning To respond to the following planning and tree work applications:

- (i) PL/2025/02048. 113 North Street - Single-storey Flat-Roof Rear Extension with one large roof light including demolishing & reconstruction of the boundary line block work wall; Alteration to the Ground Floor Layout & First Floor Layout to extend family bathroom; Replacement of the existing rear extension roof & installation of 4 new roof lights. Replacement of all windows & bi-fold doors located in existing rear extension & river room + updating of external treatment of existing rear extension walls to match new extension; Replacement of large window overlooking the river with a contemporary angled oriel window extending outwards to create a bay reading nook.

Resolved: No Objection.

Proposed: Councillor Crossley Seconded: Councillor Blackman All in Favour.

- (ii) PL/2025/02102. Recreation Ground, Minster Street - 1 - 3x Cherry Plum trees - crown lift by 2.5m; reduce any branches in close proximity to tennis courts by 1m-2m; reduce height by 1m-2m. 2 - 2x Common Holly trees - crown lift by 2.5m over grass area; crown lift over roof to create a 2m clearance; reduce overhanging branches back to fence line. 3 - English Oak tree - crown lift by 3m-4m; reduce any branches in close proximity to tennis courts back by 2m

Resolved: No Objection but note that English Oak is of historical importance
Proposed: Councillor Crossley Seconded: Councillor Blackman All in Favour.

- (iii) Planning Application: PL/2025/02420. Garden Apartment, West Lodge, 32 West Street - T1 - Hazel - coppice to 0.5m. T2 - Mullberry - tree has heavy lean over car park - fell to ground level.

Resolved: No Objection

Proposed: Councillor Crossley Seconded: Councillor Harrison All in Favour.

PR/031/25 To review an update from the Town Clerk on progress with the Health and Safety Action Plan, pursuant to resolution 062/25 March Full Council

Cllr Blackman had provided some suggestions to the Town Clerk; her expectation was that it would be a working document that would evolve.

Action: Town Clerk

PR/032/25 Policy Working Group

Nothing to report.

PR/033/25 Events Working Group

There had been a successful Annual Town Meeting, with feedback including ensuring refreshments are arranged and could the Question and Answer session be at the start.

Action: Town Clerk to pass to Events Working Group

PR/034/25 Wilton Town Council website

Cllr Blackman thanked Paul Cornish for his recent prompt response to some requests for website improvements.

Nothing to report.

PR/035/25 Town Clerk's Report

. The Town Clerk will discuss monitoring of Wilton CCTV with Salisbury Council.

Action: Town Clerk

PR/036/25 Date of next meeting

The date of the next meeting is Tuesday 20th May 2025 at 7.00pm. Venue to be confirmed.

PR/037/25 To close the meeting at 9:28pm.