



Wilton Town Council

Policy & Resources Committee

OFFICER REPORT

 The Council Offices
Kingsbury Square
Wilton SP2 0BA

Report for the Meeting scheduled for Tuesday 18th March 2025 at
7pm in Room 2, Wilton Community Centre.

12th March 2025

 01722 742093

Please can you ensure that any questions relating to matters on the Agenda are sent to the Town Clerk by 8am on Tuesday 18th March.

Background for items on the Agenda.

PR/020/25 Minutes

The Minutes have been circulated and displayed on the WTC website.

PR/026/25 Heaters at the Pavilion.

Please see the internal report available on Sharepoint

PR/027/25 Council IT

(i) Currently there are the following email accounts that were set up with Vision.

assistantclerk@	frozen will be deputyclerk@
clerk@	in use
cllr.ackroyd@	requested this is deleted
cllr.blackman@	in use
cllr.boyd@	was archived, requested deletion
cllr.crossley@	in use
cllr.forbes@	in use
cllr.harrison@	in use
cllr.hilliard@	in use
cllr.johnston@	requested this is deleted
cllr.kinsey@	archived, to be deleted
cllr.lafemina@	requested this is deleted
cllr.moore@	in use
cllr.page@	in use
cllr.taylor@	archived, to be deleted
cllr.whillock@	in use
mayor@	in use

minuteseecretary@ not used

Therefore there are 4 historic emails to be deleted and 2 current email to delete.

There also needs to be a discussion about minuteseecretary.

Each email costs £20 per year through Vision. MS365 access is only active on the emails currently in use

Following a confusing discussion with Cloudy with an email from them on 13th December stated the Councillor email licences are with Vision followed by an email on 13th January stated there are no email accounts hosted with Vision ICT and anything to do with emails / Microsoft comes through Cloudy IT.

The Mayor spoke with Cloudy and discussed a refund of the bill paid in November 2024 for £40 plus VAT. The Town Clerk also spoke with Vision ICT who offered a credit on the 2025 website invoice.

Outlook which is the only option, no one can log in via the Vision ICT page anymore.

(ii) Access to Wilton TC documents.

Some of the documents held by Wilton Town Council should not be available to all Councillors which is the current status using Sharepoint.

Documents that are ready to share should be uploaded to Sharepoint.

There is a GDPR risk with Councillors having full access.

This was flagged up when the proposal was passed and went against the recommendation of the Town Clerk and Information Commissioner's Office.

A Councillor has access until the access is stopped which, if they resign mid term, could be several days before action can be taken. Therefore Wilton Town Council should assess the risk of allowing full access to all documents.

(iii) Sharepoint Access from 1st May – 6th May

Elections take place on Thursday 1st May

Current Councillors vacate their office at 11.59pm on 5th May

Newly elected Councillors take office at 12.00 on 6th May.

If the election is uncontested then there will not be an issue as Cloudy can be informed in advance of the new Councillors. However should the election be contested and the results not known until after the Office closes on 2nd May there could be an issue.

Please note that should the election be contested, all candidates will be sent the meeting documents as attachments for the Annual Town Council Meeting on 6th May 2025.

PR/028/25 Money

- (i) The January accounts have previously been circulated and agreed at Full Council on 4th March 2025.

[Financial documents](#)

The Clerk hopes to complete the February accounts by 14th March and circulate these that day.

- (ii) Ear Marked Reserves.
Some changes have already been agreed for the 25/26 financial year. Town Clerk to action these ASAP.
The current budgets should be reviewed and any excess can be moved to an EMR.
- (iii) Account Charges.
Debit card account charges £8.50 per month
Current card account charges £8.50 per month
Total of £17 per month for the Wilton TC accounts.
- (iv) There is a Neighbourhood Planning account which is not accessed via the other TC signatories but is now subject to a £4.25 service charge per month.
To consider whether this account is required as there has been no progress on the NHP and the EMR for this is to be transferred to
- (v) Utility Charges
Please see email and quotes from Utility Aid dated 10th March 2025.
[Email from Corrie Imrie at Utility Aid.docx](#)
 - [Cemetery. Electric..pdf](#)
 - [Council Offices. Electric.pdf](#)
 - [Council Offices. Gas.pdf](#)
 - [OSM Electric.pdf](#)
 - [Pavilion. Electric.pdf](#)
 - [Public Toilets. Electric.pdf](#)
- (vi) Pay schedule will be circulated to Councillors.
[2025 03 18 P&R Pay Schedule.xlsx](#)
For the year so far please see [2025. Pay schedules.xlsx](#)
- (vii) End of Year
To consider whether to use an External Provider to do the End of Year closedown of the accounts.
This ensures an independent check.
Option 1.
Cost £522.50 plus VAT
 - **Annual Financial Statements For Town & Parish Councils**
 - Producing final year end accounts to present to councillors, electors, the

public and the auditors in a manner that is acceptable to all, is an annual challenge.

- The unforgiving deadlines often coincide with Elections, Mayor Making and the PAYE year end.
- With our help your annual financial reports can be prepared to meet your timescales and be professionally presented in a format as recommended in the original 1996 Accounts and Audit Regulations updated.
- The cost will be more reasonable than you expect and, acting on your behalf, we will also deal with auditors' queries and amendments, help with any opening adjustments and advise on your asset register, level of reserves and any other issues.
- The figures for the annual return will be provided together with explanations of variances if required.

Option 2.

Cost £912 plus VAT

- Your consultant will :
 - Run Primary checks on your account with you to ensure you have no surprise with the auditor.
 - Assist with Journal for Corrections found during primary checks,
 - Assist with Earmarked reserves Movements
 - Assist with Journals for Debtors, Creditors, Accruals, Prepayments and Receipts in Advance if applicable
 - Check and assist with the VAT Submission in Rialtas
 - Run all reports required for Internal and External Auditors
 - Check the accounts balance over the reports
 - Assist to finalize the accounts and move forward into 2025-26
 - Check Ledgers if applicable and run all reports (Omega Only)

(viii) HMRC

An enquiry was made following the Q3 submission for reclaiming VAT.

The first set of questions have been answered and the Town Clerk has now answered the follow up questions.

One query is related to the VAT Partial Exemption Calculations. The Town Clerk is looking into this.

<https://www.gov.uk/guidance/partial-exemption-vat-notice-706>

Training is available on this subject <https://pstax.co.uk/course/partial-exemption/> costing £250.00 – other options may be available.

VAT partial exemption calculation – external support

- The information below explains what we require, and the fees for carrying out the VAT Partial exemption calculation.
- Our letters for the 2024-25 year-end VAT partial exemption will be sent out mid to late Jun; as we usually commence preparing VAT Partial Exemption calculations in Jul. Should you require the fees for carrying out the 2024-25 VAT partial exemption please let me know.
- If you wish us to undertake the calculation on your behalf, we will require:

A backup of your final data for 2023-24 be it Rialtas or other such software if we do not prepare your year-end accounts.

If you do not use the Rialtas accounting software we will require copies of your VAT returns submitted to HMRC over the course of the 2023-24 financial year.

Can you also advise/confirm to us details of any property/land that you have an option to tax in place for, as this could potentially have an impact on the calculation.

A purchase order number (if required by you).

- In order for us to complete the assessment within the tight timescale set i.e. the September VAT returns, I would like to receive this information, if possible, by no later than the 1st August 2024.
- For those using the Rialtas accounting software the fee for a basic (i.e. Short Form) calculation is £235. Should the shortform calculation exceed the de-minimus limit and require a detailed summary, we will contact you to discuss the way forward and advise on any additional fees that will apply.
- For those who we have already established a Special Scheme calculation, (i.e. a detailed calculation) agreed with HMRC, the fee will be £465. Should there be any issues raised from the original calculation we will then consult with you to discuss our concerns and agree the way forward (including an estimation of further fees) – all fees quoted are exclusive of VAT.
- If you do not use the Rialtas accounting software, and we have not undertaken a calculation for you before, please contact us to ascertain whether we will be able to undertake the calculation for you.
- For those who have not previously undertaken this calculation or have not completed one recently it may be prudent for you to review your activities and future plans to ensure that you do not fall foul of the VAT rules, as they apply to councils.

(ix) Payment of invoices

Currently invoices are entered onto the payment schedule which is presented at either Full Council, Environment and Amenities Committee or Policy and Resources Committee.

This can mean a slight delay

Payments are then authorized, the master sheet and invoices initialed by two of the bank signatories and then uploaded to Lloyds bank for payment.

Once uploaded, the Town Clerk informs the bank signatories, two of whom are required to log in and authorize each payment.

Recent requests to upload each invoice as they are received and for each invoice to be paid by BACS

and then listed on the next pay schedule as paid.

(x) Payment of Staff Salaries.

Currently staff salaries are paid on the 25th of each month having been prepared by the Payroll provider, uploaded by the Clerk and authorized by two bank signatories.

It is not known if the current bank signatories will stand / be elected so Council should consider the payment of salaries by Standing Order.

To recommend to Full Council that staff salaries are paid by monthly standing order subject to payments complying with Wilton Town Council's Financial Regulation 7..

This is permitted under of the current Wilton Town Council's Financial Regulations 5.6 and 6.8

(xi) Local Government Pension Scheme

[2025_Q1_Employers_Newsletter.pdf](#)

Band	Actual pensionable pay	Employee rate	Employer rate
1	Up to £17,800	5.50%	19.7%
2	£17,801 - £28,000	5.80%	19.7%
3	£28,001 - £45,600	6.50%	19.7%

PR/029/25 Insurance

[2025-03. Asset Register.xlsx](#)

[Insurance Reinstatement Valuation 2018.pdf](#)

[Insurance Valuation - contents.pdf](#)

[2024 Insurance docs](#)

Zurich

Unfortunately another company that was sending quotes has confirmed it is unable to do so (received 14th March). Two other companies that were approached in 2024 but required the valuations to be redone were unable to provide quotes until the valuations were completed.

The Assets of Value valuation was completed on 13th March 2025 and the report will be sent in a couple of weeks.

The reinstatement of buildings valuations can not be done until 27th March 2025.

[Cost comparision spreadsheet 2025.xlsx](#)

PR/030/25 Planning

The details of the planning and tree applications can be found on the Wiltshire Council website.

PR/031/25 Health and Safety Action Plan

At the Full Council meeting held on 4th March it was resolved that the Town Clerk will present an Action Plan following the reports and assessments completed in late November 2024 and considered by Wilton Town Council at a meeting held on 11th February. Please note all documents were shared with all Wilton Town Council Councillors on 9th and 10th December 2024.

PR/032/25 Policy Working Group

A list of Policies and Procedures requiring review are listed below:

- Standing Orders
- Financial Regulations
- Statement of Internal Control
- Data Protection
- Cemetery
- Flexible Working
- High Consequence Infectious Disease Policy
- Health and Safety Policy
- Tree Policy
- Expenses Policy
- General Reserves Policy
- Investment Policy
- Mayoral Allowance Policy
- Council Debit Card Policy
- Online Banking Payment Policy
- Email Policy
- Social Media Policy
- Biodiversity Policy

Note that several of these Policies could be merged

PR/033/25 Events Working Group

The Annual Town Meeting took place on Monday 10th March

PR/034/25 Website Working Group

Note – a comment was made at the Annual Town Meeting about the website layout.

The current layout was initiated in early 2024 following comments made in 2023

A new News tab has now been added to the top.

PR/035/25 Town Clerk's Report .

A request for an Internal Review to the recent Freedom of Information request (reports and audits).

Election information received from Wiltshire Council, shared and displayed on the noticeboard outside the Council Office.

CCTV request – data had been overwritten by time request was received (data 30/1 requested 11/3)

CCTV request for period of two weeks, unable to download as data was not available.

Town Clerk did check the CCTV was recording and data from the previous week was available.

Request for solar panel installation information – outstanding.

Responses for Planning Applications

No Comment

the Council neither objects to nor supports the application. If the Council does not respond to a consultation we would treat this as no comment.

Comment

The Council wishes to make a comment.

No Objection

The Council has no objection but does not support the application.

Support

the Council supports the application unconditionally (that is, exactly as submitted). It is suggested, if the Council wishes, to list reasons why it supports the application.

Mixed

For responses that are neither of the alternative options.

Object for reasons set out

the Council objects to the application with specified reasons.

No Objections subject to conditions

the Council has no objections subject to conditions

Call in.

The Council can request the Unitary Cllr “calls in” the application should the Council wish the application be determined by the Southern Planning Committee. It is the decision of the Unitary Cllr as to whether the call in is made and if it is a member of the Council should attend the Committee meeting held in Salisbury. This must be agreed at the meeting. The call in is only for when the Planning Officer disagrees with the Council’s response eg recommends approval when the Council made objections, or recommends refusal when the Council supported the application.

MATERIAL CONSIDERATIONS

In commenting on Planning applications, it is important that the Council considers planning issues. These include:

- consistency with the development plan for the areas
- Traffic and highway safety issues
- overlooking, loss of privacy and loss of light
- scale of the development
- design, appearance, layout and material
- loss of important open space or physical features
- noise, disturbance or smells
- local knowledge of drainage or other possible problems with the surface
- impact on the surroundings

Issues that are not relevant include:

- Effect on the value of property
- Loss of view over other peoples land
- Possible future development not included in the application
- Private property rights such as boundary or access disputes
- Matters covered by other laws
- The morals or motives of the developer

Special rules apply for listed buildings conservation areas, trees (some are protected by Tree Preservation Orders).

Planning permission is needed for advertisements above a special size.

If development appears to have taken place without permission or if the development is more extensive than given in the planning consent, the District Council's enforcement officer to visit the site and take any necessary follow up action.