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|  | **Wilton Town Council**  The Council Offices  Kingsbury Square  Wilton SP2 0BA  01722 742093  [www.wiltontowncouncil.gov.uk](http://www.wiltontowncouncil.gov.uk)  [clerk@wiltontowncouncil.gov.uk](mailto:clerk@wiltontowncouncil.gov.uk)  [deputyclerk@wiltontowncouncil.gov.uk](mailto:deputyclerk@wiltontowncouncil.gov.uk)  [Public Participation at Meetings Policy](http://www.wiltontowncouncil.gov.uk/_UserFiles/Files/38.%20Public%20participation%20at%20meetings.%20.pdf) | Cllr Angela Alexander  Cllr Charlotte Blackman  Cllr Alexandra Boyd (Mayor 2025 26)  Cllr Michelle Ditton  Cllr Peter Edge  Cllr Amy Flanagan  Cllr Claire Forbes  Cllr Chris Harrison (Deputy Mayor 2025-26)  Cllr Hattie Lay  Cllr Phil Matthews  Cllr Mick Whillock |

**OFFICERS’ REPORT**

**For the Full Council meeting on 5th August 2025**

1. Apologies

Please ensure apologies are sent to the Deputy Clerk before the start of the meeting. There must be at least four councillors present for the meeting to be quorate.

1. Community Engagement

15 minutes is set aside to allow local people to ask questions or make comments. Speakers are asked to limit themselves to three minutes each. Members of the public are reminded that they do not hold the right to force items onto the agenda or insist on how matters are recorded in the minutes.

1. To respond to matters raised in Community Engagement

Councillors are reminded that they are not under any pressure to respond immediately to comments made during this session.

1. Declarations of Interest

Cllrs are reminded that failure to declare an interest is a breach of the Code of Conduct. [Requests for Dispensation](https://wtcmss.sharepoint.com/:w:/r/sites/Operations/_layouts/15/Doc.aspx?sourcedoc=%7B0CE72BE8-F1C1-4496-83C8-634F100EB7EF%7D&file=Request-for-Dispensation-Form.doc&action=default&mobileredirect=true&DefaultItemOpen=1) need to be submitted to the Deputy Clerk ahead of the meeting.

1. Wilton Mayor’s Report

[20250730-Mayors\_report.docx](https://wtcmss.sharepoint.com/:w:/s/Operations/EYwHB0FESupIvATXZ56FTbIBoZ7iNK5KTNn8zn5beuNl7g?e=GZZrs5)

10. Managing the Council’s money

The transfer from Rialtas to Scribe accounting is still ongoing. While invoices are still being made in line with the [2025. Pay schedules.xlsx](https://wtcmss.sharepoint.com/:x:/s/Operations/ESKM4mWGMsJDo82fhtmT6BEBgE0dV02GywGDvRkLM8oMtQ?e=OOcqZd), without the RFO the accounts are not up to date.

11. Health and Safety

Planned training to include:

* Asbestos Awareness
* COSHH Awareness
* DSE Assessor Awareness
* Fire Safety Awareness
* Legionella Awareness

All of these were recommendations from last year’s General RA Audit.

GM contractor has appointed a new inspector for [Routine Safety Inspection](https://wtcmss.sharepoint.com/:x:/r/sites/Facilities/_layouts/15/Doc.aspx?sourcedoc=%7BE24EA22F-25BC-4698-A96C-D0282CA10907%7D&file=2025%20Weekly%20Safety%20Inspection%20Analysis.xlsx&action=default&mobileredirect=true). The outcome has been radically different and should reassure the council that, while there is some general maintenance to be done, each of these areas is in a good state. The deputy clerk is now trained to complete routine play park inspections and can step in when staffing returns to normal levels.

12. To consider Operational Maintenance proposals for play & gym equipment

The [Register of Play Inspectors International](https://www.playinspectors.com/) recommends three levels of inspection, Routine, Operational and Annual. WTC currently does not conduct any Operational Inspections leaving it vulnerable to issues that would not be obvious during routine visual checks and may only become apparent during an annual inspection. Below is a short list of proposals the council may wish to adopt to ensure they are fully compliant. Each company offers a different variation of service; therefore, I would strongly encourage you to take the time to read and understand each prior to the meeting.

[Kompan](https://wtcmss.sharepoint.com/:b:/s/Operations/EZt8QMPwreBBo3ogJpN-198BkiEaFtSXMFjqQWG_3pg9xg?e=LnNwra)

[Ava\_Recreation](https://wtcmss.sharepoint.com/:w:/s/Operations/ESUL9I1xVTFHus0PWs68tIEBhNcF8DXWDSDOb5WOZGJZnw?e=zSQkIt)

[Sovereign Compliance](https://wtcmss.sharepoint.com/:u:/s/Operations/ESR2aUQVy7xCuVo3BG0zs-ABRV6g3T6OxaEj1JQSfdKfpw?e=HZuZsG)

13. Noticeboard at St Mary’s Old Church

Opportunity to formalise decision on header board

**14. Wishford Road Play Area**

To agree to the proposed rent increase for the Wishford Road Play Area in line with the terms of the lease. Email received from Wilton Estate:

***As you will be aware, under the terms of the 2019 lease, the rent for the playing field at Wishford Road is due for review with effect from 25th March 2025, and I accordingly propose an increase from £112.00 per annum to £137.00 (One hundred and thirty seven pounds) per annum with effect from this date.  The increase is in line with the current RPI.  All other terms and conditions remain as existing.***

**15.** **To consider security and fire alarm upgrade proposals**

[Quote\_No\_2838 Wilton Town Council Office Fire Alarm Upgrades And Additions.pdf](https://wtcmss.sharepoint.com/:b:/s/Operations/EThkbNb2NNFPpGo2yyfnxxsBD3k9EuseP-MOw0yLe8XEWA?e=I4cwuy) Covers the compliance issues highlighted in the recent inspection, plus the additional AV alarm option highlighted in last year's fire safety report. **£1,231.08**

Yes

[Quote\_No\_1966 Wilton Town CCTV system upgrade rev.3.pdf](https://wtcmss.sharepoint.com/:b:/s/Operations/EUDdAG6uyJRGkkLoa07hrbsBs6dJOF32AgUFq-qzFaE-7Q?e=UeRia8) Upgrade current system. **£3,139.51**

**Postponed**

[Quote\_No\_3063 Wilton Town Council Pavilion Monitoring Proposal rev.1.pdf](https://wtcmss.sharepoint.com/:b:/s/Operations/EUXi3rX0ujdEvkFGFu6aK7EBSQBMkcTDhQdoUX6WmeWZrA?e=rsYxWu) Upgrade of intruder alarm control panel to simplify remote support. Includes monitoring a police response. **£567.72.**

Acccept

[Quote\_No\_3067 Wilton Town Council Cemetery Intruder Alarm Upgrade Proposal (Including Monitoring).pdf](https://wtcmss.sharepoint.com/:b:/s/Operations/EWDA8nYlMZFEk2eKrSEeO9sBV7GfWgNYD0wHYXZYDB-NsA?e=DlPV2O) Upgrade of intruder alarm control panel to simplify remote support. Includes monitoring and police response. **£1,355.** Although the quote does not include adding any CCTV to the cemetery EVOTEK believe it could be achievable. Something the council may wish to consider following the recent incident.

No

[Quote\_No\_1965 Wilton Town Council Pavilion CCTV System WILSP20HG-CC1 rev.3.pdf](https://wtcmss.sharepoint.com/:b:/s/Operations/EW_sbtnoVcBJuS6-Arg-_3ABW3SeMVdEOXubB7G2oD0ryQ?e=Fg22vM) Complete overhaul of the Pavilion CCTV system. **£3,894.75+VAT**

Yes

[Quote\_No\_3096 Wilton Town Council Office Intruder Alarm Monitoring Addition.pdf](https://wtcmss.sharepoint.com/:b:/s/Operations/ESrqEzh9tkpGsD358uVozKwBHKe4-vbaj80FhE7vLi4UqA?e=DQexDo) to enable monitoring and police response. **£735.60**

Yes

16. **To resolve: To purchase a mounting pole for new SOLAR SID on South Street**

[**AGENDA REQUEST FORM SID MOUNTING POLE.docx**](https://wtcmss.sharepoint.com/:w:/s/Operations/EcEstTSsoN1BrcWQjoHfoTwB1Qi_xZNDrIIRSM3WY2dJCw?e=5pEq9t)should be read in conjunction with supplementary report [**20mph CONSULTATION Dec 01st 2024 v2.pdf**](https://wtcmss.sharepoint.com/:b:/s/Operations/Eb4IKdBcW0FHioABFR4fYNwBjWmBU7E7vGSoMs9NKgtQKg?e=Lvwux1)**.**