

## Minutes of the Full Council Meeting on Monday 08 December 2025 at 7pm Held at the Wilton Baptist Church

**Members Summoned and Present:** Cllr Angela Alexander, Cllr Charlotte Blackman, Cllr Michelle Ditton, Cllr Peter Edge, Cllr Chris Harrison (Deputy Mayor 2025/26), Cllr Maria La Femina and Cllr Phil Matthews

**Absent:** Cllr Alexandra Boyd (Mayor 2025/2026), Cllr Amy Flanagan, Cllr Forbes and Cllr Mick Whillock.

**Officers Present:** Brie Logan – Interim Town Clerk

**In attendance:** Cllr Pauline Church

Press (0), Members of the public (1), online (0), Police (1)

[Link to agenda](#)

### **Public Participation**

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern, the following matters were raised.

- The [Police report](#) was presented to the Council – Mobile Police will visit Wilton on 16<sup>th</sup> December – 9am to 10:30am.
  1. 28 vehicles were recorded speeding in Wilton on November 28, with the fastest at 55 mph.
  2. 20 drivers will be offered a speed awareness course.
  3. Vehicle tampering incidents have increased, prompting advice on vehicle security.
- Cllr Church requested that the lights in the trees around Wilton Market Square remain on until March. They will remain on at least until the Full Council meeting on 15<sup>th</sup> January 2026, when a decision will be made.

The meeting commenced at 7:13pm.

### **FC242 Apologies**

Officer report 1225FC01 was received.

Proposed by Cllr Harrison and seconded by Cllr Edge it was **RESOLVED** to accept apologies from Cllrs Boyd, Flanagan, Forbes and Whillock.

### **FC243 Declarations of Interest**

**Action: Town Clerk**

Officer report 1225FC02 was received. It was NOTED that Councillors should declare any interests if they arise.

### **FC244 Minutes**

Officer report 1225FC03 was received.

(a) Proposed by Cllr Harrison and seconded by Cllr Matthews it was **RESOLVED** to adopt the minutes from the Full Council meeting on 10 November 2025 and the Extra Ordinary Full Council meeting on 24 November 2025.

It was AGREED by the Chair to move agenda item 7 to item no 5.

## **FC245 To receive various reports for information to Full Council**

Officer report 1225FC04 was received and NOTED.

**Civic Report** – Cllr Boyd provided a [Civic Report](#) covering November 2025 and the report was included in the agenda report.

Thanks were extended to Cllr Boyd for her Mayoral report, along with best wishes for her recovery.

**Wiltshire Council Report** – Cllr Church provided a Wiltshire Council update.

- Next SW Wilts Area Board meeting at 6:30pm on Wednesday 10<sup>th</sup> December at Wilton Community Centre.
- WC Drainage Team have been carrying out investigation and repairs (including replacement pipes) at Churchill Court. Progress being made however gullies 4 and 5 still to be investigated.
- Disabled parking spaces outside the medical centre - width being investigated by WC Parking Engineer and changes may be made.
- Reminder re [Waste Collection](#) dates over the festive period.
- Monday 5 January – essential gas maintenance works for 20 weeks along Wilton Road, Salisbury (replacing old metal pipe with new plastic pipes). Various traffic management schemes in place however delays are expected for the duration of the works.
- Flood Alert in force with River Nadder – rising river levels and low-lying land likely to be affected with flooding. Improvements with weather forecast expected later in the week.
- South Steet Road closure on 22 December (one day) for Mgroup to carry out carriageway patching.
- Thanks were given to WTC councillors and Officers for their service in 2025.

**Other Reports** – Christmas Light Event was a success and learnings from this year can be considered for 2026.

**Local Organisation Reports** – Cllr Blackman provided an updated about the upcoming RDA nativity and the Almshouse vacancy.

## **FC246 To approve payments and receive financial reports**

Officer report 1225FC05 was received and the list of payments was **NOTED** to the value of £19,951.59.

Proposed by Cllr Harrison and seconded by Cllr Ditton it was **RESOLVED** to receive and notes the bank reconciliation [including the discrepancy], year-to-date receipts and payments [versus budget] and list of payments to the value of £19,951.59.

Proposed by Cllr Harrison and seconded by Cllr Edge it was further **RESOLVED** to pre-approve the pending invoice that is due from Burfitt and Garrett [cemetery works] and this payment is delegated to the Town Clerk to process.

## Summary of payment records for November

28.11.2025	£26.55	BRITISH GAS BUSINE 604187260090525000	BRITISH GAS BUSINE 604187260090525000
25.11.2025	£140.09	BRITISH GAS BUSINE 604187395090525000	BRITISH GAS BUSINE 604187395090525000
07.11.2025	£20.07	BRITISH GAS BUSINE 604187394090525000	BRITISH GAS BUSINE 604187394090525000
10.11.2025	£11.36	BRITISH GAS BUSINE 604187393090525000	BRITISH GAS BUSINE 604187392090525000
21.11.2025	£31.16	BRITISH GAS BUSINE 604187392090525000	BRITISH GAS BUSINE 604187395090525000
28.11.2025	£831.00	WC PENSION FUND	Wiltshire Council LGPS
28.11.2025	£1,082.43	November salaries	HMRC
17.11.2025	£8.50	Bank charges- current	Lloyds bank
10.11.2025	£28.05	Refreshments - Remembrance event	Waitrose
14.11.2025	£500.00	Grant awarded	Wilton Community Centre
11.11.2025	£9.35	Bank charges- debit acc	Lloyds Debit Card Charges
13.11.2025	£65.34	Office Mobiles	EE
17.11.2025	£10.99	Office printer	Epson UK Ltd
25.11.2025	£3,218.60	Salaries - November	Wilton Town Council
21.11.2025	£25.00	Room hire - meetings	Wilton Baptist Church
21.11.2025	£400.00	Internal Audit	Do the Numbers Ltd
21.11.2025	£76.10	Fire extinguisher servicing and associated works	chubb fire and security Ltd
21.11.2025	£153.89	Fire extinguisher servicing and associated works	chubb fire and security Ltd
21.11.2025	£150.00	Public WC flush works	RJ Electrical Services Limited
20.11.2025	£3,104.40	Supply and fit new Parlour windows	Cara Glass Limited
20.11.2025	£587.54	Install new tap and investigate leak	RJ Electrical Services Limited
20.11.2025	£183.19	New Locks for Castle Meadow Goals	Amazon Business
20.11.2025	£378.00	Pavilion cleaning	Tisbury Country Housekeeping Ltd
12.11.2025	£114.60	Tel and broadband	Mainstream Digital Ltd
12.11.2025	£275.64	Monthly O365 account support	CLOUDY GROUP LIMITED
12.11.2025	£50.40	Payroll processing	Sandra Silk Bookkeeping & Busi
12.11.2025	£240.00	Quarter Page Christmas lights switch on	New Valley News
12.11.2025	£13.82	O365 Business Standard Account	CLOUDY GROUP LIMITED
12.11.2025	£38.40	Training	Wiltshire Association of Local
12.11.2025	£0.00	Cherry plum, Minster Street	IDVERDE LTD
12.11.2025	£4,462.80	grounds maintenance	IDVERDE LTD
12.11.2025	£638.57	Toilet Cleaning	IDVERDE LTD
12.11.2025	£410.40	Tree Works - Bulbridge Recreation Ground	IDVERDE LTD
12.11.2025	£582.00	CCTV Survey	Going Group Ltd
12.11.2025	£312.00	Technical Support & Software Updates	Pear Technology Services Ltd
12.11.2025	£125.00	hall hire	Wilton Baptist Church
12.11.2025	£640.00	Election Fees	Wiltshire Council
12.11.2025	£24.00	hall hire	Wilton Community Centre
TOTAL	£19,951.59		

Bank Reconciliation at 30/11/2025			
	Cash in Hand 01/04/2025		416,073.56
	<b>ADD</b>		
	Receipts 01/04/2025 - 30/11/2025		368,438.73
			784,512.29
	<b>SUBTRACT</b>		
	Payments 01/04/2025 - 30/11/2025		321,667.19
<b>A</b>	<b>Cash in Hand 30/11/2025</b> (per Cash Book)		<b>462,845.10</b>
	Cash in hand per Bank Statements		
	Lloyds Business Bank Account 824 30/11/2025	10,351.95	
	Commercial Instant Account 905 30/11/2025	149,359.54	
	Lloyds Debit Card 360 30/11/2025	2,880.13	
	Public Sector Deposit Fund 30/11/2025	300,000.00	
	Stripe 30/11/2025	280.03	
			<b>462,871.65</b>
	Less unrepresented payments		26.55
			462,845.10
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>462,845.10</b>
	<b>A = B Checks out OK</b>		

**FC247 To review the updated Risk Management Policy and Risk Register**

Officer report 1225FC06 was received.

Proposed by Cllr Harrison and seconded by Cllr Matthews it was **RESOLVED** to approve the Risk Management Policy and Risk Register and it was further **RESOLVED** to set up a councillor and staff working group to include Cllrs Blackman, Harrison and Ditton to review the SharePoint site and access levels.

**FC248 To receive the River Survey report and consider the recommendations**

Officer report 1225FC07 was received and noted. Proposed by Cllr Edge and seconded by Cllr La Femina it was **RESOLVED** to set up a Flood Advisory Committee (FAC) and notes to confirm its membership at the January 2026 Full Council meeting [noting the priority works will be presented for consideration in January/ February 2026].

Proposed by Matthews and seconded by Cllr Blackman it was further **RESOLVED** to allocate funds to the Flood Prevention Ear Marked Reserve from 2026/2027 onwards as part of the annual budget setting process.

**FC249 To note the Earmarked reserves, in advance of budget setting for 2026/2027**

Officer report 1225FC08 was received and noted. Proposed by Cllr Alexander and seconded by Cllr Edge it was **RESOLVED** to transfer the value of £70,058 back to General Reserves and note the rollover values will feature in the budget setting process for 2026/2027.

**FC250 Clerk's Report including correspondence and progress report on Full Council business**

Officer report 1225FC9.1 was received, and the following points were **NOTED**:

1. Councillor absence – note absences and keep track of attendance  
Proposed by Cllr Blackman and seconded by Cllr Alexander it was **RESOLVED** to note absences and keep track of councillors' attendance.
2. Cemetery Gatehouse roof works – progress noted and additional works identified due to rot in the eaves noting a quote for these works is awaited.
3. Worknest (SafetyNest) – H&S Consultant visit noted for 22 December.
4. Asbestos Demolition/ Refurbishment survey. It contained some non-consequential errors – Clerk to advise contractor.
5. Interim Town Clerk – a verbal update was provided on the 3-month review that was conducted in November.

**FC251** Officer report 1225FC9.2 was received and noted and the following expenditure was ratified.

1. RADAR lock mechanism replaced at a cost of £453+VAT
2. Cemetery pathway works – drainage survey at a cost of £450+VAT

**FC252** Officer report 1225FC9.3. was received.

1. **IT Policy** - Proposed by Cllr Ditton and seconded by Cllr Edge it was **RESOLVED** to adopt the Policy.
2. **Website** – appointment of contractor - Proposed by Cllr Harrison and seconded by Cllr Ditton it was **RESOLVED** to accept the recommendation from the working group (as resolved in November) and appoint Contractor C [Design Jam] at a cost of £1,715 + VAT.

3. **Payroll** – Proposed by Cllr Harrison and seconded by Cllr Ditton it was **RESOLVED** to approve the payroll update to reflect the new members of staff as follows:

Zoe Moxham	Assistant Town Clerk	24 hours per week from 01 February (10 hours in December and 16 hours in January)
Rhys O'Connor	Facilities Officer	18 Hours per week
Neil Durrant	PR and Comms Officer	8 Hours per week
Ross Moore	Project Support Officer	12 Hours per week (fixed-term x 6 months)

4. There being no further business, the meeting was closed at 20:27.

These minutes were adopted on 12 January 2026 under minute reference FC255 as a true record of the decisions taken and are duly signed below by the chair of that meeting.

Signature of chair – *Chris Harrison*

Dated 12 01 2026