



## Wilton Town Council

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To: 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 Maria La Femina, Cllr Phil Matthews, Cllr Mick Whillock

Invited to attend: Wiltshire Council Councillor Pauline Church  
For Information: Members of the Public & Press

### A G E N D A

#### **FULL COUNCIL MEETING OF THE TOWN COUNCIL**

You are summoned to a meeting of the council for the transaction of the business shown on the agenda below. To be held at **7pm on Monday 08 December 2025** in the **Wilton Baptist Church, Market Square, Wilton SP2 0DG**. The meeting will also be hosted online. Public, press and non-committee members, join on your computer or mobile app using this [Join the meeting now](#) link.

Brie Logan  
Interim Town Clerk & RFO, December 02, 2025

**Public Participation:** The Chairperson will invite members of the public to present their questions, statements or petitions. The period of time designated for public participation shall not exceed twenty minutes. A member of the public shall speak for no more than three minutes.

Members are reminded of their duty under the [Code of Conduct](#), [Scheme of Delegation](#) and [Standing Orders](#). All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

#### **The 7 principles of public life**

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership  
*(Committee on Standards in Public Life, 1995)*

1. [Apologies – To receive and consider for acceptance](#)
2. [To receive any Declarations of Interests and Requests for Dispensation](#)
3. [Minutes of the Full Council meeting held on 10 November 2025 and EFC held on 24 November 2025](#)
4. [To receive a report for information to Full Council](#)
5. [To approve payments and receive financial reports](#)
6. [To review the updated Risk Management Policy and Risk Register](#)
7. [To receive the River Survey report and consider the recommendations](#)
8. [To note the Earmarked Reserves in advance of budget setting for 2026/2027](#)
9. [Clerk's Report including correspondence and progress report on Full Council business](#)

## **Agenda Item No. 1**

### **Apologies – To receive and consider for acceptance**

The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.

No Apologies received from Cllrs (at the point of publishing this agenda)

## **Agenda Item No. 2**

### **To receive any Declarations of Interests and Requests for Dispensation**

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct – adopted in May 2025. The Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct.

## **Agenda Item No. 3**

### **Minutes of the Full Council meeting held on 10 November 2025 and EFC held on 24 November 2025**

When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.

If it is necessary for the draft minutes of the previous meeting to be corrected because of inaccuracies, then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).

#### **Recommendation**

Confirm the accuracy of the Minutes of the Town Council meeting held on: [10 November 2025](#) and Extra-Ordinary Full Council meeting on [24 November 2025](#).

## **Agenda Item No. 4**

### **To receive a report for information to Full Council**

#### **Civic Report**

Cllr Boyd, Mayor has provided a [Civic Report](#) covering November 2025.

Councillors are invited to provide a verbal report on civic/ community events at this point.

#### **Wiltshire Council Reports**

Cllr Church is invited to provide an update on Wiltshire Council and Wilton related topics.

#### **Other Reports**

None

#### **Local Organisation Reports**

Local Organisation representatives are invited to provide a report at this point.

#### **Recommendation**

That the reports are received, and any points of note are identified for future meetings of the Council or its committees or for action by officers of the Council.

**To approve payments and receive financial reports**

**Summary**

The Council should have a clear understanding of the Council’s financial position throughout the year. Every local council must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions. The council’s Risk Register lists out the internal control measures and an updated draft version is featured for consideration within agenda item no.6.

The following financial summaries are for the council to receive and note:

1. Bank Reconciliation – It would appear that there are anomalies with the Stripe System and its link with Scribe. A verbal update on the Stripe discrepancy of £280.03 will be provided at the meeting.

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>		

2. [Year to date Receipts and Payments versus budget report](#) provides an overview of each cost centre and cost codes noting those with zero entries have been excluded from this report.
3. The [Payment list](#) to the value of £19,951.59 is for the council to ratify, as per Financial Regulations section 7.8: *A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.*
  - List of payments over £6,000 for approval [as per the WTC Financial Regulations] – none have been presented this month however an invoice from Burfitt and Garrett [the Cemetery contractor] is due.
  - If any councillor would like to see any additional information, please let the office team know and this will be arranged.

Members should be kept up to date with the council’s accounts to ensure that there are sufficient funds to meet commitments.

**Bank Reconciliation**

As per minute reference FC196c Cllr Ditton will review the Bank Reconciliation for November 2025.

### **Legal Implications**

Every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. Local Government Act 1972 s.151.

### **Recommendation**

That the Council:

1. receives and notes the bank reconciliation, year-to-date receipts and payments [versus budget] and list of payments and raises any queries it may have.
2. Pre-approves the payment linked to the pending invoice that is due from Burfitt and Garrett.

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

**Background**

In addition to its statutory duties, Wilton Town Council has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses and to minimise uncertainty.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk. Risk management is an integral part of the Council's management processes.

The Guidance of Governance and Accountability for Local Councils in England (published by the Joint Practitioners' Advisory Group) makes the following observations regarding risk management:

- Risk management is not just about financial management it is about ensuring the achievement of objectives set by the council to deliver high quality public services; and,
- The local council audit approach seeks to encourage local councils to address these issues by placing emphasis on the need to keep under review and, if need be, to strengthen their own corporate governance arrangements, thereby improving their stewardship of public funds and providing positive and continuing assurance to taxpayers.

The *updated* objectives of the Town Council's Risk Management Strategy are to:

- Integrate risk management into the culture of the Council.
- Manage risk in accordance with best practice.
- Consider and respond to changing social environmental and legislative requirements.
- Put in controls to minimise risk.

These objectives will be achieved by:

- Establishing clear roles and responsibilities.
- Awareness and training as appropriate.
- Consideration of risk management when dealing with new projects.

Monitoring the risk management document to be reviewed by Full Council on an annual basis.

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

Options for control include:

- Elimination – The circumstances from which the risk arises are removed so that the risk no longer exists;
- Reduction – Loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;
- Transfer – The financial impact is passed to others e.g. by revising contractual terms;

- Sharing – The risk is shared with another party;
- Insuring – Insure against some or all of the risk to mitigate financial impact; and
- Acceptance – Documenting a conscious decision after assessment of areas where the Town Council accepts or tolerates risk.

The risk management process does not finish with putting risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

The [Q1 Wilton interim IAS Internal Audit](#) highlights a number of matters arising and recommended actions for the council to consider. The audit was carried out in accordance with the requirements of the [Audits and Accounts Regulations 2025](#) and the guidance and instruction in the [Practitioners Guide 2025](#).

### **Information**

As per section 2.1 of the Financial Regulations, the council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

The [Risk Management Policy](#) was last reviewed by the Policy and Resource committee on 19 March 2024 and approved by the Full Council on 02 April 2024. As referenced in the Internal Auditor report; *The risk assessment of the council is out of date and glosses over certain risks. The whole assessment should be robustly reviewed in advance of year end.*

The Risk Management Policy was initially presented to the council in September 2025. Councillors may also want to review Appendix A which is an excerpt from the September Full Council report with minor modifications as shown in bold.

Since then, a further and thorough review has taken place and the refreshed draft is now *aligned to the recommendations as referenced in the Internal Auditor Q1 report.*

The categories of risk within the policy are as follows:

1. Financial - loss of money, fraud, theft, embezzlement
2. Property and Facilities– damage to property
3. Legal – breaking the law or being sued
4. IT – failure of IT systems or misuse
5. Reputational – actions harm the Council’s public reputation

It is now timely for the council to consider the updated [DRAFT Policy and Risk Register](#) which reflects the current situation and actions required to mitigate the risks.

### **Recommendation**

The council considers the updated Risk Policy and Register and approves the content and resolves on setting up a councillor and staff working group to review the SharePoint site and access levels.

**Excerpt from the September 2025 report:**

To strengthen financial governance and improve efficiency, the following process changes will be implemented:

**1. Bank Account Access:**

Councillors on the bank mandate will retain access to view transactions and authorise payments when advised to do so.

No councillor will have the ability to initiate or transfer funds independently. The RFO will manage the necessary transfer(s) and this transaction(s) will be reported into the next Full Council meeting.

**2. Payment Schedule:**

Payments will be made twice per month, en bloc, on the **second and fourth Friday** following the Full Council meeting where payments **over £6,000** are formally approved. Note, ad-hoc payments may be considered by exception and in line with the Scheme of Delegation.

**3. Accounting System Access:**

Access to the Scribe accounting system will be restricted to **view only access to all councillors** and the administration will be carried out by the Town Clerk. In the absence of the Town Clerk the Assistant Town Clerk will carry out the administration on behalf of WTC.

**4. Monthly Financial Reporting:**

- A consolidated payments report will be included in the Full Council papers each month. The monthly reports will include the I&E progressive YTD expenditure versus budget, quarterly reports and the bank reconciliation which provides an overview of the bank balances.
- Councillors and the general public will be able to review all financial activity in advance of the meeting.

**5. Transparency and Engagement:**

Councillors are encouraged to ask questions about any financial matters. Queries are always welcome and will be addressed promptly.

**6. IT SharePoint access**

- Access to the Operations and Facilities SharePoint files needs to be owned by the Town Clerk with officers who are set-up as team members on appropriate channels. Excerpt from the Civility and Respect – Officer and Councillor protocol – access to information and council documents can be viewed on appendix B.
- Within the Operations and Facilities SharePoint sites there will be requirement to set up Councillor channels so that relevant documents can be viewed. Officers will provide links to shared documents where councillors are invited to edit/ comment.
- Where owners of SharePoint sites are councillors, the system will be updated to reflect their status as members [not owners]. The Town Clerk/RFO will be set up as the Owner.

Note; if approved, this information will form part of the review undertaken by the working group.

**Excerpt from the Civility and Respect protocol:**

**COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS**

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council.

This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law. The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient.

The crucial question is the determination of the "need to know". This question must be determined by the officer. In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

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

**Background**

In October 2025, as per FC minute reference FC222, it was RESOLVED to *commission an Early Contractor Input (ECI) site visit conducted by a Technical Lead to assess and advise on both sections of the river flow and erosion, followed by a technical note of findings.*

The [Five Rivers Consultant report](#) is now complete and it contains information relating to an environmental and buildability assessment, methodology, a summary of key findings and conclusions.

Following the receipt of the report the Town Clerk has subsequently met with the consultant and Cllr Edge [as a member of the Flood Group] was involved in the site visit.

**Information**

Historically the council has relied on the goodwill and commitment of the Flood Group which has been independent of the Town Council.

Due to the importance of the councillors needing to know about the flooding risks and associated management it is timely for the council to consider setting up a Flood Advisory Committee.

The [current informal] Flood Group members are knowledgeable and experienced however it will be important to also include advisory representatives from Wiltshire Council, the Environment Agency and other landowners. A Flood Group meeting is in the process of being set-up and this will present an opportunity to engage with the group members to formalise the approach, if approved, as described above.

The following table compares the differences between a Council Advisory Committee and a Working Group:

<b>Aspect</b>	<b>Council Advisory Committee</b>	<b>Working Group</b>
<b>Formality</b>	Established by council resolution/bylaw; highly formal	Informal, created by staff or council for a task
<b>Mandate</b>	Defined terms of reference and ongoing advisory role	Specific, short-term project or issue
<b>Membership</b>	Approved by council; may include councillors & public	Flexible; mainly staff, sometimes external input
<b>Governance</b>	Subject to council rules, quorum, voting, transparency	No formal governance; operates internally
<b>Meetings</b>	Scheduled, minuted, procedural rules apply	Informal, may not require minutes
<b>Reporting</b>	Reports formally to council with recommendations	Reports internally to staff or project lead
<b>Duration</b>	Long-term or permanent	Temporary; disbands after task completion
<b>Decision-Making</b>	Makes recommendations only; council decides	Works by consensus; no formal authority
<b>Accountability</b>	Accountable to council	None

## **Finance**

The potential cost of the associated works arising from the report and subsequent recommendation is likely to be significant. The river flows through some areas of land that are not managed by Wilton Town Council therefore all landowners will need to be engaged with the report and subsequent actions.

The council will also need to consider prudent management of the rivers and associated costs of proactively managing the river and its banks and it is recommended that EMR funds are ringfenced on an annual basis as part of the budget setting process.

## **Recommendation**

The council considers and resolves on:

- (1) setting up a Flood Advisory Committee (FAC) and confirms its membership at the January 2026 Full Council meeting [noting the priority works will be presented for consideration in January/February 2026].
- (2) Allocates funds to the Flood Prevention Ear Marked Reserve from 2026/2027 onwards as part of the annual budget setting process.

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

**Background**

In March 2025 the Policy and Resource committee was asked to consider the current Ear Marked Reserves and reallocate if necessary. The minute reference states: *Defer to Full Council because the financial records are not up to date.*

The Detailed Balance Sheet that was presented at the March 2025 committee meeting shows an EMR value of £206,294.

**Information**

The [Month 12 Detailed Balance Sheet](#), presented to Full Council on 20 May 2025 has an EMR value of £206,294. These EMR's are shown on the table below.

In April 2025, the council switched the accounting system and the Ear Marked Reserves values were not transferred from Rialtus to Scribe. It is recommended, to demonstrate due diligence with transparency, that all 21 Ear Marked Reserve accounting codes are transferred over to the new Scribe system as shown below.

2025/2026 EMR's (CAP-EX)		Current position	Transfer back to GR	Rollover
320	Cemetery	£ 12,034.00	£ -	£ 12,034.00
321	Car Parks	£ 4,000.00	£ 4,000.00	£ -
322	Open Spaces/ Play	£ 44,981.00	£ -	£ 44,981.00
324	Elections	£ 13,196.00	£ 13,196.00	£ -
326	Council Offices	£ 7,409.00	£ -	£ 7,409.00
328	Town Signage	£ 11,300.00	£ 11,300.00	£ -
329	Training	£ 1,500.00	£ 1,500.00	£ -
330	Wilton in Bloom	£ 934.00	£ 934.00	£ -
331	Civic Events	£ 4,185.00	£ 4,185.00	£ -
333	Flood Prevention	£ 5,592.00	£ -	£ 5,592.00
334	Public WC upgrade	£ 60,381.00	£ -	£ 60,381.00
336	Equipment/ IT	£ 4,085.00	£ 4,085.00	£ -
337	CCTV	£ 2,000.00	£ 2,000.00	£ -
338	Highway Imp	£ 3,500.00	£ 3,500.00	£ -
339	Wilton Comm event support	£ 2,500.00	£ 2,500.00	£ -
340	Christmas Lights	£ 5,839.00		£ 5,839.00
341	Street Furniture	£ 1,430.00	£ 1,430.00	£ -
342	Tennis Court Repairs	£ 1,000.00	£ 1,000.00	£ -
344	Wilton Historical	£ 928.00	£ 928.00	£ -
345	Trees	£ 1,500.00	£ 1,500.00	£ -
346	Consultancy	£ 18,000.00	£ 18,000.00	£ -
		<b>£ 206,294.00</b>	<b>£ 170,058.00</b>	<b>£ 136,236.00</b>

There is no requirement to have 21 Ear Marked Reserves therefore it is recommended that post the transfer [to the Scribe system] the non-shaded cells as shown below are transferred back to General reserves. The majority of these EMR's should fall under the general income and expenditure budget management.

2025/2026 EMR's CAP-EX		Transfer back to GR	
321	Car Parks	£	4,000.00
324	Elections	£	13,196.00
328	Town Signage	£	11,300.00
329	Training	£	1,500.00
330	Wilton in Bloom	£	934.00
331	Civic Events	£	4,185.00
336	Equipment/ IT	£	4,085.00
337	CCTV	£	2,000.00
338	Highway Imp	£	3,500.00
339	Wilton Comm event support	£	2,500.00
341	Street Furniture	£	1,430.00
342	Tennis Court Repairs	£	1,000.00
344	Wilton Historical	£	928.00
345	Trees	£	1,500.00
346	Consultancy	£	18,000.00
		<b>£</b>	<b>70,058.00</b>

### **Recommendation**

The council consider transferring the value of £70,058.00 back to General Reserves and it is noted that the rollover values [as shown in the green cells above] will feature in the budget setting process for 2026/2027.

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

**Report Content/Detail**

Reports provided within this item are to be received, they provide updates on decisions already taken by the Council and actions taken under the Scheme of Delegation (where not previously reported) that need to be resolved.

**9.1 Clerk’s Report**

**Councillor Absence** – A proposal has been submitted requesting that the council no longer resolves to approve absences. The proposal is to note councillor absences and for attendance to be tracked. For information, councillor attendance will be published in the Annual Report.

**Cemetery Gatehouse roof works** – a verbal progress update will be provided at the meeting following a site meeting that took place on 03 December.

**Worknest (Safety Nest)** – A FREE consultancy day (as part of the service package) has been organised for 22 December where the H&S expert will be spending time with the Facilities Officer and Project Support Officer to coach and guide the new team on risk assessments, H&S Policy and actions arising from the audit undertaken in November 2024.

**Asbestos Demolition/Refurbishment Survey – Public WC’s** – this survey was undertaken in November 2025 and the general recommendations can be found in [section 5 of the report](#). For information only at this stage.

**Interim Town Clerk review** – A three-month review has been conducted and was based on feedback from councillors as requested by the chair of the Staffing Committee. A verbal update will be provided at the meeting.

**9.2 Delegated Decisions for Information (within the Clerk’s delegated spend)**

No	Delegated Decision	Comments	Cost	Budget
14.2.1.	RADAR lock mechanism vandalised	A new handle with inbuilt mechanism was fitted on 25 November. Cost includes labour and fitting	£453 + VAT	Public WC’s code 4222
14.2.2	Cemetery pathway works	The contractor appointed to carry out the works has indicated the possibility of a collapsed drain which needs further investigation. A specialist drainage company has been appointed to attend site and attempt to survey all accessible drainage. A report will include findings and recommendations will be noted.	£450 +VAT	Cemetery Code 4227

**Recommendation**

That the delegated decision report is received and noted and any actions arising are identified for future meetings of the Council and resolve on any matters as referenced above and as follows:

### 9.3 Other Matters to resolve

**No Recommendation:**

9.3.1 IT Policy In September it was RESOLVED *to approve the adoption of the Information Technology & Email Policy noting this supersedes the current Email policy on the proviso that the minor refinements relating to personal use are removed from the policy and noting the updated Policy will be presented at the October meeting.* £0

The [IT and Email Policy](#) has been reviewed and the final version is for the council to ratify.

**Recommendation:** The council resolves to ratify the IT and Email Policy and upon approval notes its publication on the WTC website.

14.3.1 Website – appointment of contractor As per minute reference FC231 from the council RESOLVED to delegate the review of the tenders to the Interim Town Clerk in collaboration with Councillor Harrison [as the IT expert] supported by Councillor Ditton. £TBC

The review meeting took place on 03 December and a report with the recommendation will follow once the clerk has processed the next steps from the meeting.

**Recommendation:** The council considers the recommendation as presented by Cllrs Ditton and Harrison.

14.3.2 Payroll amendments The payroll provider has been advised of the following new starters: For information (as resolved on 24 November 2025)

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

Contracts have been issued noting these are conditional based on reference checks being satisfactory.

**Recommendation:** The council resolves to note this payroll update