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 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 **7 pm on Monday 12 January 2026** 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, January 06 2026

Public Participation: The Chairman 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.
The Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights.
All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

1. Apologies – To receive and note Councillor absences
2. To receive any Declarations of Interests and Requests for Dispensation
3. Minutes of the Full Council meeting held on 08 December 2025
4. To elect a mayor for the remainder of the 2025/2026 mayoral year
5. To receive a report for information to Full Council
6. To receive financial reports and approve payments
7. To consider and comment on planning applications
8. To consider a Highways/ LHFIG Request relating to parking on North Street
9. To consider the draft budget for adoption and resolve on the precept demand for the financial year 2026/ 2027
10. Clerks report

Agenda Item No. 1

Apologies – To receive and note Councillor absences

In December 2025, the Council resolved to note councillor absence. Councillors are required to tender their apologies for council meetings in advance and these will be noted.

If a council member has not attended a meeting of the council for six consecutive months, they are disqualified.

Apologies – none received [at the point of the agenda being published].
Apologies received from Cllr Pauline Church (Wiltshire Council).

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 8 December 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: 8 December 2025 .

Agenda Item No. 4

To elect a mayor for the remainder of the 2025/2026 mayoral year

Background:
Councillor Alexandra Boyd has formally notified the Town Clerk of her decision to step down from the role of Mayor due to health challenges. Cllr Boyd will continue to serve as a councillor and support local events where possible.

Recommendation:
The Council is asked to:

(1) Note the resignation of Cllr Boyd from the mayoral role and formally thank her for her commitment and service since May 2025.
(2) Elect a Mayor for the remainder of the 2025/2026 term.
(3) If the Deputy Mayor is elected in to the position of Mayor then the council will need to elect a Deputy Mayor for the duration of the 2025/2026 term.

Agenda Item No. 5

To receive a report for information to Full Council

Civic Report

Cllr Boyd, Mayor has provided a Civic Report covering December 2025.
Councillors are invited to provide a verbal report on civic/ community events at this point.

Wiltshire Council Reports

N/A as Cllr Church has tendered apologies for the meeting.

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.

Agenda Item No. 6

To receive financial reports and approve payments

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 the updated version was resolved by WTC in November 2025.

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

1. Year to date monthly report - Receipts and Payments versus budget (including forecast to year-end)

2. The payment list to the value of £42,043.07 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)

Minute Ref:	Payee	Description	Cost
FC214 (Oct 2025)	Burfitt and Garrett	The invoice relates to amended works. The original quote was for £18,735 + VAT. A second quote covers off the additional work not specified in original survey (see section 9.3.4)	£13,216.87 + VAT

3. Bank balances - reconciliation to follow

Wilton Town Council
BANK ACCOUNTS

Lloyds Business Bank Account 824	£11,229.51
Commercial Instant Account 905	£115,420.17
Lloyds Debit Card 360	£2,506.37
Public Sector Deposit Fund	£300,000.00
Stripe	
Total in Banks	**429,156.05**
Cash	
GRAND TOTAL (Banks and Cash)	**£429,156.05**

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 December 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 payment [versus budget] and list of payments and raises any queries it may have.
2. resolves to approve the payments to the value of £42,043.07
3. resolves to approve the payment to Burfitt and Garrett for £13,216.87 + VAT

Agenda Item No. 7

To consider and comment on planning applications

Summary

Planning applications listed below have been received and require comments to be submitted to the Local Planning Authority. Prior to the meeting, members are urged to view the planning application using the link below and to visit the site to understand local context. The presentation for the meeting is available to view in advance here. (Town and Country Planning Act, 1990 sch.1 para.8) Planning

Planning App Ref	Proposal
PL/2025/09648 Trustees of the Wilton House Trust 22/01/2026	**Wilton House, Wilton, Salisbury, SP2 0BZ** (Listed building consent) Replacement of one-pipe heating system with new two-pipe arrangement. Existing fittings, including radiators to be refurbished and retained where appropriate and fitted with thermostatic valves.

Legal Authority and Implication

The Town Council is a consultee but does not have the authority to determine planning applications. The Council has the power to be notified of planning applications affecting the Council's area and to comment (Town and Country Planning Act, 1990 sch.1 para.8)

Recommendation

That the Committee provides its response on the listed planning applications and considers responses to applications received without notice, in the form of Support or Objection with supporting reasons. Delegate to the Town Clerk all details in discharging this decision.

Additional Information

As part of Wilton Town Council's response to planning proposals it needs to give material planning reason for its comments, be they of support or objection. Simply stating 'No Objection' or 'Support' is insufficient as there is a requirement to give the reasons for that decision.

Material Planning Reasons

- Biodiversity
- Local or Government Policy
- Noise/Disturbance
- Parking
- Heritage
- Economic Benefits
- Overlooking/Loss of Privacy
- Landscape
- Impact on Light
- Effect on the appearance of the Area
- Height
- Traffic or Highways
- Impact on Access
- Design
- Road safety
- Residential Amenity
- Flooding Issues

To assist here are a few examples as to how you might word something to give material planning reason for your thoughts.

Agenda Item No.8

To consider a Highways/ LHFIG Request relating to parking on North Street

Background

Email request from resident:

Following advice from Wiltshire Council's Parking Services team, I am submitting a Highways Improvement / LHFIG request form via Wilton Town Council regarding parking on North Street, Wilton. The completed Highways Request form provides all the relevant information.

In brief, the issue concerns the upper section of North Street (West Street to Churchill Crescent), where there is 1-hour limited waiting with no exemption for residents. Many homes here and on nearby streets (Wiley Terrace, Riverside, Northleigh Terrace) have no off-street parking, so residents rely entirely on on-street spaces.

At busy times, especially after school pick-up and after 6pm, residents often cannot find any space near home. Some vehicles appear to be left for months in poor condition, further reducing capacity. Many of us are forced to park at The Guild's private car park and walk back, which feels unsafe at night and is not really permitted.

In the form I've asked for a review of parking on North Street, including the option of resident exemptions/permits in the existing 1-hour bays and consideration of a wider residents' / shared-use scheme for the most affected streets.

I would be very grateful if the Town Council could:

- *Log this as a formal LHFIG request,*
- *Consider supporting it at a future meeting, and*
- *Let me know if it would be helpful for me to attend or provide further information.*

Thank you very much for your time and any support you can offer in progressing this with Wiltshire Council.

Information

The Wiltshire Council LHFIG Guidance Note [excerpt] states:

> *Submission of Issues*
> *Issues must be submitted via the Highway Improvement Request Form to the relevant parish/town council, which must give its support. For issues to be given consideration at the relevant meeting, parish/town councils must submit to Wiltshire Council no later than 14 days in advance of the advertised meeting date and must attend the meeting.*

Recommendation

The council considers this request in line with the LHFIG process and delegates the next steps to the Interim Town Clerk to action.

Agenda Item No. 9

To consider the draft budget for adoption and resolve the precept demand for the financial year 2026/ 2027

Background

In November and December 2025, all councillors were invited to attend informal budget workshops to discuss the draft budget for the 2026/2027 financial year. During these sessions, councillors considered key priorities and explored what the Council could achieve within the current electoral term, which concludes in May 2029.

The draft Budget includes what WTC is expecting to achieve in 2026/2027 and beyond. The draft WTC Strategic Plan (2026 to 2029) is under development and includes more insight to the vision and all aspects of the council and its priorities. The draft plan will be updated post the 2026/2027 budget setting process.

The draft budget has been prepared using information gleaned from the councillor informal budget workshops, plus projects under consideration and those already resolved by WTC. The draft budget ensures that funds facilitate the delivery of council services as well as providing stability against unforeseeable demands and enabling the maintenance of capital assets.

The draft budget has been recently reviewed at the informal councillor workshops and the Full Council is now being asked to consider the budget for 2026/2027. The Council must set a balanced budget and comply with all statutory requirements pertaining to the setting of its budgets as set out in the Local Government Act 2003, Part 2, Section 25 and 26, which holds under clause 25 (1) that the Responsible Finance Officer (RFO) must report on the robustness of the estimates and on the adequacy of the proposed financial reserves.

The WTC budget is financed through a combination of rental income, service charges and the precept. The former is substantially derived from income in respect of the hire of the Pavilion and rent of Civic Office. The parish precept is the most local element of the council tax levied by Wiltshire Council on properties within the parish of Wilton .

The 2025/2026 year-end forecast income and expenditure report predicts the monthly income and expenditure for budget line. The year-end forecast for 2025/2026 will continue to be updated on a monthly basis until 31st March 2026 when the final year-end outcome will be presented to WTC in May 2026.

The 2025/2026 year-end forecast has been used to prepare the Annual Budget By Centre for 2026/2027. Refer to the information on **TAB #3** as this includes the break down for each cost centre. The Operational Income budget (excluding precept) has been set for consideration at £25,100. The Operational Expenditure has been set for consideration at £318,731 (excluding EMR projects).

The Annual Budget by Centre report (TAB #3) lists out the current codes within each cost centre and those that are recommended for deletion post year-end. The process to streamline and simplify the presentation of the financial information will aid the transparency for both councillors and the public.

Overview of Ear Marked Reserves and General Reserves:

Ear Marked Reserve (EMR)	EMR are held for specific projects, where funds are allocated for a specific purpose but may not be spent in that financial year. The level of, and continued justification for EMR should be reviewed by WTC on a regular basis. The forecasted balance of EMR to carry over into the new financial year 2026/2027 is expected to be £136,206 as shown in Appendix A.

General Reserve (GR)

WTC needs to hold an amount in reserves to meet unexpected expenditure and/ or emergencies. If the general reserve is too high, then local electors have paid a tax which is not being used for the benefit of the local community.

The general reserve figure (as of 31st December 2025) is £278,920 Taking into account the income and expenditure forecasts for January, February and March this figure at year-end is expected to be £115,525.

Any overspend on the current year budget forecast will impact on the General Reserve figure at year-end. Likewise, any underspend will add to the value of the General Reserve fund. The generally accepted recommendation with regards to the appropriate minimum level of a Local Council's Reserve (as opposed to its Earmarked Reserves), is that this should be maintained at between 3 and 12 months net revenue expenditure.

Precept

The precept set by the Council must enable it to continue its 'business as usual' functions at current service levels, fund service enhancements, and undertake committed asset maintenance and improvement. The table below illustrates the historic precept levels paid by a Band D equivalent property.

Overview of precept from 2019 to 2025			
Wilton Town Council	**Precept**		**Band D**
2019/2020	£	217,927	138.06
2020/2021	£	243,187	150.53
2021/2022	£	243,187	153.97
2022/2023	£	248,051	157.71
2023/2024	£	248,833	157.71
2024/2025	£	246,000	156.01
2025/2026	£	247,520	156.01

Difference 2020/2021 to 2025/ 2026	£	4,333	£5.48
0.18% increase over this 6 year period v inflation running at 4.72%			

Budget

To achieve its services (all Income and Expenditure), excluding projects, the net Income over Expenditure is £293,271. The Expenditure linked to 'new' projects planned for 2026/2027, as per the informal budget workshops are shown on page 10.

To achieve its services (all Income and Expenditure), *INCLUDING* new projects and topping up existing ones (that impact on the precept), the Precept modelling options are detailed on the tables below.

Summary of Precept options:

A summary is shown below together with the difference from the previous year.

Total precept for 2026/27: £ 293,271.45 (Box 1) (Press tab to enter)

Percentage change: 18.50 % (Box 2) (Press tab to enter)

Summary

Year	Taxbase	Precept	Total £ for Band D	Difference in £ for Band D	% change on last year for Band D
2025/26	1,586.57	£247,520.00	£156.01		
2026/27	1,586.37	£293,271.45	£184.87	£28.86	18.50%

To show the change across all Bands:

Year	A	B	C	D	E	F	G	H
2022/23	£105.14	£122.66	£140.19	£157.71	£192.76	£227.80	£262.85	£315.42
2023/24	£105.14	£122.66	£140.19	£157.71	£192.76	£227.80	£262.85	£315.42
2024/25	£104.01	£121.34	£138.68	£156.01	£190.68	£225.35	£260.02	£312.02
2025/26	£104.01	£121.34	£138.68	£156.01	£190.68	£225.35	£260.02	£312.02
2026/27	£123.25	£143.79	£164.33	£184.87	£225.95	£267.03	£308.12	£369.74
Difference for each Band £	£19.24	£22.45	£25.65	£28.86	£35.27	£41.68	£48.10	£57.72
% difference for each Band	18.50%	18.50%	18.50%	18.50%	18.50%	18.50%	18.50%	18.50%

OPTION 1:

Precept increase to £184.87 per household.

This equates to an increase of £28.86 annually per eligible [Band D] household – 55 pence per week.

This covers the operational costs only (income and expenditure) with NO additional funds allocated to projects (as shown in Appendix A (EMR funds)

A summary is shown below together with the difference from the previous year.

Total precept for 2026/27: £ 328,746.65 (Box 1) (Press tab to enter)

Percentage change: 32.83 % (Box 2) (Press tab to enter)

Summary

Year	Taxbase	Precept	Total £ for Band D	Difference in £ for Band D	% change on last year for Band D
2025/26	1,586.57	£247,520.00	£156.01		
2026/27	1,586.37	£328,746.65	£207.23	£51.22	32.83%

To show the change across all Bands:

Year	A	B	C	D	E	F	G	H
2022/23	£105.14	£122.66	£140.19	£157.71	£192.76	£227.80	£262.85	£315.42
2023/24	£105.14	£122.66	£140.19	£157.71	£192.76	£227.80	£262.85	£315.42
2024/25	£104.01	£121.34	£138.68	£156.01	£190.68	£225.35	£260.02	£312.02
2025/26	£104.01	£121.34	£138.68	£156.01	£190.68	£225.35	£260.02	£312.02
2026/27	£138.15	£161.18	£184.20	£207.23	£253.28	£299.33	£345.38	£414.46
Difference for each Band £	£34.14	£39.84	£45.52	£51.22	£62.60	£73.98	£85.36	£102.44
% difference for each Band	32.82%	32.83%	32.82%	32.83%	32.83%	32.83%	32.83%	32.83%

OPTION 2:

Precept increase to £207.23 per household.

This equates to an increase of £51.22 annually per eligible [Band D] household – 98 pence per week.

This covers the operational costs (income and expenditure) PLUS additional funds of £71,000 (including transfer from GR) allocated to new and existing projects as shown on page 10.

A summary is shown below together with the difference from the previous year.

Total precept for 2026/27: £ 350,907.45 (Box 1) (Press tab to enter)

Percentage change: 41.79 % (Box 2) (Press tab to enter)

Summary

Year	Taxbase	Precept	Total £ for Band D	Difference in £ for Band D	% change on last year for Band D
2025/26	1,586.57	£247,520.00	£156.01		
2026/27	1,586.37	£350,907.45	£221.20	£65.19	41.79%

To show the change across all Bands:

Year	A	B	C	D	E	F	G	H
2022/23	£105.14	£122.66	£140.19	£157.71	£192.76	£227.80	£262.85	£315.42
2023/24	£105.14	£122.66	£140.19	£157.71	£192.76	£227.80	£262.85	£315.42
2024/25	£104.01	£121.34	£138.68	£156.01	£190.68	£225.35	£260.02	£312.02
2025/26	£104.01	£121.34	£138.68	£156.01	£190.68	£225.35	£260.02	£312.02
2026/27	£147.47	£172.04	£196.62	£221.20	£270.36	£319.51	£368.67	£442.40
Difference for each Band £	£43.46	£50.70	£57.94	£65.19	£79.68	£94.16	£108.65	£130.38
% difference for each Band	41.78%	41.78%	41.78%	41.79%	41.79%	41.78%	41.79%	41.79%

OPTION 3:

Precept increase to £221.20 per household.

This equates to an increase of £65.19 annually per eligible [Band D] household – £1.25 per week.

This covers the operational costs (income and expenditure) PLUS additional funds of £93,161 (including transfer from GR) allocated to new and existing projects as shown on page 10.

A summary is shown below together with the difference from the previous year.

Total precept for 2026/27: £ 393,982.45 (Box 1) (Press tab to enter)

Percentage change: 59.19 % (Box 2) (Press tab to enter)

Summary

Year	Taxbase	Precept	Total £ for Band D	Difference in £ for Band D	% change on last year for Band D
2025/26	1,586.57	£247,520.00	£156.01		
2026/27	1,586.37	£393,982.45	£248.35	£92.34	59.19%

To show the change across all Bands:

Year	A	B	C	D	E	F	G	H
2022/23	£105.14	£122.66	£140.19	£157.71	£192.76	£227.80	£262.85	£315.42
2023/24	£105.14	£122.66	£140.19	£157.71	£192.76	£227.80	£262.85	£315.42
2024/25	£104.01	£121.34	£138.68	£156.01	£190.68	£225.35	£260.02	£312.02
2025/26	£104.01	£121.34	£138.68	£156.01	£190.68	£225.35	£260.02	£312.02
2026/27	£165.57	£193.16	£220.76	£248.35	£303.54	£358.73	£413.92	£496.70
Difference for each Band £	£61.56	£71.82	£82.08	£92.34	£112.86	£133.38	£153.90	£184.68
% difference for each Band	59.19%	59.19%	59.19%	59.19%	59.19%	59.19%	59.19%	59.19%

OPTION 4:

Precept increase to £248.35 per household.

This equates to an increase of £92.34 annually per eligible [Band D] household – £1.77 per week.

This covers the operational costs (income and expenditure) PLUS additional funds of £136,236 (including transfer from GR) allocated to new and existing projects as shown on page 10.

Overview of each Precept options to show EMR breakdown for each option

	OPTION 1		OPTION 2		OPTION 3		OPTION 4	
EMR'S	CURRENT (Rollover) - No additional precept top up required for this option		Additional top up required (add to current rollover)		Additional top up required (add to current rollover)		Additional top up (add to current rollover	
320	Cemetery	£ 12,034.00	Cemetery	£ 12,034.00	Cemetery	£ 12,034.00	Cemetery (£12,034)	£ 12,034.00
322	Open Spaces/ Play	£ 44,981.00	Open Spaces/ Play (£44,981)	£ 44,981.00	Open Spaces/ Play (£44,981 + £5,000)	£ 49,981.00	Open Spaces/ Play (£44,981)	£ 44,981.00
326	Council Offices	£ 7,409.00	Council Offices (7,409)	£ 7,409.00	Council Offices (7,409)	£ 7,409.00	Council Offices (£7,409)	£ 7,409.00
333	Flood Prevention	£ 5,592.00	Flood Prevention (£5,592)	£ 5,592.00	Flood Prevention (£5,592 PLUS £10,000)	£ 15,592.00	Flood Prevention (£5,592)	£ 5,592.00
334	Public WC upgrade	£ 60,381.00	Public WC upgrade (£60,381 PLUS £65,000)	£ 125,381.00	Public WC upgrade (£60,381 PLUS £70,000)	£ 130,381.00	Public WC upgrade (£60,381 PLUS £70,000)	£ 130,381.00
340	Christmas Lights	£ 5,839.00	Christmas Lights (£5,839 PLUS £6,000)	£ 11,839.00	Christmas Lights (£5,839 PLUS £8,161)	£ 14,000.00	Christmas Lights (£5,839 PLUS £6,000)	£ 14,000.00
TBC	Car Park Pavilion (NEW)	£ -	Car Park Pavilion (NEW)	£ -	Car Park Pavilion (NEW)	£ -	Car Park Pavilion (NEW)	£ 50,000.00
Total of EARMARKED RESERVES		**£ 136,236.00**	**Total of EARMARKED RESERVES**	**£ 207,236.00**	**Total of EARMARKED RESERVES**	**£ 229,397.00**	**Total of EARMARKED RESERVES**	**£ 264,397.00**
			Minus EMR (current rollover from 2025/2026)	£ 136,236.00	Minus EMR (current rollover from 2025/2026)	£ 136,236.00	Minus EMR (current rollover from 2025/2026)	£ 136,236.00
			Plus Top up from General Reserves	£ 35,525.01	Plus Top up from General Reserves	£ 35,525.01	Plus Top up from General Reserves	£ 35,525.01
			TOTAL (impact on precept)	£ 35,474.99	TOTAL (impact on precept)	£ 57,635.99	TOTAL (impact on precept)	£ 100,710.99
	PRECEPT = Expenditure - Income	**£ 293,271.46**	**PRECEPT** = Expenditure - Income + NET extra EMR	**£ 328,746.45**	**PRECEPT** = Expenditure - Income + NET extra EMR	**£ 350,907.45**	**PRECEPT** = Expenditure - Income + NET extra EMR	**£ 393,982.45**
	Equates to £28.86 per annnum (£0.56 per week) - 18.50%		Equates to £51.22 per annum (98p per week) - 32.8%		Equates to £65.19 per annum (£1.25 per week) - 41.7%		Equates to £92.34 per annum (£1.77 per week) - 59.19%	

Overview of General Reserves – based on Forecast at year-end

SUMMARY OF GENERAL RESERVES - based on FC at YE	
General Reserves (Scribe at end December 2025)	£ 278,920.01
Expenditure Forecast (net) for Q4	£ 169,245.00
Income Forecast (net) for Q4	£ 5,850.00
Q4 Total net estimate	£ 163,395.00
General Reserve estimate at YE (based on FC)	£ 115,525.01
General Reserve recommended value 3m-6m	£ 80,000.00
Allocate difference to EMR	**£ 35,525.01**

Notes:

- The values listed against each project are entirely flexible – more or less can be allocated as appropriate
- An Indicative Phased Project Timeline showing potential future years EMR commitments/ projects (up to and including 2029/2030) can be found in Appendix A on page 12 .

Tax Base The tax base for 2026/2027 has been confirmed as 1586.37 eligible households which is a slight reduction in comparison to 2025/2026 (1586.57).

How the tax base is calculated (for additional information only):
The council tax base is an estimate of the number of council tax dwellings in a billing authority's area. This number of properties which appear in the valuation office list is adjusted for the effect of:

- Discounts. Council Tax discounts
- Exemptions. Property exemptions
- Reliefs for disabilities. Disabled band reduction
- Council tax reduction (support). Council Tax support
- Properties being in different valuation bands.
- Growth in the taxbase.
- the anticipated collection rate.

The taxbase is expressed as the number of band D equivalent dwellings and is used to determine the estimated band D council tax for the year.

As the taxbase is converted to the band D equivalent this can impact the calculation. Each band is assigned a multiplier that represents the proportion of band D council tax. For instance, if a property is in Band A (with no discounts), it has a multiplier of 6/9 where a Band D (with no discounts) is considered the standard 9/9. This means that a new band A property with no adjustments will contribute 6/9 to the band D equivalents, whilst a Band H property (with no discounts) has a multiplier of 18/9 and would contribute two band D equivalents.

The various exemptions, discounts, reliefs, reductions also impact the taxbase. For example, a new band D property which is occupied by a customer who receives 100% council tax support due to a low income will have a nil impact on the taxbase as the property will be offset by the relief and the resident will not contribute to the precept for the town/parish. Similarly, a single person living in a band D property receiving a 25% single person discount will contribute 0.75 Band D equivalents.

If a parish/town council has 100 new properties built in the area the 100 properties will not necessarily all be band D and it is likely some form of reduction will apply to at least some of them. This means that the net impact to the Band D equivalents could be considerably lower than expectation.

In addition, before a property can be included in the taxbase, it must be occupied, banded and included in the valuation list. There may be a delay in completing or occupying a new build or a delay in the Band being allocated by the Valuation Office which all affects the taxbase.

Legal

Wilton Town Council lost its General Power of Competence in May 2025. Therefore the council needs to be aware of the Key restrictions for Non GPC Councils.

Constraint Area	What it means
Statutory Powers Only	Must rely on specifically listed powers—no "anything an individual may do."
S.137 Spending Cap	Limited goodwill spending, must benefit a group, capped per elector.
No Innovation by Default	Cannot pursue new ventures unless legislation explicitly allows them.
Governance Rules Strict	Procedural and legal constraints on delegation and accountability still apply.

In terms of the projects planned for 2026/2026 the following statutory powers can be used:

Pavilion Car Park

Statutory power under the Road Traffic Regulation Act 1984

- **Section 57(1)(b)** allows a parish or community council to "provide … and maintain suitable parking places, otherwise than on roads, for vehicles of other descriptions or for vehicles generally"—if it's needed to relieve or prevent traffic congestion or *preserve local amenities*.

Public Toilets

Public Health Acts – discretionary power

- **Section 164 of the Public Health Act 1875** and **Section 223 of the Public Health Act 1936** empower parish (and town/community) councils to provide and maintain public conveniences as part of their public health duties.

Christmas Lights

Power to provide conference/community facilities — **LGA 1972, s.144**

- Section 144 empowers councils to provide "spectacles, exhibitions, entertainments or conference facilities" in their area.
- Festive lighting is part of a seasonal entertainment or community event and can be covered under this provision.

Recommendation

(1) The council considers the draft budget information for 2025/ 2026 and confirms any amendments and: resolves on the 2026/2027 draft budget.
(2) resolves on the precept demand issued to Wiltshire Council by 20 January 2026 to a value as agreed from the range of information provided.
(3) confirms the rollover of EMR funds (as of 31st December 2025) associated with the projects as listed within Appendix A as £136,236.
(4) approves the recommendation to reduce the number of account codes with in the accounting centres as outlined in the Annual Budget By Centre for 2026/2027 (tab #3)

Appendix A

Overview of Ear Marked Reserves for 2026/2027

2026/2027 EMR's - CAP-EX		Rollover
320	Cemetery	£ 12,034.00
321	Car Parks	£ -
322	Open Spaces/ Play	£ 44,981.00
324	Elections	£ -
326	Council Offices	£ 7,409.00
328	Town Signage	
329	Training	
330	Wilton in Bloom	£ -
331	Civic Events	£ -
333	Flood Prevention	£ 5,592.00
334	Public WC upgrade	£ 60,381.00
336	Equipment/ IT	
337	CCTV	£ -
338	Highway Imp	£ -
339	Wilton Comm event support	£ -
340	Christmas Lights	£ 5,839.00
341	Street Furniture	£ -
342	Tennis Court Repairs	£ -
344	Wilton Historical	£ -
345	Trees	£ -
346	Consultancy	£ -
		£ 136,236.00

Indicative Phased Project Timeline

Indicative phased project timeline	2026/2027	2027/2028	2028/2029	2029/2030	Comments
Cemetery					No Cap ex projects planned to date
Open Spaces/ Play					Phase 1 2028/ Phase 2 2030 (?)
Council Offices					Feasibility to renovate or relocate
Flood Prevention					Ongoing long term committment
Public WC upgrade					Conpletion expected summer 2026
Christmas Lights					Purchase of new lights in 2026 + tender
Car Park Pavilion					Car park surfacing and lighting
Tennis Court Cap Ex					Resurfacing due 2029/2030
Market Regeneration					Date TBC and feasibility work required
South Street Car Park					Date TBC and feasibility work required
Project TBC					Under development

Agenda Item No. 10

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.

10.1 Clerk's Report

Cemetery Gatehouse roof works – a verbal progress update was provided at the December meeting – the quote has since been submitted and is referenced in section 10.3.4 below.

Pavilion Heaters and Lighting – In November 2025 it was RESOLVED to appoint Mayberry Electrical to carry out the works to the value of £880 [lighting] and £3,740 [heating] to meet operational, environmental, and user comfort standards. This work is now complete.

10.2 Delegated Decisions for Information (within the Clerk's delegated spend)

No	Delegated Decision	Comments	Cost	Budget
10.2.1.	Rialtus Contract now cancelled	The Rialtus contract end date is June 2027. Terms and Conditions state that by ending the contract early there is a cessation cost. This contract was not cancelled when WTC resolved on using the Scribe accounts software.	£520.50	IT Hardware and Software 4100
10.2.2	IOSH Course	The Facilities Officer has been booked on to a 4 day H&S course in February 2026	£495	Training (staff) 4065
10.2.3	Chubbs Contract now cancelled	WTC was on a Gold 1 Plan and Gold 2 Plan; a rolling service (Gold 1 Plan) contract which was signed on 01/07/1984. The (Gold 2 Plan) contract was signed on 01/07/1991. Gold 1 Plan yearly service cost is £73.76 plus charged for any & all spares used to service the extinguishers. The minimum visit charge is £47.07. Gold 2 yearly service cost is £63.42 plus charged for any & all spares used to service the extinguishers. The minimum visit charge is £48.75	£233 per annum (for info only)	Health and Safety 4045

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:

10.3 Other Matters to resolve

No	Recommendation:.		
10.3.1	Tree Lights at Market Square	At the December Full Council meeting it was requested that the tree lights surrounding the Market Square car park are left lit from dusk until the end of March 2026.	£0
	Recommendation: The council considers this request and resolves on the next steps noting that permission would need to be sought from SSE.		
10.3.2	Councillor – Notice of Vacancy	Following the resignation of Cllr Flanagan, the Democratic Services team at Wiltshire Council was notified on 11 December. The Notice of Vacancy was published on 12 December. An election to fill the vacancy will be held if TEN registered electors from the Town of Wilton write to the Returning Officer by **7 January 2026** asking for an election to be held. If an election is not requested by that date, then the vacancy must be filled by co-option as soon as practicable. A verbal update will be provided at the meeting. This update may include the commencement of advertising for the vacancy to be filled by co-option.	£0
	Recommendation: The council resolves to note this update and *if* confirmed [by Wiltshire Council] the process for co-option may commence.		
10.3.3	Payroll amendments	The payroll provider has been updated to advise Steven Willis to be processed as a leaver.	£0
	Recommendation: The council resolves to note this payroll update.		
10.3.4	Cemetery	Following the verbal update in December the contractor appointed to carry out the building works at the Cemetery has provided the following Quote - WTC CEMETERY - B and G to carry out further necessary remedial works. The original quote (approved by WTC to the value of £18,735) was based on a scope of works following a survey undertaken in 2024. This survey did not cover roof areas that were inaccessible. When the work commenced, and the roof areas were accessible more issues have come to light. The contractor has provided a second quote to cover the additional works.	Quote #2 £5,163 +VAT
	Recommendation: The council resolves to approves these works at a cost of £5,163+VAT taking funds from budget line 4227 – Cemetery Repairs and Maintenance.		
10.3.5	Health and Safety	Following a recent visit the Worknest H&S consultant visited WTC and has since provided a Wilton TC Consultancy Day report 22 12 2025. The H&S actions [as shown in the Action Plan] will be a priority and a progress report will be submitted to WTC for review on a monthly basis.	Internal costs only at this stage.

	Recommendation: The council resolves to note the report acknowledging a quarterly progress update will be provided to review progress.