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To: Cllr Angela Alexander, Cllr Charlotte Blackman (Deputy Mayor), Cllr Blandford-Hull, Cllr Alexandra Boyd, Cllr Michelle Ditton, Cllr Peter Edge, Cllr Claire Forbes, Cllr Chris Harrison (Mayor), 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 Tuesday 10 March 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
Town Clerk & RFO, March 03 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.

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 09 February 2026](#)
4. [To receive a report for information to Full Council](#)
5. [To receive financial reports and approve payments](#)
6. [To consider and comment on planning applications](#)
7. [To receive a formal update on the status of the projects](#)
8. [To consider the Wilton Town Council response to the Dorset and Wiltshire Fire Rescue Service consultation on the proposed closure of Wilton Fire Station](#)
9. [To consider updates to various policies](#)
10. [To resolve on the appointment of an Insurance Provider for 2026/2027](#)
11. [To receive update from MS365/ SharePoint working group](#)
12. [To consider and approve amendments to the Asset Register](#)
13. [To consider joining the Armed Forces Covenant scheme](#)
14. [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].

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 09 February 2026

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: [09 February 2026](#).

To receive a report for information to Full Council

Civic Report

The mayor will be attending the launch of the Wilton Village market on 14th March. Councillors are encouraged to attend this inaugural event to share the WTC plans with the community.

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

Wiltshire Council Reports

Cllr Church is invited to present a Wiltshire Council update.

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 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 report (month 11) - Receipts and Payments versus budget
2. The payment list to the value of £19,313.51 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 this month.

3. Summary of Bank Reconciliation and Cash in Hand

Bank Reconciliation at 28/02/2026			
	Cash in Hand 01/04/2025		416,073.56
	ADD		
	Receipts 01/04/2025 - 28/02/2026		390,648.68
			806,722.24
	SUBTRACT		
	Payments 01/04/2025 - 28/02/2026		443,298.56
A	Cash in Hand 28/02/2026 (per Cash Book)		363,423.68
<hr/>			
	Cash in hand per Bank Statements		
	Lloyds Business Bank Account 824 28/02/2026	15,681.22	
	Commercial Instant Account 905 28/02/2026	46,493.82	
	Lloyds Debit Card 360 28/02/2026	1,248.64	
	Public Sector Deposit Fund 28/02/2026	300,000.00	
	Stripe 28/02/2026	0.00	
			363,423.68
	Less unrepresented payments		363,423.68
	Plus unrepresented receipts		
B	Adjusted Bank Balance		363,423.68
<hr/>			
	A = B Checks out OK		

4. The council resolved to allocate funds against the following projects in 2025/2026 that will not be fulfilled by year-end as shown below. It is advised that these funds are transferred to the respective EMR:

LHFIG – 20mph Speed limit	£5,000	Transfer to EMR LHFIG (new)
Cemetery pathway works	£23,482	Transfer to EMR Cemetery

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 February 2026.

Councillors to consider who will complete the bank reconciliation for Q1 2026/2027.

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 £19,313.51.
3. resolves on the appointment of a councillor to carry out the bank reconciliation for Q1 2026/2027.
4. resolves to transfer the funds, as specified above into respective EMR's.

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	
PL/2026/00599 Mr D Hurst 13 March 2026	<p style="text-align: center;">40 Shaftesbury Road, Wilton, Salisbury, SP2 0DR</p> <p style="text-align: center;">Householder planning permission</p> <p>Proposal: Internal refurbishment with restored period features, a small rear extension to enlarge the kitchen and form a utility room, reconfiguration of the second floor, and conversion of the garage into a gym/home office with internal access. Externally, the works include updated windows and doors, a new open porch, infilling the former garage door with matching brickwork, and front landscaping to adjust the driveway and create additional parking.</p>
PL/2026/00969 Wilton Shopping Village Car Park 06 March 2026	<p style="text-align: center;">THE WILTON SHOPPING VILLAGE CAR PARK, MINSTER STREET, WILTON</p> <p style="text-align: center;">Notification of proposed works to trees in a conservation area</p> <p>Notification of proposed works to trees in a conservation area G1 - Lime, Common Ash and Cypress. Low branches overhang drive/Entrance. Crown lift to 5M. G2 - Lime and Goat Willow. Low branches overhang drive. Vehicular damage to low hanging branches. Crown lift to 5M over drive and 4M over grass area.</p>
PL/2026/00224 Ms C Howard 24 March 2026	<p style="text-align: center;">30 Shaftesbury Road, Wilton, Salisbury, SP2 0DR</p> <p style="text-align: center;">Full planning permission</p> <p>Proposed 2 Bed dwelling to land at rear of 30 Shaftesbury Road, with new vehicular access proposed off Victoria Road</p>

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 Council 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.

To receive a formal update on the status of the projects

Background

The Council has entered a new phase of ambition and long-term thinking. Over recent months, Members and Officers have been working collaboratively to define a clear vision for what the organisation aims to deliver for the community between 2026 and 2029. This work reflects the Council's commitment to proactive planning, improved service outcomes, and investment in projects that enhance the quality of life for residents, businesses, and visitors.

The draft *Strategic Plan 2026–2029* has now been produced, bringing together priorities identified through workshops, member engagement sessions, staff input, and community feedback. It outlines the Council's intended direction of travel for the next three years and frames the strategic outcomes and major projects required to achieve them.

A copy of the current draft Strategic Plan can be accessed at: [WTC Strategic Plan 2025 v6 draft.pdf](#)

While the new Strategic Plan covers the 2026–2029 period, a number of projects scheduled for 2026 have already commenced to ensure momentum and early delivery against the Council's priorities. The section below provide a current status update on each of those projects.

Information

Project 1

Christmas 2025 review and plans for 2026

The recent wash-up meeting reviewed the delivery of the 2025 arrangements, reflected on successes, identified areas for improvement, and began shaping early recommendations for Christmas 2026.

Members, Cllrs Ditton, Forbes and Blackman also noted that the existing company has been commissioned by WTC for the Christmas lights for the past ten years.

As part of good practice and to ensure ongoing value for money, it is appropriate for WTC to explore the wider market and assess what options may be available to further raise the standard of the Christmas 2026 offer.

Recommendation:

Councillors consider two councillor representatives to be assigned to this project noting a project plan outlining the actions including the tendering process will be presented to the council for the consideration in April 2026.

Project 2

Website

Designjam have confirmed the "wireframe" with the working group, which will form the basic layout of the new website.

- The sitemap (where all the pages sit within the site) is also in the final stages of being confirmed.
- A provisional layout provides an overview of the WTC homepage.

Recommendation:

Councillors resolve to note the Website update.

Project 3

WC project

Cllrs Blackman and Blandford-Hull have met with Officers to progress the emerging proposals for the Public WC Project, which forms a key element of the Council's ambition to modernise and improve essential public facilities. The discussions to date have been constructive, and there is shared agreement that the approach should be ambitious, deliverable, and aligned with the wider Strategic Plan.

Drawings have been produced to show the current floor plan and the proposed layout *subject to advice and recommendations from the contractors*.

Following the meeting with the project group, three clear delivery options have now been identified for Members to consider.

Option 1:

This option proposes the direct utilisation of Wallgate and Healthmatic, nationally recognised experts in the design, refurbishment, and management of public toilet facilities. Both companies operate extensively across the UK and are based in Wiltshire, offering proven experience in delivering robust, modern public conveniences for local authorities. Under this approach, the Council would directly engage the specialists to design and deliver the required upgrades. Initial informal discussions suggest that, subject to final specification and quotation, works could be completed by early summer.

Advantages of Option 1:

- Enables significantly faster delivery by avoiding lengthy procurement stages.
- Provides access to highly specialised expertise with strong national track records.
- Reduces internal resource demand through streamlined project management.
- Delivers improved facilities for residents and visitors at the earliest opportunity.
- Local after sales and service are managed by a local contractor.

Considerations:

- Direct appointment requires clear justification within procurement rules.
- Final costings and scope to be confirmed following quotation and design refinement.

Option 2:

Under this option, the Council would conduct a full national tender, opening the project to bids from a wide range of contractors. This structured process would follow regulated procurement stages, including advertisement, evaluation, clarifications, and contract award.

Advantages of Option 2:

- Provides the broadest competitive market opportunity.
- Could attract alternative design or delivery approaches.

Considerations:

- A full tender will substantially elongate the project timetable, delaying delivery well beyond summer.
- Requires considerable officer time for tender preparation, evaluation, clarification, and contract award.
- Delays the availability of upgraded facilities to the public.
- If a non-local contractor is appointed, the Council will also need to consider the potential for increased ongoing service, maintenance, and call-out costs compared with local providers.

Option 3: This option involves directly commissioning a suitably experienced project manager to oversee the full project, from concept through delivery. The project manager would coordinate contractors, cost control, site activity, and risk management. This route may also allow the Council to take advantage of an emerging opportunity with a contractor currently working locally for another authority.

Advantages of option 3:

- Provides consistent professional oversight, accountability, and risk management.
- Can reduce pressure on internal officer resources by placing technical and contract administration responsibilities with a specialist.
- May improve cost control and delivery efficiency through expert coordination.

Considerations

- Evidence of value for money must be clearly documented.
- The scale and nature of the works must be checked against procurement thresholds to determine whether wider competition is required.
- Project manager fees will introduce an additional cost element, which must be weighed against potential efficiencies and savings achieved through improved coordination and risk management.

Financial and Governance considerations

Wilton Town Council requires that all contracts comply with its Procurement Policy, Standing Orders, and Financial Regulations, ensuring best value, transparency, and proportionality in all purchasing decisions.

The Financial Regulations set out further requirements, including adherence to internal controls, risk management, proper authorisation of expenditure, and compliance with all procurement thresholds and processes. For contracts under £25,000, contractors must hold at least £5 million public liability insurance, increasing to £10 million for contracts above £25,000.

Overall, the Council must ensure procurement is fair, competitive where required, and capable of demonstrating value for money through proper documentation and due diligence.

Recommendation:

Councillors consider the preferred option to progress the next steps noting the updated project plan will be presented at the April meeting and monthly thereafter.

Project 4

Men’s Shed request for groundworks and 2 storage containers

Men’s Shed ground works and Car Park works – Background summary

This update presents options for progressing the compound ground works associated with Wilton Men’s Shed and to consider how these could align with the wider Pavilion Car Park improvement project. The information below outlines the implications for the Men’s Shed lease renewal and seeks decisions on project structure, lease arrangements, and councillor representation.

Re-cap (extract from October 2025 Full Council report in italics)

The council was presented with the Men’s Shed proposal which included the Project Plan and Method Statement.

Financial

The costs, as borne by the Carnival and Men's Shed are shown in the formal request letter. The Men's Shed committee is requesting that Wilton Town Council allocate funds to pay for the Grab lorry, concrete and Hi-Ab (to re-orientate the existing containers) at a cost of £1,337 + VAT.

In November 2025 [minute reference FC227] it was resolved to defer the decision until the lease implications are understood and independent project manager services and costs are investigated.

Lease Information:

The 2019 Heads of Terms confirm that the Castle Meadow compound area remains owned and managed by Wilton Town Council. While the Men's Shed may carry out limited agreed works, any material alteration to the land layout or the installation of new structures must be authorised and overseen by the Council.

The Men's Shed proposal to level the ground and install two additional containers constitutes a material alteration. Responsibility therefore sits firmly with the Council to approve, oversee, and manage the works.

However, the Council *may* select to contract the Men's Shed to deliver the ground works element under Council oversight.

The Council must now decide whether:

- to manage the Men's Shed compound works and the Pavilion Car Park improvements as two separate projects with Men's Shed contracted to deliver the ground works and shipping container installation, or
- to combine them into one Council-managed project delivered in two phases.

Advantages of Option 1: Contract the Men's Shed to Carry Out the Ground Works

- Cost efficiency: Lower labour costs than commercial contractors.
- Local benefit: Supports a valued community organisation.
- Familiarity with site: Men's Shed volunteers have direct experience working in the compound.
- Faster mobilisation: Shed members may be ready to commence works sooner than external contractors.

Considerations

- Governance & compliance: Council must ensure works meet required standards, insurance cover, RAMS compliance, and CDM obligations.
- Capacity and capability: Delivery relies on volunteer availability and skills.
- Partial integration: Final surface finish would still need to be completed by the appointed car park contractor.
- Perception of conflict: Requires full transparency due to the declared personal interest of a councillor involved with the Men's Shed.
- Quality assurance: May require additional Council oversight or external checking, adding time and administrative load.

Option 2: WTC to Manage a Single Combined Project (Two Phases, One Contractor)

Phase 1: Ground levelling and preparation for the reconfiguration of 2 [existing] shipping containers and installation of 2 new shipping containers.

Phase 2: Final surfacing of the compound delivered alongside Pavilion Car Park improvements

Advantages of Option 2:

- Clear governance: One contractor, one specification, one timeline.
- Consistency of finish: Surface treatments across the compound and car park will match.
- Reduced mobilisation cost: Contractor only attends site once for both phases.
- Reduced risk: Professional contractor ensures compliance with CDM, insurance, and regulatory standards.
- Simplified procurement: A single tender for both phases.
- Easier project management: No overlapping responsibilities or quality-control concerns.

Considerations

- Higher cost: Commercial contractors will cost more than volunteer labour.
- Timeline dependency: Phase 1 might wait until the full tender is prepared.
- Less direct community involvement: Men's Shed plays a smaller operational role (though still a key stakeholder).

Lease information

- The Men's Shed lease expires in January 2027. It is therefore timely for the council to consider renewing the lease to take in to account the works to the compound area.
- The current lease was set for a 3-year term. A renewal lease is estimated to cost £1,750 + VAT + disbursements. It is financially prudent for the council to consider a 10 year lease with a 5-year break clause.
- The plan, if approved is to level the ground in the compound area and install a further two containers. The updated lease will include the works in the compound area.

Financial:

3 quotes from local Solicitors have been sought to prepare the lease:

Quote A: £2,000 - £3,000 plus VAT for the new lease [+disbursements]

Quote B: Awaiting quote

Quote C: £1,750 plus VAT and disbursements and I anticipate disbursements will be no more than £100.

Summary:

For transparency, governance, and effective project control, it is recommended that the works are delivered as a single Council-managed project in two phases, ensuring:

- full compliance with the lease and regulatory responsibilities.
- consistent surface treatment across both areas.
- separation of duties where a personal interest exists.
- streamlined procurement and oversight.

Under this approach, the councillor connected to the Men's Shed may continue as a joint project lead, supporting delivery while maintaining clear governance boundaries.

Recommendation:

Councillors consider the information and agree whether to proceed with:

a) Option 1 – contracting the Men’s Shed for ground works and installation/ reconfiguring of the shipping containers; OR

b) Option 2 – a single Council-managed project with two phases and further considers:

- a review the lease quotes and select a solicitor to progress the Men’s Shed lease renewal.
- The appointment of two councillor representatives to the project to support ongoing development of the project scope and specification noting that the project plan including estimates and tender documents will be presented to council for consideration at a future meeting.

Project 5 (or combined with project 4)

Pavilion Car Park Work on defining the scope of the project is underway. The next phase will involve preparing a detailed project plan and developing a full specification for the proposed car park works; this will include lighting.



Photo: *For illustrative purposes only* – shows a surface with a blend of permeable tarmac and gravel.

Recommendation:

The council considers two councillor representatives to be assigned to this project.

To consider the Wilton Town Council response to the Dorset and Wiltshire Fire Rescue Service consultation on the proposed closure of Wilton Fire Station

Background

Dorset & Wiltshire Fire and Rescue Authority has agreed to take proposals for closing up to eight fire stations to public consultation.

The Authority received reports from a working group of its own Members, who had put forward the recommendations following months of work and analysis alongside officers from Dorset & Wiltshire Fire and Rescue Service [DWFRS].

The eight locations that will be subject to consultation are all on-call fire stations: four in Dorset (Charmouth, Cranborne, Hamworthy and Maiden Newton), and four in Wiltshire (Bradford on Avon, Mere, Ramsbury and Wilton).

A fire cover review has been underway for the past three years, looking at information and data about all 50 of the fire stations within DWFRS. The analysis which identified the eight stations proposed for closure used data from 2019-2024 to consider:

- how busy the station is;
- how quickly and how often the station is able to respond to incidents;
- the financial impact of closing the fire station;
- how other fire engines nearby could respond to incidents;
- existing and possible future risk in the local communities; and
- how the Service meets the changing needs of its communities.

Information

The [consultation](#) will be open from Friday 13 February until Friday 15 May 2026. All of the details, including station-specific data, FAQs and a questionnaire, is available at www.dwfire.org.uk.

A Fire Station Consultation Guide provides advice, points for consideration and tips to support a constructive consultation response.

During March and April, there will be public meetings in each affected community, together with online dial-in sessions for each location. Details of these can also be found on the DWFRS website from 13 February.

An independent consultation company is supporting this process and will produce a report of all the responses before the Authority makes the final decision on any station closures when they meet on Tuesday 30 June 2026.

Public meetings

These will be held at Castle Meadow Pavilion, Castle Lane, Wilton, SP2 0HG on the following dates:

- Monday 9 March: 6pm – 8pm
- Tuesday 10 March: 10.30am – 12.30pm

The [public leaflet](#) provides more information and the Wilton [full report](#) provides data and financial insight into the proposed closure.

Recommendation:

Councillors to consider the formal Wilton Town Council response.

To consider updates to various policies

Background

Most Council policies are reviewed on an annual or biennial cycle, unless legislation or local circumstances require earlier revision. The following policies are due for review and can be accessed via the links below.

Policy	Description	Link to policies
IT and Email Policy	Amended to include Appendix B - Bring Your Own Devices (known as BYOD)	<p>201737- Agenda Item 9 Policy Review.pdf</p>
Signs & Banners Policy	Amended to align with current policy style and clearer information regarding location and fees	
Highway Request Policy	<p>The purpose of this policy is to provide guidance to Councillors when assessing requests from members of the public for support with Highways Improvements, including issues related to parking, speeding, and the anti-social use of vehicles.</p> <p>Section 2.1 of the policy refers to the <i>Wiltshire Council Local Highways Request Form</i>, which must be completed by the resident submitting the request. This form is required for any matter to be considered by the Local Highways and Footpath Improvement Group (LHFIG).</p> <p>Section 3 stipulates that each proposal must be supported by a minimum of ten named residents, aged 18 or over, who are directly affected by the measures being requested.</p>	
Lone Working Policy	The purpose of this policy is to provide practical guidance on identifying, assessing, and managing the risks associated with lone working, while promoting a culture of safety and awareness across the organisation. It should be read in conjunction with the Council's Health and Safety Policy and associated risk assessments.	
Social Media Policy	Amended to reflect current staffing structure and Councillor responsibilities	

Recommendation

Councillors review and approve the updated versions of the following policies:

- IT and email Policy – appendix B – BYOD policy
- Banners and Signage Policy
- Highways Request Policy
- Lone Working Policy
- Social Media Policy

Noting that these policies form part of the Council's internal control framework and require regular review as part of ongoing governance responsibilities.

To resolve on the appointment of an Insurance Provider for 2026/2027

Background

The WTC insurance Policy expires on 31st March 2026.

Information

Three quotations were sought for the Town Council’s insurance renewal. Each insurance provider was supplied with full details of the Council’s current cover to ensure that all quotations were based on an identical level of provision.

As part of this process, the Asset Register was reviewed in detail (see agenda item no.12). As the Asset Register underpins the Insurance Schedule, this review ensures that all submitted quotations reflect accurate and up-to-date asset information.

Financial Information

	Company A Policy Schedule	Company B Policy Schedule Company B declined to quote	Company C Policy Schedule To follow
Material Damage – sum insured (property)	£1,916,806		£1,912,713
Material Damage sum insured (contents)	£373,423		£584,141
Business Interruption	£15,000		£15,000
Money Cover	£250,000		£1,000
Public Liability	£15m		£10m
Hirers Liability	£2m		£5 within PL
Libel and Slander	£500,000		£500,000
Employers Liability	£10m		£10m
Fidelity Guarantee	£500,000		£500,000
Legal Expenses	£200,000		£100,000
Personal Accident	Various		Various
One year contract	£6,892.99		£7,021.95
<u>Three year</u> contract	N/A		N/A
Total for three years	N/A		N/A

Recommendation

Members are requested to approve the Insurance cover for 2026/2027 using Company TBC for a one year contract at a cost of £TBC.

To receive update from MS365/ SharePoint working group

Background

The Working Group has met to review the Council's SharePoint system and councillor access to information. Since November 2025, activity logs show 483 file-modification entries linked to councillor accounts, reflecting occasions where documents were edited, saved, renamed, or otherwise altered.

This review has highlighted several issues with the SharePoint environment. The filing system is inefficient and difficult to navigate, with inconsistent folder structures, duplicated or misplaced documents, and irregular naming conventions. Access permissions are also inconsistent, leading in some cases to councillors unintentionally being able to edit official documents.

As the office team is responsible for the overarching management, control, and accuracy of council records, including version control, statutory compliance, and corporate governance, these issues present a risk to document integrity and efficient working practices.

Additionally, the Working Group discussed the Local Government Transparency Code. While the Code requires the Council to publish specified information for public access, it does not grant councillors unrestricted access to all internal documents. Councillor access must continue to operate strictly on a "need-to-know" basis, ensuring appropriate protection for confidential, GDPR-protected, HR-related, and commercially sensitive material.

Information

To address the issues identified, the office team will be carrying out a comprehensive redesign of the SharePoint system. The objective is to simplify the filing structure, standardise how documents are stored, and ensure that permissions are applied consistently and appropriately.

Under the new arrangements:

- Councillors will have view-only access to all non-restricted files as shown on the SharePoint map on Appendix A.
- Councillors involved in invoice authorisation will retain editing access to update the specific SharePoint register used to record approvals.
- Where councillors are asked to review a document, such as draft policies for proof-reading, a dedicated editable link will be issued for that specific purpose.
- Restricted material (GDPR-protected, HR, commercially sensitive or confidential content) will continue to have controlled access.

Alongside the SharePoint restructure, a new Council website is being built. Once launched, the new website will provide clearer and more intuitive navigation, making it easier for the public to find documents required under the Transparency Code. This will reduce the need for councillors to search internal systems for documents that will be readily available online. A training session will be arranged for all councillors once the redesigned SharePoint site is operational.

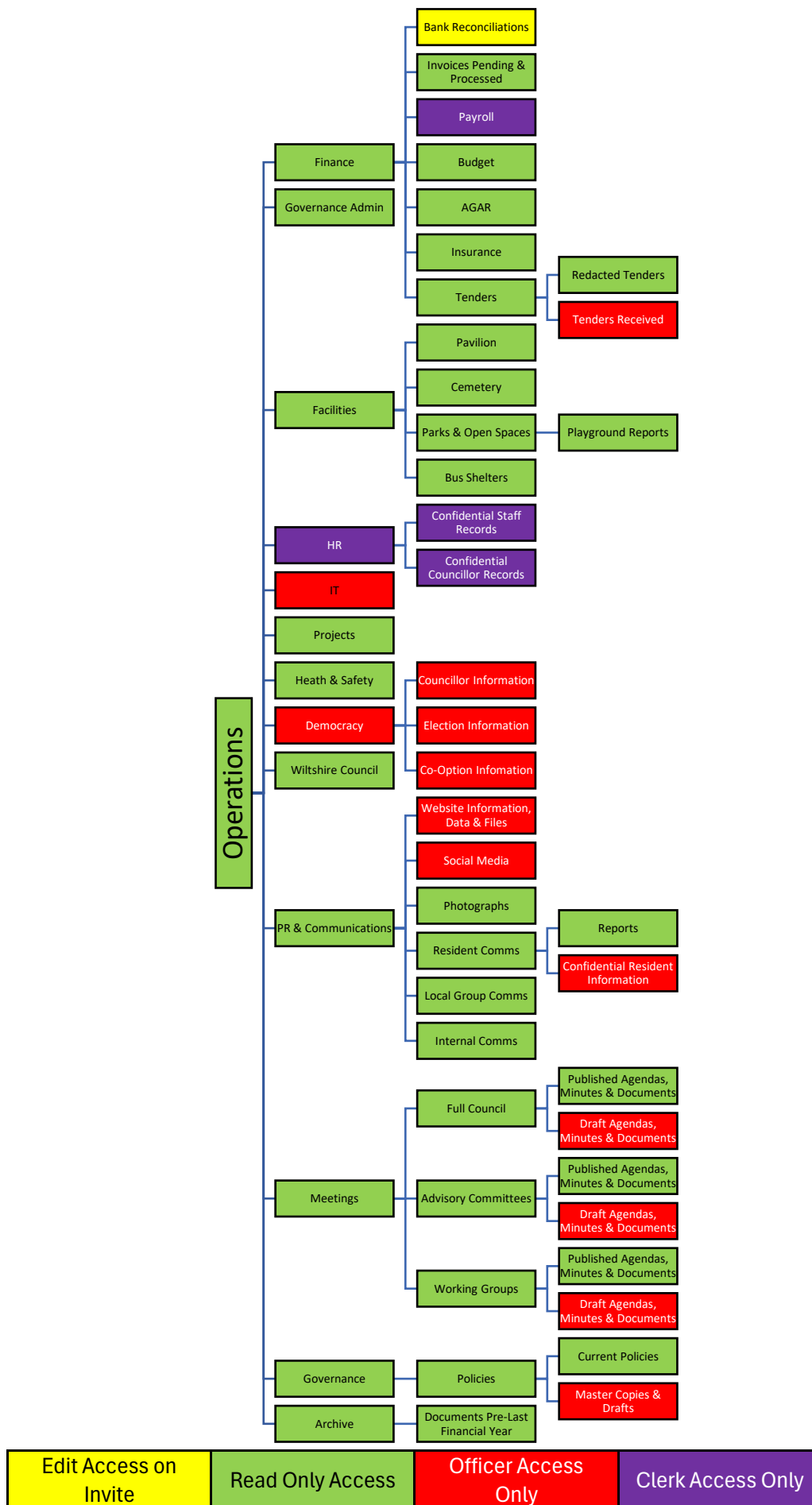
Financial Information

Internal costs only

Recommendation

Councillors are asked to consider the information, endorse the ongoing SharePoint restructure, and support the introduction of revised access permissions, view only access noting councillor training will be organised once the new system is in place.

Sharepoint – overview of permissions



Edit Access on Invite	Read Only Access	Officer Access Only	Clerk Access Only
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To consider and approve amendments to the Asset Register

Background

The purpose of this report is to provide clarity to Members on the correct valuation method for recording assets within the Council's Asset Register, in line with the Smaller Authorities' Proper Practices Panel (SAPPP) (formerly JPAG) *Practitioners' Guide*. This follows recent queries regarding whether historic assets should be recorded at a nominal value of £1 or at their latest market valuation.

The Council is required to maintain an up-to-date Asset Register to support effective asset management, insurance documentation, and completion of the Annual Governance and Accountability Return (AGAR). Proper practices for recording these assets are set out in the JPAG/SAPPP Practitioners' Guide, which establishes consistent national accounting treatment for smaller authorities.

The guidance determines the basis on which assets must be valued upon entry into the register, and whether such valuations should be updated over time.

The JPAG/SAPPP guidance is explicit that:

- Annual revaluations, market valuations, and insurance valuations must not be used to amend the value recorded in the Asset Register.
- Depreciation, impairment adjustments and commercial revaluation concepts must not be applied.

This means [for example] that a building purchased 40 years ago should continue to appear in the register at its original historic cost, regardless of current market value.

The JPAG/SAPPP guidelines do not explicitly specify £1 as a required value. However, sector practice is to use a nominal amount (commonly £1) only where no purchase cost and no reasonable proxy valuation can be identified.

This ensures that all assets are included in the register, even where historic financial information is incomplete.

Information

The value of the Asset Register as at year-end 2024/2025 was £2,071,250. In preparation for year end 2025/2026 a full review of the [V5] [Asset Register](#) has taken place.

The total of box 9 AGAR at year end 2024/2025 was £2,071,250. The total of box 9 at year end 2025/2026 will be £631,250. Due to the complexities of this review, further work to refine the 2026/2027 Asset Register will be undertaken in the new financial year.

Overview of amendments:

- Items in red text will be deleted from the 2025/2026 Asset Register.
- Items in blue have been added or amended on the 2025/2026 Asset Register.
- Rows 23 - 46 value totals £5,097 however the AGAR submission value for 2024/2025 was incorrectly stated as £20,611. The revised total figure for this category is now £2,735.
- Property values, Heritage Assets were historically entered as latest valuation - these have been amended to reflect the nominal value of £1.
- Other items where no purchase value could be traced have also been entered as a £1 nominal value.

- *Bundled* play equipment has been separated out where possible, and all labour costs excluded - the sum is now the total of each piece of equipment.
- Next step is to catalogue all individual play equipment and research historic purchase values – this update will feature in the 2026/2027 review.
- All non-risk items under £500 have been deleted.
- All items managed via a rental/ lease agreement have been deleted.

As a result of the information above, the Asset Register has been updated accordingly. The value of the Asset Register at year end 2025 /2026 is correctly stated as £631,250.

Recommendation

The council considers the information and approves the value of the Asset Register for 2025/2026 year-end as £631,250.

To consider joining the Armed Forces Covenant scheme

Background

Wilton has a long affiliation with the armed forces, especially the Army's Land Forces, who were previously based in the town. The town is also home to Entrain, a scheme providing training and accommodation for ex-forces members, supporting them in the transition to civilian life.

A number of our assets and services are likely to be used by serving and ex-forces members, and their families, and the Council's Officer team now has an ex-forces member.

Information

Signing a voluntary pledge in order to demonstrate our support for the Armed Forces community and for the principles of the Covenant allows the Council to not only support serving and ex-members of the forces, both through employment opportunities and providing services, but allows for our addition to a nationally held register of organisations. It also opens up opportunities to apply for funding for any future projects that specifically benefit the armed forces community.

Additionally, it would allow for future closer working with ex-forces members locally, with the potential for partnerships with schemes such as Entrain through volunteering and engagement opportunities.

The initial step would be to sign a voluntary pledge, demonstrating our commitment to ensure that:

- Members of the Armed Forces Community should not face disadvantages arising from their service in the provision of public and commercial services.
- In some circumstances special provision may be justified, especially for those who have given the most, such as the injured or bereaved.

The next step would be to apply for Bronze status of the Employer Recognition Scheme. This involves:

- Confirming our understanding of the Armed Forces Covenant and what it means to be a supporter of the Armed Forces community.
- Informed their workforce of their positive support for the Armed Forces community.

Desirable Criteria. Factors which add value to an application. Note that the description of these allows for an assessment of evidence in the context of the scale, business model and market sector of the employer. The employer is willing to consider:

- How to develop a suitable HR framework to enable Reserve mobilisation for members of their work force.
- Provide additional leave for Reservists (i.e. Part Time Volunteer Reserves) to conduct training.
- How they would promote volunteering and support to the Cadet movement through official Cadet Force channels.
- How they ensure that Service personnel/Armed Forces community are not unfairly disadvantaged as part of their recruiting and selection processes.

Once Bronze status is awarded, a minimum of 12 months must pass before considering applying for Silver status, during which policies should be updated and evidence gathered to support the application for the next tier.

Financial Information

There is no direct cost implication to join the scheme, other than Officer time to complete the application. As part of the Covenant, reservists should be given additional time off work to attend any training. While this can be unpaid leave, there may be a cost implication for back-filling any additional time off for an employee.

Recommendation

The Council considers signing the Armed Forces Covenant pledge and applying for the Bronze tier of the Employer Recognition Scheme.

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.

14.1 Clerk’s Report

- a) **Men’s shed electrical meter readings and database** – Following a review of all men’s shed meter readings and payments since February 2024, a database has now been set up to calculate costs, readings, and outstanding amounts. This database will be used to track future readings, and the outstanding amount is currently £147.98 inc. VAT and an invoice has been prepared.
- b) **Solar Feed-in-Tariff** – The long standing issue with the FiT meter readings and payments has now been resolved. The statement dated 24 February 2026 confirms a payment of £528.88 will be paid by 6 March 2026 and thereafter on a quarterly basis.
- c) **Wilton Community Centre** – The 2025 Impact Report from Wilton Community Centre, outlines how the grant supported the delivery of the 2025 Christmas Lunch for residents experiencing isolation.
- d) **LHFIG update** – the February meeting has been postponed to 11 March. The following invoices to Wiltshire Council, linked to LHFIG contribution to the following schemes have been paid:

LHFIG scheme 14-23-02 Remarking of Market Place Car Park	£264.50
LHFIG scheme 12-23-08 Crow Lane Pedestrian Improvements	£218.75
LHFIG scheme 14-23-17 Wilton 20mph Speed Limit Assessment	£725.00
LHFIG scheme 14-23-19 Minster Street coloured surfacing	£471.25
LHFIG scheme 14-23-20 West Street bollard	£145.00

- e) **PHS contract** – Following a review of the contract and service schedule a reduction has been agreed which equates to an annual saving of £832.

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

No	Delegated Decision	Comments	Cost	Budget
14.2.1	Fire Extinguisher replacements	Three office based Fire Extinguishers are out of date and are in the process of being replaced. Upon completion the extinguishers will be fully certified.	£339	Office Repairs and maintenance 4220
14.2.2	Drain clearance equipment	Various equipment ordered for FaRMAC to facilitate flood related support works.	£430	Community Resilience – repairs and maintenance 4234
14.2.3	Cleaning supplies	Supplies for in-house cleaning of the Public WC’s.	£111	Cleaning contract 4600

14.2.4	Canva Annual Subscription	Canva is a graphic design software used to produce social media and online graphics, publications etc. We are moving from a monthly to annual subscription as this will save £56 per annum.	£100	Subscriptions & Publications 4075
14.2.5	Christmas Tree – Independent Risk survey	<p>As part of the 2025 seasonal review, attention has been given to the two trees traditionally used to display Christmas lights at Old St Mary’s. These trees—the Yew and the Cherry—form an important part of the town’s festive decorations, and their continued use requires assurance regarding structural condition, public safety, and long-term health.</p> <p>To support this, an independent arboriculture risk survey has been commissioned and will be carried out by a qualified arboriculture expert. The purpose of the assessment is to:</p> <ul style="list-style-type: none"> • Evaluate the structural integrity and overall condition of both trees; • Identify any defects, weaknesses, or hazards associated with installing or maintaining Christmas lights; • Provide professional guidance on future management, maintenance, or potential restrictions; • Ensure the Council meets its duty of care in respect of public safety and ongoing tree stewardship. <p>The survey findings will inform the Council’s options and recommendations for future festive installations at Old St Mary’s. A further update will be brought to Members once the report has been received and reviewed.</p>	£525	Old St. Mary’s Tree surgery 4352
14.2.6	Royal Mail – resident publication delivery	Delivery of resident publication leaflet to all properties in “SP2 0” postcode region.	£192.96 +VAT	Subscriptions & Publications 4075
14.2.7	VistaPrint	WTC Banner for Wilton Village Market (and future events).	£28.38 +VAT	Office Equipment 4230
14.2.8	Event Equipment	Lanyards, card holders and printable cards for name badges for Councillors & Officers attending public events. Includes a table cover and bunting for the Wilton Market Event.	£57.85	Office Equipment 4230
14.2.9	Commercial Clean – Public WC’s	Tisbury Housekeeping has been commissioned to cover the cleaning of the public WC’s for 2 hours per week.	£49 per week	Public Toilets 4600
14.2.10	Meeting venues	Due to the planned works to the Pavilion car park, meetings for 2026 will continue to be held at Wilton Baptist Church.	£25 per meeting	Meeting costs 4082

Recommendation

That the delegated decision report is received and noted and any actions arising are identified for future meetings of the Council and *ratify* the items as referenced above.

14.3 Other Matters to resolve

No			
14.3.1	Drainage Works to resolve the collapsed drain at the cemetery	<p><i>In February 2026 the council received the following update:</i></p> <p><i>The drainage report identifies some further works as referenced in the conclusions and recommendations section. A quote is underway and this will be presented to the council for consideration at a future meeting.</i></p> <p><i>The drainage investigation is a result of concerns raised by the contractor commissioned to carry out the pathway improvement works. The pathway works (as resolved in December 2025) are currently on hold until the drainage investigation is concluded.</i></p> <p>The quote from Going Underground (specialist drainage) has now been submitted for consideration and includes the following:</p> <ol style="list-style-type: none"> 1. Repair the damaged clay pipe section near the entrance gully to prevent further deterioration or potential ingress of ground material. 2. Excavation and tracing of the two unknown junction connections to confirm what areas they serve. 3. Install the new rainwater gully with a P-trap. 4. Undertake further investigation to locate the gatehouse toilet discharge route, using tracing dye, trial pits, or ground-penetrating methods. 	£6,985 + VAT
<p>Recommendation: Councillors consider this information and set the direction accordingly.</p>			
14.3.2	Payroll Update	<ol style="list-style-type: none"> a) Ross Moore was processed as a leaver on 12 February 2026. b) The Facilities Officer contract has increased to 30 hours per week (12 hours fixed-term until the end of June 2026). c) The Assistant Town Clerk contract has reduced to 8 hours per week on a fixed-term basis. d) The Town Clerk will continue on a 24 hour per week contract with up to an additional 8 hours a week on a short-term basis. e) The Comms Officer (including project support) contract has increased to 14 hours per week. 	Redacted – Overall + £32 per week
<p>Recommendation: Councillors resolve to note the payroll update.</p>			
14.3.3	Resident publication/ external comms	<ol style="list-style-type: none"> a) To consider & approve the proposed draft of the Council's Annual Update leaflet: Annual Update Leaflet Draft v5. b) To approve printing costs in the region of £400. c) To appoint one Councillor to proof-read the final copy prior to printing. 	Subscriptions & Publications 4075 £400
<p>Recommendation: Councillors approve the design and delegate any edits to the Town Clerk in consultation with the councillor nominated to proof read the final copy and further resolve the associated printing costs of £400.</p>			

14.3.4	Grant application	The Wilton and District Link scheme is requesting a grant in support of the 25 year celebration of achievements. The grant application outlines the project summary, aims and objectives.	Grants 4120 £250
<p>Recommendation: Councillors consider the grant application.</p>			