



The Council Offices
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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 Monday 11 May 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, May 05 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. [Election of the Town Mayor/Chairman and Deputy Mayor/Vice Chairman](#)
2. [Apologies – to receive and note Councillor absences](#)
3. [To receive any Declarations of Interests and Requests for Dispensation](#)
4. [Minutes of the Full Council meeting held on 13 April 2026 and EFC on 28 April 2026](#)
5. [To confirm the re-adoption of the Civility and Respect Pledge, the Code of Conduct and Dignity at Work Policy](#)
6. [Adoption of Standing Orders and Financial Regulations](#)
7. [Adoption of the Wilton Town Council Scheme of Delegation](#)
8. [To reaffirm membership for the Flood and River Management Advisory Committee](#)
9. [To approve the accounts year ending 31st March 2025 and 2025/2026 Annual Governance Accounting Statement \(AGAR\)](#)
10. [To receive and note the monthly payments and bank reconciliation for April 2026](#)

11. [To approve the Freedom of Information, Data Protection legislation and Website Accessibility Statement](#)
12. [To review and confirm the Bank Signatories for 2026/2027](#)
13. [To approve the Civic Offices Key Holders for 2026/2027](#)
14. [To consider and comment on planning applications](#)
15. [To receive a report for information to Full Council](#)
16. [Clerks report](#)
17. [To consider entering in to a confidential session to consider a staffing update](#)

Election of the Town Mayor/Chairman and Deputy Mayor/Vice Chairman

To elect the Mayor/Chairman for the council year 2026–2027 and formally ask the member elected to sign the Declaration of Acceptance of Office following the election.

To elect the Deputy Mayor/Vice Chairman for the council year 2026–2027 and formally ask the member elected to sign the Declaration of Acceptance of Office following the election.

Information

The Mayor of the Town Council must, under law, be proposed, seconded and elected as the first item of business of the Annual Council Meeting, from amongst the members by the members. The Chairman/Vice Chairman must confirm his/her acceptance of this special office at the meeting at which he/she is elected (or by a later date if this is agreed by the Council).

For clarity and good governance, the elections are conducted as two distinct resolutions, in the following order:

- 1) Election of the Mayor/Chairman (proposal, seconding and vote), followed by the signing of the Declaration of Acceptance of Office by the member elected.
- 2) Election of the Deputy Mayor/Vice Chairman (proposal, seconding and vote), followed by the signing of the Declaration of Acceptance of Office by the member elected.

This approach reflects established practice at previous Annual Meetings, where nominations are proposed and seconded, a vote is taken, and the successful member signs the Declaration of Acceptance of Office.

Legal

The election of the Chairman (Town Mayor) and Vice-Chairman (Deputy Mayor) is provided for under section 15 of the Local Government Act 1972. The member elected must sign the Declaration of Acceptance of Office in accordance with section 83 (3) of the Local Government Act 1972 before acting in office.

Recommendation

That the Council:

- A) elects the Town Mayor/Chairman for the 2026–2027 council year (by proposal, seconding and vote) and requests that the member elected signs the Declaration of Acceptance of Office; and
- B) elects the Deputy Mayor/Vice Chairman for the 2026–2027 council year (by proposal, seconding and vote) and requests that the member elected signs the Declaration of Acceptance of Office.

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.

Legal

Section 85(1) of the Local Government Act 1972 provides that if a councillor fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the authority, they cease to be a member unless the absence is due to a reason approved by the authority before the expiry of that period.

Recommendation:

Council to note any councillor absences.

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.

Legal

The Council's arrangements for declarations of interest and dispensations are governed by the Localism Act 2011 standards framework. The Council must promote and maintain high standards of conduct and adopt a code of conduct (Localism Act 2011, s.27). Statutory arrangements also provide for the register of interests (s.29), define disclosable pecuniary interests via the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464), restrict member participation where a DPI exists (s.31), and enable the Council to grant dispensations on written request (s.33).

Recommendation

That any Declarations of Interest are received and noted, and any requests for dispensation are considered and determined.

Minutes of the Full Council meeting held on 13 April 2026 and EFC on 28 April 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: [13 April 2026](#) and EFC on [28 April 2026](#).

To confirm the re-adoption of the Civility and Respect Pledge, the Code of Conduct and Dignity at Work Policy

Background

In October 2022 WTC signed up to the Civility and Respect Pledge to show support and abide by the guidance provided by NALC (National Association of Local Councils).

Further Information: Civility and Respect should be at the heart of public life, and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels. The roles and responsibilities are clearly set out in [Councillor and Officer protocol](#).

In 2022 the Council signed up to the initiative promoted by NALC, SLCC and OVW to support a positive culture in local councils; committing to treat councillors, staff, residents and partners with civility and respect, to support training, and to address bullying/harassment early and robustly.

This sits alongside the Council's standards framework through the Code of Conduct (reviewed and re-adopted by Wilton Town Council in October 2022, Minute 185/22 (i)) and the Dignity at Work ("Dignity for All") policy, which sets out approach, definitions and procedures and provides for annual review. Re-adoption at the start of each mayoral year provides a clear annual reaffirmation of expected behaviours and governance standards as detailed in the following policy documents:

[Code of Conduct](#)

[Dignity at Work Policy](#)

[Civility & Respect Pledge](#)

Legal

Under Localism Act 2011, s.27, the Council must promote and maintain high standards of conduct and adopt a Code of Conduct for members when acting in that capacity. The Council's Dignity at Work / Dignity for All arrangements operate within the legal framework referenced in the adopted policy (including the Equality Act 2010 and the Protection from Harassment Act 1997, with related employment process provisions referenced in the policy).

The Civility & Respect Pledge is a sector pledge (non-statutory) which the Council has signed, evidenced by the Council's pledge certificate and induction documentation.

Recommendation

That the Council re-adopts, for the 2026/2027 municipal year, the Civility and Respect Pledge, the Code of Conduct and the Dignity at Work Policy, confirming these remain in force and are approved on an annual basis.

Adoption of Standing Orders and Financial Regulations

Background

At its Full Council meeting on 9 February 2026, Wilton Town Council adopted updated Standing Orders and Financial Regulations, both aligned with the relevant NALC model templates. The Financial Regulations expressly state that they are based on the NALC Model Financial Regulations (March 2025).

The Standing Orders likewise record that the February 2026 revision reflects the NALC model and associated governance updates, including the removal of the Staffing Committee as part of that update.

Information

Since the February 2026 adoption, minor amendments have been made to the [Financial Regulations](#) to remove references the Deputy/ Assistant Town Clerk as a service administrator and to specify the process for management of inter-account transfers [linked to cash flow] to maximise income through bank interest throughout the financial year.

No amendments have been made to the Council's [Standing Orders](#) since the February 2026 adoption.

It is good governance practice for local councils to review and re-adopt these core governance documents at the Annual Meeting, to confirm they remain current and fit for purpose for the new municipal year.

Legal

Accounts and Audit Regulations 2015 (SI 2015/234), Regulation 3 requires the Council to ensure it has a sound system of internal control, including effective arrangements for risk management. Note the Risk Management Policy was resolved in December 2025 [minute reference FC247] and is due for further review in December 2026.

Recommendation

That the Council re-adopts the Standing Orders and revised Financial Regulations for the 2026/2027 municipal year, noting they are based on the relevant NALC model templates, and approving the amendments to remove the Assistant Town Clerk as a Service Administrator from section 7 of the Financial Regulations and note the update [section 9.8.4] relating to the management of the inter-account transfers.

Adoption of the Wilton Town Council Scheme of Delegation

Background

Wilton Town Council's Scheme of Delegation sets out how decisions are made and the circumstances in which decisions may be discharged by Full Council, or the Proper Officer/RFO in accordance with section 101 of the Local Government Act 1972.

The Council adopted an updated [Scheme of Delegation](#) at Full Council on 09 February 2026 [Minute Ref FC274], aligning governance arrangements with the Council's updated Standing Orders and Financial Regulations and clarifying officer delegations.

Information

No amendments have been made to the Scheme of Delegation since the February 2026 adoption. However, it is good governance practice for the Council to review and re-adopt the Scheme of Delegation at the Annual Meeting, confirming it remains current and fit for purpose for the new municipal year. The adopted Scheme also states it will be reviewed annually at the Annual Town Council Meeting.

Legal

The Council's power to delegate the discharge of its functions to a committee, sub-committee or officer is set out in section 101 of the Local Government Act 1972.

Recommendation

That the Town Council re-adopts the Scheme of Delegation and Terms of Reference for the 2026/2027 municipal year, noting that no amendments are proposed at this time.

To reaffirm membership for the Flood and River Management Advisory Committee

The Town Council currently one formal sub-committee; the Flood and River Management Advisory Committee (FaRMAC).

The [Terms of Reference](#) for the Flood & River Management Advisory Committee (FaRMAC) have been developed and have been operating in practice since early 2026. Formal adoption by Full Council takes place at this Annual Council Meeting, at which point the Committee’s Terms of Reference and membership are expressly approved and formally minuted. A review of the Terms of Reference and membership needs to be undertaken on an annual basis.

Proposed Membership for 2026/2027 (as per 2025/2026 membership)

Pete Blackman (Chair)	Alan Crossley
Cllr Peter Edge	John Catchpole
Cllr Maria La Femina	Geoff Naish
Daniel Everett (Wiltshire Council)	Sara Morley
Michael Holm (Environment Agency)	Anthony Brown-Hovelt
	Tim Phelps

Note; other interested residents are invited to join meetings as appropriate.

Legal

Local Government Act, 1972 s.101) a local authority may arrange for the discharge of any of their functions by a committee Local Government Act 1972, s.102(3).

Recommendation

To approve the membership for 2025/26 and adopt Terms of Reference for the Flood and River Management Advisory Committee.

**To approve the annual accounts year ending 31st March 2025 and 2025/2026
Annual Governance Accounting Statement (AGAR)**

Background

To report on the financial position of the Town Council's accounts for the year ending 31st March 2026 and to adopt the [Internal Auditor's report](#), the Annual Governance Statement and the Statement of Accounts for the year ending 31st March 2026. (Local Government Act, 1972 s.151)

The Council must approve its Annual Return by 30th June 2026. Part of the Annual Return is to approve the Annual Governance Statement at Section 1 of the AGAR. The Council must confirm for each of the nine points in Section 1 whether it agrees or not with the statement.

The year-end Internal Audit was completed on 22 April 2026 using the following reports:
2025/2026 Year-end financial reports:

- [Balance Sheet](#)
- [Summary Income and Expenditure](#)
- [Asset Register](#) – year-end 2025/2206

AGAR – Annual Governance and Accountability Return 2025/26 Form 3 (refer to Appendix A).

After approving Section 1, the Council must approve the Accounting Statements as shown at section 2 of the Annual Return. The bottom line of the balance sheet corresponds to line 7 of the accounting statements balances carried forward. The total value of cash and short-term investments corresponds to the bank reconciliation.

All smaller authorities must include the first 10 working days of July within the 30-working day period they set for the exercise of public rights for 2025/26.

Legal

The Council must keep adequate accounting records and prepare a statement of accounts for each financial year (Local Audit and Accountability Act 2014, s.3).

The Accounts and Audit Regulations 2015 set the framework for internal control and the published accounts/audit process; Regulation 6 requires an annual review of internal control which informs the Annual Governance Statement.

The AGAR guidance requires that Section 1 (Annual Governance Statement) is approved before Section 2 (Accounting Statements) and that the RFO certifies the accounts before the Council considers, approves (by resolution) and signs them.

Recommendation

That the accounts be considered and noted as per the Annual Internal Audit Report 2025/2026.
The council resolves to:

1. adopt the Internal Auditor's report and recommended actions for the year ending 31st March 2026 and notes the services of Do the Numbers Ltd as the Internal Auditor for 2026/2027.
2. adopt Part 1 of the AGAR: That the Annual Governance Statement for the year ending 31st March 2026, approves and duly signs it.
3. adopt Part 2 of the AGAR: That the Statement of Accounts for the year ending 31st March 2026 is approved and duly signed thereby approving the Council's Annual Return.
4. confirm the dates for exercise of public rights as 3rd June – 14th July 2025.
5. confirm there are no conflicts of interest with PKF Littlejohn.

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY Wilton Town Council

ENTER PUBLIC WEBSITE ADDRESS <https://www.wiltontowncouncil.gov.uk/>

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			NOT USED
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		SEE REPORT
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		NOW SITE
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		SEE REPORT
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY 12/11/25 22/4/26 *ELONOR S. GREEN (C/A)*

Signature of person who carried out the internal audit

[Signature] REQUIRED

Date 22/4/26

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Wilton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

11/05/2026

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2025/26 for

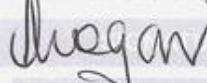
ENT Wilton Town Council CITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	399,137	401,565	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	246,000	247,520	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	35,075	99,739	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	53,347	109,980	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	12,384	12,384	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	212,915	276,778	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	401,565	349,681	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	416,073	329,472	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,071,249	631,535	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	73,908	63,964	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?		<input checked="" type="checkbox"/>	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.


 Date 29/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:

11/05/2026

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

To receive and note the monthly payments and bank reconciliation for April 2026

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 1) – [Summary of Receipts and Payments](#) by cost centre.
2. The [payment list](#) to the value of £29,195.44 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 £5,000 for approval (as per the WTC Financial Regulations)

Minute Ref:	Payee	Description	Cost
FC292	Zurich Insurance	Annual premium for 2026/2027	£6.892.99

3. Summary of Bank Reconciliation and Cash in Hand (as at 31/04/2026)

Bank Reconciliation at 30/04/2026			
	Cash in Hand 01/04/2026		329,472.09
	ADD Receipts 01/04/2026 - 30/04/2026		215,538.56
			545,010.65
	SUBTRACT Payments 01/04/2026 - 30/04/2026		29,195.44
A	Cash in Hand 30/04/2026 (per Cash Book)		515,815.21
	Cash in hand per Bank Statements		
	Lloyds Business Bank Account 824 30/04/2026	31,934.13	
	Commercial Instant Account 905 30/04/2026	183,342.48	
	Lloyds Debit Card 360 30/04/2026	538.60	
	Public Sector Deposit Fund 30/04/2026	300,000.00	
	Stripe 30/04/2026	0.00	
			515,815.21
	Less unrepresented payments		
			515,815.21
	Plus unrepresented receipts		
B	Adjusted Bank Balance		515,815.21
	A = B Checks out OK		

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 April 2026.

Legal

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 raises any queries it may have.
2. Ratifies the Zurich Insurance payment of £6,892.99
3. approves the payments of £29,195.44

To approve the Freedom of Information, Data Protection legislation and Website Accessibility Statement

Background

This item provides the Town Council with the opportunity, at the start of the municipal year, to review its obligations and annual readiness under Freedom of Information and Data Protection legislation, and to confirm that the Council's website accessibility statement remains current.

Information

The Council maintains a [Model Publication Scheme](#) approach (what information the Council holds and where it can be found), and the Council's [privacy](#), [data protection](#) and [accessibility information](#) is published on the Council website.

Legal

Freedom of Information / Publication Scheme

The Council is a public authority for the purposes of the Freedom of Information Act 2000 and must (i) respond to requests for recorded information, and (ii) adopt, maintain, publish and review a publication scheme setting out the classes of information the Council makes routinely available (FOIA s.19, Publication Schemes). The Council's current approach aligns to the Information Commissioner's Office (ICO) Model Publication Scheme, which is intended to support proactive publication and regular review.

Data Protection Act 2018

The Council must comply with the UK's data protection framework, including the Data Protection Act 2018 and the UK GDPR, ensuring personal data is handled lawfully, fairly and transparently and that individuals can exercise their statutory rights. The Council should maintain appropriate governance arrangements (including documented procedures for handling requests and managing/reporting personal data breaches) and keep privacy information/notice(s) up to date and accessible.

Website Accessibility Statement

Where the Council's website is in scope, the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 require public sector bodies to make websites accessible and publish and keep under review an accessibility statement. Current good practice (and audit expectations for smaller authorities) is to reference the WCAG 2.2 AA standard within the Council's published accessibility information.

Related Publication/Transparency Duties

The Council also has publication obligations linked to transparency requirements, including those set by the Local Government (Transparency Requirements) (England) Regulations 2015 (which give effect to the Local Government Transparency Code 2015 for authorities in scope). These sit alongside FOI publication scheme commitments and support clear, accessible publication of key governance and financial information on the website.

Recommendation

That the Town Council's Model Publication Scheme, Privacy Statement, Data Protection and Website Accessibility Statement are approved for the 2026/2027 municipal year.

To review and confirm the Bank Signatories for 2026/2027

Background

The Council should confirm its bank signatories at the start of each municipal year as part of internal controls and risk management. It is prudent for signatories to be resolved annually.

Information

The prior position as resolved is that, from September 2025 to date, the bank signatories (in addition to the Clerk) were Councillors Boyd, Blackman, Edge and Forbes.

Financial Regulations set out the arrangements for banking and payments, including electronic payments/online banking controls.

Legal

Under the Accounts and Audit Regulations 2015 (SI 2015/234), Regulation 3 - "Responsibility for internal control", a relevant authority must ensure it has a sound system of internal control which includes effective arrangements for the management of risk. Annual confirmation of bank signatories is a necessary internal control within that framework.

Recommendation

That the Council confirms the Bank Signatories for 2026/2027, as follows:

- Cllr [NAME]
- Cllr [NAME]
- Cllr [NAME]
- Cllr [NAME]

and notes that online banking should continue to require appropriate authorisation in line with the Council's Financial Regulations.

To approve the Civic Offices Key Holders for 2026/2027

Background

As part of the Council's internal control, building security and business continuity arrangements, it is prudent to confirm the Civic Offices key holders at the start of each municipal year. Key holders support emergency access arrangements (e.g., intruder and fire alarm activations) and ensure the Council has a clear, recorded call-out and access protocol.

Information

The Civic Offices key holders were not resolved at the May 2025 Annual Meeting; the Council therefore later considered this matter as part of its internal controls review.

At Full Council on 02 September 2025, the Council confirmed the key holders for the remainder of the 2025/26 municipal year as Cllrs Boyd, Edge, Forbes and Harrison.

Key holders are not a "shared key" arrangement. Each appointed key holder is issued with their own set of keys and the relevant access fob(s), so that they can attend site and deactivate/reset the alarm system when required. The Council's alarm systems are linked to an Alarm Receiving Centre (ARC)/monitoring service and the monitoring provider will contact registered key holders in the event of an activation.

The Council will maintain an up-to-date written list of key holder contact details with the alarm monitoring provider, in line with insurer requirements and good practice.

Call-out sequence / roles

For day-to-day operational resilience, the Facilities Officer is the first point of contact on the call-out list. Councillor key holders provide escalation cover where officer attendance is not available and/or where councillor attendance is required under the Council's access arrangements.

Legal

Under the Accounts and Audit Regulations 2015 (SI 2015/234), Regulation 3 - "Responsibility for internal control", a relevant authority must ensure it has a sound system of internal control which includes effective arrangements for the management of keys and access to council facilities. Annual confirmation of key holders is a necessary internal control within that framework

Recommendation

That the Council approves the Civic Offices Key Holders for the 2026/2027 municipal year as follows:
Councillor Key Holders (2026/2027):

- Cllr [NAME]
- Cllr [NAME]
- Cllr [NAME]
- Cllr [NAME]

and confirms that:

- 1) each appointed key holder is issued their own set of keys/access fob(s) and recorded on a formal key register; and
- 2) the named key holder list (including the call-out order) will be maintained and kept up to date with the alarm monitoring/ARC provider.

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. (Town and Country Planning Act, 1990 sch.1 para.8)

Planning App Ref	
PL/2026/02613	34 South Street, Wilton, Salisbury, SP2 0JS
Officer: Andrew Minting	Retrospective permission to replace two rear first floor timber windows with UPVC windows Listed building consent (Alt/Ext)

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 application(s) 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 report for information to Full Council

Civic Report

Cllr Chris Harrison attended the Rotary Gala on 1 May; the event was well supported and focused on raising funds for Wilton Primary School to support improved outdoor learning and play spaces for pupils, exceeding fundraising expectations with £10,000 raised on the night.

On Saturday 10 May, Cllr Harrison is representing WTC at the Salisbury City Council Mayor Making ceremony. The Mayoral Chain from the outgoing Mayor will be presented to the incoming Mayor, who will become the 764th Right Worshipful the Mayor of the City of Salisbury. A verbal update will be provided at the meeting.

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 for action by officers of the Council.

**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.

16.1 Clerk’s Report

a) **Wishford Road goalposts** - were installed by ID Verde on 24 April. The community response has been positive.

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

No	Delegated Decision	Comments	Cost	Budget
16.2.1	Replacement street signage	Due to the poor and worn out condition the Street names signage for Queen Street and King Street on the A36 – replacement signage is being ordered as per the attached quote . 	£357 x 2 + VAT	4236 Repair and Maintenance
16.2.2	Design Jam – hosting and maintenance	The Hosting and website maintenance report outlines what is covered in this agreement.	£50 per month	4095 Website
16.2.3	Castle Meadow Pavilion Car Park (Phase 2): Independent Ecology Advice	As part of the Phase 2 detailed design work for the Castle Meadow Pavilion car park, and noting that the adjacent wildflower area forms part of the wider site context for Phase 2 design development, the appointment of a suitably qualified independent ecologist to provide impartial professional advice to inform Members’ decision-making is being progressed. The purpose of this ecology advice is to ensure Members have an evidence-led understanding of the facts and realistic options ahead of any design being finalised or any works proceeding in this area, and to support transparent and balanced consideration of all relevant information when Members come to determine the Phase 2 design. Quotations are being sought from suitably qualified ecological consultants for a proportionate assessment and options/recommendations report, and a further update will be reported to Full Council at the June meeting.	TBC	9009 EMR Car Park
16.2.4	Camera Phone Gimbal	To enable better production of videos for social media and other digital use, a gimbal has been purchased for use by the Comms Officer to stabilise video capture and record smoother videos.	£62.50 + VAT	4230 Office Equipment

16.2.5	Inter Bank Transfer	To maximise interest payable for Q1 and Q2, funds totalling £170,000 were transferred from the business account to the Commercial Instant Access (deposit) account on 21 April - Financial Regs 9.8.4 [new].	£0	N/A
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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.

16.3 Other Matters to resolve

No			
16.3.1	Civic Offices Condition report	Based on the Scope of Works , quotations have now been received for the Council Offices condition survey/condition report. Redacted copies of the quotations have been provided to Members for consideration as part of the Council's quotation comparison and appointment process. The quotes can be viewed via the links below. Company A : £1,750 + VAT Company B : £2,795 + VAT Company C: To follow	9003 Council Offices EMR
Recommendation: The council selects which company to appoint for the condition survey.			
16.3.2	CIL payment of £3,565.48	This payment was received from Wiltshire Council relating to PL/2021/10587. The funds must be spent on community infrastructure, please visit Parish and Town guidance for CIL - Wiltshire Council for further details. The funds have been allocated to EMR Play and Open Spaces	9002 Open Space and Play £3,565.48 (income)
Recommendation: The council ratifies the decision to allocate funds to EMR Open Spaces and Play.			
16.3.3	Policy Document Review	Officers are conducting a full audit of Town Council policies, consolidating those with similar themes into single policies, and updating review dates accordingly, allowing for cyclical reviews to be conducted in a timely manner. The council currently has 48 policies, of which 17 were due for review between 2022-2024. As each policy is revised, a short "Summary of Changes" will be published alongside the updated document to ensure amendments are transparent and easy to track ahead of Council consideration and approval.	£0
Recommendation: Councillors resolve to note this Policy update.			
16.3.4	Wilton Carnival – Sat 4 July	Councillors are asked to consider whether they wish to take part in the Carnival procession, assembling at 12.00 noon in the Market Square and processing to Castle Meadow at 1.00 pm. The 2026 theme is "Out of this World". If participating, Councillors may choose to join in civic gowns and regalia or as members of the community in casual/formal dress, with families welcome to join the procession.	£0
Recommendation: Councillors consider participating in this community event and, if so, whether this will be in civic regalia or if a more casual approach is preferable.			

To consider entering in to a confidential session to consider a staffing update

Legal Authority and Implication

A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

(Public Bodies [Admission to meetings] Act, 1960)

Recommendation

That the public be excluded during the discussion of the remaining agenda items on the grounds that they involve the likely disclosure of confidential information and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.