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Minutes of the Full Council Meeting on Monday 10 August 2026 at 7pm
Held at the Wilton Baptist Church

Members Summoned and Present: Cllr Angela Alexander, Cllr Charlotte Blackman, Cllr Gary Blandford-Hull, Cllr Alexandra Boyd, Cllr Michelle Ditton, Cllr Peter Edge, Cllr Claire Forbes, Cllr Maria La Femina, Cllr Phil Matthews and Cllr Mick Whillock

Absent: Cllr Chris Harrison (Mayor) and Cllr Pauline Church (Wiltshire Council)

Officers Present: Brie Logan – Town Clerk and Neil Durrant – Comms Officer

In attendance:

Press (0), Members of the Public (16) online (2), Police (0)

The chair advised members and the public that the meeting was being recorded.

Public Participation

- Thanks were given by the organiser of the Engage event – very grateful for the support from the Town Council.
- A resident queried why the ID Verde ecological report referred to in previous discussions had not yet been published and asked when it would be made available. The resident also sought assurance that herbicide would not be used on the wildflower meadow before any planning application relating to the proposed car park expansion was determined.

The Town Clerk advised that detailed proposals for the Castle Meadow project remained under development by the Project Group and had not yet reached a stage suitable for consideration by Full Council. It was confirmed that an independent ecological assessment had also been undertaken by Wessex Ecology and shared with the Project Group. Regarding herbicide use, it was confirmed that Council had previously resolved not to progress treatment and therefore no action was currently being taken.

- A resident expressed support for retaining the wildflower meadow, commenting on its environmental and heritage value.

A former Council employee commented on the work that had gone into establishing the wildflower meadow, questioned the need for additional parking provision and expressed concern about the potential loss of habitat and biodiversity.

- A resident raised concerns regarding the environmental implications of the proposed car park extension, including biodiversity loss, flood risk, surface water drainage, visual impact within the conservation area, potential alternatives for parking provision and the publication of consultant reports. He also asked whether consideration had been given to encouraging car sharing by users of the sports facilities. the resident provided a [copy of the report](#) he read out during the public session.

In response, the Deputy Mayor noted that a number of the matters raised were actively under consideration by the Castle Meadow Project Group. It was confirmed that no final decision had been made regarding surfacing materials and that a flood risk assessment was an agenda. The Town Clerk further advised that engagement with neighbouring residents would take place once a detailed design, informed by the FRA and contractor advice, has been further developed by the Project Group.

Post meeting note: a [\[redacted response\]](#) has since been sent to the resident which provides factual context around the points raised in the report.

- A resident involved in establishing and maintaining the wildflower meadow requested that a dedicated public meeting be held before any final decision was made on the future of the site.

A separate public engagement event would be referred to the Project group for consideration.

- A resident raised concerns regarding the absence of a set of traffic lights [removed due to a recent collision] at the Market Square junction, reporting several near misses and expressing concern that motorists unfamiliar with the area may be placed at risk. The resident suggested temporary traffic signals be installed pending permanent repairs.

The Deputy Mayor confirmed that the issue had been reported and was being pursued with Wiltshire Council. Councillors acknowledged the safety concerns and agreed to continue pressing for a resolution.

Further comments were received regarding visibility and safety at the junction. It was suggested that vegetation may be obscuring signal visibility and requested that this be investigated.

The Town Clerk confirmed that the matter had been formally reported through Wiltshire Council's highways reporting process and escalated to senior highways officers.

- Extension of Public Participation - due to the number of speakers wishing to address the meeting, it was proposed by Cllr Ditton and seconded by Cllr Edge PE to extend the public participation by 10 minutes. This was unanimously RESOLVED.
- A representative of Entrain Space provided an update on ongoing support for service leavers transitioning into civilian life. Members were advised that substantial external funding [£500K] had recently been secured to convert additional flats into accessible accommodation, improve gym facilities and reinstate dedicated employment support services. An invitation was extended to councillors and residents to visit the facility and attend a stakeholder event in September.
- Councillor Boyd, speaking in her capacity as a resident, made a statement regarding accessibility at Council events and venues. She referred to comments made within a councillor WhatsApp group following previous public remarks she had made concerning accessibility arrangements and stated that she considered some of those responses to be inappropriate and felt bullied by them. Councillor Boyd reiterated the importance of continuing to raise accessibility issues affecting disabled residents and ensuring that accessibility considerations remain at the forefront of Council decision-making.
- Cllr La Femina enquired about progress on the provision of a ramp to improve accessibility to the public toilet facilities. The Town Clerk advised that further assessment work had been required following identification of a compliance issue relating to kerb height. Members noted that discussions with Cllr Boyd and Wiltshire Council Highways were ongoing and that a plan for progressing the matter was in place.

The meeting started at 7:31 pm

FC40 Apologies

Officer report 0826FC01 was received.

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It was noted that Cllr Harrison was absent.

FC41 Declarations of Interest

Officer report 0826FC02 was received. It was **NOTED** that Councillors should declare any interests if they arise during the meeting.

No other declarations were reported.

FC42 Minutes

Officer report 0826FC03 was received.

Proposed by Cllr Matthews seconded by Cllr Ditton it was **RESOLVED** to adopt the minutes from the Full Council meeting on 13 July 2026.

The motion was carried by 9 votes in favour, 0 against, 1 abstention.

FC43 To receive a report for information to Full Council

Officer report 0826FC04 was received and noted.

Civic Report

Cllr Blackman reported the Mayor's participation in the Carnival events and thanked all councillors and staff for their support of the event. Cllr Edge declared the Carnival raised £5,700.

Wiltshire Council – Cllr Pauline Church was not in attendance therefore no report was provided.

Wiltshire Police - the Police were not in attendance and therefore no report was provided.

Other

Cllr Boyd advised that the Pantry may be seeking funding. Members noted that the Pantry could be signposted to the Carnival Committee and that its previous Council grant request remained deferred pending governance clarification.

Other Reports

None

FC44 To receive financial reports and approve payments

Officer report 0826FC05 was received.

Proposed by Cllr Ditton seconded by Cllr Forbes it was **RESOLVED** to receive and note the bank reconciliation, year-to-date receipts and payments against budget and the monthly breakdown by cost code.

Proposed by Cllr Edge and Seconded by Cllr Matthews it was further **RESOLVED** to ratify payments to the value of £30,154.02 and to approve the payment to RE Hayes Ltd of £15,818.86 representing 50% of the cemetery works and further authorises the remaining balance to be paid upon completion of the works.

The motion was carried unanimously.

Summary of Reconciliation and Cash in Hand (as at end July 2026)

Bank Reconciliation at 30/07/2026			
A	Cash in Hand 01/04/2026		329,472.09
	ADD Receipts 01/04/2026 - 30/07/2026		237,227.08
	SUBTRACT Payments 01/04/2026 - 30/07/2026		566,699.17
	Cash in Hand 30/07/2026 (per Cash Book)		104,983.09
B			461,716.08
	Cash in hand per Bank Statements		
	Lloyds Business Bank Account 824 30/07/2026	30,304.40	
	Commercial Instant Account 905 30/07/2026	131,411.68	
	Lloyds Debit Card 360 30/07/2026	0.00	
	Public Sector Deposit Fund 30/07/2026	300,000.00	
	Stripe 30/07/2026	0.00	
			461,716.08
	Less unrepresented payments		
			461,716.08
	Plus unrepresented receipts		
B	Adjusted Bank Balance		461,716.08
	A = B Checks out OK		

Summary of Payments (July 2026)

Date	Net	VAT	Total	Description	Supplier
30/07/2026 00:00	£ 125.30	£ 25.06	£ 150.36	Facilities Officer uniform/ PPE	Workwear Express
30/07/2026 00:00	£ 62.54	£ 12.50	£ 75.04	Banner	Banner Buzz Ltd
30/07/2026 00:00	£ 154.50	£ -	£ 154.50	Planning Application fee	Wiltshire Council
22/07/2026 00:00	£ 47.00	£ -	£ 47.00	ICO Z8019609	Information Commissioner
21/07/2026 00:00	£ 31.02	£ 1.55	£ 32.57	Electric	BRITISH GAS BUSINE 604187260090525000
20/07/2026 00:00	£ 8.50	£ -	£ 8.50	Bank Service Charge	Lloyds bank
20/07/2026 00:00	£ 60.00	£ 12.00	£ 72.00	Website hosting and maintenance	Design Jam Ltd
20/07/2026 00:00	£ 38.75	£ 1.93	£ 40.68	Electric	BRITISH GAS BUSINE 604187260090525000
16/07/2026 00:00	£ 95.50	£ 19.10	£ 114.60	Tel and broadband	Mainstream Digital Ltd
14/07/2026 00:00	£ 15.02	£ 3.01	£ 18.03	IT software - Licence upgrade	G2A.com
13/07/2026 00:00	£ 66.82	£ 13.36	£ 80.18	Office: Mobiles	EE Limited
21/07/2026 00:00	£ 813.79	£ -	£ 813.79	Maintenance	Jonathan Sheeley Decorators
21/07/2026 00:00	£ 24.53	£ 4.91	£ 29.44	Equipment and supplies various	Amazon Business
21/07/2026 00:00	£ 32.45	£ 6.49	£ 38.94	Equipment and supplies various	Amazon Business
21/07/2026 00:00	£ 90.00	£ 18.00	£ 108.00	Subscription (annual)	PARISH ONLINE
21/07/2026 00:00	£ 46.00	£ 9.20	£ 55.20	Payroll processing	Sandra Silk Ltd
21/07/2026 00:00	£ 120.00	£ 24.00	£ 144.00	IT software - license upgrade	CLOUDY GROUP LIMITED
21/07/2026 00:00	£ 472.50	£ 94.50	£ 567.00	Ecology Survey	Wessex Ecology
21/07/2026 00:00	£ 9.52	£ 1.90	£ 11.42	Equipment and supplies various	Amazon Business
21/07/2026 00:00	£ 11.66	£ 2.33	£ 13.99	Equipment and supplies various	Amazon Business
24/07/2026 00:00	£ 1,570.38	£ -	£ 1,570.38	WC PENSION FUND	Wiltshire Council LGPS
24/07/2026 00:00	£ 1,749.71	£ -	£ 1,749.71	HMRC	HMRC Tax & NI
24/07/2026 00:00	£ 5,414.80	£ -	£ 5,414.80	Salaries	Wilton Town Council
12/07/2026 00:00	£ 36.27	£ 7.25	£ 43.52	Banner	Banner Buzz Ltd
12/07/2026 00:00	£ 148.22	£ 7.41	£ 155.63	British Gas	BRITISH GAS BUSINE 604187260090525000
12/07/2026 00:00	£ 54.89	£ 2.74	£ 57.63	British Gas	BRITISH GAS BUSINE 604187260090525000
08/07/2026 00:00	£ 21.16	£ 1.06	£ 22.22	British Gas	BRITISH GAS BUSINE 604187260090525000
07/07/2026 00:00	£ 33.28	£ 1.66	£ 34.94	British Gas	BRITISH GAS BUSINE 604187260090525000
01/07/2026 00:00	£ 153.00	£ 30.60	£ 183.60	Scribe - monthly payment	STARBOARD SYSTEMS
15/07/2026 00:00	£ 6,985.00	£ 1,397.00	£ 8,382.00	Drainage works	Going Group Ltd
12/07/2026 00:00	£ 11.16	£ 2.23	£ 13.39	Equipment and supplies various	Amazon Business
10/07/2026 00:00	£ 37.45	£ -	£ 37.45	Equipment and supplies various	Wilton Hardware Garden & DIY
09/07/2026 00:00	£ 47.49	£ 9.50	£ 56.99	Equipment and supplies various	Amazon Business
09/07/2026 00:00	£ 41.13	£ 8.22	£ 49.35	Equipment and supplies various	Amazon Business
09/07/2026 00:00	£ 1,350.00	£ -	£ 1,350.00	Council offices Survey	Waterhouse and Associates (WA Surveyors)
09/07/2026 00:00	£ 90.00	£ 18.00	£ 108.00	SLA - Janitor Services	Our Wilton CIC
09/07/2026 00:00	£ 13.95	£ 2.79	£ 16.74	Public WC cleaning supplies	Amazon Business
09/07/2026 00:00	£ 12.66	£ 2.53	£ 15.19	Public WC cleaning supplies	Amazon Business
09/07/2026 00:00	£ 7.57	£ 1.51	£ 9.08	Cleaning Supplies Various	Amazon Business
09/07/2026 00:00	£ 40.22	£ 7.05	£ 47.27	Equipment and supplies various	Amazon Business
08/07/2026 00:00	£ 1,950.00	£ -	£ 1,950.00	Rent	Barford Settled Estate
08/07/2026 00:00	£ 164.32	£ 32.86	£ 197.18	Emergency Repairs	EVOTEC
08/07/2026 00:00	£ 236.60	£ 47.32	£ 283.92	IT Services	CLOUDY GROUP LIMITED
08/07/2026 00:00	£ 3,748.16	£ 749.63	£ 4,497.79	grounds maintenance	IDVERDE LTD
08/07/2026 00:00	£ 1,110.00	£ 222.00	£ 1,332.00	Emergency Repairs	Now Drainage and Plumbing Services
TOTAL	£ 27,352.82	£ 2,801.20	£ 30,154.02		

FC45 To consider and comment on planning applications

The Town Clerk advised that, following publication of the agenda, Wiltshire Council had validated the planning application relating to the refurbishment of the Wilton Town Council public conveniences [PL/2026/PL04499]. Whilst the application was not included within the agenda papers, councillors were invited to confirm whether the Council's previously agreed position remained unchanged.

Wilton Town Council reaffirmed its unanimous support for the planning application relating to the refurbishment of the public conveniences, noting that no material changes have been made to the approved scheme and that the application has now been validated by Wiltshire Council.

Officer report 0826FC06 was received.

Application: PL/2026/04427

Proposal: Notification of proposed works to trees in a conservation area - G1 - Western Red Cedar tree - overall reduction of 30%

Location: PEMBROKE COURT, WEST STREET, WILTON SP2 0DG

Consultation: 11 August 2026

Proposed by Cllr Edge and seconded by Cllr Ditton it was **RESOLVED** to **SUPPORT** the application
The motion was carried unanimously.

Application: PL/2026/04679

Proposal: Notification of proposed works to trees in a conservation area - G1 - T1 Yew - Multiple dead primary and secondary branches in crown. Remove deadwood

Location: SOUTH STREET CAR PARK, WILTON

Consultation: 19 August 2026

Proposed by Cllr Whillock and seconded by Cllr Edge it was **RESOLVED** to **SUPPORT** the application. The motion was carried unanimously.

Application: PL/2026/04680

Proposal: Notification of proposed works to trees in a conservation area - T5 - Yew - Multiple large diameter dead primary branches in crown. Secondary and tertiary branches preventing the spread of the streetlight pattern. Remove dead primary branches. Prune to clear streetlight by 2M.

Location: ST MARYS CHURCH, WILTON, SP2 0HT

Consultation: 20 August 2026

Proposed by Cllr Whillock and seconded by Cllr Edge it was **RESOLVED** to **SUPPORT** the application. The motion was carried unanimously.

Application: PL/2026/04681

Proposal: Notification of proposed works to trees in a conservation area - G2 - Mixed species - Significant deadwood throughout group. Remove significant deadwood. G2.5 - Common Ash - Ash die back class 3, 25-50% of remaining canopy. Section fell to 3M. Retain stem at 3M. G2.6 - Common Ash - Ash die back class 3, 25-50% of remaining canopy. Section fell to 3M. Retain stem at 3M. G2.8 - Common Ash - Crown leans over footpath and bowls club. Significant deadwood in crown. End-weight reduce extended primary branch, pruning to clear building by 2-3M. Remove significant deadwood.

Location: MINSTER STREET, WILTON

Consultation: 20 August 2026

Proposed by Cllr Whillock and seconded by Cllr Edge it was **RESOLVED** to **SUPPORT** the application. The motion was carried unanimously.

Application: PL/2026/04545

Proposal: Full planning permission - Refurbishment and reconfiguration of Unit 5 to provide flexible Class E commercial floorspace, with external alterations including re-cladding, entrance alterations and associated works.

Consultation: 3 September 2026

Proposed by Cllr Edge and seconded by Cllr Matthews it was **RESOLVED** To **SUPPORT** the application. The motion was carried unanimously.

FC46 Public WC Refurbishment Programme – Tender Evaluation and Appointment of Contractor

Officer report 0826FC07 was received.

Cllr La Femina requested a recorded vote:

Proposed by Cllr Blandford-Hull and seconded by Cllr Alexander it was **RESOLVED** to:

- a) Note the outcome of the tender evaluation process.
- b) Consider the evaluation matrix and supporting tender documentation.
- c) Appoint Company E [A Hammond Ltd] as the preferred contractor for the Public WC Refurbishment Programme with a contract value of £54,120.90.
- d) Note the estimated total project cost and allocates up to £99,075.93, including contingency, from EMR Public WC – Cost code 9005 noting the budget available is £126,881.

Recorded vote		
In Favour	8	Cllrs Alexander, Blackman, Blandford-Hull, Ditton, Edge, Forbes, Matthews and Whillock
Against	2	Cllrs Boyd and La Femina
Abstain	0	
Motion carried		

Proposed by Cllr Ditton and seconded by Cllr Forbes it was **RESOLVED** to:

- e) Delegate authority to the Town Clerk, in consultation with the Mayor and the Public WC Project Group, to finalise contractual arrangements and project mobilisation following receipt of the required clarifications.

Recorded vote		
In Favour	8	Cllrs Alexander, Blackman, Blandford-Hull, Boyd, Ditton, Edge, Forbes, Matthews and Whillock
Against	0	
Abstain	1	Cllr La Femina
Motion carried		

FC47 To consider the quote for replacing the Village Gate - Wilton boundary at The Avenue

Officer report 0826FC08 was received.

Proposed by Cllr Alexander and seconded by Cllr Edge it was **RESOLVED** to submit a request to the Local Highways and Footways Improvement Group (LHFIG) seeking support for the replacement of the village gate as a highway improvement project. In the event that LHFIG does not support the request, the matter shall return to Council with a view to funding the replacement directly from Council resources, subject to available budget provision.

The motion was carried unanimously.

The meeting was adjourned at 19:58

Meeting resumed at 20:01

FC48 To review the Council Office Condition Report and consider the next steps

Officer report 0826FC09 was received.

Proposed by Cllr Blackman and seconded by Cllr Blandford-Hull it was **RESOLVED** to:

- a) note the findings of the Building Condition Survey and the identified priority works;
- b) establish a Building Condition and Accessibility Project Group [for phase 1 works] to include Cllrs Blandford-Hull, Edge, Boyd and Matthews [with Mayor and Deputy Mayor attending on an ad-hoc basis] to support officers in reviewing the survey findings and developing options for future works.

The motion was carried by 8 votes in favour, 2 against, 0 abstentions.

Proposed by Cllr Ditton and seconded by Cllr Forbes it was **RESOLVED** to:

- c) delegate authority to the Town Clerk, in consultation with the Project Group, to develop the next steps associated with the Condition Report and report back to Council with recommendations for consideration.

The motion was carried by 9 votes in favour, 0 against, 1 abstention.

FC49 Wilton 20mph Speed Limit Scheme — Status, Appeal Process and Decision Required

Officer report 0826FC10 was received.

Proposed by Cllr Boyd and seconded by Cllr Whillock, it was **RESOLVED** that the Town Clerk be authorised to submit an appeal to Wiltshire Council in respect of the proposed extension to the 20mph speed limit scheme.

The motion was carried by 8 votes in favour, 2 against, 0 abstentions.

FC50 National Emergency Briefing – Local Screening / Briefing Opportunity

Officer report 0826FC11 was received.

Proposed by Cllr Whillock and seconded by Cllr Alexander, it was **RESOLVED** that Wilton Town Council signpost residents to National Emergency Briefing screenings and briefing opportunities taking place in and around the Wilton area.

The motion was carried by 8 votes in favour, 2 against, 0 abstentions.

FC51 To receive and note an update on the Christmas Lighting Scheme for 2026

Officer report 0826FC12 was received.

Proposed by Cllr Ditton and seconded by Cllr Edge it was **RESOLVED** to:

- a) receive and note the updated Christmas Lighting Scheme for 2026 and the progress made under delegated authority (as resolved in July 2026).
- b) note the revised costed proposal from Blachere Illumination UK Ltd, comprising a four-year hire programme for Market Square tree stars, Old St Mary's tree stars, the illuminated photo frame, 3D decorations, lamp post motifs and icicle lighting alongside the Baptist Church, at a cost of £13,332 + VAT per annum.
- c) note the proposed purchase of Red Cedar downlighters and associated Year 1 installation costs, at a total cost of £7,112 + VAT with the downlighters to remain in the tree to reduce future annual access, de-rigging and re-installation costs.
- d) note the Event costs of £6,145 and contingency allowance of £2,658 and delegate authority to the Town Clerk, in consultation with the Mayor, Deputy Mayor and Christmas Project Group, to finalise contractual arrangements and project mobilisation.

The motion was carried unanimously.

FC52 Clerk's Report including correspondence and progress report on Full Council business

Officer report **0826FC13.1** was received, and the following points were **NOTED**:

- a) Hemlock Water-Dropwort: Members noted the response received from Natural England, which advised that Hemlock Water-dropwort is a native species located within the River Wylfe SSSI and that its removal is not recommended due to its ecological value. Members also noted that updated interpretation signage is being prepared to raise public awareness of the species and the associated risks if ingested. No further action required at this time.

- b) Wiltshire Council (WC) Local Plan – Call for Sites: Members noted that Wiltshire Council has reopened the Call for Sites process as part of the Local Plan review. Officers were requested to locate and circulate any previous Council submissions, and councillors were invited to consider any additional sites for potential nomination. A further report will be presented to a future meeting before the consultation closes at the end of September.

Officer report **0826FC13.2** was received and noted.

Proposed by Cllr Ditton and seconded by Cllr Boyd it was **RESOLVED** to ratify the clerk's delegated spend as follows:

13.2.1	Playground repairs – Robinia trail	£1,021.94 +VAT
13.2.2	Replacement laptop for Facilities Officer purchased	£331.66 + VAT
13.2.3	Tree Risk Assessment – associated tree works	£1,190.48 + VAT
13.2.4	Uniform and PPE for Facilities Officer	£125.30 + VAT
13.2.5	Service and emptying of sewerage tanks when needed	£574 + VAT
13.2.6	Solar Panel cleaning	£180 + VAT

The motion was carried unanimously.

Officer report **0826FC13.3** was received.

1. Staff training - CiLCA qualification

Proposed by Cllr Ditton and seconded by Cllr Matthews it was **RESOLVED** to approve the cost of £945 associated with the CiLCA qualification and enrolment of the Communications Officer on the next available cohort of delegates allocating funds from cost code 4004 – Staff Training.

The motion was carried unanimously.

2. Staff costs

Proposed by Cllr Ditton and seconded by Cllr Alexander it was **RESOLVED** to authorise additional hours of up to £1,500 including oncosts for the period of the Town Clerk's annual leave allocating funds from cost code 4000 – Salaries.

The motion was carried unanimously.

3. Town Clerk Contract of Employment

Proposed by Cllr Blackman and seconded by Cllr Ditton it was **RESOLVED** to appoint Cllrs Blackman and Forbes to complete the administration associated with updating and signing the Town Clerk's employment contract documentation, noting that no employment terms or conditions are being amended.

The motion was carried unanimously.

4. Visit Wilton Logo

Proposed by Cllr Ditton seconded by Cllr Whillock it was **RESOLVED** to approve Company A to undertake the Visit Wilton design work, based on the initial concept designed in-house.

The motion was carried by 9 votes in favour, 0 against, 1 abstention.

5. Financial Regulations

Proposed by Cllr Blackman seconded by Cllr Alexander it was **RESOLVED** to note and approve the updated Financial Regulations, including the inclusion of the approved supplier/contractor process, subject to annual review.

The motion was carried unanimously.

6. CCTV Policy

Proposed by Cllr Whillock seconded by Cllr Matthews it was **RESOLVED** to note and approve the updated CCTV Policy.

The motion was carried unanimously.

7. Castle Meadow Car Park and Compound Project: Flood Risk Assessment

Proposed by Cllr Boyd seconded by Cllr La Femina it was **RESOLVED** to approve the recommendation of the CaCP Project Group to appoint Edenvale Young Associates to carry out the Flood Risk Assessment at a cost of £3,000 + VAT.

The motion was carried unanimously.

8. Christmas Lights (existing)

Proposed by Cllr Matthews seconded by Cllr Edge it was **RESOLVED** to delegate authority to the Town Clerk, to explore opportunities to sell the surplus lighting stock and to take any necessary preparatory steps to facilitate a sale, in consultation with the Mayor, Deputy and Christmas Project Group.

The motion was carried unanimously.

There being no further business, the meeting was closed at 8:51pm

These minutes were adopted on 14 September 2026 under minute reference [insert] as a true record of the decisions taken and are duly signed below by the Chair of that meeting.

Signature of ChairCllr Chris Harrison

Dated 14 September 2026