

Marlborough Town Council

Tel: 01672 512487
Fax No: 01672 512116
VAT No: 195 5986 93
Town Clerk: Shelley Parker, PSLCC
www.marlboughtowncouncil.gov.uk
E-mail: enquiries@marlboughtowncouncil.gov.uk



COUNCIL OFFICES
5 HIGH STREET
MARLBOROUGH
WILTSHIRE
SN8 1AA

15 May 2019

Dear Councillor,

I hereby summon you to a meeting of **Marlborough Town Council**, which will be held on **Monday, 20 May 2019** in the **Council Chamber, Town Hall at 7.00pm**.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Shelley Parker'.

Mrs S A Parker, PSLCC
Town Clerk

- a) **Prayers**
- b) **Public Question Time** - not to exceed 10 minutes and limited to 1 question per person unless time permits otherwise
- c) **Crime and Disorder** – a member of the Wiltshire Constabulary will be invited to give a report and answer questions from Councillors and members of the public (not to exceed 10 minutes)
- d) **To receive Questions to and from Wiltshire Councillors** (not to exceed 10 minutes)

AGENDA

1. **Reconfirmation of Election of Town Mayor for 2019/20**
Following the proposal by Cllr A. Ross and seconding by Councillor N. Barrett-Morton at the Marlborough Town Council meeting of 13 May, to reconfirm Cllr M. Hall as Town Mayor for the ensuing year
2. **Reconfirmation of Election of Deputy Mayor for 2019/20**
Following the proposal by Cllr L. Farrell and seconding by Cllr B. Castle at the Marlborough Town Council meeting of 13 May, to reconfirm Cllr Mark Cooper as Deputy Town Mayor for the ensuing year
3. **Apologies for Absence**
4. **Declarations of Interest and Requests for Dispensations**
 - a) To receive any Declaration(s) of Interest under Marlborough Town Council's Code of Conduct issued in accordance with the Localism Act 2011
 - b) To consider any dispensation requests received by the Town Clerk

Members are reminded that they are obliged to notify the Monitoring Officer of a change to disclosable interests or a new interest as defined in Appendices A and B of the Code of Conduct within 28 days of becoming aware of it. These should be passed on to the Town Clerk to register online.

5. **Mayor's Announcements**

6. Minutes

To approve and sign as a correct record the minutes of the Annual Meeting of the Town Council held on Monday, 13 May 2019

7. Review of the Scheme of Delegation

To review and adopt the Town Council's Scheme of Delegation

8. Nominations to Standing Committees and Sub Committees

To receive and consider nominations to Committees as set out in Standing Order 6.k)iv and to undertake ballots, if necessary

9. To elect a Chairman and Vice Chairman of the following Standing Committees and Sub Committees –

- 1) Planning Committee – all members to vote (except the Mayor (ex officio))
- 2) Finance and Policy – only members of committee to vote
- 3) Property – only members of committee to vote
- 4) Amenities and Open Spaces – only members of committee to vote
- 5) Staffing Sub-Committee – only members of committee to vote

10. Review of Standing Orders

To review and adopt the Town Council's Standing Orders

11. Financial Regulations

To review and adopt the Town Council's Financial Regulations

12. Appointment of Representatives to Outside Bodies

To appoint representatives to organisations and voluntary groups

13. Appointment of Members to Working Parties

To agree which Working Parties to commission for 2019/20 for Full Council and the Property and Amenities & Open Spaces Committees (only members of relevant committees to vote)

14. Appointment of Members to an Appeals Panel

To nominate 4 members to form an Appeals Panel to meet as necessary (these should not be members of the Staffing Sub Committee)

15. Asset Register

To approve the register of insured land and assets

16. Insurance Renewal

To note a report by the Town Clerk about insurance cover in respect of all insured risks

17. Review of Council's and/or staff memberships and subscriptions to other bodies

To note a report by the Office Manager and approve current subscriptions and memberships

18. Review of the Town Council's Complaints Procedure

To review and adopt the Town Council's complaints procedure

19. Review of Press and Media Policy

To review and adopt the Town Council's policy for dealing with the press and media

20. Health and Safety Policy Statement

To adopt the H&S Policy Statement as advised by the Town Council's Health and Safety advisers, Ellis Whittam for 2019/20

21. Review of Risk Assessment

To review and adopt for 2019/20 the Risk Assessment for the Town Council as adopted by Full Town Council on 25 March 2019

22. Adoption of a Petitions Policy

To consider the adoption of a draft policy for the handling of petitions

23. Appointment of Internal Auditors – 2019/20

To confirm that Internal Auditors, Auditing Solutions Ltd, will continue to carry out the Council's internal audits in 2019/20

24. Bank Mandate

To approve that the Bank Mandate is amended to record the changes of Mayor, Deputy Mayor and Chairman and Vice Chairman of the Finance and Policy Committee all of whom together with the Town Clerk/Responsible Finance Officer or Office Manager (as authorised officer) will be signatories and always requiring that 2 Councillors and one officer sign all cheques and other orders for payment

25. Calendar of Meetings

To re-adopt the Calendar of Meetings for 2019/20

26. Service Devolution and Asset Transfer Programme

To note the Wiltshire Council timetable in terms of service devolution and asset transfers

27. Civil War Re-enactment – *The Battle of Marlborough* - 27/28 July 2019

To note an update report by the Assistant Town Clerk and the minutes of recent Working Party meetings

28. Christmas Lights Switch-on

To note the dates of Marlborough's Christmas Lights Switch-on events for the next 3 years as set out in recent meeting notes

29. Town Hall Marketing

To note a report by the Assistant Town Clerk and consider expenditure for photography for digital and printed promotional material for the Town Hall

30. Blue Plaque

To note the arrangements around the unveiling of a replacement blue plaque to commemorate Eglantyne Jebb

31. Committee Minutes - In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: **Planning** – 8 April 2019 **Amenities & Open Spaces** – 4 February 2019 and **Staffing Sub Committee** – 18 March 2019. These minutes have been approved by committees and circulated to Members and are available to download from www.marlborough-tc.gov.uk or from the Town Council offices. Other meetings have taken place but, minutes are not yet approved so remain in draft form

32. Member's Question Time

Questions to be submitted to the Town Clerk by midday on the day of the meeting and not to exceed 10 minutes

33. To authorise the fixing of the Common Seal of the Marlborough Town Council to all documents necessary to give effect to the decisions of the meeting

34. Exclusion of Press and Public

RECOMMENDED: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential or commercial nature of the business to be transacted

35. Staffing Issues

To note a report by the Town Clerk and a recommendation by the Staffing Sub-Committee