

Marlborough Town Council

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COUNCIL OFFICES
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MARLBOROUGH
WILTSHIRE
SN8 1AA

2 September 2020

Dear Councillor,

I hereby summon you to a meeting of **Marlborough Town Council**, which will be held on **Monday, 7 September at 7.00pm** via Zoom.

Yours faithfully

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

Mrs S A Parker, PSLCC
Town Clerk

On 4 April 2020, the government introduced The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 which allows local councils to meet remotely. These regulations apply to meetings held before 7 May 2021.

This meeting will be held online using Zoom videoconferencing software. The press and members of the public are welcome to join the meeting by following this link:

Join Zoom Meeting

<https://us02web.zoom.us/j/88595861321?pwd=YUtOSEdicVp1UGdud2dDem9wTDE4QT09>

Meeting ID: 885 9586 1321

Passcode: 058714

Public Question Time – In accordance with Standing Order 3 (f), members of the public may ask questions of the Amenities and Open Spaces Committee Planning Committee. The time allocated for this should not exceed 10 minutes and be limited to 1 question per person unless directed otherwise by the Chairman. A full response may not be possible without further research and the Chair may direct that a written or oral response be given.

- 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 Wiltshire Police 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. **Apologies for Absence**
2. **Declarations of Interest and Requests for Dispensations**

3. Mayor's Announcements

4. Minutes

To approve as a correct record the minutes of the meeting of the Extraordinary Full Town Council held on Tuesday, 1 September 2020

5. Casual Vacancy - Co-option of Town Councillor (East Ward)

Following the resignation of Councillor Edward Northeast (prior to the COVID pandemic), Wiltshire Council has formally confirmed that no requests were received to hold a by-election and that the Town Council is able to co-opt a new Town Councillor to represent the East Ward. The process for co-option will follow the same one that was agreed by Members at the Full Town Council meeting of 22 May 2017 (Minute 39/17).

This casual vacancy has been advertised and 7 candidates have come forward:

Kym-Marie Cleasby

David Cliffe

Louise McCullough

Martin Sims

Vincent Stokes

Caroline Thomas

Jo Waltham

Each candidate is qualified under the Local Government Act 1972 s.79

The following process will take place:

- i) Each candidate will be invited to make a short presentation (approx.2-3 minutes) about how their membership of the Town Council would benefit the Council itself and the community
- ii) The Mayor will invite Councillors to ask questions (not to exceed 5 minutes)
- iii) Once each candidate has been through this process then Councillors will vote to determine the successful candidate.

6. Tourist Information Centre

To note a report by the Tourism Officer and consider an opportunity to create a Tourism Information Centre at St Peter's Church

7. Climate Emergency Declaration

To note a report by the Town Clerk and consider a recommendation from the Amenities & Open Spaces Committee that Marlborough Town Council should declare a climate emergency

8. Remembrance Parade and Armistice Day 2020

To note a report by the Civic Secretary and consider the format for commemorations around the Remembrance Parade and Armistice Day 2020, taking into account restrictions around the Coronavirus pandemic

9. Christmas Lights Switch-on and Christmas Market 2020

To note a report by the Assistant Town Clerk and consider arrangements for the Christmas Lights Switch-on and Christmas Market in 2020, taking into account restrictions around the Coronavirus pandemic

10. Community Infrastructure Levy (CIL) – Skatepark Lighting

To note a report by the Assistant Town Clerk giving an update on the Skatepark Lighting Project and to consider allocating CIL funding for this

11. The Merchant's House

To note a report by the Town Clerk and consider a nomination for a new Town Council Trustee for The Merchant's House

12. Outside Bodies

Members to offer updates on their representational roles to external organisations

- 13. Committee Minutes** - In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the **Planning Committee** on 6 July, 27 July and 17 August 2020 and **Amenities & Open Spaces** 22 June 2020. These minutes have been approved by the committee 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
- 14. 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
- 15. 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**