

# Marlborough Town Council



## Finance and Policy Committee

Minutes of a meeting of the Finance and Policy Committee held Monday, 30 October 2023 in the Council Chamber, Marlborough Town Hall at 7pm

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**PRESENT** Councillor Caroline Thomas Chair  
Councillor Andrew Ross  
Councillor Mervyn Hall Vice Chair  
Councillor Kym-Marie Cleasby  
Councillor Jane Davies  
Councillor James Sheppard  
Councillor Kelvyn Shantry  
Richard Spencer-Williams Town Clerk

**ALSO PRESENT** Plus 1 member of the public

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### **PUBLIC QUESTION TIME**

There were no questions.

### **293/23 APOLOGIES**

Apologies for absence were received from **The Town Mayor, Councillor Nicholas Fogg.**

### **294/23 DECLARATIONS**

There were no declarations of interest or requests for dispensation.

### **295/23 CHAIR'S ANNOUNCEMENTS**

There were no announcements.

### **296/23 MINUTES**

**RESOLVED:** that the minutes of the meeting held 31 July 2023 were confirmed as a true record and signed by the Chair

*Cllr Ross abstained*

### **297/23 ACTION LOG**

Members noted the updated action log. #171 Record of Town Hall artefacts was discussed.

**RESOLVED:** to refer #171 and the matter of how to store and display the Town Hall artefacts to Full Council.

### **298/23 YOUNG PEOPLE'S SERVICES**

Members noted Councillor Thomas' report and considered principal support for funding an Apprentice Youth Worker and associated activities.

Discussion points included:

- The broad needs of young people
- Existing provision, mainly via sports
- The accessibility for different demographics of young people
- The benefits to council as a whole, and how the proposed apprenticeship position would help support and feed into other council and community events and activities
- That if agreed at Full Council this matter would then be referred to the Staffing Committee for more detailed work to progress the proposal
- How such a proposal would make clear the Council's intentions for young people
- That the apprentice would work under the supervision of the Town Clerk, who holds the necessary qualifications and is keen to support the initiative
- That the proposal would mean a 2.41 precept rise in itself

**RESOLVED:** to recommend to Full Council that in principle £30,000 funding is allocated from 2024/25 onwards to employ an Apprentice Youth Worker

### **299/23 COMMITTEE PRIORITIES**

Members noted the agreed priorities for 2023-24 and considered the Committee's priorities for the 2024-25 budgeting process:

**RESOLVED:** that the following are adopted as the Committee's priorities for 2024 -25:

1. Ensuring a resource plan that supports and underpins the work and priorities of the whole council.
2. Support the development of policies to manage Marlborough Common (recognising that Full Council and the Amenities and Open Space Committee will have a role in this also)
3. To maintain oversight of the Council's policies, reviewing them as required 2024-25.
4. to support the advancement of cultural developments and events
5. Specifically the provision and updating of staff laptops and PCs, and server (or Cloud) storage arrangements
6. To support the enhancement of provision for Young People's needs in the community

### **300/23 QUARTERLY FINANCE REPORT AND 2024-25 BUDGET**

Members noted the Finance Report for month 6 and considered Committee budget requirements for 2024-25.

**RESOLVED:** that the proposed budget figures as stated in the Town Clerk's finance report be adopted by the Committee for consideration as part of the 2024-25 Council budget

**301/23 CIL FUNDS AND S106 PROJECTS**

Members noted the Community Infrastructure Levy (CIL) funds position at 11 October 2023 and considered future projects.

**Cllr Ross** enquired about the CIL funds that may arise from the former St Peter's school development.

**ACTION:** Town Clerk to email the Committee information regarding CIL funds attributed to St Peters school development

**302/23 AGAR CONCLUSION OF AUDIT**

Members noted the External Auditor had issued the Section 3 External Auditor's Report and Certificate 2022/23 - Annual Governance and Accountability Return (AGAR) with no issues arising.

The Committee asked that their thanks be conveyed to the staff involved in the AGAR process.

**303/23 POLICIES UPDATE**

Members noted the Town Clerk's report listing the Town Council's policies and discussed their review status:

- It was noted that the Code of Conduct was reviewed and adopted in March 2023 by Full Council  
**ACTION:** the Town Clerk to amend the record
- Best practice requires the policies relating to information management to be also reviewed by both the Finance and Policy Committee and then Full Council (as all policies)  
**ACTION** the Town Clerk to present the Information Management policies to the Committee in January

**RESOLVED:** That polices, unless otherwise stated, should be reviewed every three years

**304/23 GRANTS POLICY**

Members considered proposed amendments to the Town Council's Grants Policy with a few additions to clarify the Council's application criteria, namely that grants are awarded:

- In line with the Council's priorities
- To applications that have a specific benefit to residents of Marlborough
- To defined projects

and that

- Grants are not made retrospectively or for projects that have already been completed

**RESOLVED:** to refer the updated Grants Policy, with amendments, to Full Council for adoption

**305/23 SMALL GRANT SCHEME**

Members considered an application for a small grant of £736 for Alzheimer’s Support to enable Home Support Service to continue to support Marlborough residents living with dementia and their carers.

The application was deferred to the next Finance and Policy Committee meeting.

**306/23 EMR REQUEST**

Members considered a request for £625 from the Highways Ear Marked Reserve (EMR) to pay for solar power equipment for the mobile Speed Indicator Device.

**RESOLVED:** to support the use of the Highways EMR to fund a solar power pack for the portable SID

The meeting closed at 9.00 pm

Signed: ..... Date: .....  
Chair