

Marlborough Town Council



Finance and Policy Committee

Minutes of a meeting of the Finance and Policy Committee held Monday, 31 July 2023
in the Council Chamber, Marlborough Town Hall at 7pm

PRESENT	Councillor Caroline Thomas	Chair
	Councillor Nicholas Fogg	Town Mayor
	Councillor Mervyn Hall	Vice Chair
	Councillor Kym-Marie Cleasby	
	Councillor James Sheppard	
	Councillor Kelvyn Shantry	
ALSO PRESENT	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer

PUBLIC QUESTION TIME

There were no members of the public present.

151/23 APOLOGIES

Apologies for absence were received from **Councillors Ross and Davies**. **The Town Mayor, Councillor Nicholas Fogg**, would be joining the meeting later

152/23 DECLARATIONS

Councillors Thomas and Hall – agenda item 11(2) – Small Grant Application – Marlborough Youth Forum (both were Trustees)

153/23 CHAIR'S ANNOUNCEMENTS

There were no announcements.

154/23 MINUTES

RESOLVED: that the minutes of the meeting held 24 April 2023 were approved as a true record and signed by the Chair

Min. No. 370/22: Energy Costs – as detailed on the action log, new 2-year gas and electricity contracts had been agreed for the Town Hall, offices and workshop resulting in an estimated saving of £22,692 compared to previous years

155/23 ACTION LOG

Members noted the updated action log.

156/23 QUARTERLY FINANCE REPORT

Members noted the finance report for Quarter 1 (month 3) 2023/24.

The Town Clerk answered questions about Ear Marked Reserves (EMRs) and events budgets.

ACTION: clarify accounting history for EMR lines 336 (Sports equipment MC&YC) and 338 (Sale of Chantry Lane toilets) and re-establish ringfenced EMRs if appropriate, adding explanatory notes to the accounts.

157/23 YEAR END FINANCIAL REPORT 2022/23

Members noted the year end finance report for municipal year 2022/23.

The **Chair** noted the total assets and general reserve were at healthy levels and had improved over 2021/22 despite a challenging year due to the impact of the cost-of-living crisis.

158/23 POLICIES

Members considered the Town Clerk's status report on the review and update of the Town Council's policies.

Several text/clarification changes were noted for the next report, and review dates for ongoing officer-led policy reviews were agreed as the end of the democratic year (April 2024).

Once reviewed each policy would be considered by the F&P Committee prior to recommendation to Full Council for adoption.

159/23 EQUALITIES POLICY

Members considered a draft equalities policy for referral to Full Council.

Members agreed the review date should be 3 years after adoption, or earlier if required by changes in legislation.

RESOLVED: to refer the draft Equalities Policy to Full Council for adoption.

160/23 SCHEME OF DELEGATION

Members considered an amendment to the scheme of delegation to reflect additional responsibilities within the Deputy Town Clerk's job description.

One small change to the text was discussed to clarify occasions where the Deputy Town Clerk might act on behalf of the Town Clerk, such as:

"The Deputy Town Clerk will act in respect of the delegated duties and powers attributed to the Town Clerk in their absence, e.g. due to periods of leave, sickness or for continuity in the event of temporary vacancy of the Town Clerk position"

RESOLVED: that the Scheme of Delegation be amended to enable the Deputy Town Clerk to act in the Town Clerk's absence and referred to Full Council for adoption

The Town Mayor joined the meeting

161/23 SMALL GRANT SCHEME

Members considered two applications for funding via the Town Council's small grants scheme.

RESOLVED: (i) to defer a decision on an application by St Peter's Trust for a grant of £4,000 towards the installation of a wireless alarm system until the next meeting when it was hoped the applicant would be able to be present

Councillors Thomas and Hall did not vote on the following item

RESOLVED: (ii) to award £236 to Marlborough Area Youth Forum for sport and leisure equipment

It was agreed that, where items had been donated to or purchased by specific groups or charities and were stored at Town Council locations, these should be clearly labelled or otherwise recorded.

162/23 TINPIT FENCING

Members considered a request from the Amenities & Open Spaces Committee to allocate £7,105 from the EMR for Walls and Fences to cover repairs to fencing at Tinpit.

Discussion points included:

- Whether funds in the Walls and Fences EMR would be affected by actions agreed earlier in the meeting (Min. No. 156/23), preventing a committal of the full amount of funding requested at this time
- Whether the work could be completed in stages, allowing some work to commence with a smaller sum

RESOLVED: to offer the Amenities & Open Spaces Committee £5,000 from the Walls and Fences EMR towards Tinpit fencing

ACTION: the Town Clerk to prepare a report for the next meeting if further funds are required

163/23 WYE HOUSE GARDENS PLAY AREA

Members considered a request from the Amenities & Open Spaces Committee to increase the Community Infrastructure Levy (CIL) budget allocation for the Wye House Gardens play area from £30,000 to £35,000.

RESOLVED: that a further allocation of £5,000 be added to the £30,000 already identified within Community Infrastructure Levy (CIL) funds for the refurbishment of Wye House Gardens play area

Councillor Hall asked that care be taken that the ornamental stone columns, taken from the previous Town Hall on the site of the current building and now installed at Wye House Gardens, would not be disturbed during the play area upgrade.

ACTION: Town Clerk to provide reports to future meetings on:

- (i) CIL allocations
- (ii) S106 monies
- (iii) Status of proposal for a Multi-Use Games Area (MUGA) at Salisbury Road Recreation Ground

164/23 EXCLUSION OF PRESS AND PUBLIC

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

165/23 REVIEW OF SUPPORT SERVICES

Members noted the Town Clerk's report and considered support services provided to the Town Council.

Discussion points included:

- Changes to the layout/content of the report were requested to provide more clarity
- That the overview of services should be considered annually
- Whether operational procedures for Wiltshire Police could be changed to allow officers to access CCTV footage remotely. **Councillor Sheppard** agreed to raise the question with the Police and Crime Commissioner
- Priority services for potential review were noted

166/23 POLICY FOR DISPLAY OF COUNCIL ARTEFACTS IN THE TOWN HALL

Members noted the Town Clerk's report and considered a policy for the display of Council artefacts (entrusted and/or owned) in the Town Hall.

RESOLVED: (i) For **Councillors Fogg** and **Hall** to consider the display needs and requirements for the Town Hall artefacts and to prepare a report for consideration at Full Town Council

ACTION: Town Clerk to forward the completed record of the Town Hall artefacts to **Councillors Fogg and Hall**

167/23 TOWN HALL UPLIGHTING LEGACY PROJECT

Members noted the Town Clerk’s report and considered the use of funds within the EMR for Heritage for a King Charles III Coronation legacy uplighting scheme for the Town Hall.

RESOLVED: to refer the proposal to Full Town Council and the Property Committee

The meeting closed at 8.50 pm

Signed: Date:
Chair