

Marlborough Town Council



Finance and Policy Committee

Minutes of a meeting of the Finance & Policy Committee held Monday, 29 January 2024 in the Council Chamber, Marlborough Town Hall at 7pm

PRESENT	Councillor Mervyn Hall	Chair
	Councillor Andrew Ross	
	Councillor Kym-Marie Cleasby	
	Councillor Kelvyn Shantry	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
ALSO PRESENT	Councillor Mark Cooper	Observing
	Sarah Marriott	Alzheimers Support
	Ruth Wilson	Carer Support Wiltshire
	Dominique Oughton	Marlborough Sports Forum
	Simon Wells	Marlborough Sports Forum
	Philippa Collins	Wiltshire Mind

PUBLIC QUESTION TIME

There were no questions.

- 417/23 APOLOGIES**
Apologies for absence were received from **Councillors Davies, Sheppard, Thomas** and the **Town Mayor, Councillor Nicholas Fogg**.
- 418/23 DECLARATIONS**
Councillor Ross – agenda item 6 – Small Grant application for Marlborough Sports Forum.
- 419/23 CHAIR'S ANNOUNCEMENTS**
There were no announcements.
- 420/23 MINUTES**
RESOLVED: that the minutes of the meetings held 27 November 2023 and 4 December 2023 were approved as true records and signed by the Chair

421/23 ACTION LOG

Members noted the updated action log.

#207: investigate opportunities for outsourcing and compare with similar councils.

RESOLVED: that the Town Clerk prepare an overview report to present to Full Town Council

422/23 SMALL GRANTS SCHEME

During a suspension of Standing Orders representatives of groups applying for small grants explained their projects and answered questions.

RESOLVED: (i) to award £736 to Alzheimer's Support for the Marlborough Home Support Service

RESOLVED: (ii) to award £750 to Carer Support Wiltshire for the Marlborough Carer Café Group

RESOLVED: (iii) to award £2,530 to the Marlborough Sports Forum for the Sports Festival on 6 May 2024

RESOLVED: (iv) to award £2,500 to Wiltshire Mind for the Gardening Wellbeing Group

Councillor Cleasby invited interested groups to join the Marlborough Community Support Forum and **Councillor Shantry** offered to help with the Gardening Wellbeing Group.

All members of the public left the meeting

423/23 GRANTS REPORTS

Members noted the reports received from Age UK Wiltshire and Wiltshire Sight, explaining how the Town Council's small grant awards had been used and provided benefit.

424/23 FINANCE REPORT QUARTER 3

Members noted the budget report for Quarter 3 (month 9) 2023-24. Matters arising included:

- A request for gross figures to be shown in future Ear Marked Reserves (EMR) reports
- Questions about EMRs 338 (Sale of Chantry Lane) and 336 (MCYC Sports Equip) being clearly shown as ringfenced for the Coopers Corner building (George Lane Toilets) and Marlborough Community & Youth Centre respectively. It was noted the Town Clerk had reported on this matter to the Committee via email
- To investigate whether more detailed reports could be generated from the accounting system
- To investigate whether bespoke training is available for the accounting system

425/23 SAFEGUARDING POLICY

Members considered the draft Safeguarding Policy and whether to recommend it to Full Council for adoption. Discussion points included:

- Whether specific bespoke policies would be beneficial in future for specific circumstances, e.g. youth work
- Paragraph numbering to be tidied up
- Para 6: Designated Safeguarding Officer: expand the definition to include the oversight of the Staffing Committee
- Para 7: Definitions: to review the ‘child or young person’ and/or ‘vulnerable adult’ definitions to take account of the definition of an adult; specifically relating to vulnerable young people who are over the age of 18

RESOLVED: (i) that the Designated Safeguarding Officer shall be the Town Clerk, to be ratified by the Staffing Committee

RESOLVED: (ii) that the draft Safeguarding Policy with several amendments be recommended to Full Town Council for adoption

426/23 INSIGNIA

Members considered the purchase of Mayor and ex-Mayor badges. The Town Council currently had 3 badges in stock. The supplier had ceased business and a new supplier, with a one-off production of a die to produce the badges, was required.

RESOLVED: to purchase a die and 5 of each badge at a cost of £4,185 from Fattorini, with £931 charged to the Insignia Budget and the balance to the Civic Fund Ear Marked Reserve

427/23 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: 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 nature of the business to be transacted

428/23 RENT CONSIDERATION

RESOLVED: that an approach was agreed to clarifying the rental situation for a tenancy

The meeting closed at 8.16 pm

Signed:
Chair

Date: