

Marlborough Town Council



Full Town Council

Minutes of a meeting of Marlborough Town Council held Monday, 15 May 2023 in the Court Room, Marlborough Town Hall at 7pm

PRESENT	Councillor Kym-Marie Cleasby	Chair
	Councillor Andrew Ross	
	Councillor Mervyn Hall	
	Councillor Mark Cooper	
	Councillor James Sheppard	
	Councillor Kelvyn Shantry	
	Councillor Susannah O'Brien	
ALSO		
PRESENT	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer

The Chair welcomed **Councillor O'Brien** to her first meeting.

PRAYERS

Councillor Ross opened the meeting with prayers.

CRIME AND DISORDER

A representative from Wiltshire Police had provided a report on current initiatives:

- Operation Sceptre was running 15–21 May focusing on youth related knife crime. Activities included a knife amnesty (nearest collection point to Marlborough being St James Church Devizes); weapons sweep utilising search officers and dogs of parks/green spaces around Marlborough; School talks at St Johns, and Marlborough plain clothed patrols (stop/search).
- On Mondays between 3-5pm a Safe Space initiative would be available after school during term time in the church hall in Silverless Street with YFC Youth Worker Steve Dewar. Local partnerships (including police) will offer young people a safe lounge space, chats and activities.

QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Councillor Sheppard passed on congratulations for a fabulous, well-run Coronation event on Sunday, 7 May. On behalf of Wiltshire Council he expressed thanks for the hard work put in by Town Council officers, staff and volunteers.

PUBLIC QUESTION TIME

There were no members of the public present.

11/23

APOLOGIES

Apologies for absence had been received from the **Town Mayor, Councillor Fogg** and **Councillors Barrett-Morton, Farrell, Davies, Thomas** and **Luson**.

12/23

DECLARATIONS

There were no declarations.

13/23

MINUTES

RESOLVED: that the minutes of the meeting held 2 May 2023 were approved as a true record and signed by the Deputy Mayor

14/23

REVIEW OF THE SCHEME OF DELEGATION

RESOLVED: that the Town Council's Scheme of Delegation be adopted for 2023/24

15/23

NOMINATIONS TO STANDING COMMITTEES

RESOLVED: that where necessary elections would take place by signed ballots.

a) Planning Committee

RESOLVED: that the Planning Committee for municipal year 2023/24 will comprise of all Town Councillors

b) Finance and Policy Committee

RESOLVED: that members of the Finance and Policy Committee for municipal year 2023/24 shall be **Councillors Ross, Hall, Cleasby, Davies, Thomas, Sheppard, Shantry** and **The Town Mayor** with one vacancy

c) Property Committee

RESOLVED: that members of the Property Committee for municipal year 2023/24 shall be **Councillors Hall, Cooper, Cleasby, Thomas, Shantry** and the **Town Mayor** with three vacancies

d) Amenities and Open Spaces Committee

RESOLVED: that members of the Amenities and Open Spaces Committee for the municipal year 2023/24 shall be **Councillors Ross, Barrett-Morton, Farrell, Cooper, Sheppard, Luson, O'Brien** and the **Town Mayor** with one vacancy

e) Staffing Committee

RESOLVED: that members of the Staffing Committee for the municipal year 2023/24 shall be **Councillors Hall, Cooper, Cleasby, O'Brien** and the **Town Mayor**

16/23

ELECTION OF A CHAIR AND VICE CHAIR OF STANDING COMMITTEES

a) Planning Committee

RESOLVED: (i) that **Councillor Sheppard** be elected Chair of the Planning Committee for 2023/24

RESOLVED: (ii) that **Councillor Hall** be elected Vice Chair of the Planning Committee for 2023/24

b) Finance and Policy Committee

RESOLVED: (i) that **Councillor Thomas** be elected Chair of the Finance and Policy Committee for 2023/24

RESOLVED: (ii) that **Councillor Hall** be elected Vice Chair of the Finance and Policy Committee for 2023/24

c) Property Committee

RESOLVED: (i) that **Councillor Hall** be elected Chair of the Property Committee for 2023/24

RESOLVED: (ii) that **Councillor Cleasby** be elected Vice Chair of the Property Committee for 2023/24

d) Amenities and Open Spaces Committee

RESOLVED: (i) that **Councillor Cooper** be elected Chair of the Amenities and Open Spaces Committee for 2023/24

RESOLVED: (ii) that the Vice Chair be elected at the first meeting of the Amenities and Open Spaces Committee

e) Staffing Committee

RESOLVED: (i) that **Councillor Cleasby** be elected Chair of the Staffing Committee for 2023/24

RESOLVED: (ii) that **Councillor Hall** be elected Vice Chair of the Staffing Committee for 2023/24

17/23

REVIEW OF STANDING ORDERS

RESOLVED: that the Town Council's Standing Orders are adopted for 2023/24

18/23

FINANCIAL REGULATIONS

RESOLVED: that the Town Council's Financial Regulations are adopted for 2023/24

19/23

REPRESENTATIVES TO OUTSIDE BODIES 2023/24

RESOLVED: that appointed representatives to organisations and voluntary groups for 2023/24 are (subject to acceptance by Members not present at the meeting):

Outside Body	Town Council Representative/s 2023 24
Wiltshire Council Operational Flood Working Group	James Sheppard Vacancy
Wiltshire Area Localism and Planning Alliance	Mervyn Hall and Lisa Farrell
Transition Marlborough	Susannah O'Brien
Dark Skies Working Party	To be reviewed (RW/CH to advise)

Emergency Planning Working Party/Snow Warden	Kymee Cleasby Kelvyn Shantry
Local Highways & Footpath Improvement Group	Mervyn Hall (sub - Kelvyn Shantry) Vacancy
Marlborough Business Network	Kelvyn Shantry
Wiltshire Association of Local Councils	Town Clerk
The Richmond Fellowship	Jane Davies
Marlborough Area Board	The Town Mayor Kymee Cleasby
Marlborough and District Link Scheme	Caroline Thomas
Marlborough Fire Station Liaison	Mark Luson
2293 Air Training Corps	Caroline Thomas, Lisa Farrell, and Noel Barrett-Morton
Kennet Community Transport	Kymee Cleasby
Marlborough Sports Forum	Caroline Thomas and Lisa Farrell
Local Youth Network	Lisa Farrell, Jane Davies, Caroline Thomas
Lansdowne Monument	Vacancy
Stonebridge Management Committee	Kelvyn Shantry Susannah O'Brien
Allotment Association	Mark Luson, Mark Cooper
Marlborough Youth Council	Lisa Farrell, Kymee Cleasby and Jane Davies
Tree Council	Vacancy
Speedwatch	Lisa Farrell, Kymee Cleasby
The Merchants House Trustees	Andrew Ross and James Sheppard
Museum Committee	The Town Mayor and James Sheppard, Mark Cooper
Patients Participation Group	Lisa Farrell, Kelvyn Shantry
24/7&WC Bus strategy liaison	Nick Fogg
WC Health and Well Being Group	Lisa Farrell, Jane Davies
Jubilee Centre	Jane Davies

20/23

APPOINTMENT OF MEMBERS TO APPEALS PANEL

RESOLVED: that **Councillors Davies, Thomas, Sheppard** and **Shantry** be appointed to an Appeals Panel, to meet as necessary

21/23

ASSET REGISTER

RESOLVED: that the updated Asset Register of insured land and assets is approved for 2023/24

22/23

INSURANCE RENEWAL

The Town Clerk's report about insurance cover in respect of all insured risks was noted.

23/23

MEMBERSHIPS AND SUBSCRIPTIONS

Members noted a report by the Office Manager and

RESOLVED: that the list of subscriptions and memberships is approved

24/23 RISK MANAGEMENT SCHEME 2023/24

RESOLVED: that the Risk Management Scheme be adopted for 2023/24

25/23 INTERNAL AUDITORS 2023/24

RESOLVED: that internal auditors, Auditing Solutions Ltd, will continue to carry out the Council's internal audits in 2023/24

26/23 BANK MANDATE

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

27/23 CALENDAR OF MEETINGS

RESOLVED: that the calendar of meetings for 2023/24 is re-adopted

28/23 YEAR END BUDGET REPORT 2022/23

Members noted the month 12 budget report for 2022/23. A year-end report would be available in June.

29/23 COMMITTEE MINUTES

In accordance with para 3.1 of the Scheme of Delegation, Members noted the approved minutes of the following committee meetings: **Planning** – 9 January, 6 February, 27 February, 20 March and 11 April 2023; **Property** – 7 February 2023; **Finance and Policy** – 20 January 2023 and **Amenities and Open Spaces** – 1 March 2023

30/23 COMMON SEAL

Proposed by **Councillor Ross** and seconded by **Councillor Hall** and

RESOLVED: that the Common Seal of Marlborough Town Council be affixed to all documents necessary to give effect to the decisions of the meeting

The meeting closed at 7.57pm

Signed: Date:

Town Mayor