

# Marlborough Town Council



## Full Town Council

Minutes of an extraordinary meeting of Marlborough Town Council held Monday,  
16 May 2022 in the Court Room, Marlborough Town Hall at 7pm

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<b>PRESENT</b>	Councillor Lisa Farrell	Town Mayor
	Councillor Nicholas Fogg	
	Councillor Guy Loosmore	
	Councillor Noel Barrett-Morton	
	Councillor Mark Cooper	
	Councillor Donald Heath	
	Councillor Jo Waltham	
	Councillor Richard Allen	
	Councillor Kymee Cleasby	
	Councillor Jane Davies	
	Councillor James Sheppard	
	Councillor Caroline Thomas	
	Councillor Mark Luson	
	Councillor Kelvyn Shantry	
<b>ALSO PRESENT</b>	Richard Spencer-Williams	Town Clerk
	Clare Harris	Assistant Town Clerk
	Dawn Whitehall	Administrator
	Neil Goodwin	Marlborough.News
	Plus 3 members of the public	

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### **PUBLIC QUESTION TIME**

There were no questions.

**14/22 APOLOGIES**  
Apologies for absence were received from **Councillors Ross and Hall.**

**15/22 DECLARATIONS**  
There were no declarations.

**16/22 REVIEW OF THE SCHEME OF DELEGATION**  
**RESOLVED:** that the Town Council's Scheme of Delegation be adopted for 2022-2023

17/22

## **NOMINATIONS TO STANDING COMMITTEES AND SUB COMMITTEES**

Members received and considered nominations to Committees as set out in Standing Order 6k) iv.

**RESOLVED:** (i) to hold elections for committee membership and chairs and vice chairs by ballot paper

**RESOLVED:** (ii) that the members of the **Planning Committee** would comprise all Town Councillors with the Mayor being an ex-officio, non-voting member

The Finance & Policy Committee and the Amenities & Open Spaces Committee were oversubscribed: members were elected by ballot.

**RESOLVED:** (iii) that the members of the **Finance and Policy Committee** would be **Councillors Allen, Cleasby, Davies, Fogg, Ross, Sheppard, Thomas** and **Waltham** plus the Town Mayor

**RESOLVED:** (iv) that the members of the **Amenities and Open Spaces Committee** would be **Councillors Barrett-Morton, Cooper, Fogg, Heath, Luson, Sheppard, Thomas** and **Waltham** plus the Town Mayor

**RESOLVED:** (v) that the members of the **Property Committee** would be **Councillors Allen, Cooper, Hall, Heath, Loosmore** and **Shantry** plus the Town Mayor.

This left two vacancies for the Property Committee.

**RESOLVED:** (vi) that the members of the **Staffing Sub Committee** would be **Councillors Allen, Barrett-Morton, Cleasby, Hall, Loosmore, Luson** and **Sheppard** plus the Town Mayor

18/22

## **ELECTION OF CHAIRS AND VICE CHAIRS**

### **a) Planning Committee**

**RESOLVED:** (i) that **Councillor Sheppard** be elected Chair of the Planning Committee for 2022/23

**RESOLVED:** (ii) that **Councillor Fogg** be elected Vice Chair of the Planning Committee for 2022/23

### **b) Finance and Policy Committee**

**RESOLVED:** (i) that **Councillor Thomas** be elected Chair of the Finance and Policy Committee for 2022/23

**RESOLVED:** (ii) that the election of Vice Chair of the Finance and Policy Committee for 2022/23 be carried out at the first meeting of the Committee when it was hoped all Members would be present to vote

### **c) Property Committee**

**RESOLVED:** (i) that **Councillor Loosmore** be elected Chair of the Property Committee for 2022/23

**RESOLVED:** (ii) that **Councillor Hall** be elected Vice Chair of the Property Committee for 2022/23

**d) Amenities and Open Spaces Committee**

**RESOLVED:** (i) that **Councillor Waltham** be elected Chair of the Amenities and Open Spaces Committee for 2022/23

**RESOLVED:** (ii) that **Councillor Heath** be elected Vice Chair of the Amenities and Open Spaces Committee for 2022/23

**e) Staffing Sub Committee**

**RESOLVED:** (i) that **Councillor Cleasby** be elected Chair of the Staffing Sub Committee for 2022/23

**RESOLVED:** (ii) that **Councillor Barrett-Morton** be elected Vice Chair of the Staffing Sub Committee for 2022/23

*The Assistant Town Clerk left the meeting*

**19/22**

**REVIEW OF STANDING ORDERS**

Three amendments were proposed:

- That para. 32(b) (Call-in Procedure) be amended from “Councillors then have 5 days to invoke the call-in process” to “Councillors then have 5 working days to invoke the call-in process”
- That male gendered pronouns be replaced with “they/them/their”
- That “Chairman/Chairmen” and “Vice Chairman/Chairmen” be replaced with “Chair/Chairs” and “Vice Chair/Chairs”

**RESOLVED:** that the Standing Orders be adopted for 2022/23 with three amendments

**20/22**

**FINANCIAL REGULATIONS**

**RESOLVED:** (i) to update the document to remove male gendered bias

**RESOLVED:** (ii) that the Financial Regulations be adopted for 2022/23 subject to agreed amendments

**21/22**

**APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

Members appointed representatives to organisations and voluntary groups for 2022/23:

<b>Outside Body</b>	<b>Town Council Representative/s</b>
Wiltshire Council Operational Flood Working Group	James Sheppard
Wiltshire Area Localism and Planning Alliance	Mervyn Hall and the Town Mayor
Transition Marlborough	Jo Waltham
Marlborough Area Neighbourhood Plan Steering Group	Mervyn Hall, Noel Barrett-Morton, and Caroline Thomas as Unitary Councillor
Dark Skies Working Party	The Deputy Town Mayor and Guy Loosmore

<b>Outside Body</b>	<b>Town Council Representative/s</b>
Emergency Planning Working Party/Snow Warden	Kymee Cleasby and Guy Loosmore
Local Highways & Footways Improvement Group (LHFIG).	Mervyn Hall and Richard Allen
Marlborough and District Chamber of Commerce	Kelvyn Shantry
Market Towns Forum	The Town Mayor and Guy Loosmore
Wiltshire Association of Local Councils	Richard Allen
The Richmond Fellowship	Richard Allen and Jane Davies
Marlborough Area Board	The Town Mayor and Richard Allen
Marlborough and District Link Scheme	Caroline Thomas
Marlborough Fire Station Liaison	Mark Luson
2293 Air Training Corps	Caroline Thomas, the Town Mayor and Noel Barrett-Morton
Kennet Community Transport	Kymee Cleasby
Marlborough Sports Forum	Caroline Thomas and the Town Mayor
Local Youth Network & Marlborough Youth Council	Lisa Farrell, Jane Davies, Kymee Cleasby, Caroline Thomas
Great West Way	Jo Waltham, Noel Barrett-Morton, and Guy Loosmore
Landsdowne Monument	The Deputy Town Mayor and Kelvyn Shantry
Stonebridge Management Committee	The Deputy Town Mayor and Jo Waltham
Schools Forum	The Town Mayor and Deputy Town Mayor
Allotment Association	Mark Luson, Mark Cooper
Marlborough Youth Council	The Town Mayor, Kymee Cleasby and Jane Davies
Tree Council	The Deputy Town Mayor
Speedwatch	The Town Mayor and Kymee Cleasby
The Merchants House Trustees	Andrew Ross and James Sheppard
Museum Committee	The Town Mayor, James Sheppard, Mark Cooper
Patients Participation Group	The Town Mayor and Kelvyn Shantry
24/7 & WC Bus Strategy Liaison	Nicholas Fogg
WC Health & Wellbeing Group	tbc

**22/22**

**APPEALS PANEL**

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

**23/22**

**ASSET REGISTER**

**RESOLVED:** that the register of insured land and assets is approved for 2022/23

- 24/22 INSURANCE RENEWAL**  
**RESOLVED:** that the Town Clerk’s report about insurance cover in respect of all insured risks was noted
- 25/22 MEMBERSHIPS AND SUBSCRIPTIONS**  
Members noted a report by the Office Manager, and deferred approval to a future meeting pending a more detailed report.
- 26/22 REVIEW OF RISK MANAGEMENT SCHEME 2022/23**  
**RESOLVED:** that the Risk Management Scheme be adopted for 2022/23
- 27/22 APPOINTMENT OF INTERNAL AUDITORS 2022/23**  
**RESOLVED:** (i) at the appropriate time, to conduct a tender process to appoint internal auditors for 2023/24
- RESOLVED:** (ii) that internal auditors, Auditing Solutions Ltd, are confirmed to carry out the Council’s internal audits in 2022/23
- 28/22 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 Finance Officer or Office Manager (as authorised officer) will be signatories and always requiring that 2 (two) Councillors and one Officer sign all cheques and other orders for payment
- 29/22 CALENDAR OF MEETINGS**  
**RESOLVED:** that the Calendar of Meetings for 2022/23 be re-adopted
- 30/22 COMMON SEAL**  
Proposed by **Councillor Fogg** and seconded by **Councillor Loosmore** 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 8.22 pm

Signed: .....  
Town Mayor

Date: .....