

Marlborough Town Council



14 October 2025

To: Councillors serving on the Finance and Policy Committee – Councillors Abi Beaumont (Chair), Kym-Marie Cleasby, Nicholas Fogg, Mervyn Hall, Peter Morgan, Kelvyn Shantry (Vice-Chair), James Sheppard, and the Town Mayor Councillor Emily Trow

Dear Councillor

Finance and Policy Committee

You are **summoned** to attend the next meeting of the **Finance and Policy Committee**, which will be held on **Monday 20 October 2025** at **7pm** in the Council Chamber, Marlborough Town Hall.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday prior to the meeting. Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate. Some members of the public may not be allowed to attend if all the allocated seats are taken.

If members of the public wish to attend and ask a question they should also notify the Town Clerk prior to the meeting and provide their question in writing at the same time. If members of the public wish to ask a question, but not attend, they can provide the question in writing to the Town Clerk by noon on the day of the meeting, and a written response will be provided.

PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Finance and Policy Committee. The time allocated for this should not exceed 10 minutes and be limited to one question per person unless directed otherwise by the Chair. A full response may not be possible without further research, and the Chair may direct that a written or oral response be given.

AGENDA

- 1. Apologies for absence**
- 2. Declarations of interest**
To receive any declarations of interest or requests for dispensation
- 3. Chair's Announcements**
- 4. Minutes**
To approve and sign the minutes of the meeting held on 30 June 2025
- 5. Action Log**
To note and review the Action Log
- 6. Grants**
To consider the grant application from the 2nd Marlborough Scouts, and to note the report from Wiltshire Sight
- 7. AGAR Conclusion of Audit**
To note the Conclusion of Audit for the 2024 25 AGAR
- 8. Marlborough Area Youth Forum**
Consideration of a request by Marlborough Area Youth Forum to reduce their hire charges
- 9. Financial Assessment of the MTC Property Portfolio**
To consider the proposal to carry out financial assessment of the MTC property portfolio
- 10. Policies**
To consider the draft Lone Working Policy, Mayoral Award Policy, and Local Government Pension Scheme Discretions Policy
- 11. Herbert Leaf Trust**
To consider the Herbert Leaf Trust
- 12. Quarterly Finance Report**
To note and consider the finance report for Month 6 2025-26
- 13. Committee Priorities and Budget Requirements**
To consider the Committee's priorities and budget requirements for 2026-27

To approve and sign the minutes of the meeting held on 30 June 2025

Marlborough Town Council



Finance and Policy Committee

Minutes of a meeting of the Finance & Policy Committee held Monday, 30 June 2025
in the Council Chamber, Marlborough Town Hall at 7pm

PRESENT	Councillor Abi Beaumont	Chair
	Councillor Emily Trow	Town Mayor (<i>ex officio</i>)
	Councillor Mervyn Hall	
	Councillor James Sheppard	
	Councillor Peter Morgan	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
	Emma Cook	Information Officer Apprentice

ALSO

PRESENT Seven representatives of organisations applying for small grants

PUBLIC QUESTION TIME

There were no questions.

85/25

APOLOGIES

Apologies for absence were received from **Councillors Fogg, Cleasby and Shantry**.

86/25

DECLARATIONS

There were no declarations of interest.

87/25

CHAIR'S ANNOUNCEMENTS

The Chair thanked fellow Councillors for electing her Chair. Her aim for the year is to ensure the Council spends money wisely and balances the books.

88/25

MINUTES

RESOLVED: that the minutes of the meeting held 22 April 2025 were confirmed as a true record and signed by the Chair

89/25

ACTION LOG

There were no outstanding actions to review.

90/25

GRANTS

During a suspension of Standing Orders, representatives from **Community First Responders** (Rob Faulkner, Anne Owen), **Marlborough LitFest** (Mary-Vere Parr, Julia Tyler), and **Transition Marlborough/Community Orchard** (Milly Carmichael, Gerald Payne, Richard Pitts) introduced their grant applications and answered questions.

Grant applicants left the meeting

RESOLVED: (i) to award £464 to Community First Responders for the purchase of a medical grade Pulse Oximeter (adult and pediatric)

RESOLVED: (ii) to award £1,000 to Marlborough LitFest towards the cost of author-led events for children and young people

RESOLVED: (iii) to defer a decision on a grant application for Community Orchard interpretation boards pending further information, specifically a list of all proposed sites for the signs and the landowners, confirmation that the landowner has given permission for the signs, a visual example, and an implementation plan

Individual grant applicants for Community First Responders and Marlborough LitFest returned to the meeting to hear the Committee's decision, after which grant applicants left the meeting

91/25

QUARTERLY FINANCE REPORT

Members noted the finance report for month 2, and the Town Clerk answered Members' questions. Discussion points included:

- The new workshop project remained on budget, and an opening event would be arranged after the summer
- Whether there were sufficient funds in Ear Marked Reserves (EMRs) to meet the needs of future projects and/or building maintenance
- Clarification of the process and timings to set the 2026/27 budgets

ACTION: Add an item to the next meeting to review Ear Marked Reserves

The **Chair** thanked the Town Clerk and staff for their financial management and presentation of the accounts

92/25

POLICIES

Members noted the Town Clerk's report and considered review dates for the Town Council's policies.

ACTION: to review two policies at the next meeting (*Lone Working* and *Mayor's Community Awards*) and identify the next two priority policies for review

The meeting closed at 8.35 pm

ITEM 5

ACTION LOG

To note and review the Action Log

There are no outstanding items on the Committee's action log.

Town Clerk 9 10 25

ITEM 6

SMALL GRANTS

To consider a grant application from the 2nd Marlborough Scouts, and to note the report from Wiltshire Sight

Members are asked to consider the grant application from the 2nd Marlborough Scouts (Appendix 1(A)), and to note the report from Wiltshire Sight (Appendix 1(B))

The grant fund for 2025 26 is currently £3,836.

Recommendation

Members are asked to consider the application and instruct the Town Clerk accordingly.

Town Clerk 1 10 25

ITEM 7

AGAR CONCLUSION OF AUDIT

To note the Conclusion of Audit for the 2024 25 AGAR

Please see Appendix 2

Town Clerk 1 10 25

Consideration of a request by Marlborough Area Youth Forum (MAYF) to reduce their hire charges

Purpose

The purpose of this report is to ask the Committee to consider a proposal from **Councillors Shantry** and **Wrench** for the Council to reduce the hire charge payable by MAYF for the use of the Community and Youth Centre and replace it with an agreed fixed annual amount.

Proposal Report by Cllrs Shantry and Wrench

Background

Many young people in Marlborough face significant challenges, including limited access to positive activities, poor mental health, and disrupted education. The pandemic worsened school readiness and social skills, contributing to a rise in anti-social behaviour. Marlborough is just 10 miles from Swindon and east of Devizes - both affected by County Line gangs and serious youth violence. We have experienced our first stabbings and Marlborough has now been listed by the Wiltshire Police & Crime Commissioner as a priority market town for extra policing this summer.

We believe in giving young people better options: safe spaces, trusted adults to talk to, and support in making positive choices. Our goal is to help them build confidence and resilience by taking responsibility and having a sense of belonging.

In mid-2022, the Forum was set up as a charity and we re-launched the local youth club with funding from the National Lottery, local government, and community grants. We employ an experienced Youth Worker who has successfully recruited volunteers and engaged third parties to offer a variety of activities.

Located near the town's main area of social housing - identified by Wiltshire Intelligence as an area of deprivation - the club reaches many young people facing multiple challenges, some at risk of exploitation. Initially attracting around 25 young people once a week, the club now runs twice weekly, with 50–70 attending each night. Success comes from offering a variety of activities, a safe place to relax, and free hot food.

We also host holiday activity days, open to everyone in the community age 5 and upwards, supported by local sports clubs, boosting awareness of our offer to encourage engagement. Wiltshire Council's FUEL programme now recognises our contribution, and two FUEL events have been arranged via the Forum this summer.

We make no charge for our services to ensure the club is as inclusive as possible.

To sustain this vital support, we are seeking help from Marlborough Town Council, representing the local community, to keep the club running through a contribution to our running costs, the 2nd largest of which is the rent we pay Marlborough Town Council.

Financial

The Forum books the MC&YC in advance for the Wednesday and Friday club sessions. Over our financial year September 24 – August 25, the Forum has paid £5,181 to MTC in rent.

It does benefit from a charity rate of £16.50 an hour (so £49.50 a session) but is subject to the same T&Cs as other renters so a cancellation (for example due to a shortage in volunteers) with less than 2 weeks' notice is charged at the full rate.

We are aware that MTC has several properties that are used by organisations such as the rugby, golf, bowls and boxing clubs; all of these derive an income from member subscriptions and the first 3 by operating a bar, 2 of which have a public license.

The Finance Committee will be aware of the rent payable by the rugby and golf clubs and know that neither are set at a commercial level and both benefit from extended set rate periods (i.e. no annual inflation-based rises). Bowls and boxing pay no rent, however, all four are responsible for maintaining their premises (though the boxing club has not done so). MTC, therefore, benefits from the rental income with no on costs.

The Merchants House also pay just a peppercorn rent. I think most would agree it is an exceptional case as the arrangement enables MTC to support the MH Trust for the wider community benefit.

The key points here are that

- *Marlborough benefits from some great for profit and not for profit clubs and charities supporting the wider community*
- *MTC operate different rental models, but the effect is to provide indirect financial support to the clubs (including commercial ones) and charities. The local precept/taxpayers are therefore subsidising their operations.*
- *The Forum does not receive any financial support to run the youth club and provide activity days that benefit so many young people on an ongoing basis.*

Proposal

Given the important role the Forum plays in supporting the Marlborough's young people, particularly those from the more deprived areas of town, it is proposed that MTC reduces the rent payable by the Forum for its 2 sessions per week to a fixed amount – say £500 or £1,000 pa reviewed every 3 years.

This arrangement will provide certainty for the Forum in terms of its financial planning and support its ongoing viability.

The subsidy, as with the other clubs mentioned, will ultimately be a cost for the taxpayer.

- *The current precept (for 25/26) will raise £931,251*
- *An extra £4,500 in 26/27 onwards represents less than 0.5%.*

In return, the Forum will be better placed to continue what has become an essential services for many young people of Marlborough where every youngster is treated the same because

there are no charges, no barriers or exclusions, contributing to their wellbeing and avoiding what for some would be alternative antisocial behaviour.

Thank you.

Cllr Kelvyn Shantry 22nd August 2025

Cllr Caroline Wrench 22nd August 2025

Town Clerk's note

The initial request by Cllrs Shantry and Wrench was for this proposal to go directly to Full Council for principal agreement.

However, the Mayor and Town Clerk in liaison are asking both the Property Committee and the Finance and Policy Committee to consider the proposal in the first instance, in order that they can inform Full Council of the financial and policy implications and help ensure the Council can make an informed decision on the matter.

The Property Committee considered this proposal on 29 September 2025. They agreed to recommend to this Committee and Full Council that the Council support the proposal, seeking to make an agreement that MAYF are charged an annual figure of £500-£1000. This would be for use of the Community and Youth Centre for x2 session a week, and x2 activity days a year.

[Draft minutes of Property Committee meeting held 29 September 2025](#)

Recommendation

Members are asked to consider this proposal, and in particular the policy implications if supported. The Committee is then asked to make a recommendation on the proposal to the Full Council.

The views of both the Property and Finance & Policy Committees will be put before the Full Council at its November (or next relevant) meeting.

Town Clerk 2 10 25

ITEM 9 FINANCIAL ASSESSMENT OF THE MTC PROPERTY PORTFOLIO

To consider the proposal to carry out financial assessment of the MTC property portfolio

Proposal

'To permit full financial assessment of the MTC property portfolio, it is proposed that an itemised income/expenditure annual spreadsheet for all properties is required. This will permit a regular financial feasibility exercise of the properties and allow the Finance and Policy Committee to make evidence-based recommendations on budgets and subsequently financial direction to full Council.' Cllr Morgan

Considerations

If supported:

- When would this be presented e.g. after 'year-end' in June / July?
- What information would be accounted for and how (if at all) would this differ from the Property Budget figures already presented as part of the year-end accounts?
- It should be noted that the *Scheme of Delegation* provides for both this Committee and the Property Committee to carry out the proposed financial exercise (there is overlap of areas of responsibility).

Recommendation

Members are asked to consider the proposal and instruct the Town Clerk accordingly.

Town Clerk 2 10 25

ITEM 10

POLICIES

To consider the draft Lone Working Policy, the Mayoral Award Policy and the Local Government Pension Scheme Discretions Policy

a) Lone Working Policy

Purpose

The purpose of this report is to ask the Committee to consider the draft Lone Working Policy.

Please refer to Appendix 3(A)

Proposal

Members are asked to consider the draft policy for recommendation to Full Council for adoption and instruct the Town Clerk accordingly.

b) Mayoral Award Policy and Community Champions Policy

Purpose

The purpose of this report is to ask the Committee to consider the draft 'Community Champion Awards' policy, along with 'Mayor's Community Awards Policy' for recommendation to Full Council.

Please refer to Appendix 3(B)

Considerations

- The Council currently has a 'Mayor's Community Awards Policy' adopted in 2020.
- In the council year 2024 25 a clearer interpretation of this policy was implemented ([Full Town Council Agenda, 8 April 2025](#)) and the 'Community Champion Awards' were given after the Annual Town meeting [Agenda for annual town meeting on 28 April 2025](#).
- The Community Champion Awards policy reflects the 2024 25 practice.

- The decision-making guidance is clearer in the Community Champion Awards; whereas the decision-making in the Mayor’s Community Awards Policy refers to ‘consulting’ the council.
- The Mayor’s Community Awards Policy is more in the gift of the Mayor.
- Could the Community Champion Awards policy replace the Mayor’s Community Awards Policy, or both be used?
- If the Mayor’s Community Awards Policy is retained, it could be amended to clarify a distinction between the two policies

Proposal

Members are asked to consider the draft Community Champion Awards policy along with Mayor’s Community Awards Policy if required, for recommendation to Full Council for adoption and instruct the Town Clerk accordingly.

c) Pension Scheme Discretionary Policy

Purpose

The Wiltshire Pension Fund have advised that the council’s current ‘Pension Scheme Discretions Policy’ needs updating. Members are asked to consider the proposed updated policy for recommendation to Full Council.

Please refer to Appendix 3(C)

Proposal

Members are asked to consider the draft policy for recommendation to Full Council for adoption and instruct the Town Clerk accordingly.

Town Clerk 7.10.25

ITEM 11

HERBERT LEAF TRUST

To consider the Herbert Leaf Trust

Purpose

The purpose of this report is to inform the Committee of the Herbert Leaf Charity and its constitutional and financial status for consideration.

Background

The task of commissioning legal services to draft up the document enabling the Town Council to act as corporate trustee of the ‘Herbert Leaf Bequest’ (to administer and distribute grants) was handed over to the Town Clerk in 2021 as an overdue action, with the following handover brief from the previous Town Clerk:

'It is assumed that this Trust arose from the bequest of £15,000 in the will of Herbert Leaf. The original gift was to the (then) Marlborough Borough Council and it did not establish itself as a charity. The charity was registered with the Charity Commission in 1975, possibly following local government reorganisation when the funds held by the Borough Council were transferred to the Town Council. The Charity Commission do not appear to have a record of the Trust Deed that created the trust. (The objectives of the trust were loosely stated in a Finance & General Policy Committee Report in February 2007.)

It is not clear for what reason, but the Herbert Leaf Charity was de-registered in 2009. (At the same time, it appears that a number of smaller charities were amalgamated with it). As it has an income of less than £5,000 and the charity owns no land, it cannot be re-registered with the Charity Commission. This means that it becomes an unregistered charity and in order to prove it is a charity, the only evidence is normally the Inland Revenue Income Tax number which is given to bona fide charities. There is no number so the request to reregister with the Charity Commission would not be granted.

The legal advice is that the Town Council accepts that there is a charity for the benefit of the inhabitants of Marlborough which can give grants based on a criteria which the Town Council publishes. It should be established with the Town Council as corporate trustee setting up a committee to administer it. It could retain the name Herbert Leaf and the governing document could include the same beneficiaries and incorporate the wording of the original bequest. '

In November 2021 the constitution was completed for the Herbert Leaf bequest, as a simple trust (which is not registered and not incorporated as advised), and is ready for the Council to adopt, thereby assuming corporate trusteeship for the Herbert Leaf funds. (please see Appendix 4)

The purpose of the trust is *'to assist community projects in the Parish of Marlborough for the benefit of the public by making grants'*, and according to Council records for *'people in need'*. (ref June 2002 schedule of charities administered by Marlborough Town Council)

In February 2022 this matter was put before the Council ([Agenda for Full Town Council Meeting on 28 February 2022](#), [Minutes of Full Council meeting held 28 February 2022](#)) where it resolved to adopt the trust.

The matter was further considered by the Council in June 2022 ([Full Town Council Agenda 20 June 2022](#), [Minutes of a meeting of the Full Town Council held Monday 20 June 2022](#)) when a small working party was formed and it was resolved:

- '(i) that Councillor Richard Allen was elected Chair of the Herbert Leaf Charitable Trust***
- (ii) that Councillor Nicholas Fogg was elected Vice Chair of the Herbert Leaf Charitable Trust***
- (iii) that the Chair, Vice Chair and Town Clerk will meet to agree next steps.'***

Councillors Allen, Fogg and the Town Clerk presented the matter to Full Council in October 2022 ([Full Town Council Agenda, 3 October 2022](#)) when it was resolved that:

'For the Herbert Leaf Trust to be developed into a sustainable 'Charity,' and for the HLWP to continue its work to this effect'.

The matter was progressed and reported to the Council in December 2022 ([FTC Agenda 12 December 2022.pdf](#), [Approved minutes of Full Council meeting held 12 December 2022](#)).

Councillor Allen then resigned, leaving the working party in need of more support.

([Agenda for Full Town Council Meeting 26 June 2023](#), [Minutes of Full Town Council meeting held 26 June 2023](#)) and it was resolved: ***'That the objects should be kept as simple and straightforward as possible in accordance with the guidance on the Government website and that the Town Clerk will put a call out within his network of partners for new members to join this working party to move this forward.'*** (There was no appetite or capacity in the council to take on the work of setting up a CIO).

From this point the working party did not progress.

Current Status

- The balance held in a separate account is £72,210.85 as of September 2025. These funds are held in a separate 'business premium account' and are not part of the Town Council's accounts.
- Marlborough Town Council remain the Corporate Trustees.
- In order for the Trust to function the Council will need to run a 'Herbert Leaf Committee' meeting a minimum of four times a year to conduct its business, award funds, and monitor the account (suggest dovetailing with Full Council meetings).
- All Full Council members have a place on the Trust's Committee.
- The trust governance requires the Herbet Leaf Trust to have distinct quarterly committee meetings, and these would fall under the Full Council's jurisdiction.
- At the first meeting the Council will need to elect a nominated Chair and Vice Chair.

Considerations and Proposal

Members are asked to consider:

1. Does the current simple trust serve sufficiently for the purpose of administering the funds, or is another governance arrangement needed, as previously suggested?
2. If a different or enhanced governance arrangement is considered to be required:
 - How should the funds be best held, i.e. is there a better interest account that could be used? NB the fund is currently accruing an average of circa. 1.5% (monthly fluctuation either side).

- Could the interest be used to good effect either way?

Recommendation

Members are asked to consider the matter for recommendation to Full Council and instruct the Town Clerk accordingly.

Useful Link

[Set up a charity: Structures - GOV.UK](#)

Town Clerk 9 10 25

To note and consider the finance report for Quarter 2 (Month 6) 2025 26

Budget Report Q2 (Month 6) 2025 26

Year-to-date receipts/payments analysis

Income	£1,068,743
Expenditure	£821,865
Bank Reconciliation	£00.00
Balance per cashbook (current account)	£824,019
VAT Control account	£23,043
CCLA Investment Fund	£500,000
Total current assets (less liabilities)	£1,347,035
CIL FUNDS (after council commitments)	£40,580
EMRs as of 16 6 25	£411,569
General Reserve	£688,588
Current year Fund	£246,877

Budget Overview

Please refer to Excel Overview Report and Omega Detailed Reports (Appendix 5):

- Appendix 5.1: Excel overview report
- Appendix 5.2: Omega Report Detailed Income & Expenditure by Budget Heading Month 6 (as required by Financial Regulation 4.8)
- Appendix 5.3: Omega Report Bank Reconciliation Month 6 (as required by Financial Regulation 1.9)
- Appendix 5.4: Omega Report Receipts and Payments Summary Month 6 (as required by Financial Regulation 1.9, 5.2)
- Appendix 5.5: Omega Report Detailed Balance Sheet Month 6

CIL Funds

The table below outlines the CIL funds position as of 6.6.25 (funds held, commitments made by the Council, notified pending funds):

EXPLANATION	FUNDS RECEIVED £	FUNDS SPENT	DETAIL
CIL funds held in EMRs (as of 6.6.25)	55,580		
CIL Received in 2025 26 (to date) (held in current account) as of 8.10.25	0		
BBF	55,580		
	15,000		Gateway signage (WC Estimate)
Total CIL fund balance after agreed commitments	40,580		

EMRs

Current Ear Marked Reserves (EMRs) are as follows:

	Account	Opening Balance	Net Transf	Closing Balance
323	EMR - OPEN SPACES MACHINERY	8208.73		8208.73
324	EMR - CCTV FUND	181.18		181.18
325	EMR - MUSEUM & HERITAGE CENT	42400	-3000	39400
326	EMR - CIVIC FUND	799.95		799.95
327	EMR 2015 NEW CEMETERY EXT.	37000		37000
328	EMR 2015 NEIGHBOURHOOD PLA	500		500
329	EMR FLOOD RESILIENCE	5041	-2000	3041
330	EMR YOUTH DEVELOPMENT	5000		5000
331	EMR LHFIG	6375		6375
332	EMR WEBSITE UPGRADE	20000		20000
337	EMR INFORMAL CAR PARK	10000		10000
339	EMR BYE ELECTION/REFERENDUM	9261.83		9261.83
340	EMR EVENTS	1000		1000
342	EMR DEVOLUTION SERVICES	25250		25250
344	EMR WORKSHOP EXTENSION	87736.47	-81626.6	6109.86
347	EMR EMERGERNCY FUND	7023.41		7023.41
353	EMR STONEBRIDGE MEADOW	4822.3		4822.3
357	EMR Climate Emergency Respons	825.85		825.85
361	EMR PROPERTY MAINTENANCE	125791.82		125791.8
362	EMR - PLAY AREAS	5139		5139
364	EMR- HIGHWAYS	4843.44		4843.44
365	EMR - WALLS AND FENCES	26707.81	-10574.4	16133.37
367	EMR - High St. Projects	31713.99	-23993	7720.99
368	EMR - MC & YC Maintenance	16394.76	-4834	11560.76
400	EMR CIL RECEIPTS 2021/2022	21263	-21263	0
401	EMR CIL RECEIPTS 2022/23	33341.25	-21154	12187.25
402	EMR - CIL Receipts 2023/24	26248.22		26248.22
403	EMR CIL income 2024-25	17145.33		17145.33
410	EMR 106 Receipt Re Redrow	100000.86	-100001	0
		680015.2	-268446	411569.3

Recommendation

Members are asked to note and consider the budget position for Quarter 2 (Month 6) 2025/26.

Town Clerk 8 10 25

ITEM 13

COMMITTEE PRIORITIES AND BUDGET REQUIREMENTS

To consider the Committee's priorities and budget requirements for 2026 27

Purpose

The purpose of this report is to provide Members with an overview of the Committee's current 2025-26 priorities and projects as agreed by the Committee in 2024, and for Members to review the Committee's priorities and projects for the 2026-27 budget setting process, as well as the Committees budget requirements for 2026-27.

PRIORITIES 2025 26

For 2025-26 the following priorities were agreed:

1. Ensuring a resource plan that supports and underpins the work and priorities of the whole Council including budget lines to be covered by future precept and allocation of surplus funds to relevant EMRs
2. To maintain oversight of the Council's policies, reviewing them as required
3. To support the advancement of cultural developments and events
4. To support the upgrade of the Council's website
5. To create a narrative to clarify each Ear Marked Reserve
6. To preserve the town's heritage, starting with assets owned by the Town Council

Current Status

1. Priority 1 has been significantly progressed, ensuring a resource plan that supported and underpinned the work and priorities of the whole council.
2. A comprehensive review of the Council's policies was completed (with exception of the 'Lone Working Policy' which is on the agenda for this Committee meeting).
3. The advancement of cultural developments and events remains.
4. The council's website now has a supporting budget and is a pending project this year.
5. The EMRs were reviewed (and will be at the end of each year) to align with the annual budget proposal.
6. It is unclear what this priority's outcome should be, and this may need to be further considered.

BUDGET REQUIREMENTS

(Please also refer to Appendix 5.1: Excel overview report)

Considerations

The Committee will need to consider its budget responsibilities as they stand and allow for:

- Inflation of circa. 3% assumed where applicable, and the impact this will have on the costs of all support services
- The cost of living
- Increase in council hire charges (assumed 10% based on last year's increase).
- The staff pay settlement for 2026; the award for 2025 was 2.5%.

Specifically, the Committee will need to consider:

- Christmas lights
- CCTV review
- Defibrillators

CHRISTMAS LIGHTS

A meeting with Wheelers, our Electrical Contractors (the Council's current installers) made us aware that the electrical infrastructure which powers the Christmas lights is very much in need of an upgrade. The existing lighting strings which cross the High Street (of which there are currently 6) are fed from individual shops and businesses. This infrastructure was installed many years ago and each year Wheelers carry out patch and repairs, however this is becoming harder to resolve and is an annual concern.

There are different options available to us to upgrade the infrastructure, and Wheelers are currently in the process of preparing a report with options and costings for this work. Before we even think about a new lighting scheme, we need to ensure that the infrastructure is in place to support a new scheme. It should be noted that we may be able to do this work out of the existing budget, but this is not yet known.

We therefore see this project in three phases:

- Phase 1 the infrastructure upgrade.
- Phase 2 an upgrade to the existing lighting scheme, with a target for Christmas 2026.
- Phase 3 thereafter, to enhance the new lighting scheme, extending to other areas of the town (The Parade, London Road, Kingsbury Street etc.).

Subsequent to this meeting, we met with two suppliers of festive lighting seeking indicative costs to upgrade what we have currently. We are somewhat limited in terms of the type of scheme we can have due to the width of the High Street and the lack of lighting columns to attach individual motifs to. We have therefore sought costs for new schemes based on our current set up.

We have requested indicative costs based on (a) a four-year hire/lease arrangement or (b) outright purchase. A lease/hire arrangement would afford council the flexibility to change the scheme with each council term.

We are keen to retain Wheelers as our contractors as they are local, incredibly reliable and know our system so well.

As an aside, we are seeking to renew, within our existing 2024/25 budget, the festive curtains on the Town Hall for 2025, which we have been advised are in need of replacement.

NB If indicative costs have been received by the installers and the lighting companies by the time of the meeting these will be supplied to the Committee verbally and in hard copy form, or a full report will be provided at the next Committee meeting on 24 November.

CCTV

Following requests in the previous council term by the Council to improve the current CCTV in the High Street and extend the CCTV at Salisbury Road Recreation Ground, meetings have taken place with the local policing team.

The current CCTV set up provides coverage of the High Street, namely the main entrances and exits to the town centre.

The partnership work with the Police has enabled us to draw up a plan of the coverage of what we have now with a wish list of areas/locations that would benefit from additional coverage.

The main addition would be to add two cameras to our system to cover Kingsbury Street and The Parade/New Road, and extended coverage of Salisbury Recreation ground play area, and the workshop.

There were also discussions around the reliability and efficiency of our existing set up, which was installed back in 2014. Technology has moved on quite dramatically since this system was installed and there are, we have been informed, some quite simple changes that can be made to our existing system to make it function more effectively.

This project could happen in one or two ways and both approaches could be phased:

1. Work with what we have currently but make changes to the operating system to improve functionality and upgrade the cameras we currently have to improve coverage
- OR
2. Carry out a complete comprehensive upgrade of the whole system

We approached two companies for costings including our current contractor for indicative costs based on the above options.

Regardless of which approach we take, we will seek to approach local businesses with an interest in CCTV, to seek their support either in terms of funding or shared access to footage.

NB: If indicative costs have been received by the providers by the time of the meeting these will be supplied to the Committee verbally and in hard copy form, or a full report will be provided at the next Committee meeting on 24 November.

DEFIBRILLATORS

In 2012 Marlborough Town Council adopted 8 defibrillators from The Friends of Savernake Hospital and have since maintained them year on year, replenishing consumables and batteries as required. In more recent years the number of defibs has been reduced to 6 (with two being removed by the owners of the buildings).

Our current defibs are located as follows:

1. The Town Hall

2. Library
3. Drove Vets
4. Preshute Primary School
5. Kennet Pharmacy
6. Mace Express Shop

Whilst these defibs came to us with a 7-year warranty, that period expired back in 2017. The defibs are now coming to the end of their lives and cannot be repaired if issues arise.

In the last 4 years our defibs have been deployed 39 times, undoubtedly saving many lives.

One defib, located at Kennet Pharmacy, has recently died, leaving this area of town in a vulnerable position.

Quotes are being obtained for replacement units within the existing cabinets, to save costs, but it is anticipated that a new unit will cost in the region of £1,000 each.

NB If indicative costs have been received by providers by the time of the meeting these will be supplied to the Committee verbally and in hard copy form, or a full report will be provided at the next Committee meeting on 24 November.

Proposal

It is proposed that the following are adopted by the Committee as their priorities for 2026 27:

1. Ensure all aims are realised and managed within Local Government Financial Regulations
2. Ensure each aspirational aim is supported by the necessary resource (time and money)
3. Maximise Marlborough's assets for the benefit of the town
4. Ensure Council policies are up to date and relevant
5. Ensure the Christmas Lights infrastructure; and review the lighting scheme with recommendation to Full Council for 2026/27 (or 27/28)
6. Maintain and improve CCTV coverage at key locations
7. Review and safeguard the defibrillators in the town

All of the above align with the Council's 'Service Delivery Plan' and/or areas of the Committee's budget responsibility.

Members are asked to consider and agree the Committee's priorities and instruct the Town Clerk accordingly.

Furthermore, Members are asked to consider and agree the Committee's budget requirements for 2026 27 and instruct the Town Clerk accordingly.

Town Clerk 9 10 25



MARLBOROUGH TOWN COUNCIL

APPLICATION FOR A SMALL GRANT

Marlborough

28 APR 2025

Town Council

Please ensure that you have read the Guidance Notes before completing this form.
If you need help, please contact us by telephone on 01672 512487 or by e-mail at enquiries@marlborough-tc.gov.uk

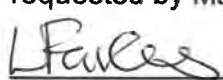
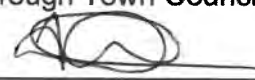
Please complete all sections.

Section 1 – Tell Us About Your Organisation	
1a	Name of organisation 2ND MARLBOROUGH SCOUT GROUP.
1b	Contact person LISA FARLEY - TREASURER DONNA KIRBY - CHAIR.
1c	Contact address THE SCOUT HUT, 45 GEORGE LANE, MARLBOROUGH, WILTSHIRE, SN84BX
1d	Contact e-mail address donna.kirby@wiltshirescouts.org.uk, Lisa.Farley@wiltshire-scouts.org.uk.
1e	Contact daytime telephone number DONNA: [REDACTED]
1f	Contact mobile telephone number DONNA: [REDACTED]

Section 2 – Tell Us About Your Application	
2a	What does your project/event aim to achieve? PLEASE SEE ATTACHED.
2b	How will this project benefit Marlborough (e.g. who and how many will it benefit) PLEASE SEE ATTACHED.
2c	Is your group a registered Charity? <input checked="" type="radio"/> Yes, <input type="radio"/> No
2c	Has your organisation received a previous grant from this Council? <input checked="" type="radio"/> Yes <input type="radio"/> No
2d	If Yes, please provide details of the date(s) of application and the amount(s) awarded MAY 2024 FOR £1,000.
2e	Have you applied to other local authorities for a grant (e.g. the Area Board)? NO.

Please continue overleaf

Section 3 – Tell Us About The Financial Aspects Of Your Application		£
3a	Projected Expenditure	
ESTIMATED COST OF CAMP £5,500. COST OF COACH - £1,090		
Total Projected Expenditure:		£ 5,500.
3b	Projected Income (including fundraising and project income from other sources)	£
PROJECTED INCOME FROM PARENTS/ CARERS, GRANTS, FUNDRAISING ETC. THE CAMP WILL BREAK EVEN.		
Total Projected Income:		£
3c	Total Projected Shortfall (i.e. projected expenditure minus projected income)	£
3d	GRANT NOW SOUGHT	£ 545—
3e	Please tick this box to indicate that you have attached last year's financial accounts or Bank Statement (if a newly established group).	<input checked="" type="checkbox"/>

Section 4 - Declaration	
4a	I confirm that the information on this form is correct, that any grant received will be spent on the activities specified, and that I will complete the small grants monitoring form (if requested by Marlborough Town Council) upon completion of the project:
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  _____ LISA FARLEY </div> <div style="text-align: center;">  _____ DONNA KIRBY </div> <div style="text-align: right;"> (Signature) (Printed) </div> </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> _____ 24/4/2025 </div> <div style="text-align: right;"> (Date application submitted) </div> </div>	
Return to:	Town Clerk Marlborough Town Council 5, High Street Marlborough, Wilts SN8 1AA
	Office Use Only: Date Received: Meeting Date:

NOTE: ACCOUNTS FOR 2024/2025 IN PROCESS OF BEING SCRUTINISED BY THE INDEPENDANT AUDITOR



2nd Marlborough Scout Group

The Scout Hut, 45 George Lane

Marlborough, Wiltshire, SN84BX

Charity Number: 305932

Scout Group Registration Number: 7021

24th April 2025

Dear Marlborough Town Council

RE: Application for a grant to assist with the cost of the coach to take our young people on our annual group camp in 2026.

Every year on the last Bank Holiday in May, we take our young people on our annual group camp which is 2 nights and 3 days full of activities, planning for these camps start at least 2 years prior to the camp. We have to start the financial planning and grant applications around a year prior to the camp to allow time for booking items such as coaches and for budgeting. Whilst we do ask our parents/ carers to contribute towards the cost of the camp we seek to find assistance in the costs via grant applications and fundraising. We also do cover all or part of the parental/ carer contribution to those who need financial assistance via our funds called The David Harrison Fund which was set up last year as a internal funding scheme with thanks to the kind gift left to us by David Harrison in his Will, this therefore ensure that any young person wishing to attend the camp can go and there is no financial barrier in place. Our yearly camps give our young people the opportunity not to spend a night under canvas in a tent, to do activities that they may not have the opportunity to do and as we are fully inclusive therefore young people with Special Educational Needs and Disabilities have the opportunity to attend with support. We also have young carers within our group and our camp gives these young people the opportunity to have a break from their caring duties.

Group camp 2024 was held at Tolmers Scout Camp and Activity Centre, Cuffley, EN64JS which is nearly 2 hours away. We took 15 Beavers (aged 6- 8-year-old), 25 Cubs (aged 8-10-year-old), 15 Scouts (aged 10- 14-year-old) a total of 55 young people and over 20 volunteer adults which was a mix of uniform leaders, trustees and parents. While the leaders engaged our young people in numerous fun filled, challenging and educational activities supported by some of the parents the trustees and other parents prepared, cooked and served all the cooked meals and ensured the breaktime cake and fruit were readily available. The Beavers sleep in dormitory style rooms with the Cubs and Scouts camping in tents, the adult volunteers slept in a combination of the dormitory rooms, tent in the lunch hall and tents outside. Last year we spent £987 on food, £1739 on activities, camping and accommodation, £1210 on a coach and £362 on fuel, camp blanket badges, prizes and miscellaneous items therefore making the total camp cost to be £498.

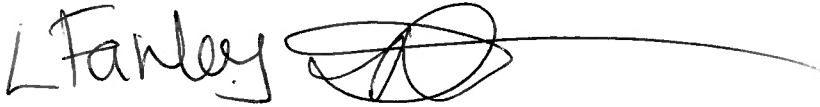
Group Camp this year is being held at Phasel Woods Activity Centre, Kings Langley WD49NA, which is nearly 1 and ½ hour away. We have been able to subsidise this year's camp in particular cover the cost of the coach via a grant from Tesco with their Blue Token Scheme granted in June last year.

Group Camp 2026 we have booked to take our young people to Bentley Copse Activity Centre, Guildford Shere, GU59JH which is 1 hour 45 minutes away. We plan to take 12 Beavers, 24 Cubs, 24 Scouts and 25 to 28 adult volunteers which will be uniform leaders, trustees and parents to support. The estimated total cost of the camp will be £5500, with the coach costing £1090. We have been very fortunate that Barnes Coaches have given the coach cost at a discounted rate.

We are asking if Marlborough Town Council can assist us with a grant to help subsidise the cost of the coach to Group Camp 2026, if Marlborough Town Council can cover half of the cost of the coach (one way) we as a group will via fundraising will cover the other half. We have found over the years the number of young people attending Group Camp increases when a coach is provided to when we ask the parent/ carers to transport or car share their young people as this makes the camp more accessible to those who do not have access to their own transport. We also feel this is a more environmentally friendly option.

Thank you in advance for your time and consideration with our application, if you have any questions please feel free to contact us.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L Farley', followed by a large, stylized circular flourish that extends into a long horizontal line.

Lisa Farley (Treasurer) and Donna Kirby (Chair)

14 July 2025

Dear Marlborough Town Council

Thanks to the grant awarded to Wiltshire Sight by Marlborough Town Council in April 2024 we have been able to continue running our Community Sight Loss Service in Marlborough over the past 12 months. We have run a monthly community sight loss hub and social group in Marlborough where we have been able to provide both practical and emotional support to blind and partially sighted residents of Marlborough, enabling individuals to continue to live independently and equip them with the right tools to make the most of their remaining sight whilst helping to reduce isolation and loneliness. As people begin a process of learning to live with their sight loss, they need support. Our support has included practical-demonstrating living aids, training on technology, trailing different lighting or magnification or emotional-helping people to rebuild confidence or grow social connections through peer support.

Through our community sight loss service in Marlborough we have been able to provide blind and partially sighted people with the tools they need to help them remain independent and find the right tools to make the most of their remaining sight. Alone, people may feel that tools to help living with sight loss don't work for them. But with our support they can find the right tools for them and their sight loss maximising on any remaining sight they have. We have supported and continue to support individuals throughout their sight loss journey as and when their sight changes and when they need our support. Some people have received regular support throughout the year whilst others have just received one off support. Over the past 12 months we have offered support at our community sight loss hub to over 60 blind and partially sighted people living in Marlborough. We have had 90 one to one interactions with blind and partially sighted people living in Marlborough at our hub and supported 31 individuals. We have registered 19 new clients who live in Marlborough over the past 12 months. Without our community sight loss service these individuals would have otherwise struggled to receive the support need to help them adjust to their sight loss.

Our volunteer led social group that runs alongside our community sight loss hub remains popular and a great source of support. We have had 23 attendances at this social side of our sight loss hub.

One of our most meaningful tasks is our sight loss assessment. We use our sight loss assessment to measure the impact of our work. Our Sight Loss Assessment explores how people are coping in all areas of their life. From the sight loss assessment we then create a plan with people helping them progress towards their goals. We measure their progress, recording outcomes to make sure we know we are making a difference in people's lives.

The Framework enables us to measure clients' progress against 6 key outcome areas:

- Understanding your eye condition
- Managing at home
- Health & Wellbeing
- Moving around
- Communication & technology
- Managing finances & employment

Our community sight loss advisor for Marlborough has carried out 31 sight loss assessments. 92% of people feel better able to cope with daily life following our support. 90% feel less isolated and 88% have reported significant improvements in their overall wellbeing. We have been able to demonstrate magnification and lighting at the hub helping individuals find the best resources for them to enable them to make the most of their remaining sight. "I didn't think I could play the guitar again. However, since getting a Merlin Desktop Video Magnifier, I can now magnify my music sheets and play my guitar again. I am so happy I can continue."

"One client said '...she always feels uplifted after one of these sessions. she went onto say that she always leaves with so much more information than she had anticipated.."

All of our services are provided free of charge and we are the only charity providing face to face support to blind and partially sighted people living in Marlborough. We know that there are still more people to reach living in Marlborough that might need our services but are pleased with the progress we are making. Since starting our community sight loss hub in Marlborough we have continued to see the number of people we are able to support in Marlborough grow year on year.

We couldn't do our work in Marlborough without the support of Marlborough Town Council so thank you for your continued support.

Kind regards

Karen Monk

Karen Monk

Fundraiser

Wiltshire Sight

karen.monk@wiltshiresight.org

Wiltshire Sight is a registered charity: 1119462. Tel: 01380 723682,
Email: info@wiltshiresight.org, Registered Office: St Lucy's Sight Centre, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT.

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **MARLBOROUGH TOWN COUNCIL – WI0158**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

17/09/2025

Marlborough Town Council Lone Working Policy

1. Introduction

This policy is intended to help the Council, and its employees, understand their obligations and provide advice in relation to lone working.

Lone workers are those who work by themselves without close or direct supervision. This may include working on or off site. Although working alone is not in itself against the law and it will often be safe to do so. The law requires employers to consider carefully and then deal with any health and safety risks for people working alone.

This policy should also be considered in relation to the Council's Health and Safety Policy.

2. Employer's Duties

All lone working activities must be suitably risk assessed prior to undertaking to ensure control measures are acceptable.

The Council's Lone Working risk assessment should be completed, as relevant to the specific employee's situation, with the Employee; with the date and time of completion, and by whom recorded.

3. Employee's Duties

If expected to work alone, employees should ensure that they have read the relevant risk assessment and are familiar with the expectations placed upon them to ensure their safety.

The Council's generic Lone Working risk assessment should be completed, as relevant to the specific employee's situation, with the Employee's line manager; with the date and time of completion, and by whom recorded.

Working alone can involve a number of scenarios. The following are important for employees to remember:

- Always ensure that your Line Manager, or trusted person, is aware of where you will be and record where you are going, when you are going and your expected time of return, if these are not already known.
- Take a mobile phone with you and ensure that it is fully charged in case you need to use it.
- Consider using a tracker app on your mobile phone.
- Ensure that your Line Manager and colleagues, or that a trusted person has a record of your mobile telephone number
- **Ensure that you notify your Line Manager, colleagues, or Trusted person that you have safely discharge your duties, and returned to a place of**

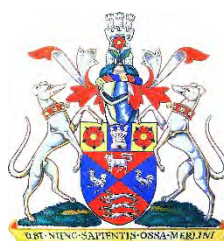
safety (workplace or home)

4. Trusted Person

A 'trusted person' can be a line manager, colleague or personal known person of choosing.

The Trusted person will be expected to;

- note the employees lone working details (as communicated)
- monitor the expected time of arrival back to the place of safety
- expect and receive the notification by the member of staff
- note the time and method of this notification, as well as the place of safety destination.



DRAFT 3 RSW 7 10 25

APPENDIX 3(A)

NAME (LONE WORKER)_____

DATE_____

LINE MANAGER (ASSESSOR)_____

TRUSTED PERSON_____

	Hazard/Risk	Severity (1-5)	Likelihood (1-5)	Risk Level (S x L)	Controls

APPENDIX 3(A)

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Marlborough Town Council

Community Champions Awards Policy

Date adopted _____
Reviewed date _____



Recognising Excellence in All Aspects of Our Community

In our small town, we are proud to celebrate the remarkable individuals and groups who contribute to the vitality and wellbeing of our community. The Community Champion Awards are designed to honour those who make a significant impact across various aspects of community life.

- Nominations will be sought from the community between January and February each year.
- These will be presented to Full Council for a council decision on each award category where there is a nomination.
- The awards will be given after the Annual Town meeting which normally is in April each year.

Categories

- ❖ **Volunteer of the Year**
Recognising an individual who has dedicated significant time and effort to volunteer services, making a tangible difference in the lives of others.
- ❖ **Youth Leader Award**
Celebrating a person who has shown exemplary leadership and initiative in youth community activities or projects.
- ❖ **Business Community Engagement Award**
Honouring a local business that has demonstrated outstanding commitment to community support, whether through donations, sponsorships, or active involvement in community events.
- ❖ **Environmental Stewardship Award**
Acknowledging an individual or group that has made substantial contributions to environmental conservation and sustainability within the community.
- ❖ **Art and Culture Advocate**
Recognising someone who has significantly promoted and supported the arts and cultural activities in the town, enriching the community's cultural fabric.
- ❖ **Sports and Recreation Champion**
Celebrating an individual or organisation that has made exceptional contributions to promoting sports and recreational activities, encouraging healthy lifestyles.
- ❖ **Educator of the Year**
Honouring a teacher or educational professional who has gone above and beyond in their dedication to education and student development.
- ❖ **Health and Wellbeing Hero**
Recognising an individual or group that has made outstanding efforts to improve the health and wellbeing of community members through initiatives or services.
- ❖ **Community Spirit Award**
Celebrating a group or organisation that embodies the spirit of the community through acts of kindness, unity and support, and impacted the wellbeing of Marlborough and Manton residents this year
- ❖ **Young Person who has made a Difference**
Honouring a young individual under the age of 25 who has demonstrated exceptional commitment, initiative, and impact in making a positive difference within the community. Whether through volunteer work, activism, or innovative projects, this award recognises the inspiring contributions of our youth, highlighting their potential to lead and transform the future.

Marlborough Town Council



Nominations for Community Champions Award

Nominee		Contact details	
Proposer		Contact details	
Secunder		Contact details	

Category nominated for <i>(Please see reverse for more details on each award)</i>	Volunteer of the year	Youth Leader Award	
	Business Community Engagement Award	Environmental Stewardship Award	
	Arts and Culture Advocate	Sports and Recreation Champion	
	Educator of the Year	Health and Wellbeing Hero	
	Community Spirit Award	Youth Person who has made a Difference	

Please write in no more than 150 words why you believe this person should be awarded a Community Champion Award in this category.

Please attach supporting evidence (e.g. a photograph, leaflet)

Please return completed forms to Marlborough Town Council either by post or by email to civic@marlborough-tc.gov.uk by Wednesday 26th March 2025



Marlborough Town Council

Mayor's Community Awards Policy

The Mayor's Community Awards are given annually to recognise the outstanding voluntary work, achievements, bravery or courage of individuals and groups in Marlborough. Examples of these might be:

A young person under the age of 18 years in recognition of devotion to a cause, achieving something exceptional, excelling in volunteering or bringing credit to the town, having an exceptional skill or talent (including sport)

Or

An individual over the age of 18 years for their contribution to Marlborough. This might be in supporting or caring for members of the community, fundraising for local projects, etc.

Or

A community group in recognition of their contribution to improving the quality of life in Marlborough and enhancing community spirit. This might be improving the appearance of the town and its environment.

Eligibility

Recipients must be residents of Marlborough or Manton and must be involved with voluntary work, achievements or showing courage and above all, really be making a difference. Awards will be given only to exceptional and outstanding recipients. An award cannot be made to the same recipient as in the previous year.

Decision Making

As no one Councillor can make a decision on behalf of the Council, the Town Mayor will consider those individuals or community groups who should receive awards in consultation with fellow Councillors at a Full Council meeting.

Process

If Town Councillors or members of the community in Marlborough and Manton would like to nominate or suggest someone or a community group for an award, they can do so, in confidence, through the Town Clerk at any time during the year.

The award will usually be made during the traditional Mayor Making ceremony in May.

Adopted 20th January 2020

Employer Discretions Policies

The Local Government Pension Scheme Regulations define the details of the scheme for members, employing authorities and the administering authority (Wiltshire Pension Fund, as part of Wiltshire Council).

However, the LGPS Regulations do allow both Wiltshire Pension Fund and the employing authorities, discretion over various elements of the pension scheme.

Employers should make a decision for each discretion listed below and produce an Employer Discretions Policy **within 3 months of becoming a scheme employer**. Under the pension regulations this **should also be published** so that current, past and future members can view this at any time, typically employers publish their policy on the organisation's website.

Please also send a copy of your new/revised policy to the Fund.

Title:	The Local Government Pension Scheme – Employer Discretions Policy
Author(s):	Richard Spencer-Williams
Scheme employer name:	Marlborough Town Council
Approved by:	Full Council
Implementation date:	xxxxxx
Date of next review:	xxxxxx
This document replaces:	Marlborough Town Councils LGPS Discretions Policy

Discretion	Regulation	Decision
Whether, how much and in what circumstances to contribute to a shared cost Additional Pension Contributions (APC) scheme	R16(2)(e) & R16(4)(d)	Marlborough Town Council will only exercise this discretion in exceptional circumstances, and will only be excised on the recommendation of the Staffing Sub Committee and the resolution of the Full Town Council after consideration of the financial implications of that decision
Whether to extend 30 day deadline for member to elect for a shared cost APC	16(6)	Marlborough Town Council will only exercise this discretion in exceptional circumstances and will only be excised on the recommendation of the Staffing Sub Committee and the resolution of the Full Town Council after consideration of the financial implications of that decision
Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement)	R30(6) & TP11(2)	Marlborough Town Council will only exercise this discretion in exceptional circumstances and will only be excised on the recommendation of the Staffing Sub Committee and the resolution of the Full Town Council after consideration of the financial implications of that decision
Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement	R30(8)	Marlborough Town Council will only exercise this discretion in exceptional circumstances and with the express permission of and will only be excised on the recommendation of the Staffing Sub Committee and the resolution of the Full Town Council after consideration of the financial implications of that decision

<p>Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age other than on the grounds of flexible retirement (where the member only has post 31 March 2014 membership)</p>	<p>R30(8)</p>	<p>Marlborough Town Council will only exercise this discretion in exceptional circumstances and will only be excised on the recommendation of the Staffing Sub Committee and the resolution of the Full Town Council after consideration of the financial implications of that decision</p>
<p>Whether to “switch on” the 85 year rule for a member voluntarily drawing benefits on or after age 55 and before age 60 (other than on the grounds of flexible retirement)</p>	<p>TPSch 2 para 1 (2) & 1(1)(c)</p>	<p>Marlborough Town Council will only exercise this discretion in exceptional circumstances and with the express permission of and will only be excised on the recommendation of the Staffing Sub Committee and the resolution of the Full Town Council after consideration of the financial implications of that decision</p>
<p>Whether to waive an actuarial reduction for a member voluntarily drawing benefits before normal pension age other than on the grounds of flexible retirement (where the member has both pre 1 April 2014 and post 31 March 2014 membership):</p> <ul style="list-style-type: none"> (a) On compassionate grounds (pre 1 April 2014 membership) and in whole or part on any grounds (post 31 March 2014 membership) if the member was not in the Scheme before 1 October 2006 (b) On compassionate grounds (pre 1 April 2014 membership) and in whole or in part on any grounds (post 31 March 2014 membership) if the member was in the scheme before 1 October 2006 will not be 60 by 31 March 2016 and will not attain 60 between 1 April 2016 and 31 March 2020 inclusive (c) On compassionate grounds (pre 1 April 2016 membership) and /or, in whole or in part on any grounds (post 31 March 2016 membership) If the member was in the scheme before 1 October 2006 and will be 60 between 1 April 2016 (d) On compassionate grounds (pre 1 April 2020 membership) and / or, in whole or in part on any grounds (post 31 March 2020 membership) if the member was in the Scheme before 1 October 2006, will not be 60 by 31 March 2016 and will attain 60 between 1 April 2016 and 31 March 2020 inclusive. 	<p>TP3(1),TPSch 2 para 2(1),B30(5) & B30A(5)</p>	<p>Marlborough Town Council will only exercise this discretion in exceptional circumstances and with the express permission of and will only be excised on the recommendation of the Staffing Sub Committee and the resolution of the Full Town Council after consideration of the financial implications of that decision</p>

Whether to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £8,903 p.a – this figure is inflation proofed annually)	R31	Marlborough Town Council will only exercise this discretion in exceptional circumstances and with the express permission of and will only be excised on the recommendation of the Staffing Sub Committee and the resolution of the Full Town Council after consideration of the financial implications of that decision
Discretions for members who ceased active membership on or after 1 April 2008 and before 2014		
Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early under B30 (member).	B30(5), TPSch 2, para 2(1)	Marlborough Town Council will only exercise this discretion in exceptional circumstances and with the express permission of and will only be excised on the recommendation of the Staffing Sub Committee and the resolution of the Full Town Council (after consideration of the financial implications of that decision
Whether to “switch on” the 85 year rule for a pensioner member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60.	TPSch 2, para 1(2) & 1(1)(c)	Marlborough Town Council will only exercise this discretion in exceptional circumstances and with the express permission of and will only be excised on the recommendation of the Staffing Sub Committee and the resolution of the Full Town Council after consideration of the financial implications of that decision
Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early under B30A (pensioner member with deferred benefits)	B30A(5), TPSch 2, para 2(1)	Marlborough Town Council will only exercise this discretion in exceptional circumstances and with the express permission of and will only be excised on the recommendation of the Staffing Sub Committee and the resolution of the Full Town Council after consideration of the financial implications of that decision
Discretions for members who ceased active membership on or after 1 April 1998 and before 1 April 2008 AND Councillor members who ceased active membership on or after 1 April 1998		
Grant application for early payment of deferred benefits on or after age 50 and before age 55.	31(2)	Marlborough Town Council will only exercise this discretion in exceptional circumstances and with the express permission of and will only be excised on the recommendation of the Staffing Sub Committee and the resolution of the Full Town Council after consideration of the financial implications of that decision

<p>Whether to “switch on” the 85 year rule for a member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60.</p>	<p>TPSch 2, para 1(2) & 1(1)(f) & R60</p>	<p>Marlborough Town Council will only exercise this discretion in exceptional circumstances and with the express permission of and will only be excised on the recommendation of the Staffing Sub Committee and the resolution of the Full Town Council after consideration of the financial implications of that decision</p>
<p>Waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early.</p>	<p>31(5) & TPSch 2, para 2(1)</p>	<p>Marlborough Town Council will only exercise this discretion in exceptional circumstances and with the express permission of and will only be excised on the recommendation of the Staffing Sub Committee and the resolution of the Full Town Council after consideration of the financial implications of that decision</p>
<p>Discretions for member who ceased membership before 1 April 1998</p>		
<p>Grant application for early payment of deferred benefits on or after age 50 on compassionate grounds.</p>	<p>TP3(5A)(vi), TL4, L106 (1)</p>	<p>Marlborough Town Council will only exercise this discretion in exceptional circumstances and with the express permission of and will only be excised on the recommendation of the Staffing Sub Committee and the resolution of the Full Town Council after consideration of the financial implications of that decision</p>

THIS DECLARATION OF TRUST is dated

2021

BY

Marlborough Town Council ('the first trustees')

The first trustees holds the sum of £69,732.23 on the trusts declared in this deed and they expect that more money or assets will be acquired by them on the same trusts.

NOW THIS DEED WITNESSES AS FOLLOWS:

1. **Administration**

The charitable trust created by this deed ('the charity') shall be administered by the trustees. (In this deed, the expression 'the trustees' refers to the individuals who are the trustees of the charity at any given time. It includes the first trustees and their successors. The word 'trustee' is used to refer to any one of the trustees.)

2. **Name**

The charity shall be called

Herbert Leaf Trust

3. **Objects**

The objects of the charity ('the objects') are:

To assist community projects in the Parish of Marlborough for the benefit of the public by making grants.

4. Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with Charities Act 2011.

5. **Application of income and capital**

The trustees must apply the income and, at their discretion all or part of the capital, of the charity in furthering the objects.

6. **Powers**

In addition to any other powers they have, the trustees may exercise any of the following powers in order to further the objects (but not for any other purpose):

- (1) to raise funds. In exercising this power, the trustees must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;

- (2) to buy, take on lease or in exchange, hire or otherwise acquire property and to maintain and equip it for use;
- (3) to sell, lease or otherwise dispose of all or any part of the property belonging to the charity. In exercising this power, the trustees must comply as appropriate with sections 117 - 122 of the Charities Act 2011;
- (4) to borrow money and to charge the whole or any part of the property belonging to the charity as security for repayment of the money borrowed. The trustees must comply as appropriate with sections 124 - 126 of the Charities Act 2011 if they wish to mortgage land owned by the charity;
- (5) to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
- (6) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the objects;
- (7) to acquire, merge with or enter into any partnership or joint venture arrangement with any other charity formed for any of the objects;
- (8) to create such advisory committees as the trustees think fit;
- (9) to employ and remunerate such staff as are necessary for carrying out the work of the charity;
- (10) to do any other lawful thing that is necessary or desirable for the achievement of the objects.

7. **Statutory powers**

Nothing in this deed restricts or excludes the exercise by the trustees of the powers given by the Trustee Act 2000 as regards investment, the acquisition or disposal of land and the employment of agents, nominees and custodians.

8. **Delegation**

- (1) In addition to their statutory powers, the trustees may delegate any of their powers or functions to a committee of two or more trustees. A committee must act in accordance with any directions given by the trustees. It must report its decisions and activities fully and promptly to the trustees. It must not incur expenditure on behalf of the charity except in accordance with a budget previously agreed by the trustees.
- (2) The trustees must exercise their powers jointly at properly convened meetings except where they have:

- (a) delegated the exercise of the powers (either under this provision or under any statutory provision), or
 - (b) made some other arrangements, by regulations under clause 23.
- (3) The trustees must consider from time to time whether the powers or functions which they have delegated should continue to be delegated.

9. Duty of care and extent of liability

- (1) When exercising any power (whether given to them by this deed, or by statute, or by any rule of law) in administering or managing the charity, each of the trustees must use the level of care and skill that is reasonable in the circumstances, taking into account any special knowledge or experience that he or she has or claims to have ('the duty of care').
- (2) No trustee, and no one exercising powers or responsibilities that have been delegated by the trustees, shall be liable for any act or failure to act unless, in acting or in failing to act, he or she has failed to discharge the duty of care.

10. Appointment of trustees

- (1) There must be at least one trustee where a corporate body is acting as a sole trustee. Apart from the first trustee, every trustee must be appointed by a resolution of the trustees passed at a special meeting called under clause 16 of this deed.
- (2) In selecting individuals for appointment as trustees, the trustees must have regard to the skills, knowledge and experience needed for the effective administration of the charity.
- (3) The trustees must keep a record of the name and address and the dates of appointment, re-appointment and retirement of each trustee.
- (4) The trustees must make available to each new trustee, on his or her first appointment:
 - (a) a copy of this deed and any amendments made to it;
 - (b) a copy of the charity's latest report and statement of accounts.

11. Eligibility for trusteeship

- (1) No one shall be appointed as a trustee:
 - (a) if he or she is under the age of 18 years; or

(b) if he or she would at once be disqualified from office under the provisions of clause 12 of this deed.

(2) No one shall be entitled to act as a trustee whether on appointment or on any re-appointment as trustee until he or she has expressly acknowledged, in whatever way the trustees decide, his or her acceptance of the office of trustee of the charity.

12. Termination of trusteeship

A trustee shall cease to hold office if he or she:

- (1) is disqualified for acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 or any statutory re-enactment or modification of that provision;
- (2) in the written opinion, given to the charity, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;
- (3) is absent without the permission of the trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated; or
- (4) notifies to the trustees a wish to resign (but only if enough trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings).

13. Vacancies

If a vacancy occurs the trustees must note the fact in the minutes of their next meeting. Any eligible trustee may be re-appointed. If the number of trustees falls below the quorum in Clause 18(1), none of the powers or discretions conferred by this deed or by law on the trustees shall be exercisable by the remaining trustees except the power to appoint new trustees.

14. Ordinary meetings

The trustees must hold at least two ordinary meetings each year. One such meeting in each year must involve the physical presence of those trustees who attend the meeting. Other meetings may take such form, including videoconferencing, as the trustees decide provided that the form chosen enables the trustees both to see and to hear each other.

15. Calling meetings

The trustees must arrange at each of their meetings the date, time and place of their next meeting, unless such arrangements have already been made.

Ordinary meetings may also be called at any time by the person elected to chair meetings of the trustees or by any two trustees. In that case not less than ten days' clear notice must be given to the other trustees. The first meeting of the trustees must be called by2022. or, if no meeting has been called within three months after the date of this deed, by any two of the trustees.

16. Special meetings

A special meeting may be called at any time by the person elected to chair meetings of the trustees or by any two trustees. Not less than four days' clear notice must be given to the other trustees of the matters to be discussed at the meeting. However, if those matters include the appointment of a trustee or a proposal to amend any of the trusts of this deed, not less than 21 days' notice must be given. A special meeting may be called to take place immediately after or before an ordinary meeting.

17. Chairing of meetings

The trustees at their first ordinary meeting in each year must elect one of their number to chair their meetings. The person elected shall always be eligible for re-election. If that person is not present within ten minutes after the time appointed for holding a meeting, or if no one has been elected, or if the person elected has ceased to be a trustee, the trustees present must choose one of their number to chair the meeting.

The person elected to chair meetings of the trustees shall have no other additional functions or powers except those conferred by this deed or delegated to him or her by the trustees.

18. Quorum

(1) Subject to the following provision of this clause, no business shall be conducted at a meeting of the trustees unless at least one-third of the total number of trustees at the time, or two trustees (whichever is the greater) are present throughout the meeting.

(2) The trustees may make regulations specifying different quorums for meetings dealing with different types of business.

19. Voting

At meetings, decisions must be made by a majority of the trustees present and voting on the question. The person chairing the meeting shall have a casting vote whether or not he or she has voted previously on the same question but no Trustee in any other circumstances shall have more than one vote.

20. Conflicts of interests and conflicts of loyalties

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the charity or in any transaction or arrangement entered into by the charity which has not been previously declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

21. Saving provisions

- (1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of the charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:
 - (a) who is disqualified from holding office;
 - (b) who had previously retired or who had been obliged by this deed to vacate office;
 - (c) who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise

if without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

- (2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 20 (Conflicts of interests and conflicts of loyalties).

22. Minutes

The trustees must keep minutes, in books kept for the purpose or by such other means as the trustees decide, of the proceedings at their meetings. In the minutes the trustees must record their decisions and, where appropriate, the reasons for those decisions. The trustees must approve the minutes in

accordance with the procedures, laid down in regulations made under clause 23 of this deed.

23. General power to make regulations

- (1) The trustees may from time to time make regulations for the management of the charity and for the conduct of their business, including
 - (a) the calling of meetings;
 - (b) methods of making decisions in order to deal with cases or urgency when a meeting is impractical;
 - (c) the deposit of money at a bank;
 - (d) the custody of documents; and
 - (e) the keeping and authenticating of records. (If regulations made under this clause permit records of the charity to be kept in electronic form and requires a trustee to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated.)
- (2) The trustees must not make regulations which are inconsistent with anything in this deed.

24. Disputes

If a dispute arises between the trustees about the validity or propriety of anything done by the charity trustees under this deed, and the dispute cannot be resolved by agreement, the trustees party to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

25. Accounts, Annual Report and Annual Return

The trustees must comply with their obligations under the Charities Act 2011 with regard to:

- (1) the keeping of accounting records for the charity;
- (2) the preparation of annual statements of account for the charity;
- (3) the auditing or independent examination of the statements of account of the charity;
- (4) the transmission of the statements of account of the charity to the Commission;

- (5) the preparation of an Annual Report and its transmission to the Commission;
- (6) the preparation of an Annual Return and its transmission to the Commission.

26. Bank account

Any bank or building society account in which any of the funds of the charity are deposited must be operated by the trustees and held in the name of the charity. Unless the regulations of the trustees make other provision, all cheques and orders for the payment of money from such an account shall be signed by at least two trustees.

27. Application of income and property

- (1) The income and property of the charity must be applied solely towards the promotion of the objects.
 - (a) A charity trustee is entitled to be reimbursed out of the property of the charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the charity.
 - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) Subject to clause 28, none of the income or property of the charity may be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise by way of profit to any charity trustee.

28. Benefits and payments to charity trustees and connected persons

(1) General provisions

No charity trustee or connected person may:

- (a) buy or receive any goods or services from the charity on terms preferential to those applicable to members of the public;
- (b) sell goods, services or any interest in land to the charity;
- (c) be employed by, or receive any remuneration from, the charity;
- (d) receive any other financial benefit from the charity;

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the Charity Commission ('the

Commission'). In this clause a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.

(2) Scope and powers permitting trustees' or connected persons' benefits

- (a) A charity trustee or connected person may receive a benefit from the charity in the capacity of a beneficiary of the charity provided that a majority of the trustees do not benefit in this way.
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the charity where that is permitted in accordance with, and subject to, the conditions in, section 185 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the charity with goods that are not supplied in connection with services provided to the charity by charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the charity at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the charity. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the charity on the same terms as members of the public.

(3) Payment for the supply of goods only - controls

The charity and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in an agreement in writing between the charity and the charity trustee or connected person supplying the goods ('the supplier') under which the supplier is to supply the goods in question to or on behalf of the charity.

- (b) The amount or maximum of the payment for the goods in question does not exceed what is reasonable in the circumstances for the supply of the goods in question.
 - (c) The other charity trustees are satisfied that it is in the best interests of the charity to contract with the supplier rather than someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
 - (d) The supplier is absent from the part of the meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the charity.
 - (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of trustees is present at the meeting.
 - (f) The reason for their decision is recorded by the charity trustees in the minute book.
 - (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 29.
- (4) In sub-clauses (2)-(3) of this clause:
- (a) 'charity' shall include any company in which the charity:
 - (i) holds more than 50% of the shares; or
 - (ii) controls more than 50% of the voting rights attached to the shares; or
 - (iii) has the right to appoint one or more trustees to the board of the company.
 - (b) In sub-clauses (2) and (3) of this clause 'connected person' includes any person within the definition set out in clause 32 (Interpretation).

29. Expenses

The trustees may use the charity's funds to meet any necessary and reasonable expenses which they incur in the course of carrying out their responsibilities as trustees of the charity.

30. Amendment of trust deed

- (1) The trustees may amend the provisions of this deed, provided that:
 - (a) no amendment may be made to clause 3 (Objects), clause 8 (Duty of care and extent of liability), clause 27 (Application of income and property) and clause 28 (Benefits and payments to charity trustees and connected persons) , clause 31 (Dissolution) or this clause without the prior consent in writing of the Commission; and
 - (b) no amendment may be made that would have the effect of making the charity cease to be a charity at law.
 - (c) no amendment may be made to alter the objects if the change would undermine or work against the previous objects of the charity.
- (2) Any amendment of this deed must be made by deed following a decision of the trustees made at a special meeting.
- (3) The trustees must send to the Commission a copy of the deed effecting any amendment made under this clause within three months of it being made.

31. Dissolution

- (1) The trustees may dissolve the charity if they decide that it is necessary or desirable to do so. To be effective, a proposal to dissolve the charity must be passed at a special meeting by a two-thirds' majority of the trustees. Any assets of the charity that are left after the charity's debts have been paid ('the net assets') must be given:
 - (a) to another charity (or other charities) with objects that are the same or similar to the charity's own, for the general purposes of the recipient charity (or charities); or
 - (b) to any charity for use for particular purposes which fall within the charity's objects.
- (2) The Commission must be notified promptly that the charity has been dissolved and, if the trustees were obliged to send the charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the charity's final accounts.

32. Interpretation

- (1) In this deed:

all references to particular legislation are to be understood as references to legislation in force at the date of this deed and also to any subsequent legislation that adds to, modifies or replaces that legislation

- (2) 'connected person' means:
- (a) a child, parent, grandchild, grandparent, brother or sister of the trustee;
 - (b) the spouse or civil partner of the trustee or of any person falling within sub-clause (a) above;
 - (c) a person carrying on business in partnership with the trustee or with any person falling within sub-clause (a) or (b) above;
 - (d) an institution which is controlled -
 - (i) by the trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together;
 - (e) a body corporate in which -
 - (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
 - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.
- (3) Sections 350 - 352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in sub-clause (2) above.

IN WITNESS of this deed the parties to it have signed below

Signed as a deed by

Marlborough Town Council acting

by two councillors in

the presence of the clerk

Councillor

Councillor

Clerk

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

	2024/25 Actual	Actual Year To Date	Current Annual Budget	Funds Available	% Spent	Transfer to/from EMR	Proposed 2026 / 27	Notes
FINANCE AND POLICY								KEY
INCOME								EMR Funds
1010 INCOME-MISCELLANEOUS		82	-		0.0%			On Budget
1176 PRECEPT RECEIVED	890,930	931,251	931,251		100.0%			Overspend
1190 BANK INTEREST	12,599	12,509	6,000		208.5%			Saving
1191 MARKET INCOME	2,885	1,500	2,000		75.0%			
1194 GRANTS	35,220	25,000	-		0.0%			Wilts Town Programme
EXPENDITURE								
4001 SALARIES/NI/SUPERAN	564,469	297,406	607,162	309,756	49.0%		£ 622,341	2.5% increase
4002 STAFF CONT.	-	-	5,000	5,000	0.0%		£ -	Move to EMR
4005 ELLIS WHITTAM	3,532	3,412	3,757	345	90.8%		£ 3,869	
4007 VAT PAYMENT		24,816	-	-24,816	0.0%			Legacy from Diminimis exercise
4008 SECTION 106 3G PITCH		100,001	-	-100,001	0.0%	£ 100,001		funds held in trust transferred
4009 TRAVEL	173	88	400	312	21.9%		£ 400	
4010 STAFF MOBILE PHONES	3,311	1,235	4,000	2,765	30.9%		£ 3,500	Moved to SIM only on some phones
4011 BUSINESS RATES	35,139	17,927	35,140	17,213	51.0%		£ 37,375	
4022 PETTY CASH	550	150	500	350	30.0%		£ 500	
4023 STATIONERY/PUBLICS.	904	934	1,100	166	84.9%		£ 1,133	
4024 SUBSCRIPTIONS	2,934	3,445	3,785	340	91.0%		£ 114	
4025 INSURANCE	18,165	19,757	18,165	-1,592	108.8%		£ 20,324	As per revised agreement yr 2
4026 PHOTOCOPIER	4,528	2,276	5,000	2,724	45.5%		£ 5,000	
4028 POSTAGE	32	3	200	198	1.3%		£ 200	
4038 MAINTENANCE	2,956	785	1,800	1,015	43.6%		£ 1,800	
4039 PERSONNEL CLOTHING	518	144	1,300	1,156	11.1%		£ 1,300	
4041 TRAINING STAFF	2,377	2,615	3,000	385	87.2%		£ 3,000	
4046 TOURISM	1,885	585	1,000	415	58.5%		£ 1,000	
4054 LEGAL	8,058	2,319	10,000	7,682	23.2%		£ 10,000	
4055 PROFESSIONAL	11,742	2,747	10,000	7,253	27.5%		£ 10,300	Carter Jonas, RBS yr end
4057 AUDIT FEE	3,620	2,610	4,000	1,390	65.3%		£ 4,120	
4059 BANK CHARGES	200	69	250	181	27.4%		£ 250	
4063 OFFICE GENERAL	363	241	500	259	48.3%		£ 500	
4064 ARCHIVE STORAGE	417	209	460	251	45.5%		£ 460	
4067 CCTV	3,959	2,964	5,400	2,436	54.9%		£ 5,562	Or per new service quote?
4071 OFFICE EQUIPMENT	846	636	1,200	564	53.0%		£ 1,200	
4072 EQUIPMENT	970	2,027	3,300	1,273	61.4%		£ 3,300	
4075 SOFTWARE & FEES	12,803	5,962	13,131	7,169	45.4%		£ 13,525	
4076 HEALTH & SAFETY	230	355	500	145	71.0%		£ 500	Safety , fire signage, ist aid supplies
4079 ELECTION COSTS	18,088	-	20,000	20,000	0.0%		£ 5,000	WC invoice expected £2k uncosted election. Move saving to EMR
4153 EVENTS	1,984	1,315	3,000	1,685	43.8%		£ 3,000	
4154 SWITCH ON EVENT	6,534	3,492	6,000	2,508	58.2%		£ 6,000	
4224 YOUTH COUNCIL	-	17	250	233	6.7%		£ 250	
4228 WEBSITE/BROADBAND	1,938	370	2,500	2,130	14.8%		£ 2,000	Low maintenance costs this year/Add Laptop replacement
4301 FIRE EXTINGUISHERS	2,326	-	1,600	1,600	0.0%		£ 1,648	February payment
4309 IT SUPPORT PACKAGE	120	932	2,650	1,718	35.2%		£ 2,650	

	2024/25 Actual	Actual Year To Date	Current Annual Budget	Funds Available	% Spent	Transfer to/from EMR	Proposed 2026 / 27	Notes
4317 HERITAGE PROJECT	1,000	-	1,000	1,000	0.0%		£ 1,000	?
4408 YOUTH DEVELOPMENT FUND	-	422	-	-422	0.0%			EMR
4994 FLOOD DEFENCE	3,679	2,000	-	-2,000	0.0%	£ 2,000		EMR Grant, aqua sacs
4152 REMEMBRANCE DAY	1,735	-	2,000	2,000	0.0%		£ 2,000	
4061 CHRISTMAS LIGHTS	13,495	-	15,000	15,000	0.0%		£ 15,000	Or as per upgrade
4151 GRANTS	7,000	3,164	7,000	3,836	45.2%		£ 7,000	
4100 MAYORS ALLOWANCE	3,400	1,700	3,400	1,700	50.0%		£ 3,500	
4101 MAYORS TRAVEL	81	-	300	300	0.0%		£ 300	
4102 MAYOR MAKING EXPS	457	1,783	2,000	217	89.1%		£ 2,060	
4078 TRAINING-COUNCILLORS	-	30	500	470	6.0%		£ 500	
4103 MEMBERS TRAVEL	-	-	200	200	0.0%		£ 200	
4105 CIVIC HOSPITALITY	375	-	1,000	1,000	0.0%		£ 1,000	
4110 TOWN CRIER/MACE BEAR	777	-	1,200	1,200	0.0%		£ 1,200	
4113 INSIGNIA FUNDS	4,464	63	500	437	12.7%		£ 500	
4012 WATER/SEWERAGE CHGS	3,896	7,220	4,400	-2,820	164.1%		£ 4,532	Historical costs
4014 ELECTRICITY	19,128	11,652	30,396	18,744	38.3%		£ 25,000	
4015 GAS	22,426	2,503	35,222	32,719	7.1%		£ 22,500	new contract 2025-28, new boilers TH, TH insulated, market improved
4020 TELEPHONE	6,914	3,762	7,000	3,238	53.7%		£ 7,210	
Income		970,342	939,251		103.3%			
Expenditure		536,142	887,168	351,026	60.4%		£ 865,623	

	2024/25 Actual	Actual Year To Date	Current Annual Budget	Funds Available	% Spent	Transfer to/from EMR	Proposed 2026 / 27	Notes
AMENITIES AND OPEN SPACES INCOME								
1100 INCOME-ALLOTMENTS		45	750		6.1%			Paid January
EXPENDITURE CEMETERY AND ALLOTMENTS								
4036 OLD CEMETERY		309	500	191	61.7%			
4006 ST JOHNS TRUST		250	250	-	100.0%			
WORKSHOP								
4027 INTRUDER ALARM		1,163	2,174	1,011	53.5%			
4042 PERSONAL PROTECTIVE EQUIPMENT		48	1,000	952	4.8%			
4043 PICK-UP LEASE		445	600	155	74.1%			
4044 VEHICLE TAX/INS.		345	415	70	83.1%			
4045 VEHICLE PETROL/DERV		3,805	9,315	5,510	40.8%			
4047 WORKSHOP TOOLS ETC		1,805	3,000	1,195	60.2%			
4048 VEHICLE MAINTENANCE		5,454	12,420	6,966	43.9%			
4050 WORKSHOP MISC		5,921	6,200	279	95.5%			Includes Tipping Trailer
4315 REFUSE COLLECTION		2,492	4,140	1,648	60.2%			Includes MCRYC , plus food waste
4320 MOWER		1,280	4,200	2,920	30.5%			
4323 MISTUBISHI LEASE		1,130	2,400	1,270	47.1%			
4332 WESSEX MOWER LEASE		3,307	7,000	3,693	47.2%			
4339 ISEKI TRACTOR LEASE 2023		5,239	10,000	4,761	52.4%			
OPEN SPACES								
1102 INCOME-GOLF CLUB								
1103 INCOME OPEN SPACES		2,043	9,982		20.5%			
1106 INCOME - SHOWMENS GUILD		-	2,438		0.0%			Due post MOPS
1111 INCOME - RUGBY CLUB								
4038 MAINTENANCE		3,982	9,000	5,018	44.2%			
4220 OPEN SPACES PLANTS		3,186	5,300	2,114	60.1%			
4223 PLAY EQUIP/MAINT/REPLACEMENT		1,657	3,500	1,843	47.4%			
4314 AOS PROJECTS		12,303	10,000	-2,303	123.0%	£ 9,226		EMR Matting (CIL)
4318 TREE SURVEY & WORKS		-	17,500	17,500	0.0%			Various works pending
4324 RTV/Husqvana		1,968	3,500	1,532	56.2%			
4325 STONEBRIDGE MEADOWS		495	1,000	505	49.5%			
4327 ISEKI TRACTOR TG6490		2,165	7,000	4,835	30.9%			
4330 MULTI PURPOSE MOWER		780	3,100	2,320	25.2%			
4331 FRONT LOADER/BACK HOE LEASE		1,441	3,200	1,759	45.0%			
4335 TREE PLANTING		-	1,000	1,000	0.0%			
4337 SKATE PARK LIGHTING		-	500	500	0.0%			
4401 NEW WORKSHOP		81,627	-	-81,627	0.0%	£ 81,627		EMR transfer
4402 ISEKI RIDE-ON MOWER		2,456	3,000	544	81.9%			
4403 KAWASAKI MULE 24		2,682	5,360	2,678	50.0%			
4404 TRAFFIC MANAGEMENT		-	1,500	1,500	0.0%			
4407 WALLS & FENCES		10,574	-	-10,574	0.0%	£ 10,574		Manton wall
Income		28,008	58,075		48.2%			
Expenditure		158,308	138,074	-20,234	114.7%			

	2024/25 Actual	Actual Year To Date	Current Annual Budget	Funds Available	% Spent	Transfer to/from EMR	Proposed 2026 / 27	Notes
PROPERTY INCOME								
1000 INCOME-HIGH ST SHOP								
1002 INCOME-HIGH ST FLAT2								
1003 INCOME-1 KINGSBURY								
1004 INCOME-1A KINGSBURY								
1005 INCOME-2A KINGSBURY								
1006 INCOME-3 KINGSBURY								
1007 INCOME-REC GND COT 1								
1008 INCOME-REC GND COT 2								
1011 INCOME - 3A KINGSBURY ST								
1012 INCOME - 3B KINGSBURY ST								
1050 INCOME-TOWN HALL	14,905		27,500		54.2%			
1112 GEORGE LANE TOILETS	-		200		0.0%			Toilet lines combined
1112 GEORGE LANE TOILETS	1,277		3,000		42.6%			as above
1329 MY & MC INCOME	3,699		8,000		46.2%			
EXPENDIURE MISC								
4062 MTCE/ELEC CORP. PROPS.	11,954		15,000	3,046	79.7%			
4065 IRRECOVERABLE VAT	5,053		-	-5,053	0.0%			Legacy from Diminimis exercise
4066 MARKETING	-		250	250	0.0%			
4070 Defibs	94		750	656	12.5%			
TOWN HALL								
4019 CLEANING MATERIALS	608		1,000	392	60.8%			
4030 INTRUDER ALARM	685		2,000	1,315	34.3%			
4035 SANITARY DISPOSAL	279		1,600	1,321	17.4%			
4037 LIFT MAINTENANCE	568		3,415	2,847	16.6%			
4038 MAINTENANCE	30,177		40,000	9,823	75.4%	£ 3,000		Feasibility study, Lift, ladies toilets
4065 IRRECOVERABLE VAT	3,400		-	-3,400	0.0%			Legacy from Diminimis exercise
4300 BOILER MAINTENANCE	-		930	930	0.0%			Pending invoices
4304 LICENCES/PERFORMING	1,213		3,000	1,787	40.4%			
4305 BROADBAND	-		2,100	2,100	0.0%			Redundant line
4315 REFUSE COLLECTION	938		1,550	612	60.5%			Food waste added
4998 MARKETING	80		200	120	40.0%			
4999 PUBLIC TOILETS	1,744		7,200	5,456	24.2%			
PUBLIC TOILETS								
4306 COOPERS CORNER	304		800	496	38.1%			
4313 PUBLIC TOILETS	3,369		17,100	13,731	19.7%			
206 MC and YC								
4019 CLEANING MATERIALS	388		400	12	97.0%			2026 27 increase to £750
4030 INTRUDER ALARM	746		2,070	1,324	36.0%			
4035 SANITARY DISPOSAL	279		775	496	36.0%			
4037 LIFT MAINTENANCE	355		880	525	40.3%			
4038 MAINTENANCE	5,995		-	-5,995	0.0%	£ 4,834		Planned building works
4072 EQUIPMENT	81		500	419	16.2%			
4304 LICENCES/PERFORMING	351		330	-21	106.4%			
Income	70,392		140,266		50.2%			
Expenditure	68,662		101,850	33,188	67.4%			

	2024/25 Actual	Actual Year To Date	Current Annual Budget	Funds Available	% Spent	Transfer to/from EMR	Proposed 2026 / 27	Notes
PLANNING EXPENDITURE								
4017 HIGHWAYS		976	1,000	24	97.6%			SID post, SID maintenance
4120 STREET FURNITURE		593	2,000	1,407	29.7%			memorial benches ; reimbursed
4400 LHFIG		6,000	7,500	1,500	80.0%	£ 6,000		
4405 HIGH STREET PROJECT		51,184	-	-51,184	0.0%	£ 51,184		Wilts Town Programme visitor signs
Income		-	-		0.0%			
Expenditure		58,753	10,500	-48,253	559.6%			
Total Income		1,068,743	1,137,592		93.9%			
Total Expenditure		821,865	1,137,592	315,727	72.2%			NB Expenditure includes EMR spends

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy							
101 ADMINISTRATION							
1010 INCOME-MISCELLANEOUS	82	0	(82)			0.0%	
1176 PRECEPT RECEIVED	931,251	931,251	0			100.0%	
1190 BANK INTEREST	12,509	6,000	(6,509)			208.5%	
1191 MARKET INCOME	1,500	2,000	500			75.0%	
1194 GRANTS	25,000	0	(25,000)			0.0%	
ADMINISTRATION :- Income	970,342	939,251	(31,091)			103.3%	0
4001 SALARIES/NI/SUPERAN	297,406	607,162	309,756	309,756		49.0%	
4002 STAFF CONT.	0	5,000	5,000	5,000		0.0%	
4005 ELLIS WHITTAM	3,412	3,757	345	345		90.8%	
4007 VAT PAYMENT	24,816	0	(24,816)	(24,816)		0.0%	
4008 SECTION 106 3G PITCH	100,001	0	(100,001)	(100,001)		0.0%	100,001
4009 TRAVEL	88	400	312	312		21.9%	
4010 STAFF MOBILE PHONES	1,235	4,000	2,765	2,765		30.9%	
4011 BUSINESS RATES	17,927	35,140	17,213	17,213		51.0%	
4022 PETTY CASH	150	500	350	350		30.0%	
4023 STATIONERY/PUBLICIS.	934	1,100	166	166		84.9%	
4024 SUBSCRIPTIONS	3,445	3,785	340	340		91.0%	
4025 INSURANCE	19,757	18,165	(1,592)	(1,592)		108.8%	
4026 PHOTOCOPIER	2,276	5,000	2,724	2,724		45.5%	
4028 POSTAGE	3	200	198	198		1.3%	
4038 MAINTENANCE	785	1,800	1,015	1,015		43.6%	
4039 PERSONNEL CLOTHING	144	1,300	1,156	1,156		11.1%	
4041 TRAINING STAFF	2,615	3,000	385	385		87.2%	
4046 TOURISM	585	1,000	415	415		58.5%	
4054 LEGAL	2,319	10,000	7,682	7,682		23.2%	
4055 PROFESSIONAL	2,747	10,000	7,253	7,253		27.5%	
4057 AUDIT FEE	2,610	4,000	1,390	1,390		65.3%	
4059 BANK CHARGES	69	250	181	181		27.4%	
4063 OFFICE GENERAL	241	500	259	259		48.3%	
4064 ARCHIVE STORAGE	209	460	251	251		45.5%	
4067 CCTV	2,964	5,400	2,436	2,436		54.9%	
4071 OFFICE EQUIPMENT	636	1,200	564	564		53.0%	
4072 EQUIPMENT	2,027	3,300	1,273	1,273		61.4%	
4075 SOFTWARE & FEES	5,962	13,131	7,169	7,169		45.4%	
4076 HEALTH & SAFETY	355	500	145	145		71.0%	
4079 ELECTION COSTS	0	20,000	20,000	20,000		0.0%	
4153 EVENTS	1,315	3,000	1,685	1,685		43.8%	

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4154 SWITCH ON EVENT	3,492	6,000	2,508		2,508	58.2%	
4224 YOUTH COUNCIL	17	250	233		233	6.7%	
4228 WEBSITE/BROADBAND	370	2,500	2,130		2,130	14.8%	
4301 FIRE EXTINGUISHERS	0	1,600	1,600		1,600	0.0%	
4309 IT SUPPORT PACKAGE	932	2,650	1,718		1,718	35.2%	
4317 HERITAGE PROJECT	0	1,000	1,000		1,000	0.0%	
4408 YOUTH DEVELOPMENT FUND	422	0	(422)		(422)	0.0%	
4994 FLOOD DEFENCE	2,000	0	(2,000)		(2,000)	0.0%	2,000
ADMINISTRATION :- Indirect Expenditure	504,265	777,050	272,785	0	272,785	64.9%	102,001
Net Income over Expenditure	466,077	162,201	(303,876)				
6000 plus Transfer from EMR	102,001	0	(102,001)				
Movement to/(from) Gen Reserve	568,078	162,201	(405,877)				
<u>102 SECTION 137</u>							
4152 REMEMBRANCE DAY	0	2,000	2,000		2,000	0.0%	
SECTION 137 :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	(2,000)	(2,000)				
<u>103 OTHER GRANTS</u>							
4061 CHRISTMAS LIGHTS	0	15,000	15,000		15,000	0.0%	
4151 GRANTS	3,164	7,000	3,836		3,836	45.2%	
OTHER GRANTS :- Indirect Expenditure	3,164	22,000	18,836	0	18,836	14.4%	0
Net Expenditure	(3,164)	(22,000)	(18,836)				
<u>104 MAYORAL</u>							
4100 MAYORS ALLOWANCE	1,700	3,400	1,700		1,700	50.0%	
4101 MAYORS TRAVEL	0	300	300		300	0.0%	
4102 MAYOR MAKING EXPS	1,783	2,000	217		217	89.1%	
MAYORAL :- Indirect Expenditure	3,483	5,700	2,217	0	2,217	61.1%	0
Net Expenditure	(3,483)	(5,700)	(2,217)				
<u>105 MEMBERS</u>							
4078 TRAINING-COUNCILLORS	30	500	470		470	6.0%	
4103 MEMBERS TRAVEL	0	200	200		200	0.0%	
MEMBERS :- Indirect Expenditure	30	700	670	0	670	4.3%	0
Net Expenditure	(30)	(700)	(670)				

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106</u> <u>CIVIC</u>							
4105 CIVIC HOSPITALITY	0	1,000	1,000		1,000	0.0%	
4110 TOWN CRIER/MACE BEAR	0	1,200	1,200		1,200	0.0%	
4113 INSIGNIA FUNDS	63	500	437		437	12.7%	
CIVIC :- Indirect Expenditure	63	2,700	2,637	0	2,637	2.3%	0
Net Expenditure	(63)	(2,700)	(2,637)				
<u>107</u> <u>UTILITIES</u>							
4012 WATER/SEWERAGE CHGS	7,220	4,400	(2,820)		(2,820)	164.1%	
4014 ELECTRICITY	11,652	30,396	18,744		18,744	38.3%	
4015 GAS	2,503	35,222	32,719		32,719	7.1%	
4020 TELEPHONE	3,762	7,000	3,238		3,238	53.7%	
UTILITIES :- Indirect Expenditure	25,137	77,018	51,881	0	51,881	32.6%	0
Net Expenditure	(25,137)	(77,018)	(51,881)				
Finance & Policy :- Income	970,342	939,251	(31,091)			103.3%	
Expenditure	536,142	887,168	351,026	0	351,026	60.4%	
Net Income over Expenditure	434,200	52,083	(382,117)				
plus Transfer from EMR	102,001	0	(102,001)				
Movement to/(from) Gen Reserve	536,201	52,083	(484,118)				
<u>Amenities & Open Spaces</u>							
<u>202</u> <u>CEMETERY</u>							
1101 INCOME-CEMETERY	10,623	15,880	5,258			66.9%	
CEMETERY :- Income	10,623	15,880	5,258			66.9%	0
4036 OLD CEMETERY	309	500	191		191	61.7%	
CEMETERY :- Indirect Expenditure	309	500	191	0	191	61.7%	0
Net Income over Expenditure	10,314	15,380	5,066				
<u>203</u> <u>ALLOTMENTS</u>							
1100 INCOME-ALLOTMENTS	45	750	705			6.1%	
ALLOTMENTS :- Income	45	750	705			6.1%	0
4006 ST JOHNS TRUST	250	250	0		0	100.0%	
ALLOTMENTS :- Indirect Expenditure	250	250	0	0	0	100.0%	0
Net Income over Expenditure	(205)	500	705				

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204</u> <u>WORKSHOP</u>							
4027 INTRUDER ALARM	1,163	2,174	1,011		1,011	53.5%	
4042 PERSONAL PROTECTIVE EQUIPMENT	48	1,000	952		952	4.8%	
4043 PICK-UP LEASE	445	600	155		155	74.1%	
4044 VEHICLE TAX/INS.	345	415	70		70	83.1%	
4045 VEHICLE PETROL/DERV	3,805	9,315	5,510		5,510	40.8%	
4047 WORKSHOP TOOLS ETC	1,805	3,000	1,195		1,195	60.2%	
4048 VEHICLE MAINTENANCE	5,454	12,420	6,966		6,966	43.9%	
4050 WORKSHOP MISC	5,921	6,200	279		279	95.5%	
4315 REFUSE COLLECTION	2,492	4,140	1,648		1,648	60.2%	
4320 MOWER	1,280	4,200	2,920		2,920	30.5%	
4323 MISTUBISHI LEASE	1,130	2,400	1,270		1,270	47.1%	
4332 WESSEX MOWER LEASE	3,307	7,000	3,693		3,693	47.2%	
4339 ISEKI TRACTOR LEASE 2023	5,239	10,000	4,761		4,761	52.4%	
WORKSHOP :- Indirect Expenditure	32,432	62,864	30,432	0	30,432	51.6%	0
Net Expenditure	(32,432)	(62,864)	(30,432)				
<u>210</u> <u>OPEN SPACES</u>							
1102 INCOME-GOLF CLUB							
1103 INCOME OPEN SPACES	2,043	9,982	7,939			20.5%	
1106 INCOME - SHOWMENS GUILD	0	2,438	2,438			0.0%	
1111 INCOME - RUGBY CLUB							
OPEN SPACES :- Income	17,340	41,445	24,105			41.8%	0
4038 MAINTENANCE	3,982	9,000	5,018		5,018	44.2%	
4220 OPEN SPACES PLANTS	3,186	5,300	2,114		2,114	60.1%	
4223 PLAY EQUIP/MAINT/REPLACEMENT	1,657	3,500	1,843		1,843	47.4%	
4314 AOS PROJECTS	12,303	10,000	(2,303)		(2,303)	123.0%	9,226
4318 TREE SURVEY & WORKS	0	17,500	17,500		17,500	0.0%	
4324 RTV/Husqvana	1,968	3,500	1,532		1,532	56.2%	
4325 STONEBRIDGE MEADOWS	495	1,000	505		505	49.5%	
4327 ISEKI TRACTOR TG6490	2,165	7,000	4,835		4,835	30.9%	
4330 MULTI PURPOSE MOWER	780	3,100	2,320		2,320	25.2%	
4331 FRONT LOADER/BACK HOE LEASE	1,441	3,200	1,759		1,759	45.0%	
4335 TREE PLANTING	0	1,000	1,000		1,000	0.0%	
4337 SKATE PARK LIGHTING	0	500	500		500	0.0%	
4401 NEW WORKSHOP	81,627	0	(81,627)		(81,627)	0.0%	81,627
4402 ISEKI RIDE-ON MOWER	2,456	3,000	544		544	81.9%	
4403 KAWASAKI MULE 24	2,682	5,360	2,678		2,678	50.0%	
4404 TRAFFIC MANAGEMENT	0	1,500	1,500		1,500	0.0%	

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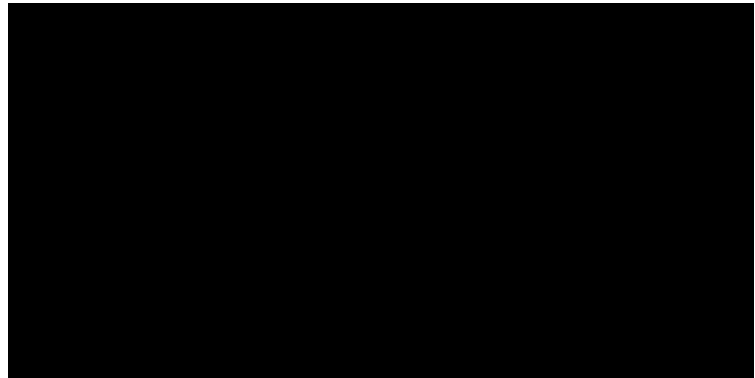
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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4407 WALLS & FENCES	10,574	0	(10,574)		(10,574)	0.0%	10,574
OPEN SPACES :- Indirect Expenditure	125,317	74,460	(50,857)	0	(50,857)	168.3%	101,427
Net Income over Expenditure	(107,977)	(33,015)	74,962				
6000 plus Transfer from EMR	101,427	0	(101,427)				
Movement to/(from) Gen Reserve	(6,550)	(33,015)	(26,465)				
Amenities & Open Spaces :- Income	28,008	58,075	30,067			48.2%	
Expenditure	158,308	138,074	(20,234)	0	(20,234)	114.7%	
Net Income over Expenditure	(130,300)	(79,999)	50,301				
plus Transfer from EMR	101,427	0	(101,427)				
Movement to/(from) Gen Reserve	(28,873)	(79,999)	(51,126)				

Properties110 CORPORATE PROPERTIES

1000 INCOME-HIGH ST SHOP
1002 INCOME-HIGH ST FLAT2
1003 INCOME-1 KINGSBURY
1004 INCOME-1A KINGSBURY
1005 INCOME-2A KINGSBURY
1006 INCOME-3 KINGSBURY
1007 INCOME-REC GND COT 1
1008 INCOME-REC GND COT 2
1011 INCOME - 3A KINGSBURY ST
1012 INCOME - 3B KINGSBURY ST



CORPORATE PROPERTIES :- Income	50,511	101,566	51,055			49.7%	0
4062 MTCE/ELEC CORP. PROPS.	11,954	15,000	3,046		3,046	79.7%	
4065 IRRECOVERABLE VAT	5,053	0	(5,053)		(5,053)	0.0%	
4066 MARKETING	0	250	250		250	0.0%	
4070 Defibs	94	750	656		656	12.5%	
CORPORATE PROPERTIES :- Indirect Expenditure	17,101	16,000	(1,101)	0	(1,101)	106.9%	0
Net Income over Expenditure	33,410	85,566	52,156				
<u>201 TOWN HALL</u>							
1050 INCOME-TOWN HALL	14,905	27,500	12,595			54.2%	
1112 GEORGE LANE TOILETS	0	200	200			0.0%	
TOWN HALL :- Income	14,905	27,700	12,795			53.8%	0

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Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4019 CLEANING MATERIALS	608	1,000	392		392	60.8%	
4030 INTRUDER ALARM	685	2,000	1,315		1,315	34.3%	
4035 SANITARY DISPOSAL	279	1,600	1,321		1,321	17.4%	
4037 LIFT MAINTENANCE	568	3,415	2,847		2,847	16.6%	
4038 MAINTENANCE	30,177	40,000	9,823		9,823	75.4%	3,000
4065 IRRECOVERABLE VAT	3,400	0	(3,400)		(3,400)	0.0%	
4300 BOILER MAINTENANCE	0	930	930		930	0.0%	
4304 LICENCES/PERFORMING	1,213	3,000	1,787		1,787	40.4%	
4305 BROADBAND	0	2,100	2,100		2,100	0.0%	
4315 REFUSE COLLECTION	938	1,550	612		612	60.5%	
4998 MARKETING	80	200	120		120	40.0%	
4999 PUBLIC TOILETS	1,744	7,200	5,456		5,456	24.2%	
TOWN HALL :- Indirect Expenditure	39,693	62,995	23,302	0	23,302	63.0%	3,000
Net Income over Expenditure	(24,788)	(35,295)	(10,507)				
6000 plus Transfer from EMR	3,000	0	(3,000)				
Movement to/(from) Gen Reserve	(21,788)	(35,295)	(13,507)				
<u>205 PUBLIC TOILETS</u>							
1112 GEORGE LANE TOILETS	1,277	3,000	1,723			42.6%	
PUBLIC TOILETS :- Income	1,277	3,000	1,723			42.6%	0
4306 COOPERS CORNER	304	800	496		496	38.1%	
4313 PUBLIC TOILETS	3,369	17,100	13,731		13,731	19.7%	
PUBLIC TOILETS :- Indirect Expenditure	3,674	17,900	14,226	0	14,226	20.5%	0
Net Income over Expenditure	(2,397)	(14,900)	(12,503)				
<u>206 MC and YC</u>							
1329 MY & MC INCOME	3,699	8,000	4,301			46.2%	
MC and YC :- Income	3,699	8,000	4,301			46.2%	0
4019 CLEANING MATERIALS	388	400	12		12	97.0%	
4030 INTRUDER ALARM	746	2,070	1,324		1,324	36.0%	
4035 SANITARY DISPOSAL	279	775	496		496	36.0%	
4037 LIFT MAINTENANCE	355	880	525		525	40.3%	
4038 MAINTENANCE	5,995	0	(5,995)		(5,995)	0.0%	4,834
4072 EQUIPMENT	81	500	419		419	16.2%	
4304 LICENCES/PERFORMING	351	330	(21)		(21)	106.4%	
MC and YC :- Indirect Expenditure	8,194	4,955	(3,239)	0	(3,239)	165.4%	4,834
Net Income over Expenditure	(4,496)	3,045	7,541				
6000 plus Transfer from EMR	4,834	0	(4,834)				
Movement to/(from) Gen Reserve	338	3,045	2,707				

02/10/2025

Marlborough Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 01/09/2025

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Properties :- Income	70,392	140,266	69,874			50.2%	
Expenditure	68,662	101,850	33,188	0	33,188	67.4%	
Net Income over Expenditure	<u>1,730</u>	<u>38,416</u>	<u>36,686</u>				
plus Transfer from EMR	7,834	0	(7,834)				
Movement to/(from) Gen Reserve	<u>9,564</u>	<u>38,416</u>	<u>28,852</u>				
Planning							
<u>300 PLANNING</u>							
4017 HIGHWAYS	976	1,000	24		24	97.6%	
4120 STREET FURNITURE	593	2,000	1,407		1,407	29.7%	
4400 LHFIG	6,000	7,500	1,500		1,500	80.0%	6,000
4405 HIGH STREET PROJECT	51,184	0	(51,184)		(51,184)	0.0%	51,184
PLANNING :- Indirect Expenditure	<u>58,753</u>	<u>10,500</u>	<u>(48,253)</u>	0	(48,253)	559.6%	57,184
Net Expenditure	<u>(58,753)</u>	<u>(10,500)</u>	<u>48,253</u>				
6000 plus Transfer from EMR	57,184	0	(57,184)				
Movement to/(from) Gen Reserve	<u>(1,569)</u>	<u>(10,500)</u>	<u>(8,931)</u>				
Planning :- Income	0	0	0			0.0%	
Expenditure	58,753	10,500	(48,253)	0	(48,253)	559.6%	
Net Income over Expenditure	<u>(58,753)</u>	<u>(10,500)</u>	<u>48,253</u>				
plus Transfer from EMR	57,184	0	(57,184)				
Movement to/(from) Gen Reserve	<u>(1,569)</u>	<u>(10,500)</u>	<u>(8,931)</u>				
Grand Totals:- Income	1,068,743	1,137,592	68,849			93.9%	
Expenditure	821,865	1,137,592	315,727	0	315,727	72.2%	
Net Income over Expenditure	<u>246,877</u>	<u>0</u>	<u>(246,877)</u>				
plus Transfer from EMR	268,446	0	(268,446)				
Movement to/(from) Gen Reserve	<u>515,323</u>	<u>0</u>	<u>(515,323)</u>				

Date:02/10/2025

Marlborough Town Council Current Year

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Bank Reconciliation Statement as at 30/09/2025
for Cashbook 1 - CURRENT & ACTIVE ACCOUNTS

User: SUE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Active Saver	30/09/2025		246,771.94
Current A/c	30/09/2025		577,247.28
			<u>824,019.22</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			824,019.22
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			824,019.22
		Balance per Cash Book is :-	824,019.22
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 03/10/2025

Marlborough Town Council Current Year

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Cashbook 1

User: SUE

CURRENT & ACTIVE ACCOUNTS

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		398,412.40					398,412.40	
Jojo Bubb	Banked: 01/09/2025	50.00						
Jojo Bubb	Christmas Market	50.00			1191	101	50.00	Stall - Jojo Bubb - Watson
	Banked: 01/09/2025							
	Corporate Property							
	Banked: 01/09/2025							
	Corporate Property							
J Bull Swe	Banked: 01/09/2025	110.00						
J Bull Swe	Christmas Market	110.00			1191	101	110.00	Stall - J Bull HM Sweets
L Burga	Banked: 01/09/2025	80.00						
L Burga	Christmas Market	80.00			1191	101	80.00	Stall - L Burga Farinango
15.10.25	Banked: 01/09/2025	101.00						
15.10.25	Town Hall	101.00		16.83	1050	201	84.17	Wedding Hire
A1 Ices	Banked: 02/09/2025	70.00						
A1 Ices	Christmas Market	70.00			1191	101	70.00	Stall - A1 Ices
D Bhatti	Banked: 02/09/2025	110.00						
D Bhatti	Christmas Market	110.00			1191	101	110.00	Stall - Dildar Bhatti
CCLA	Banked: 02/09/2025	1,742.01						
CCLA	CCLA	1,742.01			1190	101	1,742.01	Interest
H Browning	Banked: 02/09/2025	50.00						
H Browning	Christmas Market	50.00			1191	101	50.00	Stall - H Browning Eastbrook F
	Banked: 03/09/2025							
	Corporate Property							
Ford	Banked: 03/09/2025	146.00						
Ford	Cemetery	146.00			1101	202	146.00	Burial Fees
Amy Levin	Banked: 03/09/2025	50.00						
Amy Levin	Christmas Market	50.00			1191	101	50.00	Stall - Amy Levin
Debilou	Banked: 03/09/2025	60.00						
Debilou	Christmas Market	60.00			1191	101	60.00	Stall - D Hobday Debilou
Botanico	Banked: 03/09/2025	70.00						
Botanico	Christmas Market	70.00			1191	101	70.00	Stall - Botanico Bars
4151/4152	Banked: 04/09/2025	2,055.00						
4151/4152	Cemetery	2,055.00			1101	202	2,055.00	Burial Fees
0853	Banked: 05/09/2025	290.00						
0853	Public Toilets	290.00		48.33	1112	205	241.67	Income
Islands Fi	Banked: 05/09/2025	50.00						
Islands Fi	Christmas Market	50.00			1191	101	50.00	Stall - Islands Finest
06.10.25	Banked: 05/09/2025	101.00						

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Date: 03/10/2025

Marlborough Town Council Current Year

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Cashbook 1

User: SUE

CURRENT & ACTIVE ACCOUNTS

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06.10.25	Town Hall	101.00		16.83	1050	201	84.17	Wedding Hire
4158	Banked: 08/09/2025	135.00						
4158	Town Hall	135.00			1050	201	135.00	Hiring
	Banked: 08/09/2025							
	Corporate Property							
Wilts Chil	Banked: 08/09/2025	50.00						
Wilts Chil	Christmas Market	50.00			1191	101	50.00	Stall - Wilts Chilli
0854	Banked: 08/09/2025	50.00						
0854	Public Toilets	50.00		8.33	1112	205	41.67	Income
	Banked: 08/09/2025	816.37						
	Barclays	816.37			1190	101	816.37	Interest
4159	Banked: 09/09/2025	100.00						
4159	Christmas Market	100.00			1191	101	100.00	Stall - Ramsbury Brewery
Bar SP	Banked: 09/09/2025	50.00						
Bar SP	Christmas Market	50.00			1191	101	50.00	Stall - Barcelona Spirits
4161	Banked: 09/09/2025	399.00						
4161	Town Hall	399.00			1050	201	399.00	Hiring
09.05.26	Banked: 09/09/2025	50.00						
09.05.26	Town Hall	50.00		8.33	1050	201	41.67	Wedding Hire
	Banked: 10/09/2025							
	Corporate Property							
4163	Banked: 10/09/2025	144.00						
4163	Town Hall	144.00			1050	201	144.00	Hiring
4160	Banked: 10/09/2025	378.00						
4160	Town Hall	378.00			1050	201	378.00	Hiring
K Denyer	Banked: 11/09/2025	50.00						
K Denyer	Christmas Market	50.00			1191	101	50.00	Stall - Seashore Footprints
Greenwood	Banked: 11/09/2025	50.00						
Greenwood	Christmas Market	50.00			1191	101	50.00	Stall - Rainbow Glass
	Banked: 12/09/2025							
	Corporate Property							
	Banked: 12/09/2025							
	Golf Club							
4162	Banked: 12/09/2025	63.00						
4162	Town Hall	63.00			1050	201	63.00	Hiring
15.7.26	Banked: 15/09/2025	50.00						
15.7.26	Town Hall	50.00		8.33	1050	201	41.67	Wedding Hire

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Date: 03/10/2025

Marlborough Town Council Current Year

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CURRENT & ACTIVE ACCOUNTS

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 15/09/2025	62.62						
	George Lane Toilets	62.62		10.44	1112	205	52.18	Income
4164	Banked: 16/09/2025	76.00						
4164	Town Hall	76.00		12.67	1050	201	63.33	Wedding Hire
20.11.25	Banked: 17/09/2025	101.00						
20.11.25	Town Hall	101.00		16.83	1050	201	84.17	Wedding Hire
Olive Shop	Banked: 17/09/2025	90.00						
Olive Shop	Chritmas Market	90.00			1191	101	90.00	Stall - The Olive Shop
Lib's Arom	Banked: 17/09/2025	50.00						
Lib's Arom	Christmas Market	50.00			1191	101	50.00	Stall - Lib's Aromatherapy
Ten Hides	Banked: 17/09/2025	50.00						
Ten Hides	Christmas Market	50.00			1191	101	50.00	Stall - Ten Hides Distillery
20.12.25	Banked: 17/09/2025	67.00						
20.12.25	Town Hall	67.00		11.17	1050	201	55.83	Wedding Hire
4168	Banked: 18/09/2025	522.00						
4168	Town Hall	522.00			1050	201	522.00	Hiring
	Banked: 18/09/2025	28,325.91						
	HMRC	28,325.91			105		28,325.91	Vat Refund
4167	Banked: 22/09/2025	90.00						
4167	Town Hall	90.00			1050	201	90.00	Hiring
white hors	Banked: 22/09/2025	50.00						
white hors	Christmas Market	50.00			1191	101	50.00	Stall - White Horse SO
4178	Banked: 22/09/2025	191.50						
4178	Cemetery	191.50			1101	202	191.50	Burial Fees
4174	Banked: 22/09/2025	162.00						
4174	MC & YC	162.00		27.00	1329	206	135.00	Hiring
19.12.25	Banked: 23/09/2025	252.25						
19.12.25	Town Hall	252.25			1050	201	252.25	Hiring
	Banked: 24/09/2025							
	Corporate Property							
	Banked: 25/09/2025	465,625.50						
	Wiltshire Council	465,625.50			1176	101	465,625.50	Precept 2nd Installment
4179	Banked: 26/09/2025	58.50						
4179	Cemetery	58.50			1101	202	58.50	Burial Fees
09.10.25	Banked: 26/09/2025	82.50						
09.10.25	MC & YC	82.50		13.75	1329	206	68.75	Hiring
	Banked: 29/09/2025	33.32						

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Marlborough Town Council Current Year

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CURRENT & ACTIVE ACCOUNTS

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref Name of Payer £ Amnt Received £ Debtors £ VAT A/c Centre £ Amount Transaction Detail

Brownies 33.32 1010 101 33.32 Wreath

Banked: 29/09/2025

Corporate Property

Banked: 29/09/2025

Corporate Property

Banked: 30/09/2025

Corporate Property

Total Receipts for Month 513,661.66 0.00 198.84 513,462.82

Cashbook Totals 912,074.06 0.00 198.84 911,875.22

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Marlborough Town Council Current Year

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CURRENT & ACTIVE ACCOUNTS

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/09/2025	ST. JOHN'S AMBULANCE TRAINING	DD1	358.80	358.80		501			1st Aid Training A Tarrant
03/09/2025	CNH CAPITAL	DD2	491.27	491.27		501			Iseki Mower Lease
03/09/2025	CNH CAPITAL	DD3	393.59	393.59		501			Mower Lease
03/09/2025	CNH CAPITAL	DD4	536.42	536.42		501			RTV Lease
03/09/2025	Asset Link Capital	DD5	120.00	120.00		501			Tractor Lease
04/09/2025	Lex Autolease	DD6	225.92	225.92		501			Mitsubishi Lease
04/09/2025	Cromwell Limited	DD7	23.17	23.17		501			Heavy Duty Rags
04/09/2025	Sam Turner & Sons	DD8	43.98	43.98		501			Greenhouse Heater
05/09/2025	Barclays Bank	DD9	10.03	10.03		501			Bank Charges
08/09/2025	Fraser Budgens Limited	DD10	42.60	42.60		501			Fuel
08/09/2025	WAITROSE LTD	DD11	10.90	10.90		501			Event Refreshments
08/09/2025	WAITROSE LTD	DD12	14.35	14.35		501			Sundries/Cleaning
08/09/2025	HM REVENUE & CUSTOMS	DD13	13,257.78	13,257.78		501			NI & PAYE
08/09/2025	Wiltshire Council	DD14	10,583.81	10,583.81		501			Superannuation
08/09/2025	Emily Trow Mayor of Marlboroug	DD15	850.00	850.00		501			Mayoral Allowance 2nd Inst
08/09/2025	T.H. White (M) Limited	DD16	123.60	123.60		501			Various
08/09/2025	Tudor Environmental	DD17	1,007.53	1,007.53		501			Workshop Equip
08/09/2025	Screwfix	DD18	399.91	399.91		501			Workshop/Allotments
08/09/2025	HSL Compliance Ltd	DD19	414.00	414.00		501			Legionella Testing
08/09/2025	Visit Wiltshire	DD20	1,172.40	1,172.40		501			Subscription
08/09/2025	RICHMAN'S REMOVALS	DD21	41.15	41.15		501			Archive Storage
08/09/2025	T.H. White (M) Limited	DD22	2,704.59	2,704.59		501			Various Leases/Maintenance
08/09/2025	C A Stevens & Sons (Transport)	DD23	571.68	571.68		501			Topsoil Common
08/09/2025	kingdom Services Ltd	DD24	216.92	216.92		501			Keyholding Various
08/09/2025	CARTER JONAS	DD25	300.00	300.00		501			Tenancy Amendment 1 Rec.
08/09/2025	RWK Goodman	DD26	1,846.80	1,846.80		501			Renew Lease 3 Kings St
08/09/2025	HI-LITE Roof & Gutters	DD27	1,919.66	1,919.66		501			Guttering Workshop
08/09/2025	Clare Williams	DD28	11.70	11.70		501			Travel
09/09/2025	SEFE Energy Limited	DD29	64.98	64.98		501			Gas Office
09/09/2025	My Henry Numatic	DD30	129.99	129.99		501			Hoover Workshop
09/09/2025	WAITROSE LTD	DD31	2.40	2.40		501			Refreshments - Youth Council
10/09/2025	Fraser Budgens Limited	DD32	34.99	34.99		501			Fuel
10/09/2025	Fraser Budgens Limited	DD33	42.23	42.23		501			Fuel
10/09/2025	BCW Office Products	DD34	182.95	182.95		501			Signage
10/09/2025	Locksmart Ltd	DD35	138.00	138.00		501			Replace Lock 1 Rec Cott
11/09/2025	West Mercia	DD36	78.77	78.77		501			Gas MC & YC
12/09/2025	Arval Centre	DD37	192.46	192.46		501			Fuel
12/09/2025	PAYFLOW - SALARIES	DD38	31,642.74	31,642.74		501			Salaries
15/09/2025	Fraser Budgens Limited	DD39	48.17	48.17		501			Fuel
15/09/2025	Adobe Acropro	DD40	20.22	20.22		501			Software
15/09/2025	HILLS WASTE	DD41	176.26	176.26		501			Refuse Collection
15/09/2025	HILLS WASTE	DD42	473.16	473.16		501			Refuse Collection
15/09/2025	Intuit Wages	DD43	50.52	50.52		501			Wages Software
16/09/2025	Castle Water	DD44	449.64	449.64		501			Water Town Hall

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Marlborough Town Council Current Year

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User: SUE

CURRENT & ACTIVE ACCOUNTS

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
16/09/2025	West Mercia	DD45	354.98	354.98		501			Electricity Various
17/09/2025	BT UK BUSINESS ACCOUNTS	DD46	267.97	267.97		501			Office Telephones
17/09/2025	WAITROSE LTD	DD47	20.50	20.50		501			Cleaning/Canteen
18/09/2025	Castle Water	DD48	25.98	25.98		501			Water Office
18/09/2025	LAND REGISTRY	DD49	7.00	7.00		501			Postern Hill Campsite
19/09/2025	Castle Water	DD50	99.07	99.07		501			Water George Lane
19/09/2025	B & Q	DD51	41.00	41.00		501			Floor Tiles MC & YC
19/09/2025	Fine Filters Ltd	DD52	37.94	37.94		501			Water Filters Town Hall
19/09/2025	TIMPSON	DD53	59.99	59.99		501			Memorial Plaque
19/09/2025	Tanks Direct	DD54	610.80	610.80		501			Water Tank Workshop
22/09/2025	Zoom Video	DD55	15.59	15.59		501			Zoom Software
22/09/2025	Yorkshire Gas & Power	DD56	180.45	180.45		501			Elec Back Office
22/09/2025	Yorkshire Gas & Power	DD57	701.37	701.37		501			Elec Town Hall
22/09/2025	Yorkshire Gas & Power	DD58	287.36	287.36		501			Elec Workshop
22/09/2025	Yorkshire Gas & Power	DD59	156.19	156.19		501			Elec Office
23/09/2025	Nisbets.Com	DD60	150.09	150.09		501			Various
23/09/2025	Direct 365 Online Ltd	DD61	75.98	75.98		501			First Aid Supplies - Workshop
24/09/2025	Screwfix	DD62	59.98	59.98		501			Paint Workshop
24/09/2025	Fair Isle	DD63	4.40	4.40		501			Ribbon Workshop
25/09/2025	PKF Littlejohn LLP	DD64	2,520.00	2,520.00		501			External Audit Fee
25/09/2025	Elan City Ltd	DD65	56.04	56.04		501			SID Battery
25/09/2025	Kellaway Building Supplies	DD66	33.86	33.86		501			Sundries Workshop
25/09/2025	Tudor Environmental	DD67	1,761.83	1,761.83		501			Workshop/Highways
25/09/2025	Castle Water	DD68	37.98	37.98		501			Water Workshop
25/09/2025	Nisbets.Com	DD69	69.58	69.58		501			Cup Lids
25/09/2025	Fraser Budgens Limited	DD70	40.00	40.00		501			Fuel
25/09/2025	Jason Walker	DD71	52.50	52.50		501			Travel
25/09/2025	Jess Way ICA Way Designs	DD72	283.20	283.20		501			Arts Workshop
25/09/2025	Clarkson Forge	DD73	183.00	183.00		501			Door Grilles Workshop
25/09/2025	Viking Direct	DD74	149.99	149.99		501			Cupboard Workshop
25/09/2025	Mrs S Fry	DD75	11.00	11.00		501			Reimbursement
25/09/2025	Otis Limited	DD76	681.77	681.77		501			Lift Contract Town Hall
25/09/2025	Autotech Marlborough Ltd	DD77	54.85	54.85		501			Mitsubishi MOT
25/09/2025	Alert Systems	DD78	48.00	48.00		501			CCTV Add On
25/09/2025	HI-LITE Roof & Gutters	DD79	60.00	60.00		501			Gutter Clear - Kingsbury St
25/09/2025	W S Swift	DD80	431.69	431.69		501			Immersion Heater MC & YC
25/09/2025	Viking Direct	DD81	214.45	214.45		501			Various
26/09/2025	Screwfix	DD82	202.56	202.56		501			Padlocks Workshop
26/09/2025	MEMORIAL BENCHES	DD83	640.00	640.00		501			Memorial Bench - Offer
26/09/2025	Office Stationery	DD84	54.31	54.31		501			Stationery
29/09/2025	British Gas Business	DD85	73.22	73.22		501			Elec Kingsbury St
29/09/2025	Fraser Budgens Limited	DD86	48.63	48.63		501			Fuel
29/09/2025	WAITROSE LTD	DD87	14.45	14.45		501			Office/Cleaning
29/09/2025	Arval Centre	DD88	146.41	146.41		501			Fuel
29/09/2025	SEFE Energy Limited	DD89	128.09	128.09		501			Gas Supply
30/09/2025	De Lage Landen	DD90	1,709.15	1,709.15		501			Mower/Tractor Lease
30/09/2025	Onecom Ltd	DD91	321.60	321.60		501			Lines

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Date: 03/10/2025

Marlborough Town Council Current Year

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Cashbook 1

User: SUE

CURRENT & ACTIVE ACCOUNTS

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
30/09/2025	Wiltshire Council	DD92	3,450.00	3,450.00		501			Parking Suspension Christmas M
Total Payments for Month			88,054.84	88,054.84	0.00			0.00	
Balance Carried Fwd			824,019.22						
Cashbook Totals			<u>912,074.06</u>	<u>88,054.84</u>	<u>0.00</u>			<u>824,019.22</u>	

03/10/2025

Marlborough Town Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT CONTROL ACCOUNT	23,043	
201	CURRENT & ACTIVE ACCOUNT	824,019	
299	CCLA Deposit Fund	500,000	
	Total Current Assets		1,347,062
	<u>Current Liabilities</u>		
501	CREDITORS	27	
	Total Current Liabilities		27
	Net Current Assets		1,347,035
	Total Assets less Current Liabilities		<u>1,347,035</u>
	<u>Represented by :-</u>		
300	CURRENT YEAR FUND	246,877	
310	GENERAL RESERVE	688,588	
323	EMR - OPEN SPACES	8,209	
324	EMR - CCTV FUND	181	
325	EMR - MUSEUM & HERITAGE	39,400	
326	EMR - CIVIC FUND	800	
327	EMR 2015 NEW CEMETERY EXT.	37,000	
328	EMR 2015 NEIGHBOURHOOD	500	
329	EMR FLOOD RESILIENCE	3,041	
330	EMR YOUTH DEVELOPMENT	5,000	
331	EMR LHFIFG	6,375	
332	EMR WEBSITE UPGRADE	20,000	
337	EMR INFORMAL CAR PARK	10,000	
339	EMR BYE	9,262	
340	EMR EVENTS	1,000	
342	EMR DEVOLUTION SERVICES	25,250	
344	EMR WORKSHOP EXTENSION	6,110	
347	EMR EMERGERNCY FUND	7,023	
353	EMR STONEBRIDGE MEADOW	4,822	
357	EMR Climate Emergency	826	
361	EMR PROPERTY MAINTENANCE	125,792	
362	EMR - PLAY AREAS	5,139	
364	EMR- HIGHWAYS	4,843	
365	EMR - WALLS AND FENCES	16,133	
367	EMR - High St. Projects	7,721	
368	EMR - MC & YC Maintenance	11,561	
401	EMR CIL RECEIPTS 2022/23	12,187	
402	EMR - CIL Receipts 2023/24	26,248	
403	EMR CIL income 2024-25	17,145	
	Total Equity		<u>1,347,035</u>