

# Marlborough Town Council

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9 December 2025

Dear Councillor

## Full Town Council

I hereby **summon** you to a meeting of **Marlborough Town Council** which will be held on **Monday, 15 December 2025 at 7pm** in the **Court Room, Marlborough Town Hall**.

Yours sincerely

*Richard Spencer-Williams*

Richard Spencer-Williams, PSLCC

**Town Clerk**

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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.

If members of the public wish to attend and ask a question they should also notify the Town Clerk of this by noon 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.

Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate. Some people may not be allowed to attend if all the allocated seats are taken.

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## MOMENT OF QUIET REFLECTION

## PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Council. 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

## CRIME AND DISORDER

A member of Wiltshire Police will be invited to give a report and answer questions from Councillors and members of the public (not to exceed 10 minutes)

## TO RECEIVE QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Not to exceed 10 minutes

## AGENDA

### 1. Apologies for absence

### 2. Declarations of interest

- a) To receive any Declaration(s) of Interest under Marlborough Town Council's Code of Conduct issued in accordance with the Localism Act 2011
- b) To consider any dispensation requests received by the Town Clerk

Members are reminded that they are obliged to notify the Monitoring Officer of a change to disclosable interests, or a new interest as defined in Appendices A and B of the Code of Conduct within 28 days of becoming aware of it. These should be passed on to the Town Clerk to register online.

### 3. Mayor's Announcements

### 4. Minutes

To approve and sign the minutes of the meetings held 3 November and 10 November 2025

### 5. Action Log

To review the Action Log

### 6. Kennet Place Community Garden

To further consider the request for the Council to apply to Wiltshire Council for a Community Asset Transfer for Kennet Place 'community garden'

### 7. Leave of Absence

To consider an extended leave of absence for Councillor Luson

**8. Budget 2026-27**

To consider and agree the budget and precept requirements for 2026-27 for submission to Wiltshire Council

**9. Community Champions Award Policy**

To consider for adoption the draft Community Champions Award Policy

**10. Lone Working Policy**

To consider for adoption the draft Lone Working Policy

**11. Outside Bodies**

An opportunity for Members to provide verbal updates on their representational roles to outside bodies

**12. Committee Minutes**

In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: **Planning** – 27 October and 17 November 2025, and **Finance and Policy Committee** 20 October 2025. These minutes have been approved by committees and circulated to Members and are available to download from <https://www.marlborough-tc.gov.uk/council/meeting-dates-agendas-and-minutes-2025-26> or from the Town Council offices. Other meetings have taken place, but minutes are not yet approved so remain in draft form.

**13. Common Seal**

To authorise the fixing of the Common Seal of Marlborough Town Council to all documents necessary to give effect to the decisions of the meeting

a) 3 November 2025

## Marlborough Town Council



### Full Town Council

Minutes of a meeting of Marlborough Town Council held Monday, 3 November 2025 in the Court Room, Marlborough Town Hall at 7pm

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<b>PRESENT</b>	Councillor Emily Trow	Town Mayor
	Councillor Nicholas Fogg	
	Councillor Lisa Farrell	
	Councillor Mervyn Hall	
	Councillor Mark Cooper	
	Councillor Kym-Marie Cleasby	
	Councillor Kelvyn Shantry	
	Councillor Caroline Wrench	
	Councillor Nicholas Awbery	
	Jane Davies	Wiltshire Councillor – Marlborough West
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
<b>ALSO</b>		
<b>PRESENT</b>	Neil Goodwin	Marlborough.News
	Nine members of the public	

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Members held a minute's silence to remember former Mayor, Robin Notton, and held his sons, Charles and David, in their thoughts.

#### **MOMENT OF QUIET REFLECTION**

Members paused to reflect on how best they can serve their community as well as considering former Mayor Andy Ross, as he recovers from a recent illness.

#### **PUBLIC QUESTION TIME**

**Nigel Kerton** – following his question at the previous meeting concerning the whereabouts of the chains removed from The Green, he asked the same question about chains removed from the posts around the Wiltshire Regiment war memorial at London Road, and railings and gates that had been removed from the boundary

between the two cemeteries at Marlborough Common. These had been laying on the ground for some months. He asked where they had gone; if there had been income from selling them from scrap, whether the income was shown in the council's accounts; and whether permission had been sought from the Bishop or Dean of Salisbury to remove the gates.

The **Town Clerk** replied that some of the cemetery fencing had been removed before his time at the Town Council. Other sections were loose and presented a health and safety risk: he had instructed the Grounds Team to remove them and they had been collected and removed at no cost to the Council. This was more efficient for the Council rather than scrapping them, saving staff time and labour. He was unable to speak for the chains at the 7<sup>th</sup> Wilts memorial. **Mr Kerton** stated that scrap metal had never been at a higher price, and once again questioned why there had been no income. The **Town Clerk** explained that scrap metal did not attract a high enough price: setting up a trade account and diverting staff from their work to transport and dispose of it would not be cost efficient. The safety risk from the railings had been removed, the Grounds Team had safe access for hedge maintenance and could focus on their core tasks when they were already very stretched.

The **Mayor** drew attention to the Town Clerk's report at agenda item 8 providing an update on his investigations into the chains at The Green, as well as information provided by Wiltshire Police.

**Milly Carmichael** spoke on behalf of a small group of residents concerned about the future of Postern Hill Campsite in Savernake Forest (agenda item 9) and asked: In light of known limitations to development (water, power, hard standing) at the campsite which they understood had been part of the reason for not renewing the lease, would the Town Council work with residents to request that Forestry England explore a more sustainable camping provision and a longer lease to help secure its future? **Members** reassured her that the Town Council was very keen to secure the future of the campsite and would give their full support to whatever was needed. This would be discussed in detail later in the meeting.

## **CRIME AND DISORDER**

No representative was able to attend the meeting, but a quarterly Police report had been circulated and an update report had been provided.

**Councillor Farrell** asked for her comments to be conveyed to Wiltshire Police:

- How many of the incidents reported were drug-related?
- There was known drug dealing at the Recreation Ground
- Adult males had been witnessed taking photographs of young girls aged 10-12 playing at the Recreation Ground

All had been reported to police, but **Councillor Farrell** asked what rights the volunteers had to deal with such situations and to keep the kids safe. She herself had challenged people about the above, which resulted in her later being confronted by drug dealers in the High Street. She had asked for a meeting with police to discuss

the issue but so far due to operational demands or staff availability this had not been possible.

**ACTION:** Contact Wiltshire Police to request a meeting to discuss what could be done.

### **QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS**

**Councillor Farrell** asked whether Wiltshire Council had the ability to create a clause to prevent housing associations selling off social housing stock. She was also concerned that people bidding for homes in Marlborough were offered homes elsewhere in the county, when people with no connection to the town were successful.

**Councillor Davies** did not believe a clause was possible. Wiltshire Council (WC) itself does not own any housing stock in the area. Full Council recently voted that it would not sell a council house that it owned without replacing it. She and **Councillor Cleasby** had spoken at the meeting. Cllr Davies had followed up in writing to the Cabinet Member for Housing pointing out the need to retain the same percentage of social housing because it was being depleted. Legally WC could not prevent housing associations selling property they deem uneconomic to repair. Buying two new properties in other towns with the proceeds of one sale in Marlborough doesn't help Marlborough people when social and family networks disappear, and this then has an associated cost to WC when child or adult social care is needed to replace missing family support.

*A member of the public joined the meeting*

**Councillors Davies and Cleasby** replied to **Councillor Farrell's** second point, people were offered housing based on banding (need): while a local connection was a criteria, emergency need would be prioritised above that hence homes being offered to people regardless of preferred town/village. This would ensure officers met their statutory obligations around housing. There was extreme pressure on the system and not enough housing available. Following Cllr Farrell's attendance at a previous WC meeting, the Leader of the Council had written to housing associations as agreed.

Housing associations had no legal obligation to replace housing stock in any particular area. Wiltshire Council does, but only within Wiltshire, not specific towns or villages. There was a commitment by the Cabinet Member for Housing to involve the local member in these situations, but as there was no Wiltshire Council owned housing in Marlborough that did not apply here. The issue rested with the housing associations, and that was why Councillor Cleasby had asked for a proposal to be added to the agenda for this meeting (item 12).

**Councillor Davies** had taken a motion to Full Council to amend WC's policy on fly posting, as well as asking for an amnesty now to ask for exemptions for local charity, church or community groups to avoid them receiving unexpected fines or having their notices removed.

*Councillor Davies and one member of the public left the meeting*

## 245/25 APOLOGIES

Apologies for absence were received from **Councillors Luson, O'Brien, Sadler and Morgan**.

## 246/25 DECLARATIONS

**Councillor Farrell** – agenda item 6 – Marlborough Area Youth Forum – pecuniary interest.

**Councillor Hall** – agenda item 6 – Marlborough Area Youth Forum – non-pecuniary interest.

**Councillor Cooper** – agenda item 7 – Kennet Place Community Garden – non-pecuniary interest.

## 247/25 MAYOR'S ANNOUNCEMENTS

The Mayor echoed other Councillors' good wishes to former Mayor Andrew Ross, wishing him a speedy recovery from a recent illness.

This weekend is Remembrance Sunday. She hoped as many Councillors as possible would attend. There had been a Councillor briefing last week: anyone with questions should contact the office. It was also hoped as many as possible would attend the Armistice Day commemorations on 11 November. Both were robed events.

Robin Notton's funeral was taking place on 12 November at St George's Preshute at 2.30, followed by interment at Marlborough Cemetery.

An extraordinary Full Council meeting was taking place on 10 November to consider two candidates for co-option to the vacant East Ward Town Councillor position.

The Christmas Lights market and switch-on event was coming up, on 28 November. The Mayor encouraged Councillors to volunteer to help with marshalling and road closures. Volunteers should let the Deputy Town Clerk know their availability.

As Councillor Cleasby was unwell, the Mayor had agreed to move item 12 (Housing Working Party) up the agenda to allow her to leave the meeting early (*discussed after the Action Log (249/25), minuted at 256/25*).

## 248/25 MINUTES

**RESOLVED:** that the minutes of the meeting held 1 September 2025 were confirmed as a true record and signed by the Town Mayor

## 249/25 ACTION LOG

Members noted the updated action log.

Regarding Avebury, **Councillor Cleasby** would follow up the question of parking restrictions during Summer Solstice. **Councillor Shantry** had noticed changes to the parking arrangements at the Avenue, reducing available space.

**ACTION: Councillor Cleasby** to investigate the changes in public parking space at West Kennet Avenue (B4003), Avebury

## **250/25 MARLBOROUGH AREA YOUTH FORUM**

*Councillors Farrell and Hall did not vote on the following item and withdrew from the debate*

Members noted the Town Clerk's report and considered a request from **Councillors Shantry** and **Wrench** to reduce the Council's hire charges for the Community & Youth Centre to the Marlborough Area Youth Forum. Discussion points included:

- The proposal requests a reduction in rent for the 2 sessions per week to a fixed amount – of £500 or £1,000 per annum, reviewed every 3 years
- The current hire charges for the full year are over £5,000
- The proposal had been considered by the Property Committee, which agreed it could absorb the loss of income within its budget
- The Finance & Policy Committee agreed there should be a charge, and that the agreement should be for a fixed term that falls within a single council term, e.g. 3 years, at which point the agreement can be reviewed
- Whether to set a figure now, or ask the Finance and Policy Committee to set the final figure (between £500-£1,000) as part of the annual budget cycle

**RESOLVED:** that the request for a 3-year, fixed price reduced rent of £500-£1,000 for the Marlborough Area Youth Forum is agreed, final amount to be determined in the annual budgeting process

*Three members of the public left the meeting*

## **251/25 KENNET PLACE COMMUNITY GARDEN**

*Councillor Cooper did not vote on this item*

Members noted the Town Clerk's report and considered a request for the Town Council to apply to Wiltshire Council for a community asset transfer to take on the Kennet Place 'community garden'. Discussion points included:

- That the volunteers, and particularly Mrs Compton, had done a wonderful job transforming a shabby verge into an award-winning community garden
- General support for the request
- Wiltshire Council had not yet confirmed whether an asset transfer was required, or whether a s142 licence would suffice
- There could be significant legal costs associated with an asset transfer
- That Wiltshire Council is the owner of the whole strip of land, including the part used by Krumbz café
- Whether the café had a formal pavement licence: other nearby premises were required to comply with strict rules about using outside space

- Whether a transfer of ownership would present any risk to the café business, which Councillors wished to avoid
- That the Town Council would be reluctant to take on the flood defences
- Lack of clarity on boundaries
- The area was designated as a protected green space in the Marlborough Area Neighbourhood Plan

During a suspension of Standing Orders, Mrs Compton answered questions and advised that the Town Council had assisted in setting up the current arrangement (approximately 2013-2014). It was likely there were maps and documents relating to this in the Town Council's archives that could answer some of the questions raised about boundaries. It was also noted that the owner of the land had riparian responsibility for the river bank and half of the river bed.

While there was general support to take on the land, the Town Clerk advised that more clarity was required around the flood defences, the type of agreement needed with Wiltshire Council and the arrangement with the owner of the café before taking a formal decision.

**ACTION:** Research the Town Council's archive files regarding Kennet Place

**RESOLVED:** to conduct further research and revisit the request once there was more clarity

*A member of the public left the meeting*

## **252/25 CHAINS ON THE GREEN**

Members noted the Town Clerk's report and that it may be reasonably assumed that in or after 2010 the chains were deemed to be of low value, a health and safety risk, and therefore disposed of.

Members thanked the Town Clerk, and whilst appreciating Mr Kerton's stated concerns agreed that there was no evidence of any conspiracy around the disposal of the chains.

**RESOLVED:** to accept the Town Clerk's report and take no further action

## **253/25 POSTERN HILL CAMPSITE**

Members noted the Town Clerk's update report on Postern Hill Campsite. Following the request during public question time, discussion points included:

- Land Registry documents were required before the Town Council could apply to register the site as an Asset of Community Value (ACV), as agreed at a previous meeting following requests from members of the public
- Other nearby parish councils had a similar interest in the future of the campsite, as did community interest groups
- The site is not for sale, or likely to be. The owner is the Savernake Estate.

During a suspension of Standing Orders, **Milly Carmichael** explained that since the original meeting when an asset of community value had been discussed there had been further developments within the community. The lease for the campsite had been fairly short term, and public demand called for more water, hard-standing, power hook-ups and showers, which the site operator would be required to fund. The short lease period, combined with the high costs of improving the site and the restrictions in an SSSI site with nearby ancient trees had contributed to the decision not to renew the lease.

The original approach from the community to ask for an ACV had been an attempt to protect the site so that it would continue to be available for camping. The community was now asking for the Town Council's support for them to engage in conversations with Forestry England to develop the site in a more sustainable way: there was growing demand for off-grid camp sites. The Forestry England website about Savernake states that it is "looking forward to sharing how they would keep camping going" but provides no detail.

**Neil Goodwin** suggested the Town Council should try once more to ask Forestry England to send a representative to a meeting so that they could answer questions from Councillors and the public. The **Town Clerk** had already done this, and the invitation had been declined.

**RESOLVED:** (i) Once the revised draft Forest Plan was available (stated as in the 'winter'), to invite Forestry England to present the proposals at a future Council meeting

**RESOLVED:** (ii) To work with all interested parties (parish councils and community action groups) and invite them to attend the meeting with Forestry England

*Two members of the public left the meeting*

**254/25 AGAR CONCLUSION OF AUDIT**

Members noted the Conclusion of Audit for the 2024-25 Annual Governance and Accountability Review (AGAR).

**255/25 INTERIM INTERNAL AUDIT**

Members noted the first interim internal audit report.

**256/25 HOUSING WORKING PARTY**

Members noted a report by the Town Clerk and considered a proposal by **Councillor Cleasby** seconded by **Councillor Trow** to create a Housing Working Party to provide focus, continuity and accountability on housing matters:

**Proposal**

1. To note that the Council has previously declared a housing emergency

2. To recognise that:
  - Social housing stock is being sold off and not replaced
  - No new social or affordable homes are being built in the Marlborough area
  - Housing associations must be held accountable for their existing local stock
  - The Council needs a formal mechanism to make strong, structured representations and suggestions to Wiltshire Council on housing matters
  
3. To establish a working party with the following purposes:
  - Monitoring local housing need, including data on affordability, availability and homelessness
  - Mapping existing housing stock and understanding ownership, condition and changes to social housing numbers
  - Engaging stakeholders such as Wiltshire Council, housing associations, developers and community groups
  - Identifying opportunities for new social and affordable housing
  - Making representations to Wiltshire Council and national consultations
  - Supporting residents and ensuring housing issues are followed up appropriately
  - Reporting to Full Council on progress and recommendations
  - To agree that membership shall be 2-4 Town Councillors, the Town Clerk (or nominated officer), and up to 3 invited community or housing representatives (non-voting)
  - To meet quarterly or as required

**Councillor Cleasby** explained that she had made the proposal against a background of social and affordable housing in Marlborough and the surrounding area not keeping pace with need - and in fact diminishing - as housing associations continue to sell off uneconomic properties without replacing them in the same area. She and other Councillors were contacted almost daily by residents seeking help with finding suitable accommodation. While the Town Council has no legal powers to force housing associations to change their policies, it can reinforce existing laws (e.g. the percentage of homes within developments of 10 or more to be made available as affordable), gather data to understand the situation and effect on the community, work with others to influence housing associations by presenting a strong case and working with developers to identify potential opportunities.

Discussion points included:

- The Town Council has a moral, if not a legal, obligation to do whatever it can to support families to remain in the town where they were born
- The town will not flourish if we lose workers because they can't afford to live here
- The town's geographic location and position within the North Wessex Downs National Landscape means there is very little opportunity to build new homes. Therefore, it is important to develop a strategy to address meeting the need,

using resources such as the Neighbourhood Plan and Wiltshire Local Plan, taking into account the preservation and conservation of the countryside

- The proposal is not about building lots more houses, it is about stopping the decline of social and affordable housing being sold off and identifying potential new opportunities (e.g. the former Police Station at George Lane)

**RESOLVED:** to set up a Housing Working Party as proposed, to consist of **Councillors Cleasby (Chair), Farrell, Hall, Trow, Wrench, Awbery** and the **Town Clerk** (or nominee) and up to three invited non-voting community or housing representatives

*Councillor Cleasby and one member of the public left the meeting*

**257/25 COMMUNITY GOVERNANCE REVIEW**

Members noted a communication from Wiltshire Council about a forthcoming Community Governance Review.

**258/25 OUTSIDE BODIES**

**Councillor Farrell:**

- The Youth Council was now up and running, and she was disappointed that no members had attended the meeting this evening. She was working closely with the Youth Worker, Matt Powell, to get it running – there was now a Chair, Vice Chair and a Committee with students from St Mary's, St John's, Preshute School and Marlborough College
- Had visited the Jubilee Centre and introduced herself to the new manager

**259/25 COMMITTEE MINUTES**

In accordance with para 3.1 of the Scheme of Delegation, Members noted the approved minutes of the following Committee meetings: Planning – 26 August, 15 September and 6 October; Property – 28 July; Amenities & Open Spaces – 16 June and Finance & Policy – 30 June 2025.

**260/25 COMMON SEAL**

Proposed by **Councillor Fogg** and seconded by **Councillor Farrell** and

**RESOLVED:** that the common seal of Marlborough Town Council be affixed to all documents necessary to give effect to the decisions of the meeting

The meeting closed at 8.39 pm

## Marlborough Town Council



### Extraordinary Full Town Council

Minutes of an extraordinary meeting of Marlborough Town Council held Monday,  
10 November 2025 in the Court Room, Marlborough Town Hall at 7.30pm

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<b>PRESENT</b>	Councillor Emily Trow	Town Mayor
	Councillor Nicholas Fogg	
	Councillor Lisa Farrell	
	Councillor Mervyn Hall	
	Councillor Kymee Cleasby	
	Councillor Mark Cooper	
	Councillor James Sheppard	
	Councillor Kelvyn Shantry	
	Councillor Susannah O'Brien	
	Councillor Caroline Sadler	
	Councillor Abi Beaumont	
	Councillor Peter Morgan	
	Councillor Caroline Wrench	
	Councillor Nicholas Awbery	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
<b>ALSO</b>		
<b>PRESENT</b>	Sally Johnson	Candidate
	Kim Wakeham	Candidate
	Neil Goodwin	Marlborough.News

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#### **PUBLIC QUESTION TIME**

There were no questions.

**261/25 APOLOGIES**  
Apologies for absence were received from Councillor Luson.

**262/25 DECLARATIONS**  
There were no declarations of interest.

**263/25 INTERVIEWS FOR COUNCILLOR CO-OPTION**

**RESOLVED:** (i) to conduct the vote by a signed ballot

*Sally Johnson joined the meeting*

The candidate explained why she had applied to be a Town Councillor and answered questions.

*The candidate withdrew from the room and Kim Wakeham joined the meeting*

The candidate explained why she had applied to be a Town Councillor and answered questions.

*The candidate withdrew from the room*

Members were impressed with both candidates, who had strong but very different skill sets, and felt it was a shame that only one seat was available.

*Both candidates returned to the room*

**RESOLVED:** (ii) by signed ballot that Kim Wakeham is duly elected as a Marlborough Town Councillor for East Ward

**The Mayor** and councillors congratulated Kim on her election, and encouraged Sally to apply again should another seat become vacant.

**264/25 COMMON SEAL**

Proposed by **Councillor Fogg**, seconded by **Councillor Farrell** and

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

The meeting closed at 8.43 pm

To note and review the Action Log

Ref	Action	Owner	Minute No. & status	Meeting date	Notes
293	Wiltshire Councillors to investigate whether a parking compromise can be reached for future years re summer solstice at Avebury	Cllrs Cleasby and Sheppard	Questions to/from Wiltshire Councillors  In Progress	23 Jun 25	
316	Investigate changes in parking at Kennet Avenue (B4003)	Cllr Cleasby	249/25  In Progress	3 Nov 25	
317	Research files re history of Kennet Place verge	Town Clerk	251/25  In progress	3 Nov 25	4.11.25 Town Clerk met with Val Compton. Currently no formal agreement. Contacted WC; advised need to apply for a S96 licence (permission to plant adjacent to Highway). <b>On agenda 15 12 25, Item 6.</b>

## ITEM 6

## KENNET PLACE COMMUNITY GARDEN

To further consider the request for the Council to apply to Wiltshire Council for a Community Asset Transfer for Kennet Place 'community garden'

### Purpose

The purpose of this report is to ask the Council to further consider applying to Wiltshire Council (WC) for an asset transfer of Kennet Place 'community garden' (or to adopt responsibility for part of the verge).

### Background

At Full Council on 23 June 2025, Val Compton asked whether the Town Council would consider applying to WC to request a community asset transfer of the roadside verge better known as the 'Waterfront Garden' in Kennet Place.

[Minutes of a meeting of Marlborough Town Council held 23 June 2025](#)

The Council further considered the matter on 3 November

[Draft minutes of a meeting of Full Town Council held 3 November 2025](#)

On 4 November the Town Clerk met with Val Compton, where Val provided copies of documentation that confirm the land parcel was WC's.

No other documentation is held on the Council's files.

On 7 November WC confirmed that it would need to apply for a Section 96 Licence to assume responsibility for the Waterfront Garden. (See Appendices 1a and 1b)

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## Status

The 'waterfront garden' is currently tended by Val Compton and a few other volunteers. The 'garden' sits on a land parcel (grass verge) owned by WC. This is shared with Krumbz cafe who occupy roughly 50% of the verge to offer outdoor seating for their patrons.

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## Considerations

- **Flood Defence** – a Section 96 application can be made excluding the flood defences (as otherwise this could have very costly implication for the council).
- **Krumbz Café** – it is advised that if a section 96 application is made, it details only the areas to be 'planted' and tended in this respect; and that it explicitly excludes the land used by Krumbz (WC have been unable to confirm what or if there is an agreement in place with Krumbz Cafe).
- **Expectation** - should the volunteer interest be lost over time, will the work be expected to be picked up by the grounds team; and would they be expected to offer the same type of outcome which may be time consuming, as opposed to how verges are currently managed by the council?
- **Water supply?** The water supply currently comes via Val Compton's own domestic supply. In the absence of this supply the grounds team would need to:
  - supply water via a mobile water butt arrangement as part of a watering scheme
  - or review the licence application arrangements
  - and/or relinquish the licence.
- **Riverbank maintenance** – Val Compton currently undertakes to maintain the riverbank side of the land parcel. If the riverbank was included in the s96 application it should be noted the Council has 'no lone working' and 'low river level' as two key health and safety criteria for working by a river. It is advised that the riverbank is not included in any application and treated as a separate consideration.

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## Proposal

Members are asked to consider the matter and whether they wish to make a Section 96 application to WC, and instruct the Town Clerk accordingly.

**Town Clerk 2 12 25**

To consider an extended leave of absence for Councillor Luson

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### Purpose

The purpose of this report is to ask the Council to agree an extended leave of absence for Deputy Mayor Cllr Luson, should it be required beyond the 6 month period permitted in the Local Government Act (LGA)1972, s85(1).

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### Background

The LGA states that *'if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.'*

### [Local Government Act 1972](#)

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### Status

Cllr Luson's last attendance was 1 September 2025. This means his 6 month period will expire on 28 February 2026.

Due to in-service demands of his work, Cllr Luson has not been able to attend since September, something which Cllr Luson did make known to the Council at the September Full Council meeting. He also made the Council aware of the likelihood of this arising at the time of his nomination as Deputy Mayor.

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### Proposal

It is proposed that Deputy Mayor Cllr Luson is granted an extended period of absence until the end of June 2026; at which point the status of Cllr Luson's office can be reviewed and if proposed a further extension agreed.

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

NB Should the extension be required beyond April then the office of Mayor for 2026 27 would need its own consideration.

### Town Clerk 2 12 25

To consider the Council's budget requirements for 2026-27

## Purpose

1. In readiness for the precept setting in January, Members are asked to consider the annual budget for the year 2026-27, considering the existing and possible new budget allocations needed.
2. When considering the budget, Members will need to allow for:
  - Inflation, which is set to fluctuate over 2026-27, so an average rate of 3% has been assumed for budgeting purposes.
  - Local Government Pay increases, yet to be agreed, are likely to mirror this year's pay award assumed to be circa 2.5%
  - staff incremental rises, and on costs.
3. In addition to maintaining existing services, Members will need to consider commitments to existing projects. New or aspirational projects or areas of service delivery, notably but not definitively are:
  - Cemetery extension
  - Victorian Cemetery project
  - Kingsbury Street property rear windows and guttering
  - Rabley Wood View Play area and Hawthorn Meadow
  - Priory Garden Paths
  - Festive Lights infrastructure works
  - Defibrillator replacement
  - Community and Youth Centre building works
  - Property obsolescence reserves
4. The Council's cash assets are £1,278,203 (Month 7). £407,718 is held as a set of EMRs which support future Council needs and existing projects (e.g. workshop extension, cemetery extension, play areas), and provides some contingency for equipment or existing assets.
5. The Council has a General Reserve of £820,458 (Cash fund/Month 7, 2025; including allowing for £50k agreed spend on grounds vehicles under 3.2 of the Scheme of Delegation).
6. It should be noted that the Council is required to protect 4-6 months of running costs in its general reserve to ensure business continuity.
7. Based on total expenditure, average monthly running costs are circa. £94,500 pcm
8. Therefore, currently the Council needs to protect £379,197 - £567,000.

9. Assuming provision for 6 months, the actual reserve surplus is £253,458 (based on a 6 month running costs reserve)
10. The General Reserve is to some degree sustained and replenished over the course of the year, by way of reclaimed VAT. Expenditure that is subject to VAT, but which is reclaimable under HMRC regulations is periodically reimbursed by HMRC. These funds are returned to the Council's bank account and General Reserve.
11. The final VAT reimbursement, and with this the General Reserve's position, will not be known until year end. However, given much of the Council's expenditure activity incurs similar (or more) VAT each year, it is a reasonable assumption that the VAT return sum will be similar and keep track with each year's budgeted expenditure. As such the Council may consider this a sufficiently reliable factor in its budget considerations. A reclaim of £25,159 is due, and a further similar claim in January 2026 is expected.
12. There is 5 months' more income generation from the Council's rentals and venue hire expected before year end, which is set to bring in a further circa. £84,000.
13. There is a predicted year end saving on election costs and utilities of circa. £28,800.
14. There is a saving on EMR commitments (Workshop Extension, Stonebridge Meadow, and Climate Emergency) of £10,756 which can be appropriated to the General Reserve.
15. Therefore, the **projected reserve surplus** is likely to be circa. £402,173.
16. By comparison the General Reserve at the end of March 2024 (year-end, 2024-25) was £420,142, with a set of EMRs totalling £680,015, and total cash assets of £1,100,157.
17. The table below shows the reported *Council's Cash Assets position* at year end since 2023-24, with projected figures for 2025-26:

<i>Financial year</i>	<i>General Reserve at year end (as reported)</i>	<i>EMRs Held</i>	<i>Total Cash Assets</i>
2023-24	£528,474	£758,818	£1,287,292
2024-25	£420,142	£680,015*	£1,100,157
2025-26	£402,173 (Projected March 2026)	£407,718** (Month 7)	£1,278,175 (Month 7)

\* Includes £100,000 s106 funds for 3G Pitch (held in trust)

\*\* Less £100,000 s106 funds for 3G Pitch (transferred)

18. The proposed budget seeks to utilise the general reserve for the festive lights infrastructure works costing circa. £25k, and to create a defibrillator replacement EMR of £5,000.

19. Particular attention should be given to ensuring that the Property EMR is kept to a satisfactory level.
20. There is a *Property Maintenance EMR* which is currently £125,791, with planned works over the course of this year on the Community and Youth Centre and Kingsbury Street property. Additionally, there is a budget allocation of £15,450 to *Property Maintenance*, which funds routine annual maintenance work.
21. **A further sum from the General Reserve needs to be identified to support the property maintenance precept provision and assist in addressing the obsolescence issue the Council is facing across its estate. Is it proposed that £20-£30k is allocated from the general reserve at year end to meet the 'obsolescence target' set by the Property Committee.**
22. **As in the previous year, it is also proposed that £20k from the Devolution EMR is allocated to the MC&YC EMR to cover required work, and this should be agreed as part of the budget setting.** EMR allocations will be checked and appropriately re-allocated at year end by the Town Clerk (RFO) in liaison with the Chair of the Finance and Policy Committee according to the agreed budget by the Council.
23. The proposed budget includes **£5k transfer from the 2024 25 'Elections' savings, into the By-Elections EMR.** There is a further provision in the 2026 27 budget of £5k which, if not required, would then be saved into the same EMR at year end (and for the rest of the Council term) to build the required reserve needed for the eventuality of two-ward election.
24. **The 'Staff Contingency' of £5k not used, would also be transferred into an EMR at year end** (as agreed in 2024-25).
25. The proposed budget also accounts for the agreed support by the Council for **Marlborough Area Youth Forum (MAYF)**, with a reduction in the Community and Youth Centre income target to provide the opportunity for an agreed charge to MAYF of £1,000 per annum (an agreement would be entered into with MAYF on agreement of this budget proposal).
26. **An additional sum of £4,918** has also been allowed for in the budget to enable initial costs to be met on emerging projects that may arise e.g. the market, cultural events, housing crisis response.
27. Where there are developments, additional or extended services not yet identified and agreed, the Council will need to consider associated costs, or strategies for either realising or sustaining these aspirations.
28. The Council's precept increase for 2024-25 was agreed at 5.00% on a Band D equivalent which equated to an additional £12.34 per household. The total income received from the 2025-26 precept raised £931,202.

29. Last year's tax base was 3,591. The tax base for 2026 27 is 3,601.

30. Preliminary considerations by Committees have scrutinised the Council's budget needs. Where possible new project work has been accounted for within existing budget provision. The Committees have tried to keep ambitions realistic so as to not over commit the Council.

31. **On 24 November the Finance and Policy Committee<sup>1</sup> considered the Council's budget requirements for 2026-27 and is recommending a budget that would require a precept rise of 5.00%, equating to £980,772 with an additional £12.97 per household per annum.** (See Appendix 2 for proposed budget)

32. The budget proposal should also be viewed alongside the proposed use of projected savings, the re-allocation of some EMRs and the use of surplus reserve funds, and the expected commuted sum from GreenSquareAccord.

33. The table below outlines proposed new or additional costs for 2026 27, and how it would be funded:

Existing Operational Commitments/Projects	COST	Funding source
Hawthorn Meadow path	£8,000	GreenSquare Accord commuted sum
Priory Gardens paths	£12,000	GreenSquare Accord commuted sum
Staffing – grounds team post (inc. on costs)	£33,175	Precept
Festive Lights infrastructure	£25,000	Year-end savings/General reserve
Property maintenance obsolescence (2-10yrs)	£30,000	Precept, plus general reserve allocation at year end
Defibrillator replacement (obsolescence)	£5,000	Year-end savings/General reserve
Emerging projects	£4,918	Precept

34. Below are examples of other council's precepts set for 2025 26:

- Bradford on Avon 9%
- Chippenham 3.7%
- Devizes 6.2%
- Corsham 8.7%
- Malmesbury 2.8%
- Salisbury 5%
- Trowbridge 8.7%
- Calne 15%
- Melksham 13.8%
- Westbury 18.3%

<sup>1</sup> [https://www.marlborough-tc.gov.uk/images/your-council/Draft minutes of the Finance Policy Committee 24 November 2025.pdf](https://www.marlborough-tc.gov.uk/images/your-council/Draft%20minutes%20of%20the%20Finance%20Policy%20Committee%2024%20November%202025.pdf)

35. Please also refer to the associated budget spreadsheet for further budget analysis (see Appendix 3).

36. Members are asked to consider and agree the recommended budget and precept rise for 2025-26 for submission to Wiltshire Council.

## **Town Clerk 2 12 25**

### **Legal Power**

- i. Local Government Finance Act 1992 s41
- ii. Local Government Act 1972 s112

## **ITEM 9 COMMUNITY CHAMPIONS AWARD POLICY**

The purpose of this report is to ask the Council to consider the draft 'Community Champion Awards' policy, along with 'Mayor's Community Awards Policy' for adoption. Please refer to Appendix 3a.

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### **Background and Status**

The Finance and Policy Committee considered this draft policy on 20 October, where it resolved to recommend the policy to Full Council for adoption.

#### [Minutes of a meeting of the Finance & Policy Committee held 20 October 2025](#)

- The Council currently has a 'Mayor's Community Awards Policy' adopted in 2020. [Mayors Community Awards Policy 20.01.2020.pdf](#)
- 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 'Mayor's Community Awards Policy' would remain and be more in the gift of the Mayor, if required.

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### **Considerations**

- 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' should be amended to clarify a distinction between the two policies, and emphasis these awards are in the gift of the Mayor.

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### **Proposal**

Members are asked to consider the draft 'Community Champion Awards' policy, along with 'Mayors Community Awards Policy' recommendation for adoption (as advised) and instruct the Town Clerk accordingly.

## **Town Clerk 2 12 25**

## ITEM 10

## LONE WORKING POLICY

The purpose of this report is to ask the Committee to consider the draft Lone Working Policy  
Please refer to Appendix 3b

### Background and Status

The Finance and Policy Committee considered this draft policy on 20 October, where it resolved to recommend the policy to Full Council for adoption.

[Minutes of a meeting of the Finance & Policy Committee held 20 October 2025](#)

### Proposal

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

**Town Clerk 2 12 25**

## ITEM 11

## OUTSIDE BODIES

An opportunity for Members to provide verbal updates on their representational roles to outside bodies

## ITEM 12

## COMMITTEE MINUTES

In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: **Planning** –27 October and 17 November 2025, and **Finance and Policy Committee** 20 October 2025. These minutes have been approved by committees and circulated to Members and are available to download from <https://www.marlborough-tc.gov.uk/council/meeting-dates-agendas-and-minutes-2025-26> or from the Town Council offices. Other meetings have taken place, but minutes are not yet approved so remain in draft form.

## ITEM 13

## COMMON SEAL

To authorise the fixing of the Common Seal of Marlborough Town Council to all documents necessary to give effect to the decisions of the meeting.



**THE HIGHWAYS ACT 1980  
Section 96 Licence Application**

For an agreement between Wiltshire Council *and Parish/Town/District Councils to  
Plant and Maintain the Highway Verge.*

**LICENCE NUMBER:**

<b>To:</b>	<b>Helen Pickett</b> Assistant Highways Asset Engineer Highways Assets County Hall Bythesea Road Trowbridge BA14 8JD  Tel: 01225 713376 Email: helen.pickett@wiltshire.gov.uk	<b>From:</b>	Name:  Address:   Postcode:  Tel:  Email:
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<b>Details of Planting Scheme:</b> (Attach drawing if this will help)	
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<b>Signed:</b>	<b>Date:</b>
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<b>For Office Use</b>	
<b>CONSULTATION:</b>	Area <input type="checkbox"/>  Landscape <input type="checkbox"/>  Street Lighting <input type="checkbox"/>  DC <input type="checkbox"/>  Stats <input type="checkbox"/>
<b>Approved/Not Approved</b>	
<b>Date issued:</b>	

Highways Act Section 96 Restrictions – this is not a Licence

- 1 *All conditions in the Licence including those set out in the 2<sup>nd</sup> Schedule must be complied with.*
- 2 *Wiltshire Council may withdraw this Licence after 30 days notice if it is necessary for them to exercise their duty as highway authority.*
- 3 *If it is necessary for Wiltshire Council to reinstate the areas of land specified in the 1<sup>st</sup> Schedule to their original condition they may recover the expenses reasonably incurred from the Licensee.*
- 4 *It is a condition of the Licence that the Licensee shall indemnify the Council against any claim in respect of injury, damage or loss, including any claim by or on behalf of statutory undertakers or other appropriate public utilities arising out of the planting or presence of trees, shrubs, plants, grass or guards in the area of land specified in the 1<sup>st</sup> Schedule. It is advisable for the Licensee to have public liability cover for not less than £5,000,000 to provide this indemnity.*
- 5 *This Licensee is subject to the right of statutory undertakers or other public utilities as appropriate to place apparatus in, under or over the said highway or to maintain remove or replace existing apparatus and shall in no way prevent the placing, maintaining, removal or replacement of such apparatus.*

***1<sup>st</sup> Schedule***

1. *Conditions agreed by Wiltshire Council for cultivation and maintenance by the Licensee, are as follows:*

*The lighting columns should be kept clear of planting in order that access to the inspection doors is maintained at all times.*

*To ensure that visibility at junction areas is not compromised.*

***2<sup>nd</sup> Schedule***

1. *The area of land specified in the 1<sup>st</sup> Schedule shall be cultivated and maintained in such manner that it shall not interfere with any apparatus of statutory undertakers or other appropriate public utilities. Prior to digging to a greater depth of 250mm, the Licensee shall contact all Statutory Undertakers in order to locate any apparatus within the land specified and will supply information on all apparatus to Wiltshire Council for approval.*
2. *The Licensee may erect guards (approved by the Divisional Highway Manager) on the area specified in the 1<sup>st</sup> Schedule, for the purpose of protection of trees, shrubs, plants or grass verge only and not to cause annoyance or interfere with the passage of persons using the highway.*

3. *In conjunction with Section 141 of the Highway, no trees shall be planted in a made-up carriageway, or within 15 feet from the centre of a made-up carriageway.*
4. *The trees, shrubs, plants, grass or guards shall be planted and maintained in such a manner as not to cause nuisance, annoyance or danger to users of the highway and in particular, you the Licensee shall comply with the following:*
  - a) *No tree, shrub, plant or grass which is of a poisonous nature (whether by reason of fruits, flowers, leaves or otherwise howsoever) or is otherwise likely to constitute a source of danger to persons or animals shall be planted on the highway under this Licence.*
  - b) *All trees, shrubs, plants, grass or guards to which the Licence relates shall be kept in a trim and tidy condition at all times and shall not be allowed to become a source of danger or interfere with the passage of persons using the highway.*
  - c) *All trees, shrubs, plants, grass or guards to which the Licence relates shall not be allowed to overhang the boundary of the Highway verge specified in the 1<sup>st</sup> Schedule.*
  - d) *The Licensee shall not remove any soil from the part of the area of land specified in the 1<sup>st</sup> Schedule or otherwise do anything to interfere with the foundation of the rest of the highway.*
  - e) *Any existing trees should only be maintained by a qualified tree surgeon to the standard laid down in BS3998: 1989.*
5. *If any of the above conditions in clauses 1 and 2 of the 2<sup>nd</sup> schedule are not complied with, Wiltshire Council may without prejudice to their power under Section 96 of the Highways Act 1980, withdraw the Licence, within 7 days notice, to the person who is for the time being the current Licensee. Wiltshire Council may recover any expenses incurred in reinstating the Highway from the Licensee.*
6. *With the prior written permission of the Divisional Highway Manager, on roads subject to a 30mph speed limit, wooden marker posts may be erected in the verge provided that:-*
  - (i) *The posts do not exceed 800mm (2ft-4ins) in height.*
  - (ii) *The posts are positioned 300mm (1ft-0ins) from the edge of the carriageway.*
  - (iii) *The posts do not exceed 150mm x 150mm (6ins x 6ins) in cross-section.*
  - (iv) *The posts are of either natural wood colour, painted white, or painted black and white in horizontal bands.*

- (v) *The posts are vertical and firmly embedded in the ground with a suitable foundation if necessary.*
- (vi) *The posts are located over 1.5metres (4ft-6ins) apart.*
- (vii) *The posts do not obstruct visibility for road users.*
- (viii) *The posts are fitted with suitable white reflective markings facing towards the on coming traffic, and with red reflectors on the reverse.*
- (ix) *The posts shall be kept in good condition with the reflective markings kept clean and replaced as necessary.*
  
- (x) *Excavation of foundations of posts may only be carried out by NRSWA accredited personnel. (A list of suitable contractors is available on request). No excavation for posts shall take place until all relevant information is obtained from the public utilities. The location of posts may have to be adjusted where there are underground services so that the spacing between them is increased or the distance from the carriageway edge is greater than 300mm. Attention is drawn to the potential danger of excavating in verges where public utilities equipment, including high voltage electricity cables may be present.*

*f) With the prior written permission of the Divisional Highway Manager, collapsible black and white marker posts may be erected in the verge provided that :*

- (i) *The posts do not exceed 1,000mm (3ft-3ins) in height.*
- (ii) *The posts are positioned 450mm (1ft-6ins) from the edge of the carriageway or as agreed.*
- (iii) *The posts do not exceed 150mm (6ins) in width.*
- (iv) *The posts are collapsible, or plastic or similar material, and coloured black and white in horizontal bands of 225mm to 350mm depth.*
- (v) *The posts are vertical and firmly embedded in the ground with a suitable foundation if necessary.*
- (vi) *The posts are located over 1.5metres (4ft-6ins) apart.*
- (vii) *The posts do not obstruct visibility for road users.*
- (viii) *The posts are fitted with suitable white reflective markings facing towards the oncoming traffic and with red reflectors on the reverse.*
- (ix) *The posts shall be kept in good condition with the reflective markings kept clean and replaced as necessary.*
- (x)

*7. Excavation of foundations of posts may only be carried out by NRSWA accredited personnel. (A list of suitable contractors is available on request). No excavation for posts shall take place until all relevant information is obtained from the public utilities. The location of posts may have to be adjusted where there are underground services*

*8. Signs should adhere to the following restrictions:*

**Any signs placed on the roundabouts must be approved by the local Highway Authority and comply with the following:-**

**The sign face:-**

1. Should not exceed 0.3 sq metres in area.
2. The sign must contain the wording “Sponsored by” or “Sponsors of”
3. Should not be made of reflective material.
4. Should not use colours that closely resemble traffic signs.
5. Should not contain open hours, telephone numbers, website and e-mail addresses.
6. Should not promote alcohol, tobacco, political parties or business of a sexual nature.
7. Should be discreet and respect its surroundings.
8. May be illustrated with the maximum of 2 emblems i.e. the Town Crest and the Sponsors logo.

**The sign should be erected:-**

9. The posts must be erected by the highway authority or an accredited contractor.
10. At low level between 300mm and 900mm above ground.
11. On a separate post from any sign.
12. Where it does not obstruct sight lines and vehicles.
13. Where it will not be so distracting or confusing that it creates a hazard for, or endangers, road users who are taking reasonable care for their own and other safety.
14. Where it will not present a hazard to pedestrians.



Marlborough Town Council Budgets for Precept 2026/27 KEY

2025/26 Budget	Actual Year To Date Mth 6	YTD %	2026/27 PROPOSED inc existing commitments savings, and additions	% change	Saving MOVE TO EMR Planing for future requirements
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Finance & Policy

INCOME						
1010	INCOME-MISCELLANEOUS					
1176	PRECEPT RECEIVED	£ 931,251	£ 931,251	100%		
1190	BANK INTEREST	£ 6,000	£ 12,509	208%	£ 22,500	
1191	MARKET INCOME	£ 2,000	£ 1,500	75%	£ 2,000	0%
1194	GRANTS	£ -	£ 25,000			
EXPENDITURE						
4001	SALARIES/NI/SUPERAN	£ 607,162	£ 297,406	49%	£ 625,941	3%
4002	STAFF CONTINGENCY	£ 5,000	£ -	0%	£ -	-100%
4005	ELLIS WHITTAM	£ 3,757	£ 3,412	91%	£ 3,869	3%
4007	VAT PAYMENT	£ -	£ 24,816		£ -	
4009	TRAVEL	£ 400	£ 88	22%	£ 400	0%
4010	STAFF MOBILE PHONES	£ 4,000	£ 1,235	31%	£ 3,500	-13%
4011	BUSINESS RATES	£ 35,140	£ 17,927	51%	£ 37,375	6%
4022	PETTY CASH	£ 500	£ 150	30%	£ 500	0%
4023	STATIONERY/PUBLICS.	£ 1,100	£ 934	85%	£ 1,133	3%
4024	SUBSCRIPTIONS	£ 3,785	£ 3,445	91%	£ 3,899	3%
4025	INSURANCE	£ 18,165	£ 19,757	109%	£ 20,324	12%
4026	PHOTOCOPIER	£ 5,000	£ 2,276	46%	£ 5,000	0%
4028	POSTAGE	£ 200	£ 3	2%	£ 200	0%
4038	MAINTENANCE	£ 1,800	£ 785	44%	£ 1,800	0%
4039	PERSONNEL CLOTHING	£ 1,300	£ 144	11%	£ 1,300	0%
4041	TRAINING STAFF	£ 3,000	£ 2,615	87%	£ 3,000	0%
4046	TOURISM	£ 1,000	£ 585	59%	£ 1,000	0%
4054	LEGAL	£ 10,000	£ 2,319	23%	£ 10,000	0%
4055	PROFESSIONAL	£ 10,000	£ 2,747	27%	£ 10,300	3%
4057	AUDIT FEE	£ 4,000	£ 2,610	65%	£ 4,120	3%
4059	BANK CHARGES	£ 250	£ 69	28%	£ 250	0%
4063	OFFICE GENERAL	£ 500	£ 241	48%	£ 500	0%
4064	ARCHIVE STORAGE	£ 460	£ 206	45%	£ 460	0%
4067	CCTV	£ 5,400	£ 2,964	55%	£ 5,592	4%
4071	OFFICE EQUIPMENT	£ 1,200	£ 636	53%	£ 1,200	0%
4072	EQUIPMENT	£ 3,300	£ 2,027	61%	£ 3,300	0%
4075	SOFTWARE & FEES	£ 13,131	£ 5,962	45%	£ 13,525	3%
4076	HEALTH & SAFETY	£ 500	£ 355	71%	£ 500	0%
4079	ELECTION COSTS	£ 20,000	£ -	0%	£ 5,000	-75%
4153	EVENTS	£ 3,000	£ 1,315	44%	£ 4,000	33%
4154	SWITCH ON EVENT	£ 6,000	£ 3,492	58%	£ 6,180	3%
4224	YOUTH COUNCIL	£ 250	£ 17	7%	£ 250	0%
4228	WEBSITE/BROADBAND	£ 2,500	£ 370	15%	£ 2,000	-20%
4301	FIRE EXTINGUISHERS	£ 1,600	£ -	0%	£ 1,644	0%
4309	IT SUPPORT PACKAGE	£ 2,650	£ 932	35%	£ 2,650	0%
4317	HERITAGE PROJECT	£ 1,000	£ -	0%	£ 1,000	0%
4408	YOUTH DEVELOPMENT FUND	£ -	£ 422		£ -	
4994	FLOOD DEFENCE	£ -	£ 2,000		£ -	
4152	REMEMBRANCE DAY	£ 2,000	£ -	0%	£ 2,000	0%
4061	CHRISTMAS LIGHTS	£ 15,000	£ -	0%	£ 15,000	0%
4151	GRANTS	£ 7,000	£ 3,164	45%	£ 7,000	0%
4100	MAYORS ALLOWANCE	£ 3,400	£ 1,700	50%	£ 3,500	3%
4101	MAYORS TRAVEL	£ 300	£ -	0%	£ 300	0%
4102	MAYOR MAKING EXPS	£ 2,000	£ 1,783	89%	£ 2,060	3%
4078	TRAINING-COUNCILLORS	£ 500	£ 470	94%	£ 500	0%
4103	MEMBERS TRAVEL	£ 200	£ -	0%	£ 200	0%
4105	CIVIC HOSPITALITY	£ 1,000	£ -	0%	£ 1,000	0%
4110	TOWN CRIER/MACE BEAR	£ 1,200	£ -	0%	£ 1,200	0%
4113	INSIGNIA FUNDS	£ 500	£ 63	13%	£ 500	0%
4012	WATER/SEWERAGE CHGS	£ 4,400	£ 7,220	164%	£ 4,840	10%
4014	ELECTRICITY	£ 30,369	£ 11,652	38%	£ 25,000	-18%
4015	GAS	£ 35,222	£ 2,503	7%	£ 22,500	-36%
4020	TELEPHONE	£ 7,000	£ 3,762	54%	£ 7,210	3%
NEW	GROUPS PERSON				£ 33,175	
NEW	EMERGING / NEW PROJECTS				£ 4,918	
	<b>Income</b>	£ 939,251	£ 970,342	103%	£ 24,500	
	<b>Expenditure</b>	£ 887,168	£ 536,142	60%	£ 912,615	3%

AMENITIES AND OPEN SPACES

	INCOME								
1101	INCOME-CEMETERY	£ 15,880	£ 10,623	67%	£ 17,468	10%			
1100	INCOME-ALLOTMENTS	£ 750	£ 45	6%	£ 825	10%			
1102	INCOME-GOLF CLUB								
1103	INCOME OPEN SPACES	£ 9,982	£ 2,043	20%	£ 10,980	10%	25/26 10% increase		
1106	INCOME - SHOWMENS GUILD	£ 2,438	£ -	0%	£ 2,300	-6%	As per agreement		
1111	INCOME - RUGBY CLUB								
	<b>EXPENDITURE</b>								
	<b>CEMETERY</b>								
4036	OLD CEMETERY	£ 500	£ 309	62%	£ 515	3%			
	<b>ALLOTMENTS</b>								
4006	ST JOHNS TRUST	£ 250	£ 250	100%	£ 325	30%	Pre agreed increase		
	<b>WORKSHOP</b>								
4027	INTRUDER ALARM	£ 2,174	£ 1,163	53%	£ 2,250	3%			
4042	PERSONAL PROTECTIVE EQUIPMENT	£ 1,000	£ 48	5%	£ 1,035	3%			
4043	PICK-UP	£ 600	£ 445	74%	£ 5,000	733%	SAVING FOR REPLACEMENT EMR 5-6 YRS		
NEW	NEW TIPPER TRUCK				£ 5,000		SAVING FOR REPLACEMENT EMR 5-6 YRS		
4044	VEHICLE TAX/INS.	£ 425	£ 345	81%	£ 438	3%			
4045	VEHICLE PETROL/DERV	£ 9,315	£ 3,805	41%	£ 9,640	3%			
4047	WORKSHOP TOOLS ETC	£ 3,000	£ 1,805	60%	£ 3,105	3%			
4048	VEHICLE MAINTENANCE	£ 12,420	£ 5,454	44%	£ 12,854	3%			
4050	WORKSHOP MISC	£ 6,200	£ 5,921	96%	£ 6,417	3%			
4315	REFUSE COLLECTION	£ 4,140	£ 2,492	60%	£ 4,284	3%			
4320	MOWER	£ 4,200	£ 1,280	30%	£ 4,200	0%			
4323	MISTUBISHI LEASE	£ 2,400	£ 1,130	47%	£ -	-100%	VEHICLE OBSLETE		
4332	WESSEX MOWER LEASE	£ 7,000	£ 3,307	47%	£ 7,000	0%			
4339	ISEKI TRACTOR LEASE 2023	£ 10,000	£ 5,239	52%	£ 10,000	0%			
	<b>OPEN SPACES</b>								
4038	MAINTENANCE	£ 9,000	£ 3,982	44%	£ 10,500	17%	Inc. bank mower overhaul		
4220	OPEN SPACES PLANTS	£ 5,300	£ 3,186	60%	£ 5,485	3%	3.5% plus some perrenials need replacing		
4223	PLAY EQUIP/MAINT/REPLACEMENT	£ 3,500	£ 1,657	47%	£ 3,622	3%			
4314	AOS PROJECTS	£ 10,000	£ 12,303	123%	£ 10,350	3%	EMR Transfer Common matting;actual Project spend £2602; Rec. vehicle prevention pending		
4318	TREE SURVEY & WORKS	£ 17,500	£ 17,500	100%	£ 18,112	3%	Treeworks order pending various sites		
4324	RTV HUSQVANA	£ 3,500	£ 1,968	56%	£ 3,500	0%			
4325	STONEBRIDGE MEADOW	£ 1,000	£ 495	50%	£ -	-100%	New arrangement		
4327	ISEKI TRACTOR TG6490	LEASE	£ 7,000	£ 2,165	31%	£ 7,000	0%		
4330	MULTI PURPOSE MOWER	LEASE	£ 3,100	£ 780	25%	£ 3,100	0%		
4331	FRONT LOADER/BACK HOE LEASE		£ 3,200	£ 1,441	45%	£ 3,200	0%		
4335	TREE PLANTING	£ 1,000	£ -	0%	£ 1,000	0%			
4337	SKATE PARK LIGHTING	£ 500	£ -	0%	£ 500	0%			
4401	NEW WORKSHOP	£ 81,627			£ -	-100%	EMR 344 W/shap Ext Workshop extension		
4402	ISEKI RIDE-ON MOWER	LEASE	£ 3,000	£ 2,456	82%	£ 3,000	0%		
4403	KAWASAKI MULE 24	LEASE	£ 5,360	£ 2,682	50%	£ 5,360	0%		
4404	TRAFFIC MANAGEMENT		£ 1,500	£ -	£ 1,500	0%	Pending events		
4407	WALLS & FENCES		£ -	£ 10,574		£ 0	EMR MANTON WALL		
	<b>Income</b>	£ 58,075	£ 28,008	48%	£ 61,451	6%			
	<b>Expenditure</b>	£ 138,074	£ 158,308	115%	£ 148,292	7%			

2025 26	Actual Year		2025/26		
Budget	To Date Mth 6	YTD %	PROPOSED	EXISTING COMMITMENTS	% change
			Inc. Savings		

**PROPERTIES**

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	£ 27,500	£ 14,905	54%	£ 27,500 0%	3% increase on commercial rate
1112	INCOME TOILETS (THALL)	£ 200	£ -	0%	£ - -100%	
1112	INCOME TOILETS (COOPERS)	£ 3,000	£ 1,277	43%	£ 2,000 -33%	Inc above
1329	INCOME MC&YC	£ 8,000	£ 3,699	46%	£ 4,000 -50%	MAYF agreement £1000 per annum with 3yr review
<b>EXPENDITURE</b>						
<b>CORP PROPERTIES</b>						
4062	MTCE/ELEC CORP. PROPS.	£ 15,000	£ 11,954	80%	£ 15,450 3%	
4065	IRRECOVERABLE VAT	£ -	£ 5,053		£ -	
4066	MARKETING	£ 250	£ -	0%	£ 250 0%	
4070	DEFIBS	£ 750	£ 94	13%	£ 750 0%	
<b>TOWN HALL</b>						
4019	CLEANING MATERIALS	£ 1,000	£ 608	61%	£ 1,000 0%	
4030	INTRUDER ALARM	£ 2,000	£ 685	34%	£ 2,000 0%	
4035	SANITARY DISPOSAL	£ 1,600	£ 279	17%	£ 1,650 3%	
4037	LIFT MAINTENANCE	£ 3,415	£ 568	17%	£ 3,415 0%	Periodic service costs/ 25 26 3.5%
4038	MAINTENANCE	£ 40,000	£ 30,177	75%	£ 41,200 3%	Inc. new lift
4065	IRRECOVERABLE VAT	£ -	£ 3,400		£ -	
4300	BOILER MAINTENANCE	£ 930	£ -	0%	£ 960 3%	
4304	LICENCES/PERFORMING	£ 3,000	£ 1,213	40%	£ 3,000 0%	
4305	BROADBAND	£ 2,100	£ -	0%	£ - -100%	
4315	REFUSE COLLECTION	£ 1,550	£ 938	61%	£ 1,600 3%	
4998	MARKETING	£ 200	£ 80	40%	£ 500 150%	WC Wedding guide advert
4999	PUBLIC TOILETS	£ 7,200	£ 1,744	24%	£ 7,415 3%	
<b>COOPERS CORNER</b>						
4306	COOPERS CORNER	£ 800	£ 304	38%	£ 800 0%	
4313	PUBLIC TOILETS	£ 17,100	£ 3,369	20%	£ 17,100 0%	Periodic service contract and repairs
<b>MC&amp;YC</b>						
4019	CLEANING MATERIALS	£ 400	£ 388	97%	£ 412 3%	
4030	INTRUDER ALARM	£ 2,070	£ 746	36%	£ 2,132 3%	25 26 3.5%
4035	SANITARY DISPOSAL	£ 775	£ 279	36%	£ 800 3%	25 26 3.5%
4037	LIFT MAINTENANCE	£ 880	£ 355	40%	£ 905 3%	25 26 3.5%
4038	MAINTENANCE	£ -	£ 5,995		£ -	EMR TRANSFER
4072	EQUIPMENT	£ 500	£ 81	16%	£ 500 0%	
4304	LICENCES/PERFORMING	£ 330	£ 351	106%	£ 360 9%	new licence charge for film rights (legal change)
NEW	PROPERTY MAINTENANCE RESERVE				£ 30,000	3% Precept move to EMR; plus transfer at yr end from General Reserve/savings. 3-10yrs
<b>Income</b>		£ 140,266	£ 70,393	50%	£ 136,883	-2%
<b>Expenditure</b>		£ 101,850	£ 68,661	67%	£ 132,199	30%



Month 6

**Marlborough Town Council**  
**EAR MARKED RESERVES**

Account	Opening Balance		Net Transfers		Closing Balance		
323 EMR - OPEN SPACES MACHINERY RE	£	8,208.73			£	8,208.73	
324 EMR - CCTV FUND	£	181.18			£	181.18	
325 EMR - MUSEUM & HERITAGE CENTRE	£	42,400.00	-£	3,000.00	£	39,400.00	
326 EMR - CIVIC FUND	£	799.95			£	799.95	
327 EMR 2015 NEW CEMETERY EXT.	£	37,000.00			£	37,000.00	
328 EMR 2015 NEIGHBOURHOOD PLAN	£	500.00			£	500.00	
329 EMR FLOOD RESILIENCE	£	5,041.00	-£	2,000.00	£	3,041.00	
330 EMR YOUTH DEVELOPMENT	£	5,000.00			£	5,000.00	WC GRANT
331 EMR LHFIG	£	6,375.00			£	6,375.00	
332 EMR WEBSITE UPGRADE	£	20,000.00			£	20,000.00	IN PROGRESS
337 EMR INFORMAL CAR PARK	£	10,000.00			£	10,000.00	
339 EMR BYE ELECTION/REFERENDUM	£	9,261.83			£	9,261.83	TOP UP FROM ELECTION SAVINGS £5K
340 EMR EVENTS	£	1,000.00			£	1,000.00	
342 EMR DEVOLUTION SERVICES	£	25,250.00			£	25,250.00	TOP UP MC&YC MAINTENANCE £15K
344 EMR WORKSHOP EXTENSION	£	87,736.47	-£	81,626.61	£	6,109.86	£1K PENDING FOR DEFIB REPLACEMENT;REPURPOSE BALANCE TO GENERAL RESERVE
347 EMR EMERGERNCY FUND	£	7,023.41			£	7,023.41	
353 EMR STONEBRIDGE MEADOW	£	4,822.30			£	4,822.30	REPURPOSE TO GENERAL RESERVE
357 EMR CLIMATE EMERGENCY RESPONSE	£	825.85			£	825.85	REPURPOSE TO GENERAL RESERVE
361 EMR PROPERTY MAINTENANCE	£	125,791.82			£	125,791.82	
362 EMR - PLAY AREAS	£	5,139.00			£	5,139.00	
364 EMR- HIGHWAYS	£	4,843.44			£	4,843.44	
365 EMR - WALLS AND FENCES	£	26,707.81	-£	10,574.44	£	16,133.37	
367 EMR - HIGH STREET PROJECTS	£	31,713.99	-£	23,993.00	£	7,720.99	WC GRANT
368 EMR - MC & YC MAINTENANCE	£	16,394.76	-£	4,834.00	£	11,560.76	TOP UP FROM DEVOLUTION
400 EMR CIL RECEIPTS 2021/2022	£	21,263.00	-£	21,263.00	£	-	
401 EMR CIL RECEIPTS 2022/23	£	33,341.25	-£	21,154.00	£	12,187.25	GATEWAY SIGNS, PRIORY PATHS, CCTV,
402 EMR - CIL RECEIPTS 2023/24	£	26,248.22			£	26,248.22	CCTV
403 EMR CIL INCOME 2024-25	£	17,145.33			£	17,145.33	CCTV
410 EMR 106 Receipt Re Redrow	£	100,000.86	-£	100,000.86	£	-	REMOVE FOR 2026 27
NEW STAFF CONTIGENCY							ADD FOR 2026 27 ; TRANSFER BUDGET SAVING £5K
NEW DEFIBS					£	-	ADD FOR 2026 27; £5K FROM GENERAL RESERVE
NEW CHRISTMAS LIGHTS INFRASTRUCTURE					£	-	ADD FOR 2026 27; £25K FROM GENERLA RESERVE
	£	680,015.20	-£	268,445.91	£	411,569.29	

## Marlborough Town Council

PROJECTS CURRENT /PENDING	Funds Required	NOTES
1 Town entrance signs	£ 15,000	CIL
2 Town Centre study	£ 25,000	WTP 20 24 - 26 funds (PAID)
3 Town Centre rainscape scheme	£ 25,000	WTP 20 24 - 26 funds
4 Website	£ 20,000	EMR
<b>PROJECTS 2026 27</b>	£ 20,000	
1 Hawthorn Meadow path	£ 8,000	Commuted sum from GreenSquare
2 Priory paths	£ 12,000	Commuted sum from GreenSquare
3 CCTV	£ 40,000	CIL ( 2025 Decision)
4 Christmas lights infrastructure works	£ 25,000	Create EMR yr end savings / General Reserve
5 Defibrillators	£ 5,000	Create EMR yr end savings / General Reserve

# 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	
Seconder		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](mailto:civic@marlborough-tc.gov.uk) by Wednesday 26<sup>th</sup> March 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