

Marlborough Town Council



7 April 2026

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 13 April 2026** 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 2 February 2026
- 5. Action Log**
To note and review the Action Log
- 6. Grants**
To consider the grant applications from the *Marlborough Sports Forum, Beyond Dementia, and Marlborough LitFest*
- 7. Internal Audit**
To note the 2nd interim internal audit report
- 8. Quarterly Finance Report**
To note and consider the finance report for Month 11 2025 26
- 9. Policies**
To consider the draft *Young People's Digital Communication and Social Media Policy*, and the revised *Safeguarding Policy* for recommendation to Full Council

To approve and sign the minutes of the meeting held on 2 February 2026

Marlborough Town Council



Finance and Policy Committee

Minutes of a meeting of the Finance & Policy Committee held Monday, 2 February 2026 in the Council Chamber, Marlborough Town Hall at 7pm

PRESENT	Councillor Kelvyn Shantry	Chair
	Councillor Emily Trow	Town Mayor (<i>ex officio</i>)
	Councillor Nicholas Fogg	
	Councillor Mervyn Hall	
	Councillor Kym-Marie Cleasby	
	Councillor Peter Morgan	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer

PUBLIC QUESTION TIME

There were no members of the public present.

- 364/25 APOLOGIES**
Apologies for absence were received from **Councillor Sheppard**
- 365/25 DECLARATIONS**
Councillor Hall – agenda item 7 – non-pecuniary.
- 366/25 CHAIR'S ANNOUNCEMENTS**
A letter had been received from Phoenix Brass thanking Marlborough Town Council for the grant which had allowed them to purchase music stands for the training band.
- 367/25 MINUTES**
RESOLVED: that the minutes of the meeting held 24 November 2025 were approved as a true record and signed by the Chair
- 368/25 ACTION LOG**
Members noted the updated action log.

369/25 QUARTERLY FINANCE REPORT

Members noted the finance report for month 9 with no questions arising. The Chair signed the Bank Reconciliation.

Councillor Hall is a Trustee of the Merchant's House. He answered questions for clarification but took no part in the discussion and did not vote on the following item

370/25 MERCHANTS HOUSE MUSEUM

The Town Council supports the Merchant's House via an annual peppercorn rent and sometimes awards grants for specific items but there is no annual financial contribution towards it. There was £1,000 remaining in the Heritage budget which had not yet been utilised.

RESOLVED: to award the Merchant's House Museum £1,000 from the Heritage Budget

371/25 INSURANCE CLAIM

Members noted that an insurance claim had been made against the Council on 29 October 2025 for a minor vehicle accident, and that the insurers had made a payment of £780 to the complainant.

The meeting closed at 7.16 pm

ITEM 5

ACTION LOG

To note and review the Action Log

There are no outstanding items on the action log.

Town Clerk

31 3 26

ITEM 6

GRANTS

To consider grant applications from the *Marlborough Sports Forum*, *Beyond Dementia*, and *Marlborough LitFest*

Members are asked to consider grant applications from:

1. *Marlborough Sports Forum* requesting £1,630 financial contribution towards a sports activity day in Marlborough.
2. *Beyond Dementia* requesting £1,820 financial contribution for home support services in Marlborough.
3. *Marlborough LitFest* requesting £850 financial contribution towards school outreach events.

Please see Appendix 1 for the full applications.

The grant fund for 2025 26 is currently £3,039.

Recommendation

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

Town Clerk

31 3 26

ITEM 7

INTERNAL AUDIT

To note the 2nd interim internal audit report

Members are asked to note the second interim internal audit report.

Please refer to Appendix 2

Town Clerk

30 3 26

To note and consider the finance report for Month 11 2025 26

Budget Report Qtr. 4 (Month 11) 2025 26

	2025 26	2024 25
Income	£1,164,688	
Expenditure	£1,339,545	
Bank Reconciliation	£00.0	
Balance per cashbook (current account)	£314,180	
VAT Control account	£11,147	
Current and active account	£314,180	
CCLA Investment Fund	£600,000	
Total current assets (less liabilities)	£925,300	£1,222,913
CIL FUNDS (after council commitments)	£580	
EMRs	£372,694	£607,229
General Reserve (cash assets less EMRs)	£552,633	£614,656

Budget Overview

Please refer to Excel Overview Report and Omega Detailed Reports (Appendix 3):

- Appendix 3.1: Excel overview report
- Appendix 3.2: Omega Report Detailed Income & Expenditure by Budget Heading Month 11 (as required by Financial Regulation 4.8)
- Appendix 3.3: Omega Report Bank Reconciliation Month 11 (as required by Financial Regulation 1.9)
- Appendix 3.4: Omega Report Receipts and Payments Summary Month 11 (as required by Financial Regulation 1.9, 5.2)
- Appendix 3.5: Omega Report Detailed Balance Sheet Month 11

CIL Funds

The table below outlines the CIL funds position as of 31 March 2026 (funds held, commitments made by the Council, notified pending funds):

EXPLANATION	FUNDS RECEIVED £	FUNDS SPENT	DETAIL
CIL funds held in EMRs	42,940		
CIL Received in 2025 26 (to date) (held in current account)	0		
BBF	42,940		
Committed	42,015		CCTV
Total CIL fund balance after agreed commitments	£925		

Current Ear Marked Reserves (EMRs) are as follows:

Account	Opening Balance	Net Transfers	Closing Balance
EMR - OPEN SPACES			
323 MACHINERY RE	8208.73		8208.73
324 EMR - CCTV FUND	181.18		181.18
EMR - MUSEUM & HERITAGE			
325 CENTRE	42400	-3000	39400
326 EMR - CIVIC FUND	799.95		799.95
EMR 2015 NEW CEMETERY			
327 EXT.	37000		37000
EMR 2015			
328 NEIGHBOURHOOD PLAN	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
EMR BYE			
339 ELECTION/REFERENDUM	9261.83		9261.83
340 EMR EVENTS	1000		1000
EMR DEVOLUTION			
342 SERVICES	25250		25250
EMR WORKSHOP			
344 EXTENSION	87736.47	-87361.6	374.91
347 EMR EMERGENCY FUND	7023.41	-1020	6003.41
EMR STONEBRIDGE			
353 MEADOW	4822.3		4822.3
EMR Climate Emergency			
357 Response	825.85		825.85
EMR PROPERTY			
361 MAINTENANCE	125791.8		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	-31912.5	-198.51
368 EMR - MC & YC Maintenance	16394.76	-16394.8	0
EMR CIL RECEIPTS			
400 2021/2022	21263	-21263	0
401 EMR CIL RECEIPTS 2022/23	33341.25	-33341.3	0
402 EMR - CIL Receipts 2023/24	26248.22	-452.75	25795.47
403 EMR CIL income 2024-25	17145.33		17145.33
410 EMR 106 Receipt Re Redrow	100000.9	-100001	0
	680015.2	-307321	372694.1

To consider the draft *Young People's Digital Communication and Social Media Policy*, and the revised *Safeguarding policy*.

Members are asked to consider the *Young People's Digital Communication and Social Media Policy*, and the revised *Safeguarding Policy* for recommendation to Full Council for adoption.

Please refer to Appendices 4.1 and 4.2.

Town Clerk / Youth Development Worker

31 3 26



MARLBOROUGH TOWN COUNCIL

APPLICATION FOR A SMALL GRANT

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 *Marlborough Sports Forum*
- 1b Contact person *Simon Wells*
- 1c Contact address
REDACTED
- 1d Contact e-mail address
- 1e Contact daytime telephone number
- 1f Contact mobile telephone number

Section 2 – Tell Us About Your Application

- 2a What does your project/event aim to achieve?
Following the success of the Forum's previous Sports Festivals in 2021 & 2024 which together engaged over 300 attendees and offered young people the opportunity to try a wide variety of sports & physical activities, the Forum is seeking funding to help deliver another Sports/Physical Activity Festival for young people on 4 May 2026
- 2b How will this project benefit Marlborough (e.g. who and how many will it benefit)?
The Festival aims to inspire young people in Marlborough to become regularly active by showcasing a wide range of local sports clubs and physical activities
- 2c Is your group a registered Charity? Yes No
- 2c Has your organisation received a previous grant from this Council? Yes No
- 2d If Yes, please provide details of the date(s) of application and the amount(s) awarded
January 2024 - £2530 to mark the 2024 Sports Festival
- 2e Have you applied to other local authorities for a grant (e.g. the Area Board)?
Yes - Area Board - February 2026 - £2530 awarded

Please continue overleaf

Section 3 – Tell Us About The Financial Aspects Of Your Application

3a	Projected Expenditure	£	
	We wish to apply for £1630.00 towards the total cost of the Festival to help cover the cost of medical cover, activity providers, refreshments and the provision of equipment for the day eg. Sports equipment, wristbands, & clothing etc.		
	Total Projected Expenditure:	£	5060.00 1630.00
3b	Projected Income (including fundraising and project income from other sources)	£	
	MAB Grant		2530.00
	Marlborough Area Town Forum as an activity day		126.00
	Sponsorship		774.00
	Total Projected Income:	£	3430.00
3c	Total Projected Shortfall (i.e. projected expenditure minus projected income)	£	1630.00
3d	GRANT NOW SOUGHT	£	1630.00
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:

_____ **REDACTED** _____ (Signature)

_____ Simon Wells _____ (Printed)

_____ 27/3/26 _____ (Date application submitted)

Return to: Town Clerk
Marlborough Town Council
5, High Street
Marlborough, Wilts
SN8 1AA

Office Use Only:

Date Received:

Meeting Date:



MARLBOROUGH TOWN COUNCIL

APPLICATION FOR A SMALL GRANT

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Please complete all sections.

Section 1 – Tell Us About Your Organisation

- 1a** Name of organisation Beyond Dementia (formerly Alzheimer's Support)
- 1b** Contact person Julian Roberts
- 1c** Contact address REDACTED
- 1d** Contact e-mail address REDACTED
- 1e** Contact daytime telephone number REDACTED
- 1f** Contact mobile telephone number REDACTED

Section 2 – Tell Us About Your Application

- 2a** What does your project/event aim to achieve?

To support older people living with dementia from across Marlborough by providing regular, much-needed companionship and respite for their carers in their own homes through our Home Support Service. Our trained Support Workers offer people living with dementia opportunities to chat, enjoy hobbies old and new and the chance to get out into the wider community for trips and walks. Carers also benefit from having a trained carer to look after their loved one for a few hours a week, as this may be the only break they get all week.

Our local Care Co-ordinator, Jackie Rose, is in close contact with families and offers advice and support throughout their dementia journey. Jackie and her local team understand how memory problems can affect life and relationships. Each Support Worker is carefully matched to individual clients and subject to availability, they can arrange to come at any time of the day or evening, on any day of the week.

Examples of how Home Support can help includes companionship and chat, encouragement with a favourite hobby or pastime, social trips out, countryside walks, cycles or swims, help with shopping trips or other appointments, collecting pensions, paying bills or just an opportunity to talk, revive past skills or have fun together. As well as helping local people living with dementia with a wide range of hobbies and social activities, these 2 hours per week also allows their carers to take a break from their caring duties to either undertake other household activities or to enjoy a few precious hours on their own.

The total cost per hour is £41 (£82 per full 2-hour session). We charge £27 per hour (£54 per session) and we subsidise the £14 per hour (£28 per session) from our own fundraising. We are now asking the Council to support the shortfall for up to 65 sessions for 20 local people at £28 per session - £1,820 in total. Critically, this would not only provide 130 hours of direct care but also a further 130 hours of respite for our client's carers, as detailed above.

2b How will this project benefit Marlborough (e.g. who and how many will it benefit)

Jackie's team directly supports 20 people in Marlborough, both those living with dementia and their family carers. Additionally, the positive impact of this service will be felt by their wider families.

In their own words:

"I can feel like I can breathe when she comes. My partner had another episode and Kelda was an angel in helping our situation. Kelda is a star!" (Marlborough resident and carer)

"We are all incredibly grateful that you were part of the wonderful team that helped to keep Dad as independent and in his familiar surroundings for as long as possible. You've been so patient, kind and professional and I am so very grateful for your support for me too!" (Marlborough resident and carer)

The wider impact on Marlborough as a whole comes from having local people living with dementia becoming more visible and taking their part in the local community through visits to local shops, pubs and civic amenities. This also helps to combat the very real risk of loneliness and social isolation faced by all too many people living with dementia and in doing so, to retain their former selves.

2c Is your group a registered Charity? Yes

2c Has your organisation received a previous grant from this Council? Yes

2d If Yes, please provide details of the date(s) of application and the amount(s) awarded

May 2025 - £1,700 towards our Home Support Service in Marlborough
February 2024 - £736 towards our Home Support Service in Marlborough
July 2017 - £500 towards the drop-in sessions at the Jubilee Centre.

2e Have you applied to other local authorities for a grant (e.g. the Area Board)?

This is the only application we have made to a local authority that specifically supports people living in Marlborough, although we have submitted bids to several grant-making charities in support of this local service. We are currently unable to approach the Marlborough Area Board for our Home Support Service, due to a tightening of the funding available for those who "self-fund" (as defined by the Area Boards themselves). This has been the focus of extensive discussions with the Boards over the last 12 months but their current stance precludes us from approaching them for this particular service.

Please continue overleaf

Section 3 – Tell Us About The Financial Aspects Of Your Application		
3a	Projected Expenditure	£
	2-hour session for 20 people at £82 per session x 65 sessions	£5,330
	Total Projected Expenditure:	<u>£5,330</u>
3b	Projected Income (including fundraising and project income from other sources)	£
	Fee income of £54 per session x65 sessions	£3,510
	Total Projected Income:	<u>£3,510</u>
3c	Total Projected Shortfall (i.e. projected expenditure minus projected income)	£1,820
3d	GRANT NOW SOUGHT	<u>£1,820</u>
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 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:	
	_____ <i>Julian Roberts</i> _____	(Signature)
	_____ Julian Roberts _____	(Printed)
	_____ 26 th March 2026 _____	(Date application submitted)
Return to:	Town Clerk Marlborough Town Council 5, High Street Marlborough, Wilts SN8 1AA	Office Use Only: Date Received: Meeting Date:



MARLBOROUGH TOWN COUNCIL

APPLICATION FOR A SMALL GRANT

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Please complete all sections.

Section 1 – Tell Us About Your Organisation

- 1a** Name of organisation - Marlborough Literature Festival (Marlborough LitFest) Registered Charity 1149252
- 1b** Contact person – MaryVere Parr, Chair
- 1c** Contact address REDACTED
- 1d** Contact e-mail address – general@marlboroughlitfest.org
- 1e** Contact daytime telephone number – REDACTED
- 1f** Contact mobile telephone number – REDACTED

Section 2 – Tell Us About Your Application

- 2a** What does your project/event aim to achieve?

Marlborough LitFest

Marlborough LitFest aims to celebrate the best of writing and books in an annual festival and allied outreach in and around Marlborough. We typically offer 30+ author events to an estimated 2,000 people from Marlborough and the surrounding villages as well as further afield.

In addition, beyond the festival, we aim to take the joy and benefits of books and reading to people who may not be able to attend the festival. We take authors to schools, old people and prisoners. We stage free events aimed at children and young people including free storytelling and the High Street Book Trail.

We also bring volunteering opportunities to Marlborough with over 100 people benefitting from helping over the festival weekend in addition to the volunteer committee who work all year round to organise the festival.

An important by-product of the festival is the increased trade it brings to local shops, pubs and restaurants. The buzz it brings to the town helps to cement Marlborough's reputation as a local centre and place to visit. (In this connection, we're pleased to have been nominated for the Muddy Stiletto's best Arts, Culture and Theatre award this year.

The Project

2026 is the national Year of Reading <https://goallin.org.uk> As the campaign says ‘everyone knows reading expands worlds, sharpens minds and fuels creativity. But few of us are making time for it’.

LitFest has been making time to encourage reading for 16 years and we continue to try and help people who may not have the resource, experience or stimulation to want to find time for reading through continuing our outreach – especially to children.

Our plan for 2026 is to continue to offer free author events to schools. (St John’s, St Mary’s and Preshute in Marlborough); once again organise the High Street Trail; and, if possible, extend the work we do with St Mary’s by arranging an additional event there. (We currently offer an event aimed at years 5,6 and 7 and would like to have an event for years 3 and 4.)

These events are free to attendees, but not cost free. We are seeking a contribution towards the overall cost of children’s events and outreach which is budgeted at £14,000 this year.

2b How will this project benefit Marlborough (e.g. who and how many will it benefit)

We expect the young people’s outreach to reach around 1,200 people directly. Indirectly, we will reach many more as we aim to give books to the children who attend the schools’ events and know that these are shared with pride with siblings.

Our aim is that making the children’s festival free will increase participation by 10 to 15% and bring attendance to over 200 during the festival weekend.

2c Is your group a registered Charity? Yes

2c Has your organisation received a previous grant from this Council? Yes

2d If Yes, please provide details of the date(s) of application and the amount(s) awarded
 £1,000 awarded in June 2025. Report on the 2025 festival attached as an appendix.

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

£

As part of our contribution to the Year of Reading, most of the children’s festival will be free for the first time this year. As mentioned above we are also aiming to extend our work in and with schools.

We are fundraising actively, but securing business sponsorship is becoming even more challenging in the current climate. We are therefore projecting an overall operating shortfall this year. Our 2026 budget plans for expenditure of £106.9K including £14K (13%) on children's outreach. We would be very grateful if Marlborough Town Council could contribute to this by funding the direct cost of the author and debating events in the Town Hall.

Cost of author for the day of school's events in Town Hall.
£650

Cost of chair/moderator for Sixth Form Debate £200

	Total Projected Expenditure:	£ 850
3b	Projected Income (including fundraising and project income from other sources)	£
	See above	£
	Total Projected Income:	£
3c	Total Projected Shortfall (i.e. projected expenditure minus projected income)	£ 850
3d	GRANT NOW SOUGHT	£
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:

_____ (Signature)

_____ (Printed)

_____ (Date application submitted)

<p>Return to:</p> <p>Town Clerk Marlborough Town Council 5, High Street Marlborough, Wilts SN8 1AA</p>	<p>Office Use Only:</p> <p>Date Received:</p> <p>Meeting Date:</p>
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Marlborough Town Council

Internal Audit Report 2025-26 (Interim Update)

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report incorporates the work undertaken at our first review visit and includes detail of the further work undertaken during our second interim visit for the 2025-26 financial year, which took place on 11th February 2026, together with our off-site preparatory and subsequent work. We again thank Officers for providing the requisite records to facilitate our review. This report will be further updated following our final review which we have agreed will be undertaken remotely following closedown of the year's Omega accounts in April 2026.

Internal Audit Approach

In conducting our review, we have continued to pay due regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR.

Overall Conclusion

Based on the work undertaken to date, we are pleased to record that the Council continues to maintain effective internal control arrangements. Detail of the work undertaken in the areas examined to date are set out in the following detailed report with any issues identified also set out accordingly with resultant recommendations reiterated in the appended Action Plan.

We have discussed any issues arising with the Town Clerk and Office Manager also reminding them of the additional Box 10 disclosure requirements in the 2025-26 AGAR Governance Statement relating, inter alia, to the publication of appropriate information on the Council's website and will review the Council's standing in that respect at our final review. We have agreed that we will provide any further information in that respect as and when we have further detail to hand.

In line with best practice, the report should be presented to Council and, ideally, also be posted on the Council's website.

This report has been prepared for the sole use of Marlborough Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Rialtas Omega software to maintain its accounting records with two operational bank accounts in place with Barclays (Business Current and Saver Accounts) with transaction detail on each recorded in a single combined account cashbook in Omega.

A further account is in place with the CCLA Public Sector Deposit Fund with the Council's surplus reserves held therein with the monthly earned interest automatically transferred / deposited in the Barclays Current account.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbooks or financial ledgers. Consequently we have to date this year: -

- Agreed the opening trial balance detail for 2025-26 as recorded in Omega to the closing detail contained in the 2024-25 accounts and AGAR;
- Ensured that the cost centre and nominal ledger income and expenditure coding structure remains appropriate for purpose;
- Checked and ensured that the Omega accounts remain "in balance" on 31st January 2026;
- Checked and agreed detail in the combined Barclays account cashbooks, examining and agreeing transactions for April and September 2025, plus January 2026 to supporting bank statements;
- Agreed the combined Business Current and Business Saver Account bank reconciliations as of 30th April and September 2025, plus 31st January 2026; and
- Noted that members of the Finance and Policy Committee review bank reconciliations during the course of the year.

Conclusions

We are pleased to record that no issues arise in this area currently warranting formal comment or recommendation: we shall examine account transactions for March 2026 at our final review ensuring the accurate disclosure of the combined cash and bank account balances in the AGAR at Section 2 Box 8.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust series of corporate governance documentation and controls in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation, although it is for the Council to determine the legality of its transactions.

We have continued our examination of the Council's minutes, examining those for the Full Council and its Standing Committee meetings (except for Planning) held during the financial year to date in 2025-26 with a view to identifying whether any issues exist that may have an adverse effect on the Council's future financial stability, both in the short and longer term.

We are again pleased to note that the Council continues to keep its corporate policies under review with the Full Council adopting revised Standing Orders and Financial Regulations at the Meeting held in May 2025 both being in line with the latest NALC model documents. We also note that the General Power of Competence has been re-adopted.

We note that the Council continues to post detail of all payments over £500 on the website, also noting the appropriate posting of the 2024-25 Notice of Public Rights for the requisite 30 working days and the completed and signed AGAR together with the "clear" external audit certificate for that year.

Conclusions

No issues arise in this area currently warranting formal comment or recommendation. We shall continue to review the Council's approach to Corporate Governance issues, also continuing our review of minutes, at our final review for 2025-26.

Review of Expenditure

Our aim here is to ensure that:

- Council resources are released in accordance with the Council's approved procedures and approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- That Members are provided with, and approve, the regular schedules of payments made;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

At our first visit for the year, we checked the controls over the processing of payments which we consider continue to operate effectively: at both that and this update review visit, we have selected a total sample of 67 payments individually in excess of £3,000 plus every 40th payment made in the year to 31st January 2026 to ensure compliance with the above criteria. Our test sample totals £573,035 equating to 65% by value of non-pay expenditure to that date. We are pleased to record that all payments in the test sample were appropriately supported.

We have also confirmed that VAT due for recovery from HMRC at the end of 2024-25, together with that due for the first three quarters of 2025-26 has been reclaimed and repaid accordingly.

Conclusions

**Marlborough Town Council: interim
update 2025-26**

11th February 2026

Auditing Solutions Ltd

We are pleased to record that no issues arise in this area currently: we shall extend our test sample to include payments over the last two months of the financial year at our final review also ensuring the appropriate preparation and submission of the year's final VAT reclaim.

Management of Risks

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

We noted in our first report for the year that the Council's Risk Management Scheme and register of assessed risks was reviewed and re-adopted by the Council in May 2025: we have reviewed the resultant document and considered that it remained appropriate for the Council's present requirements.

We also examined the Council's current year insurance schedule, as provided by Zurich, and were pleased to record that appropriate cover remained in place relating to buildings, vehicles and equipment, with Public and Employer's Liability standing at £15 million and £10 million respectively, together with Hirers Liability at £2 million and Fidelity Guarantee cover also set at £2 million, all of which we consider appropriate for the Council's present requirements.

As in prior years, the insurance includes an inspection contract to ensure the safety of plant such as play equipment.

Conclusions

No issues arise from our work in this area this year: we shall continue to monitor the Council's approach to risk management at future visits reporting our findings accordingly.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the Unitary Authority: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure.

We are pleased to note that the 2026-27 budget and precept requirements were considered and formally approved and adopted at the December 2025 full Council meeting, setting the latter at £980,772.

We are also pleased to note that members continue to receive regular detailed budget monitoring reports quarterly together with income and expenditure reports and a balance sheet. We have reviewed the latest budget position, as at 31st January 2026 noting one or two hotspots for which

we have examined the Omega detailed transaction reports obtaining appropriate explanations such as the costs of the two new Ford vans (costing almost £46,800) which have been charged against the “Vehicle maintenance” expense code and the costs of the new workshop for which no formal budget is recorded. Overall, at the above date actual income stands at 101% of the approved annual budget whilst expenditure stands at 110%.

Conclusions

No issues arise in this area currently warranting formal comment or recommendation, although we have suggested to the Town Clerk that, going forward, separate nominal account codes be established to record the costs of any capital spending on vehicles, equipment and significant development schemes. We will examine the year-end overall outturn at our final review, also considering the continued appropriateness of the Council’s overall reserves to meet ongoing routine spending and potential development aspirations.

Review of Income

The Council receives income in addition to the Precept, primarily from Town Hall lettings, property rents, allotments, burial and associated fees, bank interest and specific grants & donations, together with expended VAT which, as recorded earlier in this report, is recovered quarterly.

At our first and this interim update review, we have -:

- Ensured receipt of the two precept instalments for 2025-26 into the Council’s bank account in line with the Council approved value request;
- Checked detail of the 8 burials occurring since 1st August 2025 to the date of our first review visit ensuring that, for each, appropriate interment application documentation had been received, together with the statutorily required burial and / or cremation certificates in each case. We have also ensured that the correct fees had been charged and paid to the Council, noting that the fees relating to the 2nd October 2025 interment, which were outstanding at the time of our first visit for the year, have now been received;
- Verified the timely charging and recovery of monthly rents for the Council’s leased premises;
- Examined a sample fortnight’s bookings of the Town Hall (Week commencing 3rd November 2025) ensuring that, for each, the appropriate fees were charged and recovered within a reasonable time frame;
- Examined income arising from allotment rents which fall due on 1st February annually noting that a few rents remained unpaid at the date of this update visit: we shall revisit this at our final review checking to ensure that all rents have been paid by the financial year-end;
- Examined the control records relating to the Christmas market stall rents with no issues arising;

- Reviewed detail of unpaid invoices as of 31st January 2026 and are pleased to record that no long-standing debt exists at that date.

Conclusions

As indicated above, no issues arise in relation to the income streams examined in the year to date warranting formal comment or recommendation.

Petty Cash Account

We are required, as part of the AGAR certification process, to consider the effectiveness of the Council's controls over any petty cash account or other cash holding in use.

The Council operates a limited petty cash account to defray sundry administrative expenses. The account is "topped up" as and when required with "round sum" cash withdrawals through the Barclays cash-point card, generally of £50 each, with those cash transfers coded directly to expense code 4022/101 (Petty cash). We note that a monthly record is maintained recording the opening physical cash balance carried over from the previous month, plus any cash transfer received in that month, less detail of any "in month" purchases to arrive at the month-end balance which is then checked and agreed to the physical cash holding.

Whilst the physical cash holding is consequently relatively small (generally less than £100) at each month-end, the value of that holding is not physically recorded in the Omega accounts and is also, consequently not reflected in the combined year-end cash and bank balances in the AGAR at Section 2, Box 8.

During our initial interim review, we checked and agreed the physical cash holding to the maintained record also ensuring that the 11 payments made between 1st July 2025 and our first visit date were appropriately supported by till receipts, etc. We noted that only one payment in the period reviewed included an element of VAT, that amount being regarded as insignificant and, consequently, had not been identified as recoverable. Due to the way the petty cash account transactions are recorded (i.e. only the periodic cash top-ups are recorded in the Omega accounts), the actual physically held cash balance is not identified in either the Omega accounts or, consequently, the AGAR.

Conclusion and recommendation

Appropriate accounting arrangements should be put in place to ensure that, whilst relatively insignificant amounts are involved, the physical petty cash holding is appropriately accounted for throughout the year with the year-end holding included as a cash holding in the AGAR at Section 2, Boxes 7 & 8. This would best be achieved by establishing a separate cashbook in Omega with the year's opening balance, periodic top-ups and monthly transactions duly recorded in the cashbook account. This would also facilitate the identification and recording of any recoverable VAT incurred on purchases during the year.

R1. Appropriate petty cash account recording arrangements should be put in place to record all account transactions during the year resulting in the appropriate disclosure of the year-end petty cash account balance in the AGAR at Section 2. This will be addressed in conjunction with Rialtas when they assist with the year-end closedown of the Omega accounts.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation relating to the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme with regard to employee contribution percentages. We have previously examined the payroll procedures in place and considered them generally sound.

Consequently, we have at our first review for the year, by reference to the Office Manager's record of staff in post, which identifies the approved point on the NJC pay scale and contracted weekly working hours: -

- Agreed the gross salaries paid to each employee in August 2025, which month's payroll included the national pay award arrears payable from 1st April 2025;
- Checked and agreed detail of overtime enhancements paid with the August 2025 payroll to supporting time sheets;
- Verified the tax and NI deductions applied for the month for each employee;
- Checked and agreed the pension deductions being applied to ensure that they are in line with the nationally agreed percentages based on the gross salary being paid; and
- Agreed the net monthly salaries paid to each employee to the underlying payslips.

Conclusions

We are pleased to record that no issues have been identified in this review area warranting formal comment or recommendation.

Review of Investments and Loans

We seek to ensure surplus funds are invested appropriately to maximise income earning potential whilst also ensuring, as far as is reasonably possible, that funds are invested securely in line with the Council's adopted Investment Policy. £500,000 is currently on deposit in the CCLA Public Sector Deposit Fund with the interest earned monthly duly deposited in the Barclays Current account.

No loans are in place repayable either by or to the Council at the present time.

Conclusions

No issues arise from our work to date in this area: we will ensure appropriate receipt and deposit of the remaining monthly CCLA income in the Barclays current bank account at our final review.

Rec. No.	Recommendation	Response
Petty Cash Account		
R1	Appropriate petty cash account recording arrangements should be put in place to record all account transactions during the year resulting in the appropriate disclosure of the year-end petty cash account balance in the AGAR at Section 2.	<i>This will be addressed in conjunction with Rialtas when they assist with the year-end closedown of the Omega accounts.</i>

MARLBOROUGH TOWN COUNCIL
INCOME AND EXPENDITURE BY BUDGET HEADING : MONTH 11

	Actual Year To Date	Current Annual Budget	Funds Available	% Spent	Transfer EMR	NOTES
FINANCE AND POLICY						KEY
INCOME						Over
1010 INCOME-MISCELLANEOUS	1,015	0		0.0%		On budget
1176 PRECEPT RECEIVED	931,251	931,251		100.0%		Saving
1190 BANK INTEREST	22,130	6,000		368.8%		
1191 MARKET INCOME	3,320	2,000		166.0%		
1194 GRANTS	25,000	0		0.0%		WTP funds
EXPENDITURE						
4001 SALARIES/NI/SUPERAN	561,445	607,162	45,718	92.5%		
4002 STAFF CONT.	0	5,000	5,000	0.0%		
4005 ELLIS WHITTAM	3,551	3,757	206	94.5%		
4007 VAT PAYMENT	24,816	0	-24,816	0.0%		
4008 SECTION 106 3G PITCH	100,001	0	-100,001	0.0%	100,001	s106 funds transfer
4009 TRAVEL	260	400	140	65.0%		
4010 STAFF MOBILE PHONES	2,478	4,000	1,522	62.0%		
4011 BUSINESS RATES	35,853	35,140	-713	102.0%		
4022 PETTY CASH	300	500	200	60.0%		
4023 STATIONERY/PUBLICS.	1,283	1,100	-183	116.7%		
4024 SUBSCRIPTIONS	3,518	3,785	267	93.0%		
4025 INSURANCE	19,757	18,165	-1,592	108.8%		
4026 PHOTOCOPIER	4,647	5,000	353	92.9%		
4028 POSTAGE	42	200	159	20.8%		
4038 MAINTENANCE	2,493	1,800	-693	138.5%		
4039 PERSONNEL CLOTHING	653	1,300	647	50.2%		
4041 TRAINING STAFF	2,911	3,000	89	97.0%		
4046 TOURISM	1,000	1,000	0	100.0%		Publication adverts
4054 LEGAL	3,679	10,000	6,322	36.8%		
4055 PROFESSIONAL	6,955	10,000	3,045	69.6%		
4057 AUDIT FEE	3,660	4,000	340	91.5%		
4059 BANK CHARGES	177	250	73	71.0%		
4063 OFFICE GENERAL	520	500	-20	104.0%		
4064 ARCHIVE STORAGE	382	460	78	83.0%		
4067 CCTV	2,964	5,400	2,436	54.9%		
4071 OFFICE EQUIPMENT	636	1,200	564	53.0%		
4072 EQUIPMENT	2,515	3,300	785	76.2%		
4075 SOFTWARE & FEES	11,249	13,131	1,882	85.7%		
4076 HEALTH & SAFETY	381	500	119	76.2%		
4079 ELECTION COSTS	1,180	20,000	18,820	5.9%		
4153 EVENTS	2,734	3,000	266	91.1%		
4154 SWITCH ON EVENT	7,623	6,000	-1,623	127.1%		Income balances budget
4224 YOUTH COUNCIL	91	250	159	36.4%		
4228 WEBSITE/BROADBAND	482	2,500	2,018	19.3%		
4301 FIRE EXTINGUISHERS	0	1,600	1,600	0.0%		Pending invoice
4309 IT SUPPORT PACKAGE	932	2,650	1,718	35.2%		
4317 HERITAGE PROJECT	1,000	1,000	0	100.0%		
4408 YOUTH DEVELOPMENT FUND	422	0	-422	0.0%		WC grant
4994 FLOOD DEFENCE	2,000	0	-2,000	0.0%	2,000	SSEN grant
4152 REMEMBRANCE DAY	1,757	2,000	243	87.9%		
4061 CHRISTMAS LIGHTS	0	15,000	15,000	0.0%		Pending
4151 GRANTS	3,961	7,000	3,039	56.6%		
4100 MAYORS ALLOWANCE	2,550	3,400	850	75.0%		
4101 MAYORS TRAVEL	0	300	300	0.0%		
4102 MAYOR MAKING EXPS	1,783	2,000	217	89.1%		
4078 TRAINING-COUNCILLORS	30	500	470	6.0%		
4103 MEMBERS TRAVEL	0	200	200	0.0%		
4105 CIVIC HOSPITALITY	8	1,000	992	0.8%		
4110 TOWN CRIER/MACE BEAR	780	1,200	420	65.0%		
4113 INSIGNIA FUNDS	314	500	186	62.8%		
4012 WATER/SEWERAGE CHGS	10,661	4,400	-6,261	242.3%		Legacy charges
4014 ELECTRICITY	20,488	30,396	9,908	67.4%		
4015 GAS	9,631	35,222	25,591	27.3%		
4020 TELEPHONE	7,149	7,000	-149	102.1%		
Income	982,716	939,251		104.6%		
Expenditure	873,701	887,168	13,467	98.5%		

	Actual Year To Date	Current Annual Budget	Funds Available	% Spent	Transfer EMR	NOTES
AMENITIES AND OPEN SPACES						
INCOME						
1101 INCOME-CEMETERY	18,559	15,880		116.9%		
1100 INCOME-ALLOTMENTS	1,858	750		247.7%		
1102 INCOME-GOLF CLUB						
1103 INCOME OPEN SPACES	6,182	9,982		61.9%		Cancellations due to weather
1106 INCOME - SHOWMENS GUILD	2,438	2,438		100.0%		
1111 INCOME - RUGBY CLUB						
EXPENDITURE						
Cemetery						
4036 OLD CEMETERY	532	500	-32	106.4%		
Allotments						
4006 ST JOHNS TRUST	250	250	0	100.0%		
Workshop						
4027 INTRUDER ALARM	1,417	2,174	757	65.2%		
4042 PERSONAL PROTECTIVE EQUIPMENT	388	1,000	612	38.8%		
4043 PICK-UP LEASE	445	600	155	74.1%		
4044 VEHICLE TAX/INS.	834	415	-419	200.9%		New vehicles
4045 VEHICLE PETROL/DERV	6,009	9,315	3,306	64.5%		
4047 WORKSHOP TOOLS ETC	2,125	3,000	875	70.8%		
4048 VEHICLE MAINTENANCE	67,841	12,420	-55,421	546.2%		New vehicles
4050 WORKSHOP MISC	6,623	6,200	-423	106.8%		Include tipping trailer £4.5k
4315 REFUSE COLLECTION	4,807	4,140	-667	116.1%		Increased charges
4320 MOWER	2,560	4,200	1,640	61.0%		
4323 MISTUBISHI LEASE	1,694	2,400	706	70.6%		
4332 WESSEX MOWER LEASE	5,511	7,000	1,489	78.7%		
4339 ISEKI TRACTOR LEASE 2023	8,732	10,000	1,268	87.3%		
Open Spaces						
4038 MAINTENANCE	7,923	9,000	1,077	88.0%		
4220 OPEN SPACES PLANTS	5,031	5,300	269	94.9%		
4223 PLAY EQUIP/MAINT/REPLACEMENT	2,127	3,500	1,373	60.8%		
4314 AOS PROJECTS	12,623	10,000	-2,623	126.2%		9,226 CIL for matting
4318 TREE SURVEY & WORKS	1,050	17,500	16,450	6.0%		Various pending
4324 RTV/Husqvana	3,608	3,500	-108	103.1%		
4325 STONEBRIDGE MEADOWS	495	1,000	505	49.5%		
4327 ISEKI TRACTOR TG6490	4,230	7,000	2,770	60.4%		
4330 MULTI PURPOSE MOWER	1,560	3,100	1,540	50.3%		
4331 FRONT LOADER/BACK HOE LEASE	2,751	3,200	449	86.0%		
4335 TREE PLANTING	0	1,000	1,000	0.0%		
4337 SKATE PARK LIGHTING	0	500	500	0.0%		
4401 NEW WORKSHOP	87,362	0	-87,362	0.0%	87,362	
4402 ISEKI RIDE-ON MOWER	4,503	3,000	-1,503	150.1%		
4403 KAWASAKI MULE 24	4,917	5,360	443	91.7%		
4404 TRAFFIC MANAGEMENT	0	1,500	1,500	0.0%		
4407 WALLS & FENCES	10,574	0	-10,574	0.0%	10,574	Manton wall
Income	56,187	58,075		96.7%		
Expenditure	258,524	138,074	-120,450	187.2%		

	Actual Year To Date	Current Annual Budget	Funds Available	% Spent	Transfer EMR	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	32,810	27,500		119.3%		
1112 GEORGE LANE TOILETS	2,164	3,000		72.1%		
1329 MY & MC INCOME	7,996	8,000		100.0%		

EXPENDITURE
Corporate Property

4062 MTCE/ELEC CORP. PROPS.	18,443	15,000	-3,443	123.0%	
4065 IRRECOVERABLE VAT	5,053	0	-5,053	0.0%	
4066 MARKETING	0	250	250	0.0%	
4070 Defibs	1,114	750	-364	148.5%	1,020 Obsolete Defib
Town Hall					
4019 CLEANING MATERIALS	976	1,000	24	97.6%	
4030 INTRUDER ALARM	1,010	2,000	990	50.5%	
4035 SANITARY DISPOSAL	557	1,600	1,043	34.8%	
4037 LIFT MAINTENANCE	1,704	3,415	1,711	49.9%	
4038 MAINTENANCE	41,964	40,000	-1,964	104.9%	3,000 Feasibility study
4065 IRRECOVERABLE VAT	3,400	0	-3,400	0.0%	
4300 BOILER MAINTENANCE	244	930	686	26.2%	
4304 LICENCES/PERFORMING	1,393	3,000	1,607	46.4%	
4305 BROADBAND	0	2,100	2,100	0.0%	
4315 REFUSE COLLECTION	1,790	1,550	-240	115.5%	Increase in costs
4998 MARKETING	575	200	-375	287.5%	Wedding brochure
4999 PUBLIC TOILETS	5,848	7,200	1,352	81.2%	
Public Toilets					
4306 COOPERS CORNER	241	800	559	30.1%	
4313 PUBLIC TOILETS	9,955	17,100	7,145	58.2%	Invoice pending
Community and Youth Centre					
4019 CLEANING MATERIALS	627	400	-227	156.8%	
4030 INTRUDER ALARM	1,071	2,070	999	51.7%	
4035 SANITARY DISPOSAL	557	775	218	71.9%	
4037 LIFT MAINTENANCE	355	880	525	40.3%	Repair work pending
4038 MAINTENANCE	23,717	0	-23,717	0.0%	16,395 Painting, floor, patio
4072 EQUIPMENT	81	500	419	16.2%	
4304 LICENCES/PERFORMING	821	330	-491	248.9%	New charges re TV
Income	125,785	140,266		89.7%	
Expenditure	121,497	101,850	-19,647	119.3%	

	Actual Year To Date	Current Annual Budget	Funds Available	% Spent	Transfer EMR	NOTES
Planning						
4017 HIGHWAYS	1,025	1,000	-25	102.5%		SID fixings/parts, signs
4120 STREET FURNITURE	204	2,000	1,796	10.2%		
4400 LHFIFG	20,415	7,500	-12,915	272.2%	18,640	Various
4405 HIGH STREET PROJECT	64,179	0	-64,179	0.0%	59,104	WTP funds signs, town centre study
Income	0	0		0.0%		
Expenditure	85,823	10,500	-75,323	817.4%		
Total Income	1,164,688	1,137,592		102.4%		
Total Expenditure	1,339,545	1,137,592	-201,953	117.8%		

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Marlborough Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Committee Report

	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	1,015	0	(1,015)			0.0%	
1176 PRECEPT RECEIVED	931,251	931,251	0			100.0%	
1190 BANK INTEREST	22,130	6,000	(16,130)			368.8%	
1191 MARKET INCOME	3,320	2,000	(1,320)			166.0%	
1194 GRANTS	25,000	0	(25,000)			0.0%	
ADMINISTRATION :- Income	982,716	939,251	(43,465)			104.6%	0
4001 SALARIES/NI/SUPERAN	561,445	607,162	45,718		45,718	92.5%	
4002 STAFF CONT.	0	5,000	5,000		5,000	0.0%	
4005 ELLIS WHITTAM	3,551	3,757	206		206	94.5%	
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	260	400	140		140	65.0%	
4010 STAFF MOBILE PHONES	2,478	4,000	1,522		1,522	62.0%	
4011 BUSINESS RATES	35,853	35,140	(713)		(713)	102.0%	
4022 PETTY CASH	300	500	200		200	60.0%	
4023 STATIONERY/PUBLICS.	1,283	1,100	(183)		(183)	116.7%	
4024 SUBSCRIPTIONS	3,518	3,785	267		267	93.0%	
4025 INSURANCE	19,757	18,165	(1,592)		(1,592)	108.8%	
4026 PHOTOCOPIER	4,647	5,000	353		353	92.9%	
4028 POSTAGE	42	200	159		159	20.8%	
4038 MAINTENANCE	2,493	1,800	(693)		(693)	138.5%	
4039 PERSONNEL CLOTHING	653	1,300	647		647	50.2%	
4041 TRAINING STAFF	2,911	3,000	89		89	97.0%	
4046 TOURISM	1,000	1,000	0		0	100.0%	
4054 LEGAL	3,679	10,000	6,322		6,322	36.8%	
4055 PROFESSIONAL	6,955	10,000	3,045		3,045	69.6%	
4057 AUDIT FEE	3,660	4,000	340		340	91.5%	
4059 BANK CHARGES	177	250	73		73	71.0%	
4063 OFFICE GENERAL	520	500	(20)		(20)	104.0%	
4064 ARCHIVE STORAGE	382	460	78		78	83.0%	
4067 CCTV	2,964	5,400	2,436		2,436	54.9%	
4071 OFFICE EQUIPMENT	636	1,200	564		564	53.0%	
4072 EQUIPMENT	2,515	3,300	785		785	76.2%	
4075 SOFTWARE & FEES	11,249	13,131	1,882		1,882	85.7%	
4076 HEALTH & SAFETY	381	500	119		119	76.2%	
4079 ELECTION COSTS	1,180	20,000	18,820		18,820	5.9%	
4153 EVENTS	2,734	3,000	266		266	91.1%	

03/03/2026

Marlborough Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4154 SWITCH ON EVENT	7,623	6,000	(1,623)		(1,623)	127.1%	
4224 YOUTH COUNCIL	91	250	159		159	36.4%	
4228 WEBSITE/BROADBAND	482	2,500	2,018		2,018	19.3%	
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	1,000	1,000	0		0	100.0%	
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	814,589	777,050	(37,539)	0	(37,539)	104.8%	102,001
Net Income over Expenditure	168,127	162,201	(5,926)				
6000 plus Transfer from EMR	102,001	0	(102,001)				
Movement to/(from) Gen Reserve	270,128	162,201	(107,927)				
<u>102 SECTION 137</u>							
4152 REMEMBRANCE DAY	1,757	2,000	243		243	87.9%	
SECTION 137 :- Indirect Expenditure	1,757	2,000	243	0	243	87.9%	0
Net Expenditure	(1,757)	(2,000)	(243)				
<u>103 OTHER GRANTS</u>							
4061 CHRISTMAS LIGHTS	0	15,000	15,000		15,000	0.0%	
4151 GRANTS	3,961	7,000	3,039		3,039	56.6%	
OTHER GRANTS :- Indirect Expenditure	3,961	22,000	18,039	0	18,039	18.0%	0
Net Expenditure	(3,961)	(22,000)	(18,039)				
<u>104 MAYORAL</u>							
4100 MAYORS ALLOWANCE	2,550	3,400	850		850	75.0%	
4101 MAYORS TRAVEL	0	300	300		300	0.0%	
4102 MAYOR MAKING EXPS	1,783	2,000	217		217	89.1%	
MAYORAL :- Indirect Expenditure	4,333	5,700	1,367	0	1,367	76.0%	0
Net Expenditure	(4,333)	(5,700)	(1,367)				
<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)				

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

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	8	1,000	992		992	0.8%	
4110 TOWN CRIER/MACE BEAR	780	1,200	420		420	65.0%	
4113 INSIGNIA FUNDS	314	500	186		186	62.8%	
CIVIC :- Indirect Expenditure	1,102	2,700	1,598	0	1,598	40.8%	0
Net Expenditure	(1,102)	(2,700)	(1,598)				
<u>107</u> <u>UTILITIES</u>							
4012 WATER/SEWERAGE CHGS	10,661	4,400	(6,261)		(6,261)	242.3%	
4014 ELECTRICITY	20,488	30,396	9,908		9,908	67.4%	
4015 GAS	9,631	35,222	25,591		25,591	27.3%	
4020 TELEPHONE	7,149	7,000	(149)		(149)	102.1%	
UTILITIES :- Indirect Expenditure	47,929	77,018	29,089	0	29,089	62.2%	0
Net Expenditure	(47,929)	(77,018)	(29,089)				
Finance & Policy :- Income	982,716	939,251	(43,465)			104.6%	
Expenditure	873,701	887,168	13,467	0	13,467	98.5%	
Net Income over Expenditure	109,015	52,083	(56,932)				
plus Transfer from EMR	102,001	0	(102,001)				
Movement to/(from) Gen Reserve	211,016	52,083	(158,933)				
<u>Amenities & Open Spaces</u>							
<u>202</u> <u>CEMETERY</u>							
1101 INCOME-CEMETERY	18,559	15,880	(2,679)			116.9%	
CEMETERY :- Income	18,559	15,880	(2,679)			116.9%	0
4036 OLD CEMETERY	532	500	(32)		(32)	106.4%	
CEMETERY :- Indirect Expenditure	532	500	(32)	0	(32)	106.4%	0
Net Income over Expenditure	18,027	15,380	(2,647)				
<u>203</u> <u>ALLOTMENTS</u>							
1100 INCOME-ALLOTMENTS	1,858	750	(1,108)			247.7%	
ALLOTMENTS :- Income	1,858	750	(1,108)			247.7%	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	1,608	500	(1,108)				

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

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	1,417	2,174	757		757	65.2%	
4042 PERSONAL PROTECTIVE EQUIPMENT	388	1,000	612		612	38.8%	
4043 PICK-UP LEASE	445	600	155		155	74.1%	
4044 VEHICLE TAX/INS.	834	415	(419)		(419)	200.9%	
4045 VEHICLE PETROL/DERV	6,009	9,315	3,306		3,306	64.5%	
4047 WORKSHOP TOOLS ETC	2,125	3,000	875		875	70.8%	
4048 VEHICLE MAINTENANCE	67,841	12,420	(55,421)		(55,421)	546.2%	
4050 WORKSHOP MISC	6,623	6,200	(423)		(423)	106.8%	
4315 REFUSE COLLECTION	4,807	4,140	(667)		(667)	116.1%	
4320 MOWER	2,560	4,200	1,640		1,640	61.0%	
4323 MISTUBISHI LEASE	1,694	2,400	706		706	70.6%	
4332 WESSEX MOWER LEASE	5,511	7,000	1,489		1,489	78.7%	
4339 ISEKI TRACTOR LEASE 2023	8,732	10,000	1,268		1,268	87.3%	
WORKSHOP :- Indirect Expenditure	108,987	62,864	(46,123)	0	(46,123)	173.4%	0
Net Expenditure	(108,987)	(62,864)	46,123				
<u>210</u> <u>OPEN SPACES</u>							
1102 INCOME-GOLF CLUB							
1103 INCOME OPEN SPACES	6,182	9,982	3,800			61.9%	
1106 INCOME - SHOWMENS GUILD	2,438	2,438	0			100.0%	
1111 INCOME - RUGBY CLUB							
OPEN SPACES :- Income	35,770	41,445	5,675			86.3%	0
4038 MAINTENANCE	7,923	9,000	1,077		1,077	88.0%	
4220 OPEN SPACES PLANTS	5,031	5,300	269		269	94.9%	
4223 PLAY EQUIP/MAINT/REPLACEMENT	2,127	3,500	1,373		1,373	60.8%	
4314 AOS PROJECTS	12,623	10,000	(2,623)		(2,623)	126.2%	9,226
4318 TREE SURVEY & WORKS	1,050	17,500	16,450		16,450	6.0%	
4324 RTV/Husqvana	3,608	3,500	(108)		(108)	103.1%	
4325 STONEBRIDGE MEADOWS	495	1,000	505		505	49.5%	
4327 ISEKI TRACTOR TG6490	4,230	7,000	2,770		2,770	60.4%	
4330 MULTI PURPOSE MOWER	1,560	3,100	1,540		1,540	50.3%	
4331 FRONT LOADER/BACK HOE LEASE	2,751	3,200	449		449	86.0%	
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	87,362	0	(87,362)		(87,362)	0.0%	87,362
4402 ISEKI RIDE-ON MOWER	4,503	3,000	(1,503)		(1,503)	150.1%	
4403 KAWASAKI MULE 24	4,917	5,360	443		443	91.7%	
4404 TRAFFIC MANAGEMENT	0	1,500	1,500		1,500	0.0%	

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Detailed Income & Expenditure by Budget Heading 28/02/2026

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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
4407 WALLS & FENCES	10,574	0	(10,574)		(10,574)	0.0%	10,574
OPEN SPACES :- Indirect Expenditure	148,755	74,460	(74,295)	0	(74,295)	199.8%	107,162
Net Income over Expenditure	(112,985)	(33,015)	79,970				
6000 plus Transfer from EMR	107,162	0	(107,162)				
Movement to/(from) Gen Reserve	(5,823)	(33,015)	(27,192)				
Amenities & Open Spaces :- Income	56,187	58,075	1,888			96.7%	
Expenditure	258,524	138,074	(120,450)	0	(120,450)	187.2%	
Net Income over Expenditure	(202,337)	(79,999)	122,338				
plus Transfer from EMR	107,162	0	(107,162)				
Movement to/(from) Gen Reserve	(95,175)	(79,999)	15,176				

Properties

<u>110 CORPORATE PROPERTIES</u>							
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	82,815	101,566	18,751			81.5%	0
4062 MTCE/ELEC CORP. PROPS.	18,443	15,000	(3,443)		(3,443)	123.0%	
4065 IRRECOVERABLE VAT	5,053	0	(5,053)		(5,053)	0.0%	
4066 MARKETING	0	250	250		250	0.0%	
4070 Defibs	1,114	750	(364)		(364)	148.5%	1,020
CORPORATE PROPERTIES :- Indirect Expenditure	24,610	16,000	(8,610)	0	(8,610)	153.8%	1,020
Net Income over Expenditure	58,204	85,566	27,362				
6000 plus Transfer from EMR	1,020	0	(1,020)				
Movement to/(from) Gen Reserve	59,224	85,566	26,342				

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Detailed Income & Expenditure by Budget Heading 28/02/2026

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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>201 TOWN HALL</u>							
1050 INCOME-TOWN HALL	32,810	27,500	(5,310)			119.3%	
1112 GEORGE LANE TOILETS	0	200	200			0.0%	
TOWN HALL :- Income	32,810	27,700	(5,110)			118.4%	0
4019 CLEANING MATERIALS	976	1,000	24		24	97.6%	
4030 INTRUDER ALARM	1,010	2,000	990		990	50.5%	
4035 SANITARY DISPOSAL	557	1,600	1,043		1,043	34.8%	
4037 LIFT MAINTENANCE	1,704	3,415	1,711		1,711	49.9%	
4038 MAINTENANCE	41,964	40,000	(1,964)		(1,964)	104.9%	3,000
4065 IRRECOVERABLE VAT	3,400	0	(3,400)		(3,400)	0.0%	
4300 BOILER MAINTENANCE	244	930	686		686	26.2%	
4304 LICENCES/PERFORMING	1,393	3,000	1,607		1,607	46.4%	
4305 BROADBAND	0	2,100	2,100		2,100	0.0%	
4315 REFUSE COLLECTION	1,790	1,550	(240)		(240)	115.5%	
4998 MARKETING	575	200	(375)		(375)	287.5%	
4999 PUBLIC TOILETS	5,848	7,200	1,352		1,352	81.2%	
TOWN HALL :- Indirect Expenditure	59,462	62,995	3,533	0	3,533	94.4%	3,000
Net Income over Expenditure	(26,652)	(35,295)	(8,643)				
6000 plus Transfer from EMR	3,000	0	(3,000)				
Movement to/(from) Gen Reserve	(23,652)	(35,295)	(11,643)				
<u>205 PUBLIC TOILETS</u>							
1112 GEORGE LANE TOILETS	2,164	3,000	836			72.1%	
PUBLIC TOILETS :- Income	2,164	3,000	836			72.1%	0
4306 COOPERS CORNER	241	800	559		559	30.1%	
4313 PUBLIC TOILETS	9,955	17,100	7,145		7,145	58.2%	
PUBLIC TOILETS :- Indirect Expenditure	10,196	17,900	7,704	0	7,704	57.0%	0
Net Income over Expenditure	(8,032)	(14,900)	(6,868)				
<u>206 MC and YC</u>							
1329 MY & MC INCOME	7,996	8,000	4			100.0%	
MC and YC :- Income	7,996	8,000	4			100.0%	0
4019 CLEANING MATERIALS	627	400	(227)		(227)	156.8%	
4030 INTRUDER ALARM	1,071	2,070	999		999	51.7%	
4035 SANITARY DISPOSAL	557	775	218		218	71.9%	
4037 LIFT MAINTENANCE	355	880	525		525	40.3%	

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Detailed Income & Expenditure by Budget Heading 28/02/2026

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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
4038 MAINTENANCE	23,717	0	(23,717)		(23,717)	0.0%	16,395
4072 EQUIPMENT	81	500	419		419	16.2%	
4304 LICENCES/PERFORMING	821	330	(491)		(491)	248.9%	
MC and YC :- Indirect Expenditure	27,229	4,955	(22,274)	0	(22,274)	549.5%	16,395
Net Income over Expenditure	(19,233)	3,045	22,278				
6000 plus Transfer from EMR	16,395	0	(16,395)				
Movement to/(from) Gen Reserve	(2,838)	3,045	5,883				
Properties :- Income	125,785	140,266	14,481			89.7%	
Expenditure	121,497	101,850	(19,647)	0	(19,647)	119.3%	
Net Income over Expenditure	4,288	38,416	34,128				
plus Transfer from EMR	20,415	0	(20,415)				
Movement to/(from) Gen Reserve	24,703	38,416	13,713				
Planning							
300 PLANNING							
4017 HIGHWAYS	1,025	1,000	(25)		(25)	102.5%	
4120 STREET FURNITURE	204	2,000	1,796		1,796	10.2%	
4400 LHFIG	20,415	7,500	(12,915)		(12,915)	272.2%	18,640
4405 HIGH STREET PROJECT	64,179	0	(64,179)		(64,179)	0.0%	59,104
PLANNING :- Indirect Expenditure	85,823	10,500	(75,323)	0	(75,323)	817.4%	77,744
Net Expenditure	(85,823)	(10,500)	75,323				
6000 plus Transfer from EMR	77,744	0	(77,744)				
Movement to/(from) Gen Reserve	(8,080)	(10,500)	(2,420)				
Planning :- Income	0	0	0			0.0%	
Expenditure	85,823	10,500	(75,323)	0	(75,323)	817.4%	
Net Income over Expenditure	(85,823)	(10,500)	75,323				
plus Transfer from EMR	77,744	0	(77,744)				
Movement to/(from) Gen Reserve	(8,080)	(10,500)	(2,420)				
Grand Totals:- Income	1,164,688	1,137,592	(27,096)			102.4%	
Expenditure	1,339,545	1,137,592	(201,953)	0	(201,953)	117.8%	
Net Income over Expenditure	(174,857)	0	174,857				
plus Transfer from EMR	307,321	0	(307,321)				
Movement to/(from) Gen Reserve	132,464	0	(132,464)				

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Active Saver	28/02/2026		216,918.97
Current A/c	28/02/2026		97,260.93
			<u>314,179.90</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			314,179.90
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			314,179.90
		Balance per Cash Book is :-	314,179.90
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 03/03/2026

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CURRENT & ACTIVE ACCOUNTS

For Month No: 11

Receipts for Month 11

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>
	Balance Brought Fwd :	391,292.50					391,292.50	
018	Banked: 02/02/2026	41.00						
018	Allotments	41.00			1100	203	41.00	Rent
082	Banked: 02/02/2026	37.50						
082	Allotments	37.50			1100	203	37.50	Rent
067	Banked: 02/02/2026	18.50						
067	Allotments	18.50			1100	203	18.50	Rent
	Banked: 02/02/2026							
	Corporate Property							
	Banked: 02/02/2026							
	Corporate Property							
0871	Banked: 02/02/2026	125.00						
0871	George Lane Toilets	125.00		20.83	1112	205	104.17	Income
034	Banked: 02/02/2026	20.50						
034	Allotments	20.50			1100	203	20.50	Rent
041	Banked: 02/02/2026	41.00						
041	Allotments	41.00			1100	203	41.00	Rent
060	Banked: 02/02/2026	37.50						
060	Allotments	37.50			1100	203	37.50	Rent
058	Banked: 02/02/2026	37.50						
058	Allotments	37.50			1100	203	37.50	Rent
017	Banked: 03/02/2026	41.00						
017	Allotments	41.00			1100	203	41.00	Rent
	Banked: 03/02/2026							
	Corporate Property							
Lavis	Banked: 03/02/2026	58.50						
Lavis	Cemetery	58.50			1101	202	58.50	Burial Fees
CCLA	Banked: 03/02/2026	1,935.86						
CCLA	Bank Interest	1,935.86			1190	101	1,935.86	CCLA
057	Banked: 03/02/2026	37.50						
057	Allotments	37.50			1100	203	37.50	Rent
065	Banked: 03/02/2026	37.50						
065	Allotments	37.50			1100	203	37.50	Rent
066	Banked: 04/02/2026	18.50						
066	Allotments	18.50			1100	203	18.50	Rent
043	Banked: 04/02/2026	41.00						
043	Allotments	41.00			1100	203	41.00	Rent
047	Banked: 05/02/2026	37.50						

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CURRENT & ACTIVE ACCOUNTS

For Month No: 11

Receipts for Month 11

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>
047	Allotments	37.50			1100	203	37.50	Rent
019	Banked: 05/02/2026	20.50						
019	Allotments	20.50			1100	203	20.50	Rent
4259	Banked: 06/02/2026	58.50						
4259	Cemetery	58.50			1101	202	58.50	Burial Fees
011	Banked: 06/02/2026	18.50						
011	Allotments	18.50			1100	203	18.50	Rent
025	Banked: 09/02/2026	41.00						
025	Allotments	41.00			1100	203	41.00	Rent
076	Banked: 09/02/2026	9.25						
076	Allotments	9.25			1100	203	9.25	Rent
030	Banked: 09/02/2026	41.00						
030	Allotments	41.00			1100	203	41.00	Rent
21.02.26	Banked: 09/02/2026	225.00						
21.02.26	Town Hall	225.00		37.50	1050	201	187.50	Wedding Hire
050	Banked: 10/02/2026	37.50						
050	Allotments	37.50			1100	203	37.50	Rent
	Banked: 10/02/2026							
	Corporate Property							
005	Banked: 10/02/2026	18.50						
005	Allotment	18.50			1100	203	18.50	Rent
	Banked: 10/02/2026							
	Golf Club							
001	Banked: 11/02/2026							
001	Allotments	37.50			1100	203	37.50	Rent
031	Banked: 11/02/2026	41.00						
031	Allotments	41.00			1100	203	41.00	Rent
039	Banked: 11/02/2026	41.00						
039	Allotments	41.00			1100	203	41.00	Rent
068	Banked: 12/02/2026	37.50						
068	Allotments	37.50			1100	203	37.50	Rent
	Banked: 12/02/2026							
	Corporate Property							
	Banked: 13/02/2026	14.62						
	Public Toilets	14.62		2.44	1112	205	12.18	Income
007	Banked: 13/02/2026	37.50						
007	Allotments	37.50			1100	203	37.50	Rent

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CURRENT & ACTIVE ACCOUNTS

For Month No: 11

Receipts for Month 11

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>
035	Banked: 16/02/2026	20.50						
035	Allotments	20.50			1100	203	20.50	Rent
038	Banked: 16/02/2026	20.50						
038	Allotments	20.50			1100	203	20.50	Rent
004	Banked: 16/02/2026	37.50						
004	Allotments	37.50			1100	203	37.50	Rent
037	Banked: 16/02/2026	20.50						
037	Allotments	20.50			1100	203	20.50	Rent
036	Banked: 16/02/2026	20.50						
036	Allotments	20.50			1100	203	20.50	Rent
4260	Banked: 16/02/2026	575.50						
4260	Cemetery	575.50			1101	202	575.50	Burial Fees
29.05.26	Banked: 18/02/2026	52.00						
29.05.26	Town Hall	52.00		8.67	1050	201	43.33	Wedding Hire
4262	Banked: 20/02/2026	191.50						
4262	Cemetery	191.50			1101	202	191.50	Burial Fees
4261	Banked: 20/02/2026	1,198.50						
4261	Cemetery	1,198.50			1101	202	1,198.50	Burial Fees
078/055	Banked: 23/02/2026	75.00						
078/055	Allotments	75.00			1100	203	75.00	Rent
028	Banked: 23/02/2026	20.50						
028	Allotments	20.50			1100	203	20.50	Rent
	Banked: 24/02/2026							
	Corporate Property							
4266	Banked: 25/02/2026							
4266	Town Hall	416.00			1050	201	416.00	Hiring
4272	Banked: 25/02/2026	343.00						
4272	Town Hall	343.00			1050	201	343.00	Hiring
14.07	Banked: 25/02/2026	100.00						
14.07	Town Hall	100.00		16.67	1050	201	83.33	Wedding Hire
013	Banked: 25/02/2026	37.50						
013	Allotments	37.50			1100	203	37.50	Rent
4263	Banked: 26/02/2026	135.00						
4263	Town Hall	135.00			1050	201	135.00	Hiring
	Banked: 27/02/2026							
	Corporate Property							
	Banked: 27/02/2026							

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Date: 03/03/2026

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Cashbook 1

User: SUE

CURRENT & ACTIVE ACCOUNTS

For Month No: 11

Receipts for Month 11

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>
	Corporate Property							
	Hilliar Banked: 27/02/2026	58.50						
	Hilliar Cemetery		58.50		1101	202	58.50	Burial Fees
	Lye Banked: 27/02/2026	58.50						
	Lye Cemetery		58.50		1101	202	58.50	Burial Fees
Total Receipts for Month		15,163.31	0.00	86.11			15,077.20	
Cashbook Totals		<u>406,455.81</u>	<u>0.00</u>	<u>86.11</u>			<u>406,369.70</u>	

Continued on Page 811

CURRENT & ACTIVE ACCOUNTS

Payments for Month 11

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>
01/02/2026	WAITROSE LTD	DD73	17.55	17.55		501			Cleaning
03/02/2026	CNH CAPITAL	DD1	491.27	491.27		501			Mower Lease
03/02/2026	CNH CAPITAL	DD2	393.59	393.59		501			Mower Lease
03/02/2026	CNH CAPITAL	DD3	536.42	536.42		501			Mule Lease
03/02/2026	BT UK BUSINESS ACCOUNTS	DD4	557.33	557.33		501			Office Telephone
04/02/2026	Barclays Bank	DD5	9.61	9.61		501			Bank Charges
04/02/2026	LYRECO UK LIMITED	DD6	3.00	3.00		501			Stationery
04/02/2026	LYRECO UK LIMITED	DD7	16.38	16.38		501			Stationery
05/02/2026	Castle Water	DD8	105.31	105.31		501			Water Workshop
05/02/2026	One/Stop	DD9	7.00	7.00		501			Postage
09/02/2026	Screwfix	DD10	35.80	35.80		501			Paint Town Hall
09/02/2026	HM REVENUE & CUSTOMS	DD11	11,414.92	11,414.92		501			NI & PAYE
09/02/2026	Wiltshire Council	DD12	9,638.15	9,638.15		501			Superannuation
09/02/2026	Carlton	DD13	316.80	316.80		501			Catering Equip Maintenance
09/02/2026	T H WHITE INSTALLATIONS LTD.	DD14	588.07	588.07		501			Fire Alarm Service
09/02/2026	kingdom Services Ltd	DD15	216.92	216.92		501			Keyholding
09/02/2026	Healthmatic	DD16	365.99	365.99		501			Repairs Town Hall Toilets
09/02/2026	Healthmatic	DD17	6,136.36	6,136.36		501			Public Toilet Cleaning
09/02/2026	RICHMAN'S REMOVALS	DD18	38.40	38.40		501			Archive Storage
09/02/2026	A4 Hire Limited	DD19	72.00	72.00		501			Borer/Cable Detector
09/02/2026	T.H. White (M) Limited	DD20	240.69	240.69		501			Various
09/02/2026	I.E. Group	DD21	180.00	180.00		501			EICR - 1a Kings St.
09/02/2026	CARTER JONAS	DD22	1,150.00	1,150.00		501			Tenancy Dep/Section 13 2a King
09/02/2026	The Merchants House	DD23	1,000.00	1,000.00		501			Grant
09/02/2026	HSL Compliance Ltd	DD24	316.80	316.80		501			Samples - MC & YC
09/02/2026	HI-LITE Roof & Gutters	DD25	52.80	52.80		501			Window Clean - MC & YC
09/02/2026	HI-CLEAN SERVICES	DD26	390.00	390.00		501			Window Clean - Town Hall
09/02/2026	T.H. White (M) Limited	DD27	3,884.07	3,884.07		501			Leases & Maintenance
09/02/2026	Maintenance Portfolio	DD28	84.00	84.00		501			Leak 3b Kingsbury St
09/02/2026	Wiltshire Council	DD29	150.00	150.00		501			LHFIG Vespasian Road
10/02/2026	SP Outdoor Value	DD30	40.97	40.97		501			Hedgehog House
10/02/2026	Shaun Ward Decorating	DD31	270.00	270.00		501			MC & YC Varnish Coating
11/02/2026	British Gas Business	DD32	57.04	57.04		501			Elec Kingsbury St.
11/02/2026	Screwfix	DD33	49.99	49.99		501			PPE Boots
11/02/2026	National Windscreens	DD34	9.00	9.00		501			Windscreen Repair Excess
12/02/2026	Arval Centre	DD35	209.01	209.01		501			Fuel
13/02/2026	PAYFLOW - SALARIES	30473.57	30,473.57	30,473.57		501			Salaries
13/02/2026	Peter Causer Carpentry	DD37	1,800.00	1,800.00		501			Mayoral Frames
13/02/2026	Office Boffins	DD38	173.94	173.94		501			Felt Noticeboards
13/02/2026	Adobe Acropro	DD39	20.22	20.22		501			Adobe Software
16/02/2026	HILLS WASTE	DD40	204.49	204.49		501			Refuse Town Hall
16/02/2026	HILLS WASTE	DD41	531.12	531.12		501			Refuse Workshop/MC & YC
16/02/2026	West Mercia	DD42	773.14	773.14		501			Gas/Elec MC & YC
16/02/2026	Cathedral Leasing Ltd	DD43	267.52	267.52		501			Hygiene Services - Various

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Cashbook 1

User: SUE

CURRENT & ACTIVE ACCOUNTS

For Month No: 11

Payments for Month 11

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>
16/02/2026	Intuit Wages	DD44	51.72	51.72		501			Wages Software
16/02/2026	Castle Water	DD45	170.00	170.00		501			Water George Lane
16/02/2026	Castle Water	DD46	216.82	216.82		501			Water Town Hall
17/02/2026	BT UK BUSINESS ACCOUNTS	DD47	268.70	268.70		501			Office Telephone
18/02/2026	Castle Water	DD48	25.98	25.98		501			Water Office
23/02/2026	LYRECO UK LIMITED	DD49	81.11	81.11		501			Whiteboard
23/02/2026	One Stop Tools & Plant	DD50	6.40	6.40		501			Canteen
23/02/2026	Zoom Video	DD51	15.59	15.59		501			Zoom Software
23/02/2026	Apogee Corporation Ltd	DD52	9.00	9.00		501			Toner
23/02/2026	SEFE Energy Limited	DD53	2,003.63	2,003.63		501			Gas various
23/02/2026	Yorkshire Gas & Power	DD54	725.70	725.70		501			Electric Workshop
23/02/2026	Yorkshire Gas & Power	DD55	1,816.01	1,816.01		501			Electric Town Hall
23/02/2026	Yorkshire Gas & Power	DD56	256.00	256.00		501			Electric Back Office
26/02/2026	Action for the River Kennet	DD57	5,340.00	5,340.00		501			Various
26/02/2026	AUDITING SOLUTIONS LIMITED	DD58	630.00	630.00		501			Internal Audit (2nd)
26/02/2026	Barlow & Sons	DD59	73.30	73.30		501			Timber - Planters
26/02/2026	WHEELERS ELECTRICAL CONTRACTORS	DD60	637.76	637.76		501			Lights - Lift MC & YC
26/02/2026	Kellaway Building Supplies	DD61	107.10	107.10		501			Trade Post Fix
26/02/2026	PEAR TECHNOLOGY	DD62	192.00	192.00		501			PT Mapper Pro Support
26/02/2026	T H WHITE INSTALLATIONS LTD.	DD63	417.66	417.66		501			Fire Ext. Maint. MC & YC
26/02/2026	Wilkins Chimney Sweep	DD64	75.00	75.00		501			Sweep 2 Rec Cottage
26/02/2026	Elite Electrical	DD65	432.00	432.00		501			EICR 1 & 2 Rec Cottage
26/02/2026	Viking Direct	DD66	288.56	288.56		501			Various
26/02/2026	Shaun Ward Decorating	DD67	2,725.00	2,725.00		501			Decorating MC & YC
26/02/2026	Fleet Line Markers	DD68	396.48	396.48		501			Line Marker
26/02/2026	HSL Compliance Ltd	DD69	415.80	415.80		501			Legionella Testing
26/02/2026	D R Watons's Property Services	DD70	54.00	54.00		501			3B works to door
27/02/2026	West Mercia	DD71	136.92	136.92		501			Elec George Lane
27/02/2026	Onecom Ltd	DD72	1,418.43	1,418.43		501			Various
Total Payments for Month			92,275.91	92,275.91	0.00			0.00	
Balance Carried Fwd			314,179.90						
Cashbook Totals			406,455.81	92,275.91	0.00			314,179.90	

03/03/2026

Marlborough Town Council Current Year

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Detailed Balance Sheet - Including Stock Movement

Month 11 Date 28/02/2026

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT CONTROL ACCOUNT	11,147	
201	CURRENT & ACTIVE ACCOUNT	314,180	
299	CCLA Deposit Fund	600,000	
	Total Current Assets		925,327
	<u>Current Liabilities</u>		
501	CREDITORS	27	
	Total Current Liabilities		27
	Net Current Assets		925,300
	Total Assets less Current Liabilities		<u>925,300</u>
	<u>Represented by :-</u>		
300	CURRENT YEAR FUND	(174,857)	
310	GENERAL RESERVE	727,463	
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	375	
347	EMR EMERGERNCY FUND	6,003	
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	(199)	
402	EMR - CIL Receipts 2023/24	25,795	
403	EMR CIL income 2024-25	17,145	
	Total Equity		<u>925,300</u>

DRAFT

Marlborough Town Council Young People's Digital Communication and Social Media Policy



1. Introduction

In an increasingly digital world, where young people access, share, and engage with information online, Marlborough Town Council (MTC) recognises the role that strong, effective digital communication plays in supporting the work of Marlborough Youth Council (MYC). Digital and social media platforms are essential tools for amplifying young people's voices, promoting MYC's work and projects, and strengthening engagement with young people across the Marlborough area.

These platforms will be used to raise awareness of MYC, encourage participation, and create accessible communication channels that enable MYC to better understand the needs, interests, and views of the young people it represents.

MTC recognises its duty of care to safeguard and promote the welfare of children and young people engaging with MYC through digital channels. This policy is underpinned by the statutory duties established within the Online Safety Act 2023 and the safeguarding principles set out in Working Together to Safeguard Children 2023, and reflects MTC's commitment to creating safe, supportive and well-managed digital environments for young people. While digital platforms can offer significant benefits, MTC also recognises that digital and social media platforms can present risks to young people's safety, health, and wellbeing, through the sharing of harmful content, mis and disinformation, online harassment and bullying. This policy sets out the principles and procedures that will ensure digital engagement through MYC remains safe, inclusive, and responsible. It defines how digital communication platforms will be used and provides clear guidance for staff, MYC members, and young people to ensure all online interaction is respectful and appropriate.

It is important to note that the Youth Council operates as a branch of MTC and as such this policy **should not be read on its own** but in conjunction with the council's wider **Electronic Communications Policy, Safeguarding Policy and Data Protection and GDPR policies.**

All policies can be found on the [Marlborough Town Council website](#).

2. Scope

This policy applies to everyone - staff, MYC members, and young people who use any of the council's or MYC's online platforms and digital tools. It covers all forms of digital and online communication used to connect, share information, and engage with MYC.

3. List of Online Platforms in Use

The following is the list of all the online platforms MYC uses; with information on how the platforms listed aid MYC's ability to promote, voice and debate the views of young people in Marlborough and create positive change.

If any new online or social media platforms are proposed for use by the MYC, the platform will first be reviewed to ensure compliance with this policy. The policy will then be updated to include the new account, and any necessary amendments will be made prior to the account's launch, ensuring all activity remains consistent with MYC's and MTC's safeguarding, governance, and communication standards.

3.1 @MarlboroughYouthVoice Instagram Account

Instagram is one of the most popular social media platforms among young people as highlighted by MYC members, who requested the use of Instagram as a key tool to:

- **Promote** the Youth Council's aims, initiatives, and achievements.
- **Provide** young people with relevant and accessible information about local opportunities, events, and support.
- **Engage** with young people to understand their views, interests, and concerns, helping to shape future projects and priorities.
- **Raise awareness** of issues affecting young people in the Marlborough area.

Instagram offers MYC and MTC an effective way to connect directly with young people. By maintaining an active Instagram presence, they can build stronger relationships, gain insight into youth perspectives, and ensure future decisions

and projects reflect the needs and aspirations of Marlborough's young community.

3.2 Facebook

MYC will use the **@MarlboroughYouthCouncil** Facebook page to share news about the Youth Council's work, promote information and events, celebrate young people's achievements, and encourage greater community engagement.

The account will be linked directly to the official MTC Facebook page - **@MarlboroughTC**, and as such, posts may also be shared on the **@MarlboroughTC** Facebook to reach a wider audience and strengthen links between the Youth Council and the local community.

4. Terms Of Use

The Terms of Use outline the standards and expectations for all digital platforms used by MYC to help keep everyone safe online.

For clarity, the Terms of Use are divided into two sections: **Online Presence** and **Closed Communication Channels**.

- **Online Presence** refers to the use of **public platforms**, such as social media and webpages, which enable communication with other young people and the wider community.
- **Closed Communication Channels** refer to the use of **private platforms** within the Marlborough Youth Council (MYC), such as email and Microsoft Teams, used for internal communication and collaboration.

4.1 Online Presence

The following terms must always be followed when posting, communicating and monitoring publicly viewed online platforms. This relates to the use of social media accounts and MYC webpage.

- All posts, comments and other interactions must be respectful.
- Inappropriate language/ images, bullying, hate speech, discrimination or any harmful content will not be tolerated.
- Users should not post links (unless approved by the council) to external sites or content. Any posts including unapproved links will be removed.

- All social media posts or website articles must always be respectful and truthful.
- Age restrictions are to be followed on social media platforms (for most platforms the requirement is aged 13 or over). Any young person known to be under the required age should be removed from following the account.
- No personal information or identifying details such as a young person's home address, school or telephone number will be posted or shared on any platforms.
- No images or videos of young people will be posted without explicit parental/guardian permission.
- Council social media accounts will not follow any young people.
- Appropriate settings are to be used on all platforms. Where possible, options such as the ability for people to tag or mention others on posts and comments will be disabled on all MYC social media platforms.
- All platforms will be supervised and moderated by multiple staff members, primary duty for this will fall to the Youth Development Worker.
- All staff and young contributors involved in creating and managing content must abide by this policy's terms and the Town Council's Electronic Communications Policy.
- Comments or content that breach the terms of use will be removed. Repeated or serious breaches may result in users being blocked from the platforms.

4.2 Closed Communication Channels

The following terms apply to the use of closed (private) communication channels, these can include applications such as Microsoft teams, email, text messaging and phone calls.

- MTC will seek parental permission to collect and contact members through email and by mobile phone.
- The primary means of contact with young people will be through interactions that can be viewed by multiple staff members.
- We will avoid contacting young people by text or phone call, unless absolutely necessary.
- All communication from staff members will be sent from an official MTC device and account (including Laptops, Mobile Phones and Email accounts).
- All communication both from Staff and young people must be respectful.
- Any inappropriate language/ images, bullying, hate speech, discrimination or any harmful content will not be tolerated.

- Members' personal information should not be shared through any channel, other than with relevant staff and this should be done through a secure channel.

5. Code of Conduct

5.1 What is expected of Staff and Volunteers

Everyone working with MYC (including MTC staff, volunteers, and council representatives) has a responsibility to keep young people safe and to use digital tools responsibly.

To do this, we expect all adults involved with MYC to:

- Always implement this policy when using any of the digital communication platforms.
- Seek timely advice from the designated safeguarding lead if they have any concerns about the use of any of the digital platforms.
- Always act in an inclusive and anti-discriminatory manner.
- Never engage in or tolerate any abusive and hateful speak.
- Never engage in or tolerate the sharing of indecent, obscene, or threatening images.
- Only communicate with young people through official MYC or the Town Council's accounts or platforms, such as email and social media.
- Staff must obtain parental permission to contact young people through any of the digital platforms used; including, email and mobile phone.
- Avoid contacting a young person by phone unless it is strictly necessary.
- Use only official MTC devices (such as phones and laptops) for contacting young people and parents.
 - In an emergency where only a personal phone can be used (e.g. to contact a parent about an accident), staff must **withhold their number** by changing phone settings or dialling **141** before the number.
- Ensure MYC social media accounts are not used to follow or directly message any young people.
- Check that all content and messages posted on MYC platforms is accurate, respectful, and appropriate.
- Do not "friend," "follow," or message young people from personal social media accounts.

- Avoid contacting young people outside of normal working hours.
- When emailing, copy in at least one other staff member.
- Any messages or posts made by staff should be accurate and respectful, ensuring that all messages are signed off professionally.
- Treat any disclosure of abuse made online in the same way and as seriously as any face-to-face disclosure — follow [Town Council's Safeguarding Policy](#) procedures.
- Do not take or share photos or videos of young people, on any of MYC's digital platforms, without the permission of the young person and their parents' permission.
- Never share photos or videos of MYC members and other young people from personal accounts.

By following these expectations, staff and volunteers help keep MYC's online spaces safe, professional, and positive for everyone involved.

5.2 What is Expected from Young People

The following is the code of conduct that MYC members and all young people are expected to follow when using any of MYC digital platforms:

- All young people should be made aware of this policy and agree to its terms.
- It is expected that young people's behaviour is consistent with the guidelines surrounding terms of use and behaviour set out in this policy.
- Always act in a way online that is respectful of others and their views.
- Never use hate speech, bullying or abusive language online.
- Never share indecent, obscene, or threatening images.
- Report any concerns to a MYC staff member – contacts details can be found under the Reporting and Managing Concerns section.
- Members should be mindful of their digital footprint and understand that online behaviour may reflect on the reputation of MYC.
- MTC respects the members right to privacy outside of the MYC, however, young people must be aware that where they are identifiable as members of MYC they should act in a way that upholds MYC's core values.
- If a young person's behaviour breaks these expectations MYC and MTC retains the right to remove and block the individual

6. Managing and Monitoring Online Communication Channels

- All social media accounts will be password protected with at least 3 members of staff having access to each account and passwords at all times.
- All digital platforms used, including social media, website and TEAMs will be created, managed and monitored by MTC staff.
- The Youth Development Worker will be responsible for the daily monitoring of all social media channels – when unavailable this duty will fall to another MTC member of staff.
- Any staff member who identifies content that breaches this policy must remove it immediately and take appropriate further actions if necessary.
- Staff will inform the parents of any MYC member affected by inappropriate or hurtful post and offer support to the affected member.
- If the monitoring staff member is ever unsure or is worried about a young person's safety, they will seek the immediate advice of the Designated Safeguard Officer (DSO).
- For all "Public" social media accounts; moderation settings will be used to full advantage in order to monitor and control what is being posted, the ability for non-admins to post on the wall will be suspended, posts not from admin will need to be approved before they go live, where possible controls will be used to block harmful words and profanity.
- We will ensure that all young people involved in MYC are made aware of who manages our social media accounts and who to contact if they have any concerns about the running of these accounts.
- Staff members that manage these accounts should ensure that all communications comply with the council's data protection policy.

Please note that MTC do not take responsibility for the use of social media platforms, groups or any other forms of communication used to make contact between youth council members (young people) outside of MYC's official means of communication and contact.

MYC encourages building and maintaining positive relationships amongst members of the council and understands the need for young people to socialise or maintain contact outside of planned meetings that are facilitated by staff members, but do not take responsibility for and will not be monitoring these sites or groups.

Reporting and Managing Concerns

The following are the steps that should be taken for a young person or parent/ carer to report any concerns arising from any of the digital communication platforms.

If any young person:

- Feels unsafe online
- Experiences or witnesses inappropriate communication
- Receives concerning or harmful messages
- Receives inappropriate images

They should immediately report it to a staff member who will manage any concerns working with the Designated Safeguarding Officer (DSO), following the [Town Council's Safeguarding Policy](#).

If the concern involves a member of staff, the report should be directed immediately to the DSO (Town Clerk) who will seek advice and guidance from the Local Authority Designated Officer (LADO) and make a referral where appropriate.

Contact details:

MYC staff details:

- **Youth Development Worker** - mpowell@marlborough-tc.gov.uk
- **Civic Engagement Officer** - civic@marlborough-tc.gov.uk
- **Affiliated Town Councillor** - lfarrell@marlborough-tc.gov.uk
- **Marlborough Town Council Safeguarding Officer Details:**
- The **Town Clerk** - townclerk@marlborough-tc.gov.uk

8. Policy review

- This policy will **initially be reviewed after 6 months** to assess effectiveness and identify any required adjustments
- Following the initial period the policy will be reviewed **annually** or sooner if new legislation or safeguarding risks arise.
- Before any new online communication or social media platforms are launched the policy will be reviewed to check the platform meets the policy's

APPENDIX 4.1

requirements and if so, the policy will be updated with the new platform and the account's handle.

- Any updates will be shared with all MYC members, parents, and staff with the policy being available on the town council's website.

Town Clerk/ Youth Development Worker 31 3 26

REVISED

Marlborough Town Council

Safeguarding Policy



Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults. Marlborough Town Council takes its responsibility very seriously to protect children, young people and vulnerable adults who use Marlborough Town Council premises, parks, open spaces, facilities, and direct or indirect services, and sets the principles we expect from our staff, Councillors and volunteers.

Purpose

The purpose of this policy is to outline the Marlborough Town Council's commitment to safeguarding and protecting children, young people, and vulnerable adults who come into contact with the council or use its facilities or services. The council aims to promote the welfare and wellbeing of individuals and to ensure that all staff and volunteers are aware of their responsibilities and obligations to safeguard those they come into contact with.

Policy Statement

Marlborough Town Council recognises its responsibility to ensure that children, young people, and vulnerable adults are safeguarded from harm and that their welfare is promoted. We are committed to ensuring that all staff and volunteers understand their role in safeguarding, promoting the welfare of individuals and that they are provided with appropriate training, support, and supervision. We will:

- Ensure all council facilities, provision, events, and services, promote, and facilitate a safe experience for all who use them.
- Ensure that all individuals who come into contact with the council are treated with dignity and respect and are safeguarded from harm.

- Ensure that all staff, councillors, and volunteers understand their role in safeguarding, promoting the welfare of individuals and that they are provided with appropriate training, support, and supervision.
- Ensure that all staff, councillors, and volunteers are aware of their responsibility to report any concerns or suspicions they may have about the welfare of a child, young person, or vulnerable adult.
- Ensure that all staff, councillors, and volunteers are aware of the council's procedures for reporting and responding to concerns or allegations of abuse.
- Take appropriate action to investigate any concerns or allegations of abuse and to support individuals who may be affected.
- Ensure that all staff, councillors, and volunteers are subject to appropriate recruitment procedures, including obtaining relevant criminal record checks.
- Ensure that all staff, councillors, and volunteers are aware of and comply with the council's code of conduct and policies and procedures relating to safeguarding.
- Ensure that individuals who come into contact with the council are made aware of the council's safeguarding policies and procedures and how to raise concerns or make a complaint

To whom this policy applies

This Policy applies to anyone working for or on behalf of Marlborough Town Council whether paid, voluntary, or commissioned, all hirers and users of our facilities, or services, or those within the remit of the duties and responsibilities of Marlborough Town Council.

Definitions

Child or young person is anyone under the age of 18 years. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

Vulnerable adult is someone who by reason of mental or other disability, age, or illness is unable to take care of themselves or unable to protect themselves against significant harm or exploitation. An adult for the purpose of this policy is anyone over 18 years of age.

Safeguarding and promoting the welfare of children and adults (as defined for the purposes of this policy) : protecting children and adults from maltreatment, or harm preventing impairment of children's and adult's health or development ensuring that children and adults are participating in experiences, using services, or facilities

consistent with the provision of safe and effective care and provision taking action to enable all children and adults to have the best life chances, or user experience.

Abuse: A form of maltreatment of a child or adult. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children or adults may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. There are many types of abuse including but not limited to: **Physical, emotional, sexual, online and criminal exploitation.**

Neglect: Neglect is the persistent failure to meet a child's or adult at risk's basic physical and/or psychological needs, which is likely to result in the serious impairment of their health, development, or wellbeing. Neglect may include a failure to:

- Provide adequate food, clothing, or shelter
- Protect from physical or emotional harm or danger
- Ensure appropriate supervision (including the use of unsuitable caregivers)
- Provide access to necessary medical care or treatment

Neglect may also include **emotional neglect**, where there is a persistent lack of care, attention, or responsiveness to an individual's emotional wellbeing.

Radicalisation is the process by which an individual comes to support or be drawn into extremist ideologies, and is recognised as a form of safeguarding harm.

Extremism involves the promotion or support of ideologies based on violence, hatred or intolerance that seek to undermine rights, freedoms, or democratic systems.

Exposure to such ideologies can place children, young people and adults at risk, even where it does not meet the threshold for terrorism.

Substantial Access: This policy defines substantial access as; Where an individual is regularly caring for, training, or supervising a child, young person or vulnerable adult. Where an individual has sole charge of children, young people and venerable adults.

Roles and Responsibilities

All staff, councillors, and volunteers have a responsibility to safeguard the welfare of children, young people, and vulnerable adults who come into contact with the council and its services.

This includes:

- Reporting any concerns or suspicions they may have about the welfare of an individual.
- Complying with the council's policies and procedures relating to safeguarding.

- Undertaking appropriate training and supervision to ensure they are able to carry out their role effectively.

The Designated Safeguarding Officer (DSO)

The Designated Safeguarding Officer (DSO) is responsible for:

- Ensuring that all staff and volunteers are aware of their responsibilities and obligations to safeguard individuals.
- Providing advice, guidance, and support to staff and volunteers on safeguarding matters.
- Ensuring that the council's policies and procedures relating to safeguarding are up to date and are being implemented effectively.
- Ensuring that concerns or allegations of abuse are reported and responded to appropriately.
- Liaising with external agencies, including the local authority and police, as required. The DSO for Marlborough Town Council will be the Town Clerk, unless otherwise agreed by the Full Council.

Promoting a Safe Environment

In order to promote a safe environment for children, young people and vulnerable adults, Marlborough Town Council wishes to promote a safeguarding culture across its services, premises and play areas, and open spaces. We will achieve this by:

- a. Providing safe facilities and undertaking regular health and safety assessments
- b. Ensuring that employees, Councillors, volunteers and group leaders of activities are aware of our safeguarding culture
- c. Work in partnership with other agencies and community organisations and groups to promote an anti-bullying environment
- d. Requiring all employees, Councillors, volunteers and group leaders of activities are aware of the safeguarding culture, and report or make appropriate interventions
- e. Provide effective management for staff and volunteers through supervision, support, training and quality assurance
- f. Ensuring all staff, councillors and volunteers regularly working with Children and vulnerable adults hold enhanced DBS checks, safeguarding training and are able to recognise and report any concerns they might have.
- g. Recruit all staff and volunteer safely, ensuring all necessary checks are made
- h. Requiring hirers will follow good practice procedures in relation to Child and Vulnerable Adult Safeguarding

Online Safety

Marlborough Town Council uses the same principles set out in this document to safeguard Children, young people and vulnerable adults online as reflected in both:

- Electronic Communications and Social Media Policy
- Young People's Digital Communication and Social Media Policy

Which set out the principles and procedures for keeping online spaces the Council uses safe for children, Young People and Vulnerable adults.

Creating a Culture of Safeguarding & Equality statement

Some children have an increased risk of abuse and additional barriers can exist for some children with respect to recognising or disclosing it. Marlborough Town Council recognises and supports anti-discriminatory practice and how this can inform the development of a safe environment for beneficiaries of council provision.

All Marlborough Town Council staff, councillors, and volunteers have a role and responsibility to safeguard Members and should maintain an attitude of 'it could happen here' where safeguarding is concerned. They should;

- ✓ be alert to risks and issues affecting children's, young peoples, and vulnerable adult's welfare.
- ✓ identify concerns early.
- ✓ be aware of the process and principles for sharing information within the Town Council.
- ✓ bring any concerns promptly to the attention of the Forum's Designated Safeguarding Lead (DSL).

Hiring of facilities to groups for use with children, young people or vulnerable adults

When group leaders have a regular and substantial access to children, young people and vulnerable adults, and parents/carers are not present Marlborough Town Council will require the hirer to:

- a. Have membership of a National Governing Body (NGB) or similarly recognised body.
- b. Have public liability insurance
- c. Have a suitable safeguarding child, young people and vulnerable adults' policy.
- d. Ensure group leaders have valid DBS checks
- e. Do Risk assessments for individual activities

f. Have a register for use in emergencies with any details of allergies or medical conditions

g. Ensure group leaders have first aid provision

h. Notify Marlborough Town Council of any safeguarding concerns or alerts.

Marlborough Town Council reserves the right to request the evidential provision of any of the above and refuse a booking if the conditions above are not met.

Supervision of children and young people under the age of 18yrs

Town Council staff, volunteers and Hirers of town council facilities whose work involves children and young people must ensure adequate adult supervision at all times.

Lone working should be avoided.

The following are the minimum adult to children ratios that the town council follows in its work with Children and young people to help keep both children and staff protected.

0 - 2 years - 1 adult to 3 children

2 - 3 years - 1 adult to 4 children

4 - 8 years - 1 adult to 6 children

9 - 12 years - 1 adult to 8 children

13 - 17 years - 1 adult to 10 children

The town council recommends this adult to children ratios for all hirers of council facilities. If the outlined ratios are considered not appropriate for the purposes of the hirers activities where the activity has a governing body, then adult to child ratios should be adopted as stated by the governing body of the specific related activity. Also, where hirers activities encompass mixed age ranges, and people with additional or special needs, then hirers should consider their staff ratios and amend them appropriate to the combined need.

Staff

Staff (including councillors and Volunteers) whose role specifically means they will come into with children, young people or vulnerable adults will be required to undertake a DBS check and undergo safeguarding training. Details of these staff, the DBs check, and training undertaken will be held on record.

Examples of these might include the DSO (Town Clerk), Youth Development Worker, caretakers, grounds staff who regularly inspect and tend to play areas, councillors with allocated council roles related to work with children, young people or vulnerable adults, and who would be perceived as a person of trust by these groups.

Preventing radicalisation

Protecting children/ young people from the risk of radicalisation is part of Town Council's safeguarding duties and is similar in nature to protecting children and young people from other forms of harm and abuse. Like all other safeguarding matters, staff and volunteers should use their judgement in identifying concerns and must report any concerns about a child or young person promptly to the Designated Safeguarding Officer (DSO). The DSO will always act proportionately, and this may include making a referral to the Channel programme or to the MASH.

Training

Marlborough Town Council is committed to providing training to support the effective implementation of this policy. Marlborough Town Council will ensure that all staff and volunteers are provided with appropriate training and support to enable them to carry out their role effectively.

This will include training on:

- Recognising and responding to signs of abuse or neglect.
- The council's policies and procedures relating to safeguarding.
- The importance of confidentiality and information sharing.
- The council's code of conduct and expectations of behaviour.

Staff who work regularly with children and young people will receive prevent training to recognise the signs of radicalisation.

Responding to Incidents of concern or disclosures - Dos and don'ts For Staff

Concerns

If an incident of concern is observed or brought to the attention of a member of staff, Councillor or volunteer they should report this to the DSO without delay.

Disclosures Do

- Create a safe environment by offering the child, young person, or vulnerable adult a private and safe place if possible.
- Stay calm and reassure the child, young person, or vulnerable adult and stress that he/she is not to blame.
- Tell the child, young person, or vulnerable adult that you know how difficult it must have been to confide in you.
- Listen carefully and tell the child, young person, or vulnerable adult, what you are going to do next.

- Tell only the DSO without delay, using the child's own words where possible.

DO NOT:

- Take photographs of any injuries.
- Postpone or delay the opportunity for the pupil to talk.
- Take notes while the pupil is speaking or ask the pupil to write an account.
- Do not ask leading questions
- Try to investigate the allegation yourself.
- Promise confidentiality e.g. to say you will keep 'the secret'.
- Approach or inform the alleged abuser.

Making a complaint / raising an alert

Marlborough Town Council Safeguarding Officer: is Richard Spencer-Williams (Town Clerk) Whistle blowers are given protection under the Public Interest Disclosure Act 1998.

Whistleblowing

All staff, councillors and volunteers can raise concerns about poor or unsafe practice and potential failures in the Forum's safeguarding regime and the Whistleblowing policy should be followed to raise concerns about poor or unsafe practices.

Such concerns will be reviewed by the Staffing Committee. If a staff member feels unable to raise an issue with the Staffing Committee or feels that their genuine concerns are not being addressed, they can approach The NSPCC whistleblowing helpline (see front page) or Wiltshire Council MASH team or LADO.

CONTACT

Children If there is a believe a child or young person is at risk of significant harm, neglect or injury, report your concerns to;

Wiltshire Council's Integrated Front Door (IFD) which includes **Multi-Agency Safeguarding Hub (MASH)** on **0300 456 0108** or mash@wiltshire.gov.uk

Out of Hours Service on **0300 456 0100** - Phones are diverted to the Social Work Standby Service from midnight - 9am (7 days a week).

If you believe a child or vulnerable person is in immediate risk of significant harm, injury or danger, phone the Police on 999

If you have significant safeguarding concerns about **someone who is working or volunteering with children and young people**, contact the Designated Officer for Allegations (DOFA) on 0300 456 0108 or dofaservice@wiltshire.gov.uk

Adults

If you have concerns about a vulnerable adult contact Adult MASH:

Telephone: 0300 456 0111 textphone:01225 712501

Email: adviceandcontact@wiltshire.gov.uk

Monday to Thursday: 08:30-17:20 and Friday: 08:30 – 16:20

If you need urgent help or advice outside of these hours, you can call 0300 456 0100

USEFUL LINKS

[Contact children's services - Wiltshire Council](#)

[Comprehensive child safety guide | NSPCC](#)

UK legislations and Statutory guidance relevant to this policy:

- Children's Act 1989 and 2004
- Care Act 2014
- Safeguarding Vulnerable Groups Act 2014
- Protection of Freedoms Act 2012
- GDPR and Data Protection Act 2018
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2025

Appendix

Types of Abuse

Physical abuse involves causing physical harm to an individual. This may include actions such as hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical injury. It also includes situations where a carer fabricates or deliberately induces illness.

Emotional abuse is the persistent emotional maltreatment of an individual which causes severe and lasting adverse effects on their emotional development. This may involve making someone feel worthless, unloved, or inadequate, imposing inappropriate expectations, preventing normal social interaction, exposing them to the abuse of others, or subjecting them to serious bullying, including online. Emotional abuse is present in all forms of abuse, although it may also occur independently.

Sexual abuse and exploitation involve forcing or enticing an individual to take part in sexual activities, whether or not they understand or consent. This can include physical contact, such as penetrative or non-penetrative acts, as well as non-contact activities

such as involving individuals in sexual images, conversations, or online activity. It also includes sexual exploitation, where abuse occurs in exchange for money, status, or goods, including through online means.

Sexual harassment refers to unwanted sexual behaviour that causes distress, fear, humiliation, or offence.

Neglect is the persistent failure to meet an individual's basic physical and/or psychological needs, likely to result in serious impairment of their health or development. This may include failing to provide adequate food, clothing, or shelter, failing to protect from harm or danger, not ensuring appropriate supervision, failing to provide access to medical care, or neglecting emotional needs.

Bullying, including **cyberbullying**, is repeated behaviour intended to hurt, intimidate, or harm an individual. It can be physical, verbal (including discriminatory language), emotional (such as exclusion or humiliation), or take place online through digital platforms.

Self-harm is the intentional act of injuring oneself and may indicate underlying safeguarding concerns. It should always be taken seriously and responded to appropriately.

Online abuse refers to any form of abuse that takes place via digital platforms. This includes online sexual abuse, such as sharing sexual images, coercing individuals into online sexual activity, or engaging in sexual conversations. It also includes cyberbullying, which may involve threatening or abusive messages, sharing humiliating content, exclusion from online groups, or the misuse of fake or stolen identities. Online grooming occurs where an individual builds a relationship with a child or young person to exploit or abuse them, often by pretending to be someone else or using social media and gaming platforms. Sexting, also known as youth-produced sexual imagery, involves the sharing of sexual images or messages and is illegal where it involves individuals under the age of 18. It may also involve coercion or exploitation.

Peer-on-peer abuse occurs when children or young people abuse other children or young people. This can take many forms, including bullying, physical abuse, sexual violence, sexual harassment, emotional abuse, and the sharing of sexual images.

Criminal exploitation, including county lines, involves individuals being coerced or manipulated into criminal activity, such as drug trafficking or transporting money or goods.

Cuckooing is a form of exploitation where criminals take over the home of a vulnerable person to use it for illegal activities.

Female Genital Mutilation (FGM) is a criminal offence involving the removal or injury of female genitalia for non-medical reasons. It causes severe physical and psychological harm and is subject to mandatory reporting requirements.

Forced marriage is a marriage conducted without the full and free consent of both parties and involves coercion. It is a form of abuse and must always be treated as a safeguarding concern.

Trafficking involves the movement of individuals for the purpose of exploitation, including sexual exploitation, forced labour, or criminal activity. Where exploitation is present, consent is not considered valid.

Town Clerk / Youth Development Worker 31 3 26