

# Marlborough Town Council

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11<sup>th</sup> February 2026

To: Councillors serving on the Town Promotion & Culture Committee – Councillor Emily Trow (Town Mayor), Councillors, Mervyn Hall, Kim Wakeham, Caroline Wrench, Nick Fogg & Lisa Farrell

Dear Councillor

## Town Promotion & Culture Committee

You are **summoned** to attend the next meeting of the **Town Promotion & Culture Committee**, which will be held on **Tuesday 17<sup>th</sup> February 2026 at 7pm** in the **Council Chamber, Marlborough Town Hall**.

Yours sincerely

*Williams*

Clare Williams

**Deputy Town Clerk**

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If members of the public wish to attend they should notify the Deputy Town Clerk of this by noon on the Friday before 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 Deputy Town Clerk of this 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 Deputy Town Clerk by noon on the day of the meeting, and a written response will be provided.

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## PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Town Promotion & Culture 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. Elect A Chair**
- 2. Elect a Vice Chair**
- 3. Apologies for absence**
- 4. Declarations of interest**  
To receive any declarations of interest or requests for dispensation
- 5. Scheme of Delegation for the Town Promotion & Culture (TP&C) Committee - to note.**
- 6. Budget Responsibility for the TP&C Committee - to note.**
- 7. Budget Report Month 10 - To note and consider a TP&C finance report for Month 10.**
- 8. Town Centre CCTV System – to note and consider an update report on progress to date.**
- 9. Christmas Lighting Infrastructure Upgrade – to note and consider an update report on progress to date.**
- 10. Future Agenda Items - to discuss and agree agenda items for this Committees consideration going forward.**

**ITEM 5****TOWN PROMOTION & CULTURE SCHEME OF DELEGATION**

**Scheme of Delegation as agreed by Full Council on 26<sup>th</sup> January 2026:**

- i. Furthering resident and local business engagement and interests for the benefit of a positive Marlborough community experience.
- ii. Enhancing, developing, and promoting Marlborough visitor experience.
- iii. Enhancing, developing, and promoting Marlborough tourism, including the oversight and monitoring of the Great West Way membership; making recommendations to the Council in this respect.
- iv. Enhancing, developing and promoting a positive cultural experience within the town.
- v. Consideration of matters relating to existing town council events (non-Civic) i.e. Christmas Lights event, Mop Fairs, Dark Skies; making recommendations to the Council in this respect.
- vi. Review, for recommendation to Full Council, the town council's festive lighting provision and design.
- vii. To enable and promote community led town events.
- viii. To work collaboratively with partners to ensure the provision of effective CCTV, and community safety initiatives where appropriate in relation to the town centre.
- ix. Monitoring the effective use of delegated budgets on an ongoing basis, taking action where required to vire (transfer) unspent provision to ensure that the overall budget parameters are maintained.
- x. Approval of expenditure on items within the Committee's area of responsibility and included in the approved Council budget up to the amount specified in the budget.
- xi. To seek opportunities to generate external income to support the Committee's areas of responsibility.

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- Recommendation to the Finance and Policy Committee and/or Full Council of the Committee's budget requirements for each financial year.
- Any funding required outside of, or above, the set budget in any given financial year.
- Any other matter that has been delegated to it by the Council from time to time.
- The Committee may refer specific matters to the Council for a final decision if it so wishes.

**ITEM 6****TOWN PROMOTION & CULTURE BUDGET RESPONSIBILITY**

**Budget Responsibility as agreed by Full Council on 26<sup>th</sup> January 2026:**

The Committee have responsibility for the following budget lines which currently sit under the Finance and Policy Committee:

- Tourism
- CCTV
- Events
- Switch on Event
- Website
- Heritage
- Christmas Lights

## ITEM 7

## BUDGET REPORT MONTH 10

To note and consider the TP&C budget report for Month 10

	Actual Year	Current	Variance	Funds	% Spent	Notes
	To Date	Annual Budget	Annual Total	Available		
<b>INCOME</b>						
MARKET INCOME	£ 3,320.00	£ 2,000.00	(1,320)		166.0%	Christmas market bookings
<b>EXPENDITURE</b>						
TOURISM	£ 1,000.00	£ 1,000.00	£ -	£ -	100.0%	Advertisements x 4
CCTV	£ 2,964.00	£ 5,400.00	£ 2,436.00	£ 2,436.00	54.9%	Maintenance budget
EVENTS	£ 2,634.00	£ 3,000.00	£ 366.00	£ 366.00	87.8%	
SWITCH ON EVENT	£ 7,623.00	£ 6,000.00	(1,623)	(1,623)	127.1%	Market income offsets this
WEBSITE/BROADBAND	£ 370.00	£ 2,500.00	£ 2,130.00	£ 2,130.00	14.8%	Website hosting
HERITAGE PROJECT	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	0.0%	Subsequently granted to the Merchants House
CHRISTMAS LIGHTS	£ -	£ 15,000.00	£ 15,000.00	£ 15,000.00	0.0%	Pend invoice from Wheelers
<b>TOTAL INCOME</b>	<b>£ 3,320.00</b>					
<b>TOTAL EXPENDITURE</b>	<b>£ 14,591.00</b>					

ON BUDGET

OVER

SAVING

## ITEM 8

## TOWN CENTRE CCTV SYSTEM

To note an update report on ongoing work on this project.

- At a meeting of the F&P Committee on 24<sup>th</sup> November 2025, members resolved that Smart Integrated Solutions are commissioned to conduct the CCTV replacement and maintenance thereafter; and that up to £40,000 of Community Infrastructure Levy funds is used to fund this work, in phases.
- The Town Clerk & Deputy Town Clerk met with a team from Smart on 11<sup>th</sup> February 2026 to set the wheels in motion. At this meeting the approach was discussed and agreed and the team carried out an inspection of existing equipment on site and along the High Street.
- A further update will follow as this project progresses.

## Purpose

To note and consider an update report on the Christmas lighting infrastructure upgrade.

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## Background

- Marlborough Town Council inherited the current Christmas lighting scheme, which was purchased almost 20 years ago now (back in 2005/6) by the then Chamber of Commerce along with support from local businesses. The electrical infrastructure installed at various locations along the High Street to support the scheme is now very old in terms of reliability and suitability going forward.
- Wheeler's, the Town Council's contractors, maintain the town's Christmas lights and install and dismantle them each year. They also take care of all the systems in place which keep them working and they have alerted us to the fact that this needs an upgrade. Town Council funds have been allocated to this work, which will need to be carried out sometime this summer, to ensure we have working Christmas lights this year and beyond.
- The Christmas lights are connected to a power source at 8 locations along the north side of High Street. (Town Hall included).
- The Power source at some of the above locations feed a 'switch-system' for the lighting scheme, with the central switch being in the Town Hall.
- There are also a further 15 locations along the High St where the buildings have anchors attached to the front elevation, to support the lights when hung. Some premises have both an anchor and a power source.
- Other businesses in Kingsbury St and The Parade supply power to the festoon lights in those areas also.
- As part of the process of the upgrade our contractors will renew old cabling and connections, and, at the same time, electrical meters will be installed to ensure that, going forward, these businesses are remunerated for the electrical supply used for the Christmas lighting whilst it is illuminated (approximately 6 weeks from the end of November until the beginning of January).

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## Current Status

- The Town Clerk and Deputy Town Clerk met with Wheeler's, the town council's contractors in January 2025 to agree the right approach in terms of the upgrade. This meeting generated the following actions:
  - Officers to map the existing infrastructure along the High St, plotting the locations of the shops and business that support the lighting scheme.
  - Officers to consult with these shops and businesses, giving details of the proposed upgrade and seeking continued support.
  - Officer to obtain permissions from all premises who play a part in the lighting scheme, be that providing power to the lights, the switch system or anchor points on their buildings.

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## **Considerations**

### **Financial implications**

At a meeting of the F&P Committee on 24<sup>th</sup> November 2025 it was resolved to allocate £25,000 from year-end savings/general reserve to enable an upgrade of the Christmas Lights infrastructure, and a review of the lighting scheme in the 2026/27 budget.

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## **Recommendation**

Members are asked to note this report. Further updates will follow.

**Clare Williams - Deputy Town Clerk**

11<sup>th</sup> February 2026