

MARLBOROUGH TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes of a meeting of the Finance and Policy Committee held on the 17th June in the Council Chamber, Town Hall, Marlborough, at 7.32 pm

PRESENT

Councillor A Ross	Chairman
Councillor G. Loosmore	Town Mayor
Councillor S. Dobson	
Councillor Mrs P. Dow	
Councillor A. Kirk Wilson	
Councillor N. Barrett-Morton	
Councillor J. Cook	
Councillor R. Allen	

ALSO PRESENT

Mrs S. Parker	Town Clerk
Mrs S. Fry	Office Manager

101/13

APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor N. Fogg.

102/13

DECLARATION(S) OF INTEREST

There were no Declarations of Interest or requests for dispensations.

103/13

CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed new members to the committee and thanked Councillor Noel Barrett-Morton for accepting the post of Vice Chairman.

The year end process was concluded last Wednesday which gave insufficient time for the committee to examine the year end documentation. There were no differences from the year end close down disclosed to this committee of the former Council and consequently the Annual Return will be approved at the next Full Town Council.

The results for year to 31st March, 2013 show a surplus of £61,435 from which £30,000 was allocated to meet unbudgeted expenditure on the Kennet Place Flood Alleviation Scheme. The balance of £31,435 in the general reserve will be considered for re-allocation to earmarked reserves at a future F & P committee meeting.

104/13

MINUTES

RESOLVED: unanimously that the minutes of the meeting of the Finance and Policy Committee held on the 3rd June, 2013 were a true record and signed by the Chairman.

105/13 TOWN CLERK'S REPORT

It was agreed that the Town Clerk's report be noted.
Members thanked the Town Clerk for producing this invaluable report.

106/13 ACCOUNTS

It was agreed that the accounts to 31st May, 2013 be noted.

The Town Clerk highlighted that there were likely to be substantial charges to the professional fees budget (Code 4055) during 2013/14 due to legal fees for lease renewals, sale of Chantry Lane toilets, etc.

It was agreed that at a future meeting the criteria for the Hospitality Budget and Mayors Allowance be considered.

107/13 CORRESPONDENCE

Members noted correspondence received from the 2nd Marlborough Scouts Group thanking the Town Council for a grant awarded in 2012.

108/13 TOWN COUNCIL GRANT SCHEME

i) Grant Application from Manton Festival

RESOLVED: by 7 votes for with 1 abstention that Manton Festival be awarded a grant of £500.00. (*Local Government Act 1972, s.145*)

ii) Review of Town Council Grant Scheme

Members noted the report from the Town Clerk.

RESOLVED: unanimously that the Criteria and Guidelines for the town Council's Small Grant Scheme be adopted subject to the following addition –
13. Cheques drawn must be in the name of the applicant.
Also, that the Application Form be adopted subject to the following addition –
3f. If you are a registered charity please tick box.

109/13 REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS AND SCHEME OF DELEGATION

Members noted the report from the Town Clerk.

RESOLVED: that the revision of these documents be undertaken by a Working Party, chaired by Councillor S Dobson and open to Members not sitting on the Financial & Policy Committee. It should be run over the course of 3 separate sessions each lasting up to a maximum of 2 hours and held during the working day. The Town Clerk to prepare a first draft for each document based on the standard NALC model.

110/13 TOWN COUNCIL TRUSTS AND CHARITIES

Members noted the report from the Town Clerk.

RESOLVED: (i) unanimously that the Russell Memorial Fund Trust Deed to be signed and a certified copy made. The Town Clerk, Chairman and Vice Chairman to identify how best to invest the money.

RESOLVED: (ii) unanimously that Members vote for the winding up of the J E Eddison Will Trust under the Wrigley's consultation.

RESOLVED: (iii) unanimously that the Town Clerk in consultation with Councillor S. Dobson draw together details of the current status of all four of the Charities administered by the Town Council together with balances held and submit them to the next Finance & Policy Committee to consider how best to take forward administrative responsibilities.

The meeting ended at 8.30 pm

Signed
Chairman

Date