

Marlborough Town Council

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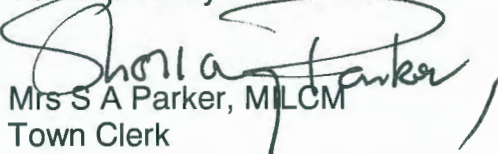
COUNCIL OFFICES
5 HIGH STREET
MARLBOROUGH
WILTSHIRE
SN8 1AA

17th May 2017

Dear Councillor,

I hereby summon you to a meeting of **Marlborough Town Council**, which will be held on Monday, **22nd May 2017** in the **Council Chamber, Town Hall at 7.00pm.**

Yours faithfully


Mrs S A Parker, MILCM
Town Clerk

- a) **Prayers**
- b) **Public Question Time** (not to exceed 10 minutes and limited to 1 question per person unless time permits otherwise)
- c) **Crime and Disorder** – a member of the Wiltshire Constabulary will be available to give a report and answer questions from Councillors and members of the public (not to exceed 10 minutes)
- d) **To receive Questions to and from Wiltshire Councillors** (not to exceed 10 minutes)

AGENDA

1. Apologies for Absence

2. Declarations of Acceptance of Office

The Town Clerk to confirm receipt of signed Declarations of Acceptance of Office from all duly elected Town Councillors

3. Declarations of Interest and Requests for Dispensations

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

Members are reminded that they are, within 28 days of being appointed, obliged to notify the Monitoring Officer of any disclosable pecuniary interests. These should be passed on to the Town Clerk to register online.

3. Mayor's Announcements

4. Minutes

To approve and sign as a correct record the minutes of the Annual Meeting of the Town Council held on Monday, 15th May 2017

- 5. Review of the Scheme of Delegation**
To review and adopt the Town Council's Scheme of Delegation
- 6. Nominations to Standing Committees and Sub Committees**
To receive and consider nominations to Committees as set out in Standing Order k.iv) and to undertake ballots, if necessary.
- 7. To elect a Chairman and Vice Chairman of the following Standing Committees and Sub Committees –**
 - a) Planning Committee – all members to vote (except the Mayor (ex officio))
 - b) Finance and Policy – only members of committee to vote
 - c) Property – only members of committee to vote
 - d) Amenities and Open Spaces – only members of committee to vote
 - e) Staffing Sub-Committee – only members of committee to vote
- 8. Review of Standing Orders**
To review and adopt the Town Council's Standing Orders
- 9. Financial Regulations**
To review and adopt the Town Council's Financial Regulations
- 10. Appointment of Representatives to Outside Bodies**
To appoint representatives to organisations and voluntary groups
- 11. The General Power of Competence**
To re-adopt and exercise the General Power of Competence
- 12. Asset Register**
To approve the register of insured land and assets
- 13. Insurance Renewal**
To note a report by the Town Clerk about insurance cover in respect of all insured risks
- 14. Review of Council's and/or staff memberships and subscriptions to other bodies**
To note a report by the Office Manager and approve current subscriptions and memberships
- 15. Review of the Town Council's Complaints Procedure**
To review and adopt the Town Council's complaints procedure
- 16. Review the Town Council's procedures under the Freedom of Information Act 2000 and the Data Protection Act 1998**
To review and adopt the procedures under the Freedom of Information Publication Scheme and Data Protection Policy
- 17. Review of Press and Media Policy**
To review and adopt the Town Council's policy for dealing with the press and media
- 18. Health and Safety Policy Statement**
To adopt the H&S Policy Statement as advised by the Town Council's Health and Safety advisers, Ellis Whittam

19. Review of Risk Assessment

To review and adopt for 2017/18 the Risk Assessment for the Town Council as adopted by Full Town Council on 18th April 2017

20. Appointment of Internal Auditors – 2017/18

To confirm that Internal Auditors, Auditing Solutions Ltd, will continue to carry out the Council's internal audits

21. Bank Mandate

To approve that the Bank Mandate is amended as required to record the changes of Mayor, Deputy Mayor and Chairman and Vice Chairman of the Finance and Policy Committee all of whom together with the Town Clerk/Responsible Finance Officer or Office Manager (as authorised officer) will be signatories and always requiring that 2 Councillors and one officer sign all cheques and other orders for payment

22. Calendar of Meetings

To re-adopt the Calendar of Meetings for 2017/18 and consider any amendments

23. Local Elections – Co-option

To note a report by the Town Clerk about one Town Councillor vacancy in the West Ward following the uncontested election on 4th May 2017 and consider a recommendation about the co-option procedure

24. Marlborough Youth and Community Centre

To note a report by the Town Clerk and consider a recommendation on the signing of a draft lease and associated documents enabling the Town Council to run the building at St Margaret's Mead whilst agreement is reached towards an eventual community asset transfer

25. Member's Question Time - Questions to be submitted to the Town Clerk by midday on the day of the meeting and not to exceed 10 minutes.

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