

**MARLBOROUGH TOWN COUNCIL
FINANCE AND POLICY COMMITTEE**

Minutes of a **Meeting** of the **Finance and Policy Committee** which was held on **Monday, 4th December 2017** in the **Council Chamber, Town Hall, Marlborough** at 8.25 pm

PRESENT	Councillor A. Ross	Chairman
	Councillor M. Hall	Town Mayor
	Councillor Mrs P. Dow	
	Councillor N. Fogg	
	Councillor G. Loosmore	
	Councillor N. Barrett-Morton	
	Councillor E. Northeast	
ALSO PRESENT	Mrs. S. Parker	Town Clerk
	Mrs D. Whitehall	Administrator
	Councillor B. Castle	Observing
	Councillor G. Loosmore	Observing

PUBLIC QUESTION TIME

There were no questions.

427/17

APOLOGIES

Apologies for absence were received from Cllrs. Kirk Wilson and Cairns.

428/17

DECLARATIONS OF INTEREST

There were no declarations.

429/17

CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Cllr. Northeast to his first Finance & Policy Committee meeting.

The Mayor had visited Greatwood on 29th November to present the Town Council's small grant cheque for £427 to be used for protective equipment.

The Chairman had received a letter from Alzheimer's Support thanking the Town Council for the small grant of £500 to support drop-in sessions at the Jubilee Centre.

430/17

MINUTES

RESOLVED: that the Minutes of the Meeting held Monday, 18th September 2017 were approved as a true record and signed by the Chairman

431/17

TOWN CLERK'S REPORT

Members noted the Town Clerk's Report.

- 432/17 TOWN COUNCIL GRANT SCHEME**
RESOLVED: to award Marlborough Area Development Trust (MADT) a grant of £440 to be ring-fenced for venue hire to run Digital Making workshops for the local community
- 433/17 COMMITTEE BUDGETS 2017/18**
Members noted the committee income and expenditure reports to end September 2017 (Month 6) together with a list of payments.
- 434/17 INTERNAL INTERIM AUDIT**
Members noted the first interim internal audit for 2017/18 which had raised no significant issues.
- 435/17 EXTERNAL AUDITOR APPOINTMENTS 2017/18**
Members noted the notification of external auditor appointments for 2017/18. The auditors for Wiltshire would be PKF Littlejohn LLP.
- 436/17 URGENT EXPENDITURE**
Members noted a report by the Town Clerk about urgent expenditure made in accordance with the Scheme of Delegation, para 3.2.
- 437/17 STAFFING REVIEW**
Members noted a recommendation from the Staffing Sub-Committee about a staffing review in the light of increasing workloads and that a separate recommendation about increasing staffing levels in the next Financial Year had been submitted under the budget setting process.
- RESOLVED:** that a benchmarking exercise for staff salaries is undertaken externally and within the current Financial Year
- 438/17 BUDGET AND PRECEPT SETTING 2018/19**
Members noted a report from the Town Clerk/Responsible Financial Officer (RFO) and considered the draft budget for the Finance & Policy Committee along with recommendations and draft budgets for the Property, Amenities & Open Spaces (A&OS) and Planning Committees and Staffing-Sub Committee.
- RESOLVED:** (i) that the 2018/19 Finance & Policy Committee Budget was agreed with an increase of £4,600 to Budget Line 4055 (Professional) to cover legal fees for land registration.
- RESOLVED:** (ii) that the proposed 2018/19 Committee Budgets for Amenities & Open Spaces, Property and Planning were agreed with the addition of £9,000 to Property Budget Line 4038 for project work in the Town Hall
- RESOLVED:** (iii) to recommend to Full Town Council that the total net budget and precept requirement to levy to Wiltshire Council to collect on behalf of the Town Council for 2018/19 is £626,331 representing a 2.9% rise.

439/17

CONSULTATION ON BUSINESS RATES FOR PUBLIC CONVENIENCES

RESOLVED: to delegate to the Town Clerk to respond to a survey supporting a proposal by Falmouth Town Council for legislative changes to grant town and parish councils mandatory 100% business rates relief on public toilets

440/17

CIVIC WORKING PARTY

The Chairman gave a verbal update following the Remembrance events over the weekend of 11th /12th November. There had been some minor issues with the Armistice Day commemorations and issues with timings during the Remembrance Parade. This year the Mayor and Councillors had been accompanied by representatives of 4 Military Intelligence Battalion to lay poppies on war graves in the town's two cemeteries and this had worked well. It was hoped that this would continue in future years. The Chairman noted some suggestions from Members about how to make minor changes to the parade. A full report would be available after a wash-up meeting had taken place.

2018 would mark the centenary of the end of World War 1, with Armistice Day and Remembrance Sunday falling on the same day. The Working Party would now start to consider arrangements for this.

The meeting closed at 8.58 pm

Signed

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Chairman

Date