

**MARLBOROUGH TOWN COUNCIL
FINANCE & POLICY COMMITTEE**

Minutes of a **Meeting** of the **Finance & Policy Committee** which was held on **Monday, 12th June 2017** in the **Council Chamber, Town Hall, Marlborough** at 8.10 pm

PRESENT	Councillor A. Ross	Chairman
	Councillor M. Hall	Town Mayor
	Councillor Mrs P. Dow	
	Councillor N. Fogg	
	Councillor A. Kirk Wilson	
	Councillor G. Loosmore	
	Councillor N. Barrett-Morton	
	Councillor P. Cairns	
ALSO PRESENT	Mrs S. Parker	Town Clerk
	Mrs D. Whitehall	Administrator
	Councillor B. Castle	Observing
	Councillor A. Wilson	Observing
	Plus 1 member of the public	

PUBLIC QUESTION TIME

There were no questions.

83/17

APOLOGIES

There were no apologies.

84/17

DECLARATIONS OF INTEREST

There were no declarations of interest or requests for dispensation.

85/17

CHAIRMAN'S ANNOUNCEMENTS

This was a landmark occasion as today Marlborough Town Council had taken control (but not ownership of) and signed a 7 year lease of the former Wiltshire Council Youth Centre in St Margaret's Mead.

A letter had been received from the Wiltshire Bobby Van Trust thanking the Town Council for a grant of £350 which had been handed over by former Mayor, Cllr Noel Barrett-Morton. The funding will help to secure the homes of those in Marlborough who do not have the financial means to protect themselves and are vulnerable to becoming victims of crime.

86/17

MINUTES

RESOLVED: that the Minutes of the meeting held Monday, 13th March 2017 were approved as a correct record and signed by the Chairman

87/17

TOWN CLERK'S REPORT

Members noted the Town Clerk's report. Town Council investments and diversification of funds would be discussed at the next meeting on 18th September 2017.

88/17

TOWN COUNCIL GRANT SCHEME

Members considered two applications for funding under the Small Grants Scheme. It was noted that the application received from the Marlborough Macmillan Committee did not meet the Scheme criteria and Members did not want to set a precedent by awarding a

grant towards a revenue cost. Members acknowledged the ongoing good works carried out by this Committee and decided to award a grant of £200 to help towards future projects.

RESOLVED: (i) to award £500.00 to Alzheimer's Support towards supporting drop-in sessions at the Jubilee Centre where people would be able to meet with a Dementia Advisor and Care Co-ordinator

RESOLVED: (ii) to award £200 to Macmillan Marlborough Committee to assist with future projects

The balance remaining in the Grants Scheme was now £5,900.

89/17

COMMITTEE BUDGETS 2016/17

Members noted the committee income and expenditure reports to end March 2017 (Month 12).

Cllr. Castle left the meeting

90/17

INTERNAL AUDIT 2016/17

Members noted the final audit report for 2016/17 and that 3 of the 4 recommendations were already being followed through. All agreed with the fourth recommendation to develop a photographic record when updating the Asset Register in 2017/18 was sensible. Members commended the high quality of record keeping by the Office Manager and Town Clerk.

RESOLVED: to create a photographic record when reviewing and updating the Asset Register in 2017/18

91/17

STATEMENT OF ACCOUNTS

RESOLVED: to recommend to Full Town Council on 26th June that the Statement of Accounts for 2016/17 be approved for signature

92/17

ANNUAL RETURN

RESOLVED: to recommend to Full Town Council on 26th June that the Annual Return for 2016/17 be approved for signature

93/17

COMMITTEE BUDGETS 2017/18

Members noted the committee income and expenditure reports to end April 2017 (Month 1) together with a list of payments.

94/17

EAR MARKED RESERVES

Members noted the Town Clerk's report and considered a recommendation to Full Town Council about Ear Marked Reserves in line with paras. 4.2 and 4.9 of Financial Regulations. Members agreed to make no changes at this point and to revisit whether any funds should be transferred to General Reserves later in the year.

RESOLVED: to recommend to Full Town Council on 26th June the Ear Marked Reserves in line with paras. 4.2 and 4.9 of Financial Regulations and that no changes are made at present.

95/17

PRECEPT SETTING TIMETABLE

The timetable for the budget precept planning process for 2018/19 was noted.

96/17

GENERAL DATA PROTECTION REGULATION

Members noted a Legal Briefing Note from the National Association of Local Councils (NALC) about changes to Data Protection Law.

97/17

CIVIC WORKING PARTY

Members noted that in 2018, Remembrance Sunday, Armistice Day and the Centenary of Armistice Day would fall on the same date, 11th November. As this was a significant date, it was agreed that early attention be paid to the Town Council's plans to mark the occasion and that the Deputy Mayor, Cllr. Farrell, be invited to join the Civic Working Party. Early discussions should also take place with 4 Military Intelligence Battalion.

RESOLVED: to commission a Civic Working Party for 2017/18 comprising the Town Mayor, Cllrs. Ross, Farrell and Barrett-Morton and to adopt the Civic Working Party Terms of Reference

The meeting closed at 8.40 pm

Signed: Date:
Chairman