

**MARLBOROUGH TOWN COUNCIL
FINANCE AND POLICY COMMITTEE**

Minutes of a **Meeting** of the **Finance and Policy Committee** which was held on **Monday, 19th March 2018**
in the **Council Chamber, Town Hall, Marlborough** at 7.58pm

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 E. Northeast	
ALSO PRESENT	Mrs S. Parker	Town Clerk
	Mrs D. Whitehall	Administrator
	Councillor B. Castle	Observing

PUBLIC QUESTION TIME

There were no questions.

611/17 APOLOGIES
Apologies for absence were received from Cllr. Cairns.

612/17 DECLARATIONS OF INTEREST
Cllrs. Hall and Ross – agenda item 6(iii) – grant application from The Merchants House – non-pecuniary.

613/17 CHAIRMAN'S ANNOUNCEMENTS
Marlborough St Mary's School had written to thank the Council for the £2,244 award for a Ctouch computer board and mount for its Key Stage 2 Complex Needs class. A cheque had been officially handed over by the Mayor at the opening event last year. The grant has been formally recognised on the Donor Tree in the school's entrance hall.

We also received thanks from MADT for the award of £440 enabling them to hold Raspberry Pi computer workshops which are geared primarily towards young people.

614/17 MINUTES
RESOLVED: that the minutes of the meeting held 4th December 2017 were approved as a true record and signed by the Chairman

615/17 TOWN CLERK'S REPORT
Members noted the Town Clerk's Report.

616/17 TOWN COUNCIL GRANT SCHEME
Cllr. Loosmore (as Vice Chairman) took the chair for this agenda item

Members considered three applications which met the Town Council's criteria, but noted that the total amount requested exceeded the remaining balance of £2,789.

RESOLVED: (i) to award £500 to Marlborough Area Poverty Action Group to help children and their families participate in activities during the summer, including a trip to Cotswold Wildlife Park and participation in the Camp Activa8 programme

RESOLVED: (ii) to award £260 to the Marlborough and District Dyslexia Association to hold an awareness event for National Dyslexia Week as part of Marlborough Literature Festival

Cllrs. Ross, Fogg and Kirk Wilson did not vote on the following item

RESOLVED: (iii) to award £2,029 (the remaining balance in the 2017-18 budget) to The Merchant's House towards completion of a first floor room.

Cllr. Ross resumed the Chair

617/17

COMMITTEE BUDGETS 2017/18

Members noted the committee income and expenditure reports to end February 2018 (Month 11). A list of payments for months 7-11 was also noted.

618/17

EAR MARKED RESERVES

Members noted a report by the Town Clerk providing guidance on increases to and/or additional items for ear marked reserves for 2018/19 and also which of those funds could be re-allocated.

RESOLVED: (i) all current Ear Marked Reserves should remain for 2018/19 with the exception of that for George Lane Toilets which should now be re-allocated

RESOLVED: (ii) new and/or increased ear mark reserves could be as follows:

- Bi-Election/Referendum
- Civil War Re-enactment 2019
- Town Hall Maintenance Budget
- Events (to include Christmas Lights event 2018)
- Neighbourhood Plan
- Additional Office Space
- Sports Equipment for the MCYC
- Skatepark Lighting Project
- Priory Gardens Entrance and Wall

RESOLVED: (iii) that the final figures for ear mark reserves (once budget balances are known) should be submitted to Full Council for final approval

Cllr. Castle left the meeting

619/17

INTERNAL AUDIT REPORT

Members noted the second internal audit for 2017/18. Again the auditor had found no issues and Members congratulated Mrs Sue Fry, the Office Manager, and the Responsible Financial Officer on their good record keeping.

620/17

URGENT EXPENDITURE

Members noted a report which provided details of urgent expenditure made under para. 3.2 of the Scheme of Delegation:

- Signs for the Marlborough Community & Youth Centre (£810)
- New cookers for the Assembly Room kitchen and associated electrical works following a gas inspection (£5,200)
- Architect's drawings and fees for George Lane Toilets (£1,595)

621/17

RISK ASSESSMENT

RESOLVED: that the risk assessment be recommended to Full Town Council

622/17

THE GENERAL DATA PROTECTION REGULATION (GDPR)

Members noted a report by the Town Clerk and the uncertainties that still remained around how GDPR would apply to town and parish councils. Whilst it was too early to consider appointing the role of Data Protection Officer, it was agreed that outsourcing it would likely be the preferred approach once more detail was known.

RESOLVED: to delegate to the Town Clerk to take appropriate action regarding outsourcing the role of Data Protection Officer if required

The meeting closed at 8.45pm

Signed: Date:

Chairman