

Marlborough Town Council

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COUNCIL OFFICES
5 HIGH STREET
MARLBOROUGH
WILTSHIRE
SN8 1AA

11th April 2018

Dear Councillor,

I hereby summon you to a meeting of **Marlborough Town Council**, which will be held on **Monday, 16th April 2018** in the **Council Chamber, Town Hall at 7.00pm**.

Yours faithfully

Mrs S A Parker, PSLCC
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 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

3. Mayor's Announcements

4. Minutes

To approve and sign as a correct record the minutes of the of the Full Town Council meeting held on Monday, 5th March 2018

5. Town Clerk's Report

To note the Town Clerk's report

6. Community Asset Transfer Request

To note the Town Clerk's report and consider making a request for a Community Asset Transfer (CAT) of Wiltshire Council-owned land at Kelham Gardens

7. A Wiltshire Forum for Town Mayors and Chairmen

To note a short report by the Town Clerk and consider a proposal that future Town Mayors attend this newly established forum

8. Risk Assessment

To consider a recommendation from the Finance & Policy Committee to approve a Risk Assessment for the Town Council

9. WW1 Commemorations

To note the Town Clerk's report and minutes of the most recent meeting of the Civic Working Party and consider a recommendation about commemorative events.

10. Liaison with Outside Bodies

Members to offer updates on their representational roles to outside bodies

11. Committee Minutes - In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following Committee meetings: **Planning – 19th February and 19th March 2018, Amenities and Open Spaces – 29th January 2018, Finance & Policy 4th December 2017 and Property – 15th January 2018.** These minutes have been approved by Committee. All have been circulated to Members and are available to download from www.marlborough-tc.gov.uk or from the Town Council offices. Other meetings have taken place but, minutes are not yet approved so remain in draft form

12. 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.

13. 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

14. Exclusion of Press and Public

RECOMMENDED: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential or commercial nature of the business to be transacted

15. Confidential Minutes

To approve and sign as a correct record the confidential minutes (563/17 and 564/17) of the Full Town Council meeting held on Monday, 5th March 2018

16. Insurance Renewal

To consider competitive, commercial quotes for the renewal of the Town Council's insurance