

# Marlborough Town Council

Tel: 01672 512487  
Fax No: 01672 512116  
VAT No: 195 5986 93  
Town Clerk: Shelley Parker, PSLCC  
[www.marlboughtowncouncil.gov.uk](http://www.marlboughtowncouncil.gov.uk)  
E-mail: [enquiries@marlboughtowncouncil.gov.uk](mailto:enquiries@marlboughtowncouncil.gov.uk)



COUNCIL OFFICES  
5 HIGH STREET  
MARLBOROUGH  
WILTSHIRE  
SN8 1AA

16<sup>th</sup> May 2018

Dear Councillor,

I hereby summon you to a meeting of **Marlborough Town Council**, which will be held on Monday, **21<sup>st</sup> May 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

*Members are reminded that they are obliged to notify the Monitoring Officer of a change to disclosable interests or a new interest as defined in Appendices A and B of the Code of Conduct within 28 days of becoming aware of it. 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, 14<sup>th</sup> May 2018

### 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 kiv) 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. Appointment of Members to Working Parties**  
To appoint members to the Tourism Working Party and Civil War Re-enactment Working Party
- 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. General Data Protection Regulation (GDPR)**  
To note a report by the Town Clerk and adopt a Privacy 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 for 2018/19
- 19. Review of Risk Assessment**  
To review and adopt for 2018/19 the Risk Assessment for the Town Council as adopted by Full Town Council on 16<sup>th</sup> April 2018
- 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 2018/19 and consider any amendments

**23. Town Clerk's Report**

To note the Town Clerk's Report

**24. Civil War Re-enactment – *The Battle of Marlborough***

To note the minutes of the Working Party and consider its recommendations about the Civil War Re-enactment event scheduled for 27<sup>th</sup>/28<sup>th</sup> July 2019

**25. Coopers Meadow**

To note a report from the Town Clerk and consider a recommendation from the Amenities & Open Spaces Committee about taking the project forward

**26. Great West Way**

To consider membership of the Ambassador Scheme and Marlborough having status as a Great West Way Designated Destination in line with other towns along the route

**27. 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.

**28. 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**

**29. 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 item of business as publicity would be prejudicial to the public interest because of the confidential or commercial nature of the business to be transacted

**30. Staffing Issues**

To consider the recommendations of the Staffing Sub-Committee following the recent Staffing Review