

**MARLBOROUGH TOWN COUNCIL
FULL TOWN COUNCIL**

Minutes of a **Meeting** of the **Full Town Council** which was held on **Monday, 21st May 2018** in the **Council Chamber, Town Hall, Marlborough** at 7pm

PRESENT	Councillor L. Farrell Councillor B. Castle Councillor Mrs P. Dow Councillor N. Fogg Councillor A. Kirk Wilson Councillor G. Loosmore Councillor N. Barrett-Morton Councillor M. Hall Councillor P. Cairns Councillor M. Cooper Councillor H. Forbes Councillor S. Price Councillor A. Wilson Councillor D. Heath	Town Mayor
ALSO PRESENT	Mrs S. Parker Mrs D. Whitehall Rev. Dr J. Blokland Councillor S. Dobson Mr T. Millett Plus 1 member of the public	Town Clerk Administrator Mayor's Chaplain Wiltshire Councillor, Marlborough East Marlborough.News

Rev. Dr Blokland opened the meeting with prayers

PUBLIC QUESTION TIME

There were no questions.

CRIME AND DISORDER

No officer was available to attend but a report had been circulated.

QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Cllr. Fogg – a number of residents of part of the High Street north of St Peter's Church continue to have difficulty with illegally parked cars, especially residents trying to access St Peters Place. Cllr. Fogg had been approached with a request to make the stretch of road 'access only' or 'residents only', and asked Members for their thoughts on this being taken forward to the Community Area Transport Group (CATG). The Town Clerk agreed to add an item to a Planning Committee agenda.

Cllr. Castle asked whether Cllr. Fogg had made any progress investigating a legally parked vehicle in Kennet Place which had not been moved in six months. **Cllr. Fogg** apologised that this had been overlooked and would follow up with Wiltshire Council to determine whether anything could be done.

Cllr. Dobson gave an update on a recent meeting with Wiltshire Council's Highways Officer and Savernake Parish Councillors to discuss safety options for the stretch of the A4 near Savernake Hospital, as well as changes requested to yellow lines at the entrance to St Margaret's Mead following resurfacing works.

Cllr. Loosmore referred to a recent announcement that central Government was to make additional funding available to address pot holes, and asked Cllrs. Dobson and Fogg to investigate how this was being addressed in Wiltshire. Both Unitary Councillors acknowledged the problems and encouraged people to keep reporting potholes via the MyWiltshire reporting tool.

A member of the public joined the meeting

Cllr. Cooper had been approached by residents of Manton who were concerned at seeing recent signs (now taken down) to indicate the public were to be prevented from using the main footpath between Marlborough and Manton via Treacle Bolly (*Footpath No. 33*) and asked whether there was any intention to close any part of this footpath. As this was a public right of way **Cllr. Fogg** believed it was highly unlikely that Wiltshire Council would do this, but would investigate whether a third party had erected the signs, and asked that Members continue to monitor the situation.

16/18 APOLOGIES

Apologies for absence were received from Cllrs. Ross and Northeast.

17/18 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

There were no declarations of interest. The Town Clerk reminded Members that they are obliged to notify the Monitoring Officer of any new (or changes to) disclosable pecuniary interests which should be passed to the Town Clerk to register online. A letter had been received from Wiltshire Council's Legal and Democratic Services Team asking for input to a review about the Standards Framework and also that training may soon be available to Members on the Code of Conduct. All Councillors were asked to let the Town Clerk know of elements that training might usefully cover.

Cllr. Dobson and a member of the public left the meeting. Cllr. Cairns joined the meeting.

18/18 MAYOR'S ANNOUNCEMENTS

The Mayor welcomed Councillors, the press and members of the public. She felt very confident that this would be a great year where the Town Council would continue to get things done for the community.

There was a lot on this meeting's agenda - mainly standard items as a legal requirement.

The Mayor would like Full Council meetings to be as accessible to the public as they can be and questions would always be welcome. In cases where members of the public feel they have important input to items on the main agenda, they were invited to please let the Town Clerk know at the start of the meeting so we can try to make sure that there's an opportunity to speak.

19/18 MINUTES

RESOLVED: that the Minutes of the Annual Meeting held 14 May 2018 were approved as a true record and signed by the Mayor

20/18 SCHEME OF DELEGATION

RESOLVED: that the Scheme of Delegation was adopted with no changes

21/18 NOMINATIONS TO STANDING COMMITTEES AND SUB COMMITTEES

Members considered nominations to Committees as set out in Standing Order 6 k) iv). The Town Clerk advised that where Members were away and vacancies remained, these should be held over until their return to provide them with an opportunity to be elected to a Standing Committee. The Finance and Policy Committee and the Staffing Sub Committee were oversubscribed and it was:

RESOLVED that ballots be held to determine membership for the Finance and Policy Committee and the Staffing Sub Committee

RESOLVED: (i) that the **Planning Committee** would again comprise all Councillors, each having a vote with the exception of the Town Mayor (ex officio)

RESOLVED: (ii) that members of the **Property Committee** would be Cllrs. Fogg, Loosmore, Barrett-Morton, Hall, Price, Wilson and Heath plus the Town Mayor with 1 vacancy

RESOLVED: (iii) that members of the **Finance and Property Committee** would be Cllrs. Fogg, Ross, Loosmore, Barrett-Morton, Cairns, Forbes, Price and Wilson plus the Town Mayor

RESOLVED: (iv) that members of the **Amenities & Open Spaces Committee** would be Cllrs. Castle, Ross, Hall, Cairns, Cooper, Forbes and Heath plus the Town Mayor with 1 vacancy

RESOLVED: (v) that members of the **Staffing Sub Committee** would be Cllrs. Castle, Dow, Loosmore, Hall, Cooper, Price, Wilson and Heath plus the Town Mayor

22/18

ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN

a) Planning Committee

RESOLVED: (i) that **Councillor Wilson** be elected as Chairman of the Planning Committee for 2018/19

RESOLVED: (ii) that **Councillor Price** be elected as Vice Chairman of the Planning Committee for 2018/19

b) Finance and Policy Committee

RESOLVED: (i) that **Councillor Ross** be elected as Chairman of the Finance and Policy Committee for 2018/19

RESOLVED: (ii) that **Councillor Loosmore** be elected as Vice Chairman of the Finance and Policy Committee for 2018/19

c) Property Committee

RESOLVED: (i) that **Councillor Barrett-Morton** be elected as Chairman of the Property Committee for 2018/19

RESOLVED: (ii) that **Councillor Loosmore** be elected as Vice Chairman of the Property Committee for 2018/19

d) Amenities and Open Spaces Committee

RESOLVED: (i) that **Councillor Cooper** be elected as Chairman of the Amenities and Open Spaces Committee for 2018/19

RESOLVED: (ii) that **Councillor Forbes** be elected as Vice Chairman of the Amenities and Open Spaces Committee for 2018/19

e) Staffing Sub Committee

RESOLVED: (i) that **Councillor Dow** be elected as Chairman of the Staffing Sub Committee for 2018/19

RESOLVED: (ii) that **Councillor Cooper** be elected as Vice Chairman of the Staffing Sub Committee for 2018/19

23/18

STANDING ORDERS

Members noted the Town Clerk's report and that a review of Standing Orders was required to incorporate all recent legislation. This would be brought back to a future Full Council meeting. The Town Clerk was still pursuing a query about rights of attendance at committee meetings with the National Association of Local Councils (NALC)

RESOLVED: that the Standing Orders were re-adopted

24/18

FINANCIAL REGULATIONS

RESOLVED: that the Financial Regulations were re-adopted with no changes

25/18

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED: that representatives to organisations and voluntary groups were confirmed as listed below.

Outside Body	2018/19 Representative
Marlborough and District Chamber of Commerce	Cllrs. Alexander Kirk Wilson and Loosmore
Market Towns Forum	The Town Mayor and Cllrs Mervyn Hall, Guy Loosmore and Noel Barrett-Morton
Wiltshire Association of Local Councils (WALC)	Cllr. Susie Price Reserve: Cllr. Bryan Castle
Marlborough Brandt Group	The Town Mayor and Cllr. Alexander Kirk Wilson
The Richmond Fellowship	Cllr. Bryan Castle
Marlborough Area Board	The Town Mayor and Cllrs. Mervyn Hall and Peter Cairns
Community Area Transport Group	Cllr. Mervyn Hall Reserve: Cllr. Peter Cairns
Marlborough and District Link Scheme	Cllr. Bryan Castle
Marlborough Fire Station	The Town Mayor and Cllr. Peggy Dow
Emergency Flooding/Snow Wardens	Cllr. Peter Cairns Reserve: Cllr. Alexander Kirk Wilson
Transition Marlborough	Cllrs. Peter Cairns and Guy Loosmore
2293 Air Training Corps	The Town Mayor Reserve: Cllr. Noel Barrett-Morton
Kennet Community Transport	Cllrs. Alexander Kirk Wilson and Donald Heath
Sports Forum	The Town Mayor
Local Youth Network	Cllr. Susie Price Reserve: Cllr. Edward Northeast
Christmas Lights Switch-on Event	The Town Mayor and Cllrs. Mervyn Hall, Harry Forbes.
Neighbourhood Plan	Cllrs. Mervyn Hall and Peter Cairns
Great West Way	The Town Mayor and Cllr. Alexander Kirk Wilson
The Lansdowne Monument (Devizes, Calne, Marlborough)	Cllrs. Donald Heath and Peter Cairns
Mayor's Forum	The Town Mayor/Deputy Mayor
Marlborough in Bloom	The Town Mayor and Cllr. Harry Forbes
Stonebridge Management Committee	Cllrs. Bryan Castle, Mervyn Hall and Donald Heath
Allotment Association	Cllrs. Bryan Castle and Mark Cooper

Members noted that WALC meetings were normally held on a Monday evening, and therefore clashed with Town Council meetings resulting in Members' inability to attend. The Town Clerk agreed to follow this up as the situation would likely be similar for representatives from other parishes.

- 26/18 APPOINTMENTS TO WORKING PARTIES**
RESOLVED: (i) that the Terms of Reference for the Tourism Working Party be re-adopted
- RESOLVED:** (ii) that **Cllrs. Hall** and **Heath** are re-appointed as members of the Tourism Working Party
- RESOLVED:** (iii) that **Cllrs. Hall, Loosmore** and **Forbes** are appointed as members of the Civil War Re-enactment Working Party
- 27/18 ASSET REGISTER**
RESOLVED: that the register of insured land and assets was approved
- The Town Clerk agreed to check whether the red telephone box at London Road should be included in this list.
- 28/18 INSURANCE RENEWAL**
The Town Clerks' report was noted and that the Council had agreed to enter into a new 3 year long term agreement with Zurich Municipal
- 29/18 MEMBERSHIPS AND SUBSCRIPTIONS**
RESOLVED: that the current subscriptions and memberships be approved
- 30/18 COMPLAINTS PROCEDURE**
RESOLVED: that the Complaints Procedure be re-adopted with no changes
- 31/18 GENERAL DATA PROTECTION REGULATION (GDPR)**
The Town Clerk's report was noted which gave an update on compliance to the GDPR.
RESOLVED: that the draft Privacy Notice be adopted.
- 32/18 PRESS AND MEDIA POLICY**
RESOLVED: that the Press and Media Relations Policy be re-adopted with no changes
- 33/18 HEALTH AND SAFETY POLICY STATEMENT**
RESOLVED: that the Health and Safety Policy Statement be adopted for 2018/19
- 34/18 RISK ASSESSMENT**
RESOLVED: that the Risk Assessment be adopted with no changes
- 35/18 APPOINTMENT OF INTERNAL AUDITORS FOR 2018/19**
RESOLVED: to confirm that internal auditors Auditing Solutions Ltd will continue to carry out the Council's internal audits for 2018/19
- 36/18 BANK MANDATE**
RESOLVED: to approve that the Bank Mandate is amended as required to record any 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
- 37/18 CALENDAR OF MEETINGS**
RESOLVED: that the Calendar of Meetings for 2018/19 be re-adopted with no changes
- 38/18 TOWN CLERK'S REPORT**
Members noted the Town Clerk's report.

39/18

CIVIL WAR RE-ENACTMENT

Members noted the Town Clerk's report and the minutes of a meeting held to discuss the Civil War Re-enactment (The Battle of Marlborough) to be held in 2019 and considered recommendations to take the event forward.

RESOLVED: (i) that the Terms of Reference of the Working Party be approved

RESOLVED: (ii) to delegate to the Town Clerk to agree and sign the Letter of Intent

RESOLVED: (iii) that members of the Working Party are **Cllrs. Hall, Loosmore and Forbes** (also see Resolution 26/18 above)

40/18

COOPERS MEADOW

Members noted a report by the Town Clerk and that meetings with potential project managers had been arranged. **Cllr. Cooper** stressed the importance that the Project Manager should liaise with local primary schools/mother & toddler groups.

RESOLVED: to delegate to the Town Clerk to work with the Project Manager once appointed to build up a tender request to submit via the government's Contract Finder website and then, when received, submit the tenders to Full Town Council in line with para. 11 of Financial Regulations.

41/18

GREAT WEST WAY

Members noted a report by the Town Clerk and a verbal update from **Cllr. Kirk Wilson**.

RESOLVED: that Marlborough Town Council's membership as a Designated Destination Ambassador at a subscription cost of £1,875 pa for the next 3 years was approved

42/18

MEMBER'S QUESTION TIME

No questions had been submitted.

43/18

COMMON SEAL

Proposed by **Cllr. Castle** and seconded by **Cllr. Dow** and

RESOLVED: that the Common Seal of Marlborough Town Council be affixed to all documents necessary to give effect to the decisions of the meeting

44/18

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: 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
Mr Millett, The Town Clerk and Mrs Whitehall left the meeting

45/18

STAFFING ISSUES

RESOLVED: that Recommendations of the Staffing Sub-Committee following a recent Staffing Review were approved with agreed amendments .

The meeting closed at 8.27 pm

Signed: Date:
Town Mayor