

## TOWN CLERK'S REPORT

## FULL TOWN COUNCIL – MONDAY, 25 JUNE 2018

**Summary** This is a report of follow-up to resolutions made at Full Town Council. This is a Standing Item on the agenda to update Members. Once follow-up is completed or taken on by a Committee, items will be marked as closed. Ongoing items will be brought back to Council when a new decision is required or when a fuller update is needed.

<b>Min. 39/18</b>	<b>Civil War Re-enactment</b> – At the meeting of 21 May, it was resolved that that the Terms of Reference for the Working Party be agreed and that it be delegated to the Town Clerk to sign the Letter of Intent for the event on 27/28 July 2019. This has been signed and sent to the English Civil War Society. The Working Party met on 8 June and next meet on 7 September. <b>Closed</b>
<b>Min.23/18</b>	<b>Review of the Scheme of Delegation</b> – A point about attendance at committee meetings calling into question the legality of Para. 8.1 of the Scheme about whether all Councillors have a right to attend any committee meeting has been referred to WALC which will be raising it with the Legal Team at the National Association of Local Councils (NALC) – <b>Ongoing</b>
<b>Min.180/17</b>	<b>Promotion of Community WiFi in Marlborough</b> – Following the meeting on 6 November, further follow up action is being taken in terms of looking at examples of this promotion in other towns– <b>Ongoing</b>
<b>Min.26/18</b>	<b>Tourism Working Party (TWP)</b> – On 21 May, it was resolved that Cllrs Hall and Heath be appointed to this Working Party. A date is now awaited from the Chief Executive of VisitWiltshire for when he is able to attend the next meeting. <b>Closed.</b>
<b>Min.40/18</b>	<b>Coopers Meadow Play Area</b> – On 21 May, it was resolved to delegate to the Town Clerk to work with the appointed Project Manager to build up a tender request to submit via the government's Contract Finder website and then, when received, submit the tenders to FTC in line with para. 11 of Financial Regulations. The tender document has been submitted and can be viewed at <a href="http://www.marlborough-tc.gov.uk/invitation-to-tender-coopers-meadow-play-area">http://www.marlborough-tc.gov.uk/invitation-to-tender-coopers-meadow-play-area</a> The tender bids will be discussed at an Extra-Ordinary Full Town Council meeting on 16 <sup>th</sup> July. Work is due to start in early autumn 2018. <b>Ongoing</b>
<b>Min. 654/17, 677/17</b>	<b>Transfer Request</b> – On 16 April, Councillors resolved that a formal request for an Asset Transfer be made of WC for land at Kelham Gardens for parking and that the Town Mayor with Cllr. Loosmore attend the Cabinet Meeting on 24 April. At the Cabinet meeting, the request for a CAT was turned down. Negotiations are continuing with WC on the acquisition of this land. This will be brought back for decision to the Full Council meeting on 23 <sup>rd</sup> July. <b>Ongoing</b>

## Membership of Committees

**Summary** – The report asks Members for nominations to fill vacancies on committees and sub committees. At present there is 1 vacancy on the Property Committee and 1 vacancy on the Amenities & Open Spaces Committee

### 1. Background

Following the election to committees at the Annual Meeting of the Town Council on 21 May, the following vacancies are available:

Property Committee – 1 vacancy

Amenities & Open Spaces Committee – 1 vacancy

The following para. 6kiv) in Standing Orders is relevant:

Appointment of members to existing committees which will be as follows; The Planning Committee shall consist of fifteen Councillors plus the Mayor who will be ex officio and non-voting. All other committees will consist of up to eight Councillors plus the Mayor. All Councillors will serve on up to two other committees each. In the event that a Councillor chooses to serve on only one committee the vacant position will then be open to other Councillors by ballot, if necessary. No Councillor shall serve on more than two Committees unless there are remaining vacancies and after all Councillors have had an opportunity to take up their seats on two committees.

There are Councillors who have not taken up their entitlement to serve on 2 committees in addition to Full Town Council and the Planning Committee.

### 2. Town Clerk's Recommendation

The Town Clerk recommends that vacancies are filled on the Property and Amenities and Open Spaces Committee.

**Town Clerk**

**June 2018**

**Wiltshire Council**

**Marlborough Area Board**

**14 May 2018**

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## **Electoral Review Information**

### **Background**

1. Electoral Reviews determine both the overall number of councillors on a council, and the pattern of divisions within that council.
2. The current review is the first review since Wiltshire Council was formed in 2009.
3. It was required because 25 Divisions had a variance from the average in the size of their electorate of more than 10%, and 2 Divisions had a variance from the average of over 30%.
4. The review's outcome, if implemented, will apply from the next elections in May 2021.
5. **Parliament, not Wiltshire Council, will be responsible for the final decision, following a recommendation from the Local Government Boundary Commission for England (LGBCE).**

### **Preliminary Phase**

6. Wiltshire Council formed an Electoral Review Committee to prepare any submissions to and make any comments in relation to the Electoral Review on its behalf. The preliminary phase is about to conclude, and relates to the overall size of the council.
7. The criteria for assessing the most appropriate council size includes consideration of the government arrangements of the council (eg how many councillors it needs to efficiently conduct its business), the scrutiny arrangements of the council (eg to ensure there are sufficient councillors to hold the executive to account) and the representational role of councillors. The number must be that which is considered best for effective and convenient local government.
8. **The Electoral Review Committee considered a great deal of evidence, and recommended to Full Council that a council size of 99 be submitted to the LGBCE. This was approved on 20 February 2018.**
9. The decision of the LGBCE will be announced shortly. Even if the council size remains relatively unchanged, there will need to be significant changes to the shape of current divisions, due to population changes.

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### Next Phase

10. After announcing its decision on council size, the LGBCE will hold a **public consultation from September**.
11. The consultation will seek proposals from the council, towns and parishes, other community or local groups, and members of the public, on how the determined number of divisions should be drawn up.
12. **Anyone who wishes to make a representation on the pattern of divisions should contact the LGBCE directly via their website - <http://www.lgbce.org.uk/all-reviews>**
13. There will be a briefing for parishes from the LGBCE, with the date still to be confirmed.
14. Wiltshire Council also welcomes any submissions from parishes or the public, to assist it in drawing up its own proposals. **Anyone who wishes to share their views on a submission with the council should email [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk)**

### Submission Details

15. Anyone commenting on proposed divisions or making their own submissions, should be aware of the criteria for assessment of said divisions, as detailed below:

**Electoral Equality** - Any submissions made will be required to seek to create divisions as close as possible to the average figure of electors per division (not total population per division) identified by the LGBCE when making their decision on council size.

**Interests and identities of local communities** - this means establishing electoral arrangements which, as far as possible, avoid splitting local ties, and where boundaries are easily identifiable.

**Effective and convenient local government** - this means ensuring that the divisions can be represented effectively, and that the electoral arrangements as a whole, allow the local authority to conduct its business effectively.

16. Localised submissions from organisations and communities may justify a level of variance from the average electorate figure, but this would need to be supported by clear evidence.

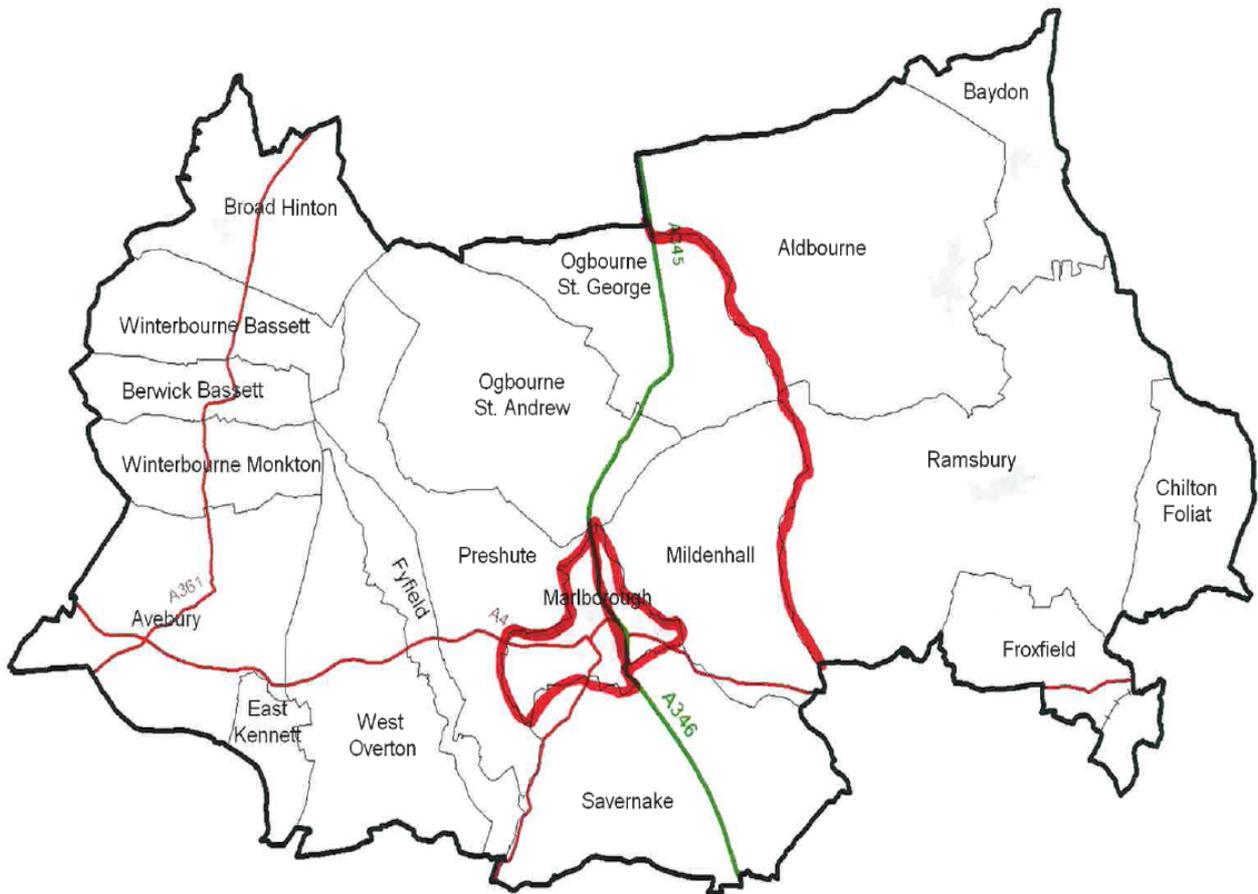
### Marlborough Area Board

17. A map of the current community area boundaries, and the parishes and electoral divisions contained therein, is shown overleaf.
18. **While the Electoral Review Committee is minded to try to recommend new divisions which accord to the current community area boundaries, unless there are justifiable requests to do otherwise, the need to have electorally equal**

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divisions may mean the LGBCE decide it is necessary to create divisions which go beyond the current boundaries. This could be by combining whole parishes or parts of parishes.

**Marlborough Area Board**



**Neighbouring Area Boards**

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**Key facts and figures**

19. The current electorate for the Marlborough Community Area is **13657**, with 4 electoral divisions.
20. The average division size at present across the council area is **3752**.
21. The projected electorate for the Marlborough Community Area in 2024 is **14779**. **The number is presently draft only.**
22. Below are listed the draft figures for the projected electorates for the current pattern of division, and for parishes, in 2024. These may be subject to some change.

Divisions

Aldbourne and Ramsbury – 4245  
West Selkley – 3552  
Marlborough East – 3524  
Marlborough West - 3458

Parishes

Aldbourne – 1492  
Avebury - 429  
Baydon – 552  
Berwick Bassett – 46  
Broad Hinton – 533  
Chilton Foliat – 328  
East Kennett – 83

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Froxfield – 307  
Fyfield – 169  
Marlborough – 6981  
Mildenhall – 385  
Ogbourne St Andrew – 303  
Ogbourne St George – 428  
Preshute – 129  
Ramsbury – 1566  
Savernake – 220  
West Overton – 543  
Winterbourne Bassett – 143  
Winterbourne Monkton - 143

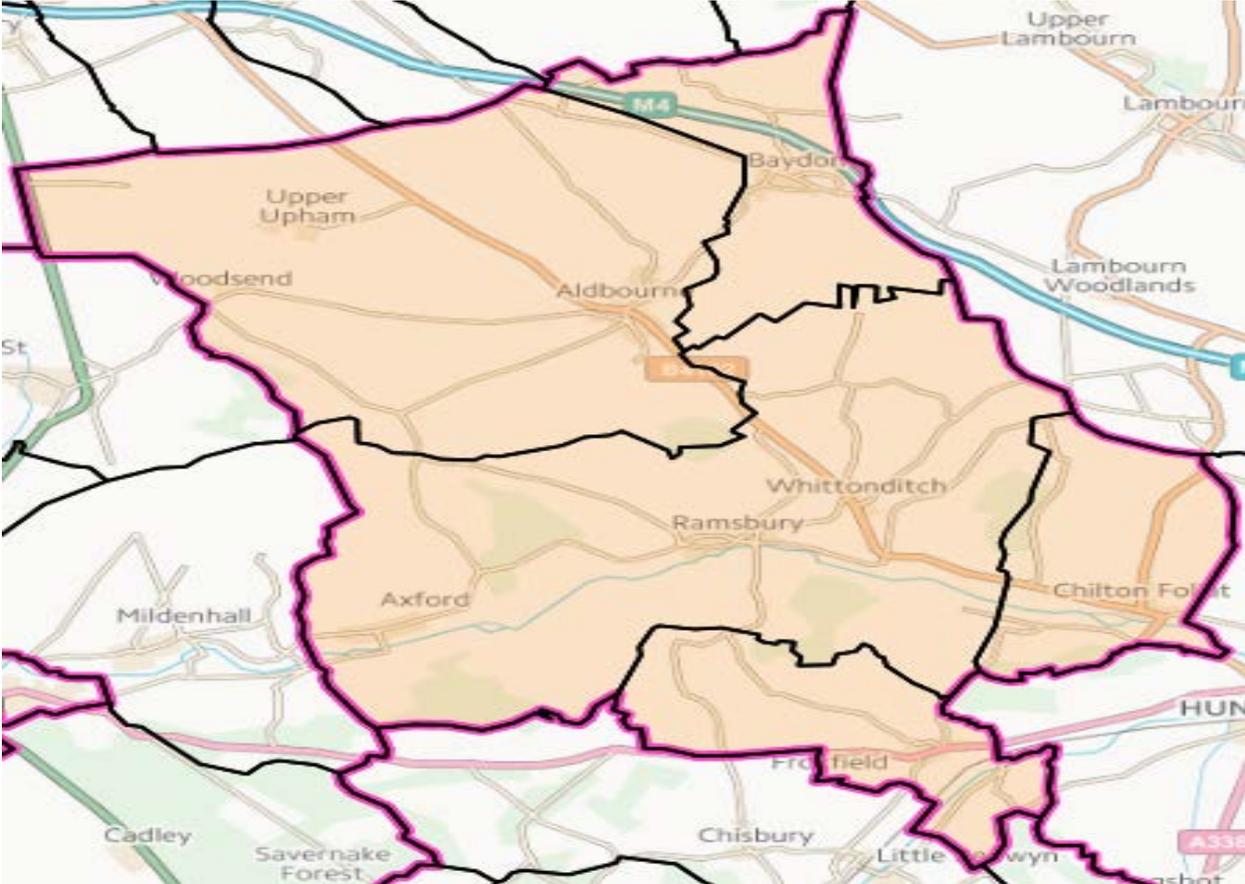
**It is these number that the LGBCE will use to create new divisions. They may use parts of parishes, and may not utilise existing area board boundaries.**

23. Overleaf are maps of the existing divisions.

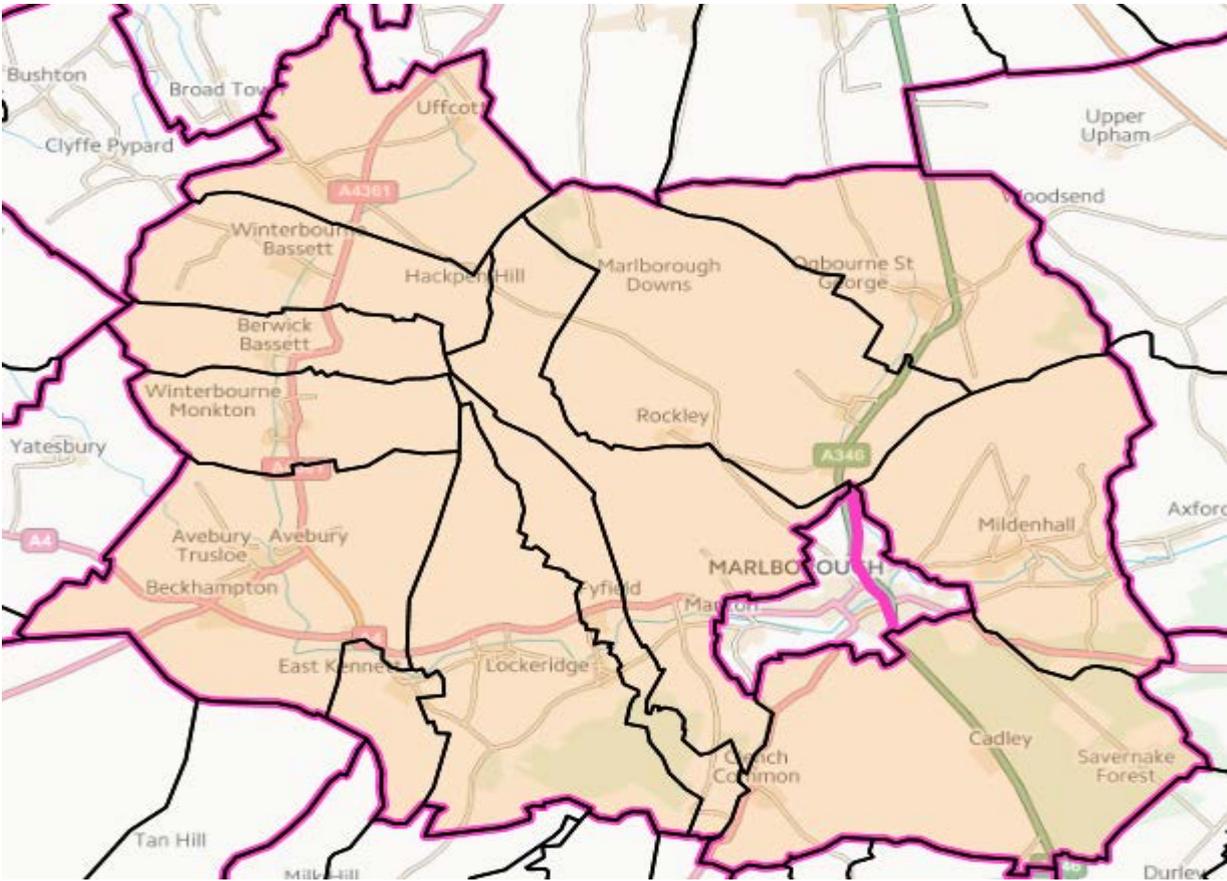
**Current Division Maps**

Aldbourn and Ramsbury

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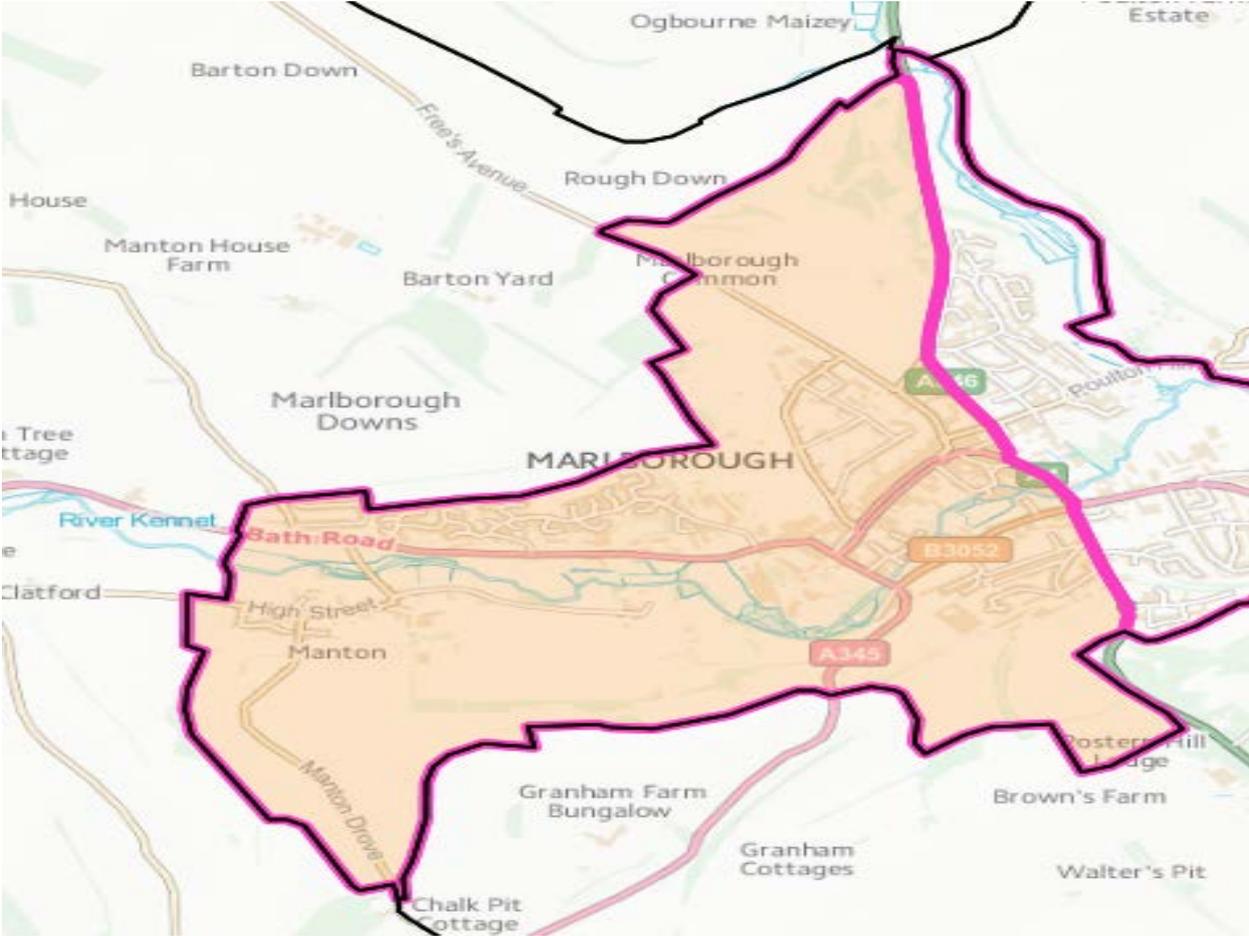


West Selkley



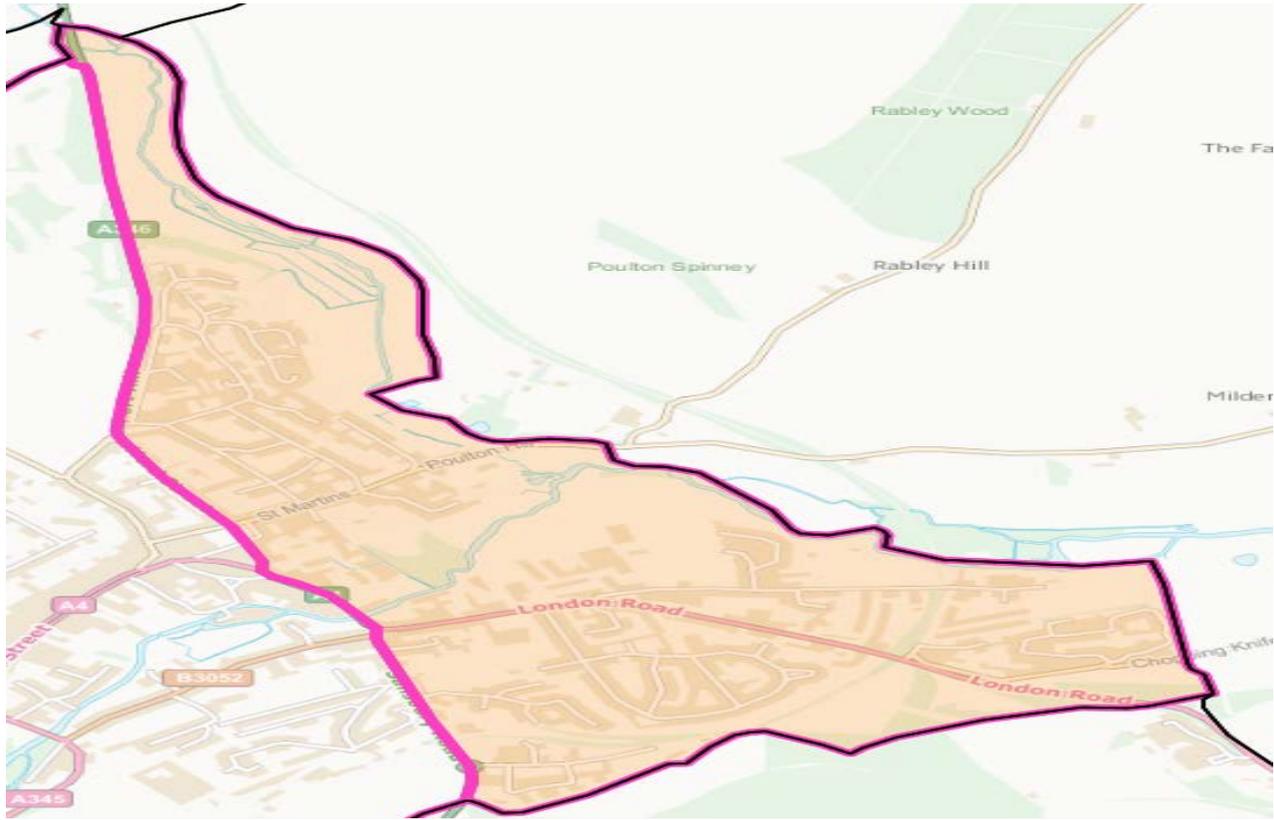
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Marlborough West



Marlborough East

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**Future Stages**

24. Some time after the next stage the LGBCE will consult upon its draft recommendations on new divisions, published after considerations of the submissions that have been made.
25. Area Boards will again be consulted at this stage, and the Electoral Review Committee will consider a response to the draft recommendations
26. Sometime in 2019 the final recommendations of the LGBCE will be published. They will be laid before Parliament, where the recommendations may be accepted, or rejected, but not amended.

## **Asset Register**

**Summary** – This report asks Members to note that there is a change to the Asset Register submitted to Full Council on 21 May 2018.

### **1. Background**

The list submitted to the Annual Meeting of the Town Council on 21 May 2018 included the figures for the insured value of the George Lane Toilet Block transferred to the Town Council. This is £220,162.00. However, as pointed out by the Internal Auditor, the asset value is, in fact, £1 as this was the value of the property transfer itself. The Asset Register has been amended to reflect this and is at **Appendix 1**. (The full photographic version is not attached here but Members already have a copy of it as it was attached with the Full Council agenda papers in May).

The figure for the Annual Accounting Statements for total fixed assets (see agenda item 12) is, therefore, £8,894,664.00. This makes no material difference to the accounting statements but, brings records up to date.

### **Town Clerk's Recommendation**

The Town Clerk recommends that Members note this report.

**Town Clerk**

**June 2018**



## MARLBOROUGH TOWN COUNCIL

### REVIEW OF THE EFFECTIVENESS OF THE SYSTEM INTERNAL CONTROL (For the Financial Year 2017/18)

#### 1. Scope of Responsibility

In line with the Accounts and Audit Regulations 2015, Marlborough Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control, which facilitates the effective exercise of the Council's functions and includes arrangements for the management of risk.

#### 2. The Purpose of the System of Internal Control

The system of internal control is designed to manage risk; reducing it to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

#### 3. The Internal Control Environment

##### 3.1 The Council

The Council has appointed a Town Mayor/Chairman and Committee Chairmen who are responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. The Council reviews its obligations, objectives and budgets and the level of precept required for the following year at its December or January meeting. The Council monitors progress against its aims and objectives at its meetings by receiving relevant reports from the Town Clerk. The Council regularly reviews its internal controls, systems and procedures.

##### 3.2 The Town Clerk / Responsible Financial Officer

The Council has appointed a CiLCA qualified Town Clerk who acts as the Council's advisor and administrator. The Town Clerk is also the Council's Responsible Financial Officer (RFO). The Town Clerk works with the Finance Officer/Office Manager to administer the Council's finances. The Town Clerk is responsible for day to day compliance with laws and regulations that the Council is subject to and for managing risk. The Town Clerk also ensures that the Council's procedures, control systems and policies are up to date and

adhered to.

### **3.3 Payments**

The Council has approved its Financial Regulations and all payments are made in accordance with Financial Regulation paras. 6, 7 and 12. All payments are approved by the Council through its Finance and Policy Committee (F&P). Three signatories are required to sign cheques and all ensure each cheque agrees with the appropriate invoices.

### **3.4 Risk Management**

The Council has a detailed Risk Assessment which is reviewed annually by the Finance & Policy Committee and adopted by Full Town Council.

### **3.5 Internal Audit**

The Council has appointed an independent, competent internal auditor who reports to the Council on the adequacy of its systems and procedures, internal controls and risk management and its reviews of these matters. The internal auditor is given full rights of access regarding records and documentation (within GDPR requirements). The appointment of the internal auditor is made annually.

### **3.6 External Auditor**

The Councils external auditors submit an Annual Certificate of Audit which is presented to the Council each year following approval of the Annual Governance and Accountability Return (AGAR).

## **4. Review of Effectiveness**

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of the:

- The Council
- The Town Clerk/RFO who has responsibility for the design and maintenance of the internal control environment and managing risk
- The independent internal auditor who reviews the Councils systems of internal control
- The Councils external auditor who makes the final check using the Annual Governance and Accountability Return (AGAR –formerly the Annual Return), a form completed and signed by the RFO, the Chairman and internal auditor.

## **5. Significant Internal Control Issues**

There have been no significant issues identified in the Governance Review for 2017/2018.

## **6. Transparency Code**

Marlborough Town Council understands its responsibilities under the Transparency Code and regularly updates information on its website.

Cash Book / Bank Reconciliations	<ul style="list-style-type: none"> <li>• The cash book is kept electronically through approved RBS software accounting system (OMEGA). The cash book is reconciled to the bank statements in preparation for every meeting of F&amp;P Committee.</li> <li>• A copy of the cash book list of payments is presented at each F &amp; P meeting</li> </ul>
Financial Regulations and Standing Orders	<ul style="list-style-type: none"> <li>• Marlborough Town Council has adopted Financial Regulations based on the NALC model. The regulations are reviewed for continued relevance and amended where necessary via the approval of Full Town Council.</li> <li>• Standing Orders are in place for the governance of the Council which are reviewed to accommodate legislative changes each year.</li> </ul>
Order/Tender Control	<ul style="list-style-type: none"> <li>• Financial Regulations refer to procedures relating to tenders including compliance with The Public Contracts Regulations 2015, procedures for expenditure of more that £25,000, and the use of the government's Contracts Finder website</li> <li>• A financial appraisal is undertaken prior to commencement of any significant project</li> </ul>
Legal Power	<ul style="list-style-type: none"> <li>• Where necessary, a proper legal power is identified for each expenditure (However, the Town Council qualifies for and has resolved that it can use the General Power of Competence under the Localism Act 2011 and the Parish Councils (GPC) (Prescribed Conditions) Order 2012.</li> </ul>
Payment Controls	<ul style="list-style-type: none"> <li>• All payments are reported to the Council through F&amp;P Committee.</li> <li>• The Bank Mandate is agreed annually.</li> <li>• Two elected members must sign every cheque</li> <li>• The signatories always consider each cheque against the relevant invoice and initial it.</li> <li>• The Town Clerk/RFO and the Office Manager maintain control of the cheque book at all times.</li> <li>• The Council does not use a Corporate Credit Card</li> </ul>
Payments made under Section 137 of the LGA 1972 or the General Power of Competence	<ul style="list-style-type: none"> <li>• As the Town Council has resolved to use the General Power of Competence, S137 payments are not made.</li> </ul>

## ITEM 9

VAT reclaims	<ul style="list-style-type: none"> <li>• The Finance Officer/Office Manager ensures that all invoices are addressed to Marlborough Town Council.</li> <li>• The Finance Officer/Office Manager maintains a VAT account and ensures that the correct amount of VAT is reclaimed throughout the year.</li> <li>• An external consultant is commissioned to prepare a VAT Health check and a Partial Exemption Certificate issued. The Council has resolved to 'opt to tax.'</li> </ul>
Borrowing and Loans	<ul style="list-style-type: none"> <li>• The Council has made the proper arrangements through the budget setting process to ensure that funds are available to meet repayments</li> </ul>
Income Controls	<ul style="list-style-type: none"> <li>• All income is received and banked in the Council's name in a timely manner and reported to the Council via the F&amp;P Committee</li> <li>• The Town Clerk ensures that the amount of precept received is correct in accordance with the precept request sent to the Unitary Authority. The Town Clerk ensures that the precept instalments are received when due – April and September</li> </ul>
Financial Reporting	<ul style="list-style-type: none"> <li>• Income and Expenditure Reports for each committee are presented at each F&amp;P Committee meeting.</li> </ul>
Budgetary Controls	<ul style="list-style-type: none"> <li>• The Budget is prepared in consultation with all budget holding committees to an agreed timetable for final sign off at Full Town Council. This is evidenced by reports and minutes.</li> <li>• The Precept request is submitted by the deadline dictated by the Unitary Council (January)</li> </ul>
Payroll Controls	<ul style="list-style-type: none"> <li>• Town Council staff are paid under PAYE as employees of the Council and the necessary system for making payments to HMRC is in place.</li> <li>• The Finance Officer/Office Manager ensures that the necessary payroll returns are made to HMRC and retains evidence that this has been done.</li> <li>• Changes to salaries are agreed via the Staffing Sub Committee and the F&amp;P Committee. Incremental rises are awarded through an appraisal system, agreed via the Staffing Sub Committee</li> <li>• Employment Law advice is outsourced to a professional legal agency under a 3 year Long Term Agreement</li> </ul>
Office Expenses	<ul style="list-style-type: none"> <li>• Requests for reimbursement of monies are dealt with through the petty cash system on production of receipts.</li> </ul>

<p>Asset Control</p>	<ul style="list-style-type: none"> <li>• The Town Clerk maintains the fixed asset register</li> <li>• The existence and conditions of all assets is checked regularly by staff or the Council’s property management agents.</li> <li>• The adequacy of insurance of the Councils assets is considered annually in advance of the insurance renewal (under 3 year Long Term Agreement).</li> <li>• Disposals are recorded with sale proceeds treated as capital receipts in line with LGA 1972 s127</li> </ul>
<p>Internal Audit</p>	<ul style="list-style-type: none"> <li>• The Council annually appoints an independent internal auditor who provides 2 interim audit reports and a final end of year report to the Council on records, procedures, systems, internal control, Regulations, Risk management. The internal auditor will have planned and carried out the work necessary to give the assurances called for in Section 4 of the Annual Governance and Accountability Return (formerly the Annual Return).</li> </ul>
<p>External Audit</p>	<ul style="list-style-type: none"> <li>• The Council submits an Annual Governance and Accountability Return (formerly the Annual Return) to the external auditor.</li> </ul>

## Ear Marked Reserves

**Summary** - This report is for Members to agree Ear Marked Reserves in accordance with para 4.2 and 4.9 of Financial Regulations.

### 1. Background

Ear marked reserves are monies in reserves that are set aside for a stated purpose. These are a means of building up funds to meet known or predicted liabilities and ongoing projects. Funds should be used for the item for which they have been set aside or be transferred in whole or in part, to the General Reserve if it is found they are no longer required.

### 2. Financial Regulations

Unspent provisions in the revenue budget cannot be carried forward to a subsequent year unless placed in an ear marked reserve. Members should periodically judge whether ear-marked reserves are still required.

### 3. Finance & Policy Committee

At the Finance & Policy Meeting of 19<sup>th</sup> March (Min. 681/17), it was agreed that 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. Now that the budget balances are known following the end of the 2017/18, it is suggested that the following Ear Marked Reserves are agreed for 2018/19:

#### CURRENT EAR MARKED RESERVES 2018/19

Town Hall Works	£150,000
Open Spaces	£ 14,197
CCTV Project	£ 2,006
Heritage Fund	£ 5,000
Civic Fund	£ 5,000
New Cemetery Provision/Extension	£ 26,000
Neighbourhood Plan	£ 20,152
Youth Council Skatepark	£ 5,000
Toilets/PWL Loan Balance	£ 6,425
CIL Payments (Coopers Meadow)	£ 19,384
Civil War Re-enactment	£ 5,000
Sale of Chantry Lane	£150,389
Bye Election/Referendum	£ 9,000
Additional Office Space	£ 20,000
Devolution of Services	£ 46,000
Events	£ 3,000
MCYC Sports	£ 5,000
Workshop Building	£ 30,000
<b>Total Ear Marked Reserves</b>	<b>£521,553</b>

### 4. General Reserves at the end of 2017/18

At the end of 2017/18 General Reserves stand at £208,504 (previously £161,020). The recommendation is that councils keep between 3months – 6 months of the precept in reserves. The Town Council meets this requirement.

### Town Clerk Recommendations

The Town Clerk recommends that Members agree the Ear Marked Reserves for 2018/19.

**CHRISTMAS LIGHTS SWITCH-ON 2018**  
**Tuesday 5<sup>th</sup> June 2018**  
**at 10.30am, Council Chamber, Town Hall**

**PRESENT –**

Councillor L Farrell – Town Mayor  
Councillor M. Hall – Deputy Mayor  
Cedric Hollingsworth  
John Edmonds  
Sue Fry

Chairman  
Rotary Club  
Lions Club  
Marlborough Town Council

**1. Apologies**

Apologies for absence were received from B Whitelegg, J Lock, K Cox, G Hooper and N Kerton

**2. To note the minutes of the meeting held on the 6<sup>th</sup> February**

The minutes were noted, observations from the minutes are recorded under the appropriate headings below.

**3. Free Parking Allocation**

Following a recent meeting that had been held with WC Officers Councillor Hall informed the committee that as we are planning to put a Road Closure in place we will not need to pay for the use of parking spaces for the event.  
Councillor Hall suggested that we ask the Town Clerk to contact Adrian Hampton (WC) and enquire as to when he feels the earliest practical time for a Road Closure to be implemented would be. Also would we be able to suspend parking before the Road Closure was put in place to allow for the Market to be set up?

**4. Road Closure**

This will be submitted as soon as the above has been clarified. It was also agreed that we should pay for a suspension of parking on Pewsey Road for the day, as vehicles parking on this stretch of road contributed to traffic tailbacks this was an issue raised by the Police.

**5. Parking/Stewards**

The main issued raised regarding stewards for the event was that if the Road Closure is in place for a greater length of time then more stewards will be required to man the barriers. The Mayor will contact 4MI to ask if they can supply some stewards again this year, Sue Fry will contact local clubs, organisations and Councillors to ask for volunteers.

**6. Christmas Market**

The timings for the Christmas Market will be agreed once we know if we are able to suspend parking in the Market area prior to the Road Closure being in place.  
Charges to be the same as last year, with registered charities being offer a discounted fee of £25 and any sponsors of the event to be offered a free pitch.  
It would be good to try and attract more stalls selling Christmas gifts this year as last year the market had a lot of food stalls (although it was recognised that this is very hard to regulate). The local retailers to be approached again this year to see if they would like

to have stalls on the market, this has been offered in past years but unfortunately there has been no uptake.

Information and promotion will begin as soon as the timings for the suspension of parking and road closure have been agreed.

### **7. Stage/Sound/Lighting**

It was agreed that the same size stage as we had last year – Sue Fry to book.

Reflex (Kevin Cox) will supply the sound and lighting again this year.

Local acts will again be invited to perform on the stage (the Mayor is liaising with the owner of Sound Knowledge regarding possible local musicians who may like to take part)

Nigel Kerton sent in the following report –

I can confirm that FlogIt's Paul Martin has confirmed he will be attending to help the Mayor open the event.

Radio presenter Mark Jones has agreed to man the microphone again.

I have asked Pewsey Male Voice Choir to join the singers and I am awaiting confirmation that they will be in attendance.

### **8. Policing**

Wiltshire Constabulary are kept in the loop regarding this event, but due to constraints on police resources it is unlikely that there will be officers available to assist with the implementation and lifting of the road closure.

It is hoped that MTC staff will have received training for this in time for the event

### **9. Rotary**

The Grotto will be run on the same basis as last year.

The option of applying for a road closure on one of the turning points in the middle of the High Street is being investigated for the positioning of the Christmas tree. A letter has been sent to one of the local Wiltshire councillors asking for their support.

### **10. Lions**

This will run on the same basis as last year, enquiries will be made to see if they have some volunteers who will act as stewards.

### **11. Event Management Plan**

This will be a working document

### **12. Budget/Expenditure/Sponsorship**

Sue Fry will approach local businesses for sponsorship, suggestions made by the committee were –

Earthline, Tesco, Hills, Waitrose, Budgens, Londis, Ramsbury Brewery,  
Carter Jonas and Rick Stein.

### **13. Date of next meeting will be 3<sup>rd</sup> July at 10.30am**

The meeting closed at 11.25 am

## Christmas Lights

**Summary** – This report asks Members to note the outcome of a meeting which took place between representatives from Wheelers (Westbury) Ltd, the Town Clerk and the Office Manager. This meeting was to discuss the options for the Christmas light display 2018 and for future years.

### 1. Background

The current display lights in the High Street are those purchased in 2006 with monies raised by the MCLA (Marlborough Christmas Lights Association). Over the following 2–3 years, additional lights were bought by MCLA to extend the display into Kingsbury Street and The Parade. This association was formed by local traders, organisations and residents of Marlborough who wanted Marlborough to have a Christmas lights display that everyone could be proud of. This means that much of the current display is 12 years old.

Marlborough Town Council took full responsibility for the Christmas lights display in 2010 when the MCLA disbanded. The Council's contribution has been to pay Wheeler's (its contractors) for the erection, dismantling, storage of the lights and latterly the replacement of some lamps to LED and replacement anchor fixing where required

### 2. Meeting

A meeting was arranged in March 2018, the Town Clerk and the Office Manager met with the Manager of Wheelers and the Site Supervisor to discuss future requirements for the current displays. The following was discussed –

- Replace/repair 6 star frames
- Replacement of curtain harness (Town Hall)
- Purchase of 3 additional motifs (stars)
- Refurbishment of 6 star frames that have dulled over the years

### 3. Financial Implications.

Costs are as detailed below –

Display	Repair per Item	Replace per Item	Total Repair Cost	Total Replacement Cost
6 Star Frames	£315.00	£470.00	£1890.00	£2820.00
Replacement Curtain Harness	£33.50			
3 Additional Motifs		£315.00		£945.00
6 Star Frames (working but dull)	£352.00			£2112.00

Total cost to replace, refurbish and purchase curtain harness - £5920.50

Total cost to repair rather than replace - £4990.50

The current budget for the Christmas Lights is £13,000 (4061-103) approximately £11,000 of this is payable to our contractors annually for the erection, dismantle, storage and minor repairs of the lights.

**Town Clerk's Recommendation**

The Town Clerk recommends that Members consider which items of expenditure to agree as set out in **Point 3**

**Office Manager**

**June 2018**

## Civic Awards

**Summary** – Members are asked to consider whether the current processes for awarding annual civic awards (Citizen and Young Citizen of the Year) should be reviewed. This report follows up a request by Councillors for research with other local councils.

### 1. Background

Citizen of the Year - A presentation has been made to a community Citizen of the Year for at least the last 9 years (initiated by Cllr Dow during her mayoral year). The process is that a call for nominations is promoted widely and Councillors decide which of those community nominations is Citizen of the Year and the presentation is made during the Christmas Lights Switch-on and is a popular part of that event.

Young Citizen of the Year - In 2015 it was decided that there should be a similar award for Marlborough's Young Citizen of the Year also to be presented at the Lights Switch-on event. No nominations have ever been received for this award.

A copy of the nomination form and promotional material is attached as **Appendix 1**.

An extract from the minutes of the Full Town Council meeting of 22 January 2018 is:

#### 492/17 Civic Awards

Members considered the current processes for awarding annual civic awards (Citizen of the Year and Young Citizen of the Year) along with alternatives:

- Citizen of the Year had been running for at least 9 years. Young Citizen of the Year had been running for 2 years but no nominations had been received for the latter. However, Members were keen not to lose the opportunity to recognise worthy young people in the town
- Whether the Christmas Lights event was the best time to make the award, or whether other civic events would be better - e.g. Annual Town Council
- Whether to recognise groups rather than/alongside individuals
- Whether to merge Citizen of the Year with Young Citizen of the Year into a single award
- Whether to introduce an alternative award, for example a Mayor's Citizen of the Year
- The process used by other town and parish councils to formally recognise the work of those in their communities

**RESOLVED:** to review the current arrangements and conduct research as to how other town councils recognise those working hard for their communities

### 2. Civic Awards at other Town and Parish Councils

Our Civic Secretary, Mrs Linda Chapman, has undertaken some research with other local councils. This is at **Appendix 2**.

Members need now to consider whether the current scheme should remain in place or if the process could be changed or replaced by something new. Members may, for example, like to make awards to community and voluntary groups or have a Mayor's Citizen of the Year. Also, whether these awards continue to be made at the Christmas Lights Switch-on or at the Annual Town Meeting or at another event.

#### Town Clerk's Recommendation

The Town Clerk recommends that Members agree on whether to take the scheme forward and, if so, what changes should be made and whether to continue to present awards at the Christmas Lights Switch-on event or elsewhere. Also to delegate to the Town Clerk to submit an appropriate draft policy at the next Full Town Council meeting.

**Town Clerk - June 2018**



# Marlborough Town Council

## Grants Policy

### 1. Introduction

- 1.1 Marlborough Town Council has the power to provide grants under its General Power of Competence (*Localism Act 2011*).
- 1.2 The Council is committed to supporting local voluntary and community groups working towards improving and enhancing Marlborough. At the discretion of the Council, grants are awarded to those community organisations applying for funds which contribute towards a shared vision for the town as set out in the Town Council's Strategy 2017-21. It follows that projects and activities must have a specific benefit to residents of Marlborough.
- 1.3 Marlborough Town Council budgets a sum of money every year for grants which are made available to organisations that address a demonstrable need for financial assistance. The Council acknowledges that some organisations, particularly new or smaller ones, may experience difficulty in completing the application requirements and help will be offered with the process.
- 1.4 Marlborough Town Council will:
- Publicise its grant opportunities widely throughout the town
  - Review this policy and application process annually.

### 2. Criteria

- 2.1 Applications must be for projects that benefit the local community
- 2.2 An organisation may only submit one application for a grant in any one Financial Year
- 2.3 The organisation must be non-profit making
- 2.4 Grants are not made retrospectively for projects
- 2.5 The organisation must demonstrate a clear need for financial support and show how fund raising has taken place, if applicable
- 2.6 Organisations will need to provide a constitution or organisational rules
- 2.7 Organisations applying will need to provide a set of audited accounts for the previous Financial Year and any other financial information as requested by the Town Clerk. Organisations just starting up must submit basic financial information (e.g. a bank statement)

- 2.8 The Council may ask for further information or estimates from contractors for work to be undertaken
- 2.9 All grant funding must be claimed by successful applicants before 31st March and any unused monies not used for the purpose intended should be returned to the Town Council
- 2.10 Applicants must acknowledge Marlborough Town Council's financial support in any publicity or printed material
- 2.11 A report must be made about how the grant has been used by the end of the Financial Year for production at the Annual Town Meeting. Failure to do this may jeopardise future grant applications
- 2.12 Grants may be considered for award to individuals only in exceptional cases
- 2.13 The Town Council will not consider grant applications for:
  - a) Political or religious activities
  - b) Statutory bodies to fund core services
  - c) A private profit making/commercial organisation
  - d) Running costs - e.g. rent, rates, electricity, etc.
  - e) Projects that have already started (i.e. retrospectively)
  - f) Projects which could reasonably be expected to secure finance by other means

### **3. Application process**

- 3.1 All applicants will be required to complete an application form and return it to the Council Offices. Electronic applications are also accepted and both this policy and the application form are available on the Town Council's website at [www.marlborough-tc.gov.uk](http://www.marlborough-tc.gov.uk)
- 3.2 The Finance and Policy Committee will consider all grant applications at its scheduled meetings (Dates of meetings are available from the Town Council's website at [www.marlborough-tc.gov.uk](http://www.marlborough-tc.gov.uk))
- 3.3 Subject to funds being available, applications will be invited throughout the year.
- 3.4 Deadlines for applications will normally be two weeks ahead of the meeting date.
- 3.5 All applicants will be contacted within two weeks of the Finance and Policy Committee's decision.
- 3.6 For further information about the application process or details of other local grant awarding bodies, please contact the Town Council Offices, 5 high Street, Marlborough, Wilts, SN8 1AA. Telephone: 01672 512487 or at [enquiries@marlborough-tc.gov.uk](mailto:enquiries@marlborough-tc.gov.uk).

This document is available in larger text on request

## Marlborough Business Awards

**Summary** – This report asks Members to consider a request from Marlborough College for Town Council endorsement of a proposal by The College to host a new initiative – The Marlborough Business Awards.

### 1. Background

On 10<sup>th</sup> April 2018, the then Mayor, Cllr Mervyn Hall and the Town Clerk were invited to a meeting with the Events Team at Marlborough College (part of Marlborough College Enterprises) to discuss a proposal that The College hosts a Marlborough Business Awards competition starting in the autumn culminating in an awards event early in 2019. The competition itself will be based on a community voting process. We understand that local businesses have been contacted about the proposal too.

The College is now following this initial meeting up with a firm proposal for which they would welcome Town Council endorsement:

Marlborough College would like to host The Marlborough Business Awards in February 2019 to celebrate the wide variety of successful businesses in the local area and continue building the community links with the town. We see this being a biennial event; hosted - but not owned by - the College. The Awards would be financed by sponsors as well as the sale of tickets to the Awards ceremony and underwritten by Marlborough College Enterprise Ltd. 2019 would be seen as a test event. The public will vote for a shortlist of three entrants per category via an online questionnaire, which will be assessed by a panel of independent judges, including representation from the Council and selected influential people in the community. Categories range from Commitment to the Community, Commitment to the Environment and Excellence in Customer Service. We envisage announcing the awards and the opening of applications in early September, closing end of October and launching for public vote mid-November to mid-December. The finalists will be announced in early January with the sale of entry to the awards themselves at the same time. The presentation of the awards will be given after a three course sit down dinner at the College and winners will be presented with their gold, silver or bronze award. The finalists will be announced in early January with the sale of entry to the awards themselves at the same time. Marlborough College respectfully requests that the Council endorse this proposal in principle.'

### 2. Financial Implications

There has been no suggestion that the Town Council should contribute financially towards the initiative.

### Town Clerk's Recommendation

The Town Clerk recommends that Members welcome and endorse The College's proposal to host The Marlborough Business Awards and welcomes the initiative as an opportunity to highlight the local business community.

**Town Clerk**

**June 2018**