

**TOWN CLERK’S REPORT**

**FINANCE & POLICY COMMITTEE – MONDAY, 12<sup>th</sup> JUNE 2017**

<b>Summary</b>	
<p>This is a report of follow-up to resolutions made at the Finance &amp; Policy Committee. This is a Standing Item on agendas to update Members. Once follow-up is completed, items will be marked as closed. Ongoing items will be brought back to Committee when a new decision is required or when a fuller update is needed.</p>	
<p><b>Min. 282/15, 542/15, 262/16</b></p>	<p><b>Trusts and Charities – These have remained dormant for circa 15 years.</b> As advised by the External Auditors, charity monies were removed from the Council's accounting system and are in a standalone bank account. The Town Clerk has approached specialist solicitors and the Charity Commission to clarify the status of the charities. This appears on the list of potential priority projects for the new Council. <b>Ongoing</b></p>
<p><b>Min. 259/16</b></p>	<p><b>Town Council Investments</b> –In the Internal Auditors Report (Agenda Item 8), there is a comment that more earned interest is made on surplus funds. Councillors had deferred this due to the purchase of 2 properties at Kingsbury St. It is also prudent to spread the Council's funds to different institutions to ensure protection under the Financial Services Compensation Scheme (FSCS).<b>Ongoing</b></p>

**Town Clerk – June 2017**

## Town Council Grant Scheme

**Summary** - In this report, Members are asked to consider two grant applications under this Scheme.

### 1. Grant Applications

During the precept setting round, it was agreed that the 2017/18 budget for small grants would remain at £6,600. Guidelines and criteria for the Grants Scheme are at <http://www.marlboughtowncouncil.gov.uk/marlborough-town-council/grants>  
This is the first of the grant award meetings for 2017/18.

The applications for consideration are:

#### i) Alzheimer's Support

**Grant sought: £500.00**

**Previous Grant(s): £200.00 (2012/13), £500.00 (2015/16)**

An application form is at **Appendix 1** (for Councillors). This sets out that the grant would be used towards supporting drop in sessions at the Jubilee Centre where people with dementia and their carers can meet with a Dementia Advisor and Care Co-ordinator to receive help and advice. These sessions will take place every Thursday between 2pm - 4 pm. More information about Alzheimer's Support can be found at <https://www.alzheimerswiltshire.org.uk/>

#### ii) Macmillan Marlborough Committee

**Grant sought: £176.00**

**Previous Grant(s): None**

An application form is at **Appendix 2** (for Councillors). This grant would be used to offset the hiring fee of the Town Hall for the annual Macmillan Christmas Carol Service. Money raised from this event is used to help support people in the Marlborough area living with cancer. No further documents have been submitted with this application, but more information about Macmillan Support on a national level can be found at <https://www.macmillan.org.uk> and about its work in Wiltshire at <http://www.macmillan.org.uk/fundraising/inyourarea/england/wiltshire/wiltshire.aspx>

### 2. Budget Implications

If Members agree to award the above two grants this would total £676.00 leaving a balance of £5,924.00.

### 3. Guidelines and Criteria

A copy of the guidelines and criteria is at **Appendix 3**

### Town Clerk's Recommendation

The Town Clerk recommends that Members decide whether to award grants to these organisations.

## 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. At the Full Council Meeting of 6<sup>th</sup> March 2017, the following resolution was made (Min.554/16):

#### **EAR MARKED RESERVES**

Members noted a report by the Town Clerk and considered a recommendation about Ear Marked Reserves in line with para.4 of Financial Regulations.

**RESOLVED:** (i) all the current ear marked reserve headings should remain for 2017/18

**RESOLVED:** (ii) that sums should be set aside for the Marlborough Puppet Festival and the Civil War Re-enactment

**RESOLVED:** (iii) that final figures for ear marked reserves should be brought back to Full Council to note after the end of the 2016/17 financial year

### 3. Ear Marked Reserves at 31.3.17

Following adjustments at the year-end close and the above the resolution, the Council started the Financial Year with the following Ear Marked Reserves with 2 new ones as agreed - Puppet Festival (£1,000) and the Civil War Re-enactment (£1,000). An additional line below is the balance of the Public Works Loan for the George Lane Toilets.

#### **CURRENT EAR MARKED RESERVES 2016/17**

Town Hall Restoration/Maintenance	£150,000
Open Spaces (Capital Projects)	£ 9,197
CCTV Project	£ 3,256
Heritage Fund	£ 5,000
Civic Fund	£ 5,000
Cemetery Extension	£ 22,000
Neighbourhood Plan	£ 26,450
Youth Council Skatepark Shelter/Seating	£ 1,000
George Lane Toilets	£ 22,492
Toilets/PWL Loan Balance	£ 54,508
Puppet Festival	£ 1,000
Civil War Re-enactment	<u>£ 1,000</u>
<b>Total Ear Marked Reserves</b>	<b>£300,903</b>

The Ear Marked Reserves shown in the Committee Reports (see Agenda Item 11) will differ from the above as expenditure is incurred for these projects throughout the year. This will be particularly noticeable as final payments for the George Lane Toilets are shown and also for the Neighbourhood Plan. Another line also included for CIL payments (again see Agenda Item 11) as these are not part of the Council's budgets and have to be handled separately. We are awaiting details on exactly how these funds should be managed so until we receive this direction, this money will be ring fenced as an Ear Marked Reserve.

#### **4. General Reserves**

At the 2016/17 year end, the General Reserves were £160,971. As Members are aware this reduction is due to the purchase of 2 flats at 3, Kingsbury Street. The recommended level for these reserves is between 3-6 months of the annual precept. The precept for 2017/18 is £600,913. So, our reserves should ideally be between £150,228 and £300,456 and are currently at the lower end of this.

#### **Town Clerk Recommendations**

The Town Clerk recommends that Members note the above changes, consider whether any money should be released from Ear Marked Reserves into General Reserves and make a recommendation to Full Council.

**Town Clerk June 2017**

# ITEM 13

## Timetable for the Budget Precept Planning Process for 2018/19

The timing of the autumn precept setting round is as follows:

Date	Committee	Action
Monday, 9 <sup>th</sup> October 17	Property	To agree spending plans for 2018/19 and make recommendation to F&P
Monday, 30 <sup>th</sup> October 17	Amenities & Open Spaces	To agree spending plans for 2018/19 and make recommendation to F&P
Monday, 20 <sup>th</sup> November 17	Planning	To agree spending plans for 2018/19 and make recommendation to F&P
Monday, 4 <sup>th</sup> December 17	Finance & Policy	To agree spending plans for 2018/19 and consolidate and review recommendations from budget holding committees and any recommendations from non-budget holding committees. Prepare recommendation for FTC on 11 <sup>th</sup> December
Monday, 11 <sup>th</sup> December 17	Full Town Council	Recommendation to FTC for 2018/19 budgets and precept figure to levy to Wiltshire Council
Monday, 22 <sup>nd</sup> January 18	Full Town Council	Reserve date should there be delays in setting precept (this still leaves time to confirm figure to Wiltshire Council)

Where possible budget holding committees will be given the 2017/18 budget figures for the end of September. At this six monthly point in the financial year we will have a better idea of overall expenditure on which to base estimates for 2018/19.

**Town Clerk**

**June 2017**

## **Civic Working Party**

**Summary** - This report asks Members to consider whether to commission a Civic Working Party for 2017/18 and, if so, to determine membership and a Terms of Reference.

### **1. Background**

Working Parties are set up for a Municipal Year and in line with para. 6.1 of the Scheme of Delegation, its work should be determined by an agreed Terms of Reference.

A draft TOR is at **Appendix 1**

Members are reminded that Working Parties have no decision making powers.

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

The Town Clerk recommends that Members decide whether to commission a Civic Working Party for 2017/18 and to agree and adopt the Terms of Reference which also sets out membership arrangements.

**Town Clerk**

**June 2017**