

Marlborough Town Council

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COUNCIL OFFICES
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WILTSHIRE
SN8 1AA

21st June 2017

Dear Councillor,

I hereby summon you to a meeting of **Marlborough Town Council**, which will be held on Monday, **26th June 2017** in the **Council Chamber, Town Hall at 7.00pm.**

Yours faithfully



pp Mrs S A Parker, MILCM
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 held on Monday, 22nd May 2017
5. **Co-option for the West Ward**

Following an uncontested election, Wiltshire Council confirmed to the Town Council that 1 seat in the West Ward remained unfilled and the co-option process should go ahead. The recommended process for this was noted by Members at the Full Town Council meeting of 22nd May 2017 (Minute 39/17). The vacancy has been advertised and 2 candidates have come forward:

Mr Richard Allen
Mr Donald Heath

Each candidate is qualified under the Local Government Act 1972 s.79 and each has prepared a written statement setting out the reasons why they would like to become a Town Councillor

The following process will take place:

- i) Each candidate will be brought into the Council Chamber and invited to make a short presentation (3-5 minutes) about how their membership of the Town Council would benefit the Council itself and their community
- ii) The Mayor will invite Councillors to ask questions (not to exceed 10 minutes)
- iii) Once each candidate has been through this process then Councillors will vote to determine the successful candidate.

6. Marlborough Community & Youth Centre

To note a report by the Town Clerk and consider a recommendation from the Staffing Committee about taking the project forward

7. Statement of Accounts 2016/17

As recommended by the Finance & Policy Committee of 12th June 2017, that the Statement of Accounts drawn together at the closedown of the accounts for 2016/17 is approved and signed by the Town Mayor/Chairman of the Council and the Town Clerk/Responsible Finance Officer

8. Annual Governance Statement 2016/17

As recommended by the Finance and Policy Committee at its meeting on 12th June 2017, that the Annual Governance Statement at Section 1 of the Annual Return is considered, approved and signed by the Town Mayor/Chairman of the Council and the Town Clerk/Responsible Finance Officer

9. Annual Accounting Statements 2016/17

As recommended by the Finance and Policy Committee at its meeting on 12th June 2017, that the Annual Accounting Statements at Section 2 of the Annual Return are considered, approved and signed by the Town Mayor/Chairman of the Council and the Town Clerk/Responsible Finance Officer

10. Ear Marked Reserves

As recommended by the Finance and Policy Committee at its meeting on 12th June 2017, to consider and approve Ear Marked Reserves for 2017/2018

11. Membership of Committees

To consider appointments to any remaining vacancies on Standing Committees and Sub-Committees

12. Committee Minutes - In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following Committee meetings: **Planning Committee** – 3rd April, 2nd May, 30th May – **Finance and Policy** – 13th March – **Amenities & Open Spaces** – 2nd May. 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

13. Liaison with Outside Bodies - Members to offer updates on their representational roles to outside bodies

14. 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.

15. 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

16. 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 nature of the business to be transacted

17. Staffing Matters

To consider a report by the Town Clerk and recommendations from the Staffing Sub-Committee