

MARLBOROUGH TOWN COUNCIL
FINANCE AND POLICY COMMITTEE

Minutes of a meeting of the Finance and Policy Committee held on 23rd March, 2015 the Council Chamber, Town Hall, Marlborough, at 8.30 pm

PRESENT	Councillor A Ross Councillor Mrs E.M. Hannaford-Dobson Councillor S. Dobson Councillor Mrs P. Dow Councillor N. Fogg Councillor A. Kirk Wilson Councillor N. Barrett-Morton Councillor M. Hall	Chairman Town Mayor
ALSO PRESENT	Mrs S. Parker Mrs S. Fry Mrs S. Pryor Mr. T. Millet Councillor J. Cook Councillor B. Castle Councillor Mrs M. Rose	Town Clerk Office Manager The Adviser Marlborough News Online Observing Observing Observing

552/14 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor G. Loosmore

553/14 DECLARATION(S) OF INTEREST

Councillor A. Ross – Agenda Item 6 iii) – Boxing Club Grant.

554/14 CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed members that a good number of appreciative letters had been received from recipients of grants thanking the Town Council for awards made at previous meetings. These were on file should Councillors wish to see them.

555/14 MINUTES

RESOLVED: unanimously that the minutes of the meeting of the Finance and Policy Committee held on the 1st December, 2014 be approved.

556/14 TOWN CLERK'S REPORT

The Town Clerk's report was noted.

557/14 TOWN COUNCIL GRANT SCHEME

The Town Clerk's report was noted.

The Chairman informed Members that should they agree to each of the following grant applications, there would still be a balance of £750 in the current year's budget which, if not allocated by 31st March, would be lost. He suggested that Councillors

might like to consider dividing that amount equally between the 3 applications that had been received.

Councillors considered the following grant applications -

i) Grant Application from Home Start Kennet

RESOLVED: unanimously that Home Start Kennet be awarded a grant of £1250.00

ii) Grant Application from 1st Marlborough Guides

RESOLVED: unanimously that the 1st Marlborough Guides be awarded a grant of £1250.00

Proposed by Councillor S. Dobson, seconded by Councillor E.M. Hannaford-Dobson and agreed unanimously that Councillor A. Kirk Wilson take the Chair for this item.

iii) Grant Application from Marlborough Amateur Boxing Club

RESOLVED: unanimously that Marlborough Amateur Boxing Club be awarded a grant of £750.00

It was agreed that a separate letter be sent to the Boxing Club asking them to clear away rubbish and rubble from around the outside of the building.

Councillor A. Ross resumed the Chair.

558/14

COMMITTEE BUDGETS 2014/2015

RESOLVED: that the committee income and expenditure reports end of February, 2015 (Month 11) be noted

559/14

EAR-MARKED RESERVES

The Town Clerk's report was noted.

The Chairman informed the Committee that in advance of the final accounts it could only consider in principal and prioritise ear-marked reserves for 2015/2016.

RESOLVED: unanimously that if unspent provision allowed for it at the year end, the following budget balances should be recommended to Full Council for ear-marking for 2015/2016 in the following amounts and priorities -

4068 – 101 Neighbourhood Planning - £20,000

4040 – 202 Cemetery Extension - £22,000

4995 – 201 Town Hall Works/Maintenance - approximately £40,000

4314 – 210 AOS Projects - £6,500

560/14

UTILITY CHARGES

The Town Clerk's report about savings on utility charges for business based Town Council properties was noted. Thanks were given to the Town Clerk for all her hard work on this item.

561/14

INTERIM INTERNAL AUDIT REPORT

RESOLVED: that the second Internal Audit Report for 2014/2015 be noted and thanks to the staff for their hard work, particularly Mrs Fry, be recorded.

562/14

RISK ASSESSMENT

A draft Risk Assessment was considered and the Town Clerk highlighted the main points:

RESOLVED: that the draft Risk Assessment be approved for adoption by Full Town Council with the following issues addressed:

- Inclusion of a reference to shared insurance responsibilities with ARK (Stonebridge Meadow)
- That reference be made to a letting policy to be drawn up for residential properties
- That risk levels be coded for easy reference
- The Town Clerk enquired as to whether, under the new Transparency Code, this will be a publically available document and posted on the website.

563/14

TOWN COUNCIL INVESTMENTS

The contents of the Town Clerk's report were noted. Cllr Barratt-Morton emphasised the importance of spreading investments.

RESOLVED: that investment opportunities are reviewed within 6 months and that it is delegated to the Town Clerk to submit a revised Investment Policy to the next meeting of the F & P Committee.

564/14

REVIEW OF FINANCIAL REGULATIONS

The contents of the Town Clerk's report were noted. The Chairman thanked the Working Party, Councillor S. Dobson and the Town Clerk for their hard work on the review of Financial Regulations.

RESOLVED: that subject to the following amendments being followed through with the Town Council's Auditors, the draft Financial Regulations be submitted to the Full Town Council for adoption -

- Deletion of para. 5.2
- Deletion of para. 6.6

565/14

CHARITIES

The Town Clerk's report was noted. Mrs Parker updated Members about advice received from solicitors specialising in charitable status issues in the town and parish council sector. As delegated to the Town Clerk at the meeting of 22nd September, (Min. 214/14) this professional advice will be taken forward.

It was agreed that Councillor S. Dobson and the Town Clerk attend the training course in October 2015 in Swindon run by SLCC and covering law relating to trusts and providing operational guidance for the trusteeship of charities.

566/14

REFERENDUMS AND COUNCIL TAX INCREASES

The Town Clerk's report about town and parish councils not being subject to referendum principles on the setting of precept for 2015/16 be noted.

567/14

LOCAL GOVERNMENT TRANSPARENCY CODE 2015

The Town Clerk highlighted the main points affecting the Town Council under the new Transparency Code which would come into effect on 1 April 2015 and it was agreed that it be noted.

The meeting closed at 9.11 pm

Signed Date
Chairman