

## MARLBOROUGH TOWN COUNCIL

### FINANCE AND POLICY COMMITTEE

Minutes of a meeting of the **Finance and Policy Committee** held on the **10<sup>th</sup> September, 2012** in the **Council Chamber, Town Hall, Marlborough, at 8.00 pm**

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#### PRESENT

Councillor A Ross	Chairman
Councillor Mrs E. Fogg	Town Mayor
Councillor S. Dobson	
Councillor Mrs P. Dow	
Councillor R. Pitts	
Councillor G. Loosmore	
Councillor N. Fogg (from 8.40pm onwards)	

#### ALSO PRESENT

Mr. Derek Wolfe	Town Clerk
Mrs Sue Fry	Office Manager
Councillor Mrs E.M. Hannaford-Dobson	Observing
Councillor Mrs V. Compton	Observing
Councillor Mrs C. Jackson	Observing
Mr. G. Isaaman	Marlborough News Online.

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#### 278/12 APOLOGIES FOR ABSENCE

None.

#### 279/12 DECLARATION(S) OF INTEREST

There were no declaration(s) of interest.

#### 280/12 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's Announcements.

#### 281/12 MINUTES

**RESOLVED:** unanimously that the minutes of the meeting of the Finance and Policy Committee held on the 30<sup>th</sup> July, 2012 be approved as a true record and signed by the Chairman.

#### 282/12 APPLICATION FOR FINANCIAL ASSISTANCE

Councillors received a schedule indicating that Home-Start Kennet had applied for a grant from the Town Council in the sum of £1,000. The Committee was advised that the Council's budget included an allocation of £6,600 for the awarding of grants.

**RESOLVED:** (1) unanimously that Home-Start Kennet be awarded a grant of £1,000, subject to the organisation giving a written undertaking that this must be 'ring fenced' and used for families in Marlborough;  
(2) that the Town Clerk to write to the organisers of the OAP Christmas Lunch requesting information concerning their current finances.

**283/12**

### **ADDITIONS TO WAR MEMORIAL – TOWN COUNCIL POLICY**

The Committee gave consideration to a report prepared by the Town Clerk detailing those factors that needed to be taken into account before decisions could be made concerning individual requests seeking the adding of names to Marlborough's War Memorial. This report had been requested by the Town Council at its meeting on 13<sup>th</sup> August. Notwithstanding the information set out in the report, the Chairman felt that this whole issue required further detailed consideration by a working party or sub-committee to be appointed by this Committee. He stressed that in order to qualify, the deceased must have been resident in Marlborough immediately prior to their military service.

**RESOLVED:** (1) that a working party be established with the terms of reference of examining all the issues relating to any future policy in respect of adding names to the War Memorial, which would report back to the F&P Committee so that some substantive decisions can be taken at the Committee's next meeting.  
(2) that the Committee consider the application from the person seeking to add a name to the 2<sup>nd</sup> W.W. panel on the Town War Memorial at the next F & P Committee meeting. The Town Clerk was requested to establish the address of the person to ensure that they were a resident within the town boundary.

**284/12**

### **BUDGET MONITORING REPORT**

The Committee examined the latest budget monitoring report, together with a supplementary report prepared by the Town Clerk. The latter document highlighted three budget risk areas relating to (1) expenditure on the Council's new tractor; (2) expenditure on the Council's new van, and; (3) expenditure on maintaining the Council's corporate property portfolio. The Chairman felt that appropriate virements ought to be determined by the Committee later during the financial year, once Councillors had a clearer idea of which vote-heads were likely to underspend.

**RESOLVED:** - unanimously that the budget monitoring report to 31<sup>st</sup> July be received, noting that the three budget risk items would be dealt with by the Committee later during the current financial year.

**285/12**

### **PUBLIC WORKS LOAN FOR KENNET PLACE FLOOD ALLEVIATION SCHEME**

The Town Clerk reported that following the decision taken by the Council at a previous meeting to seek loan consent for £30,000 towards the sum of £36,000 pledged by the Town Council towards the Partnership's overall costs of carrying out the Flood Alleviation Scheme, the Department of Communities & Local Government had since

advised him that the Council wouldn't be eligible for such a loan, for a variety of reasons. This being the case, he recommended that the former sum be drawn down from the Council's reserves.

**RESOLVED:** unanimously that the Committee reverts to funding £30,000 of the Council's share of the costs of this scheme directly from its reserves, and that the effects of this decision be reviewed by the Council when giving consideration to its draft budget for 2013-14.

## **286/12 TOWN COUNCIL'S FINANCIAL POLICY**

The Town Clerk advised that although he had intended to prepare this report in consultation with the Chairman of the Committee, including contributions from him, unfortunately in the circumstances this had not proved possible. However, he added that the main purpose of the report was to allow him, in his role as the Council's Responsible Financial Officer, to comment on the four-point draft budgetary policy tabled by the Chairman at the Committee's previous meeting. The contents of these four points had been included within the report he had prepared.

The Town Clerk explained that although he was in agreement with the Chairman in respect of two of his four-point draft policy, he had reservations regarding points (1) and (4) as set out in the report. In response, the Chairman stated that he wanted to adhere to the four principles he had expounded at the previous meeting. Councillor Dobson commented that he supported the Town Clerk, in his role as the Council's RFO, with regard to budgeting for a surplus and maintaining reserves in the region of £150,000, which equated roughly to 25% of the Council's annual budgeted expenditure.

**RESOLVED:** by 6 votes for with 1 against that the four point Financial Policy tabled by the Chairman at the Committee's last meeting be approved.

(Councillor Dobson requested a named vote on the Chairman's proposals. This was recorded as follows:-

**FOR:-** Councillors Mrs P. Dow, R. Pitts, G. Loosmore, Mrs E. Fogg, N. Fogg and A. Ross.

**AGAINST:-** Councillor S. Dobson.

## **287/12 SPECIFICATION FOR NEW TOWN COUNCIL WEBSITE**

The Town Clerk reported that all the minor inaccuracies and discrepancies had recently been corrected, based on the errors initially identified by the Town Mayor. However, this still left one or two areas (such as the Town Hall) where he needed to provide Mole Productions with some extra information for uploading. Councillor R. Pitts apologised for not having prepared a specification for a new website, but undertook to do so in time for the Committee's next meeting.

**RESOLVED:** to note that a report comprising a specification for a new website would be considered by the Committee at its next meeting.

**288/12 DATE OF NEXT MEETING**

**RESOLVED:** To note that the next meeting of the Finance and Policy Committee was scheduled for Monday 29<sup>th</sup> October, 2012.

**289/12 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** That in view of the confidential nature of the business about to be transacted, the press and public be now excluded from the remainder of the meeting, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**290/12 TOWN COUNCIL’S FUTURE INVESTMENT STRATEGY**

The Town Clerk reported that although in recent weeks he had approached six financial institutions, to date he had not received enough information to enable him to produce a report.

**RESOLVED:** that the Town Clerk be asked to submit a full report to the next meeting of this committee.

**291/12 DEBTORS**

**RESOLVED:** to note that currently there were no outstanding debtors.

The meeting ended at 9pm.

Signed .....  
Chairman

Date .....