

MARLBOROUGH TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes of a meeting of the Finance and Policy Committee held on 17th March, 2014 in the Council Chamber, Town Hall, Marlborough, at 8.10 pm

PRESENT	Councillor A Ross Councillor G. Loosmore Councillor Mrs P. Dow Councillor N. Fogg Councillor A. Kirk-Wilson Councillor N. Barrett-Morton Councillor R. Allen	Chairman Town Mayor
ALSO PRESENT	Mrs S. Parker Mrs S. Fry Mrs S. Pryor Mr. G. Isaaman Councillor B. Lam Councillor B. Castle Councillor Mrs M. Rose	Town Clerk Office Manager The Adviser Marlborough News Online Observing Observing Observing

- 539/13 APOLOGIES FOR ABSENCE**
An apology for absence was received from Councillor S. Dobson.
- 540/13 DECLARATION(S) OF INTEREST**
There were no Declarations of Interest.
- 541/13 CHAIRMAN'S ANNOUNCEMENTS**
The Chairman was delighted to inform Members that a number of letters had been received from recipients of grant awards, all thanking the Council for recent funding. These were from the BJ Richards Trust, Inside Out, The Bruce Trust, the Greatwood Charity and Transition Marlborough. These organisations would all be asked to pass on details of how grants were spent and a small display drawn together for the Annual Parish Meeting on 28th April 2014.
- 542/13 MINUTES**
RESOLVED: unanimously that the minutes of the meeting of the Finance and Policy Committee held on the 9th December, 2013.
- 543/13 TOWN CLERK'S REPORT**
The Town Clerk's report was noted.
- 544/13 TOWN COUNCIL GRANT SCHEME**

It was agreed that the Town Clerk's report be noted.

545/13

COMMITTEE BUDGETS

It was agreed that the Town Clerk's report be noted.

RESOLVED: that recent urgent expenditure, the committee income and expenditure reports to end January 2014 (Month 10) be accepted.

546/13

INTERIM INTERNAL AUDIT REPORT

RESOLVED: that the first interim audit report be noted and that the staff be thanked for all their hard work.

547/13

RISK ASSESSMENT

Members considered the draft Risk Assessment prepared by the Town Clerk.

RESOLVED: that the draft Risk Assessment to approved and taken to the next Full Town Council meeting for adoption.

548/13

LOCAL AUDIT AND ACCOUNTABILITY ACT

It was agreed that the Town Clerk's report be noted.

549/13

NATIONAL ASSOCIATION OF LOCAL COUNCILS – Legal and Financial Briefing Notes

Members noted the briefing information on the Repeal of s.150 (5) of the Local Government Act 1972, VAT Rules for Public Sector Bodies and Staff Pensions.

550/13

POLICY ON PUBLICITY

The Town Clerk's report was noted. Main points of discussion included:

- The relevance of the Local Audit and Accountability Act and that any adopted policy would need to be revised as implementation of the Act became clearer
- The importance of engaging with the community via the media
- That Councillors were not in any way prohibited from speaking to the press and simply needed to make clear that views expressed were their own
- The process for issuing official Town Council Press Releases via the Town Clerk

RESOLVED: that subject to minor amendments, the Press and Media Relations Policy marked as Appendix 2 be approved and taken to the next meeting of the Full Town Council for adoption.

551/13

POLICY ON MAYORAL EXPENDITURE.

The Town Clerk's report was noted.

RESOLVED: by 6 votes for with 1 against (Cllr. Allen voting against) that the Policy on Mayoral Expenditure be approved and taken to the next meeting of the Full Town Council for adoption, subject to the following amendments:

- Any payment made over £500.00 to be reported to Council
- The allowance should be claimed at the Mayor's discretion
- A reference be made to other dedicated budgets under the guidance Section for Civic Services and Remembrance Day

STANDING ORDERS AND CIVIC MATTERS WORKING PARTIES.

The Town Clerk's report was noted together with the Notes of the Civic Working Party of 13th January 2014 and its recommendations. Main discussion points included:

- The success of the Remembrance Day Parade
- The respect shown by the local community for the military and the large turnout for this event
- The importance of the Town Council's links with 4MI Battalion and that these should continue to be strengthened
- That 4MI would be giving a short presentation ahead of the Full Town Council meeting on 14th April
- That arrangements for liaising with 4MI on the co-ordination of civic events should fall to the Civic Secretary
- That RSM, 4MI Battalion should be the Parade Marshall for the Remembrance Parade and Armistice Day

Members considered the recommendations made by the Working Party as follows:
Remembrance Parade

It was agreed that it was not appropriate for the Council to follow the Band thereby dictating the pace of the Parade. It was proposed that the Civic Working Party in consultation with the RSM consider one of the following three options -

- Council at the rear of the Parade and it is 'charged' to the RSM to ensure that the Councillors are appropriately attached to the rear of the Parade.
- Council joins the Parade after 'the marching section' but before the end.
- The Council heads the Parade before the Band with sufficient space to ensure that the Parade maintains its pace

The Mayor and Council will not, as in previous years, wait in New Road whilst the Parade assembles at the Town War Memorial but will continue with the Parade to the Memorial and take up it's allotted position.

Armistice Day

Agreement to proposed changes to Armistice Day

Civic Dinner

Further discussion was needed about the format of the Civic Dinner and this was best left to a dedicated Working Party, reporting back to the F&P Committee.

RESOLVED:

- i) That a Civic Protocol is drawn up by the Town Clerk to cover civic arrangements around the Remembrance Parade and Armistice Day and brought back before the next meeting of this committee
- ii) A Working Party comprising the Mayor, former Mayor, Chair of Finance and Policy, a representative from the Royal British Legion and 4MI Battalion is established to deal specifically with the arrangements for the Remembrance Parade, Armistice Day and other civic events involving a military presence. This Working Party should report to the F&P Committee.
- iii) That an additional Full Town Council meeting is called before the end of the current municipal year to consider adoption of revised Standing Orders, Financial Regulations and the Scheme of Delegation.

The Town Clerk's report was noted.

RESOLVED: that it be delegated to the Town Clerk to prioritise and arrange for training to take place and for expenditure to be within the set budget and in line with Financial Regulations.

554/13 TOWN COUNCIL PRECEPT 2014/2015

The Town Clerk's report and draft information sheet about the work of the Town Council and its recent precept rise were noted. Main points of discussion included:

- That local tax payers rightly deserved an explanation of how the precept was calculated and the reasoning behind the recent rise
- That the changes around Localisation of Council Tax were complicated
- That it was important to effectively communicate the work done by the Council and the voluntary work undertaken by Town Councillors
- It was sensible to point out the comparatively small costs of running town and parish councils where the most local of services were delivered

RESOLVED: that the information sheet about the work of the Town Council and the precept be posted on the website.

555/13 EXCLUSION OF PRESS AND PUBLIC

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

556/13 RIDE-ON MOWER

The Town Clerk's report was noted. Members considered 3 quotations received for a ride-on mower.

The Chairman confirmed that there was no budget line for the replacement of a ride-on mowers, but that he would propose that the A & OS Projects budget be reduced by the amount required and a new budget line be established.

RESOLVED: by 5 votes for with 2 against that a ride-on mower be leased from the preferred supplier and that the A & OS Projects Budget be reduced by The amount required and a new budget line be established.

557/13 REPLACEMENT VAN

The Town Clerk's report was noted. Members considered 3 quotations received for leasing a replacement vehicle for the Suzuki van which had recently been involved in an accident

The Chairman confirmed that there was no budget line for the replacement of the van but, that he would propose that the A & OS Projects Budget be reduced by the amount required and a new budget line be established.

RESOLVED: by 6 votes for with 1 against that a Mitsubishi L200 Diesel pick-up be leased from the preferred supplier and that the A & OS Projects Budget be reduced by The amount required and a new budget line be established.

The meeting closed at 9.40pm

Signed
Chairman

Dated