

MARLBOROUGH TOWN COUNCIL
FINANCE AND POLICY COMMITTEE

Minutes of a meeting of the Finance and Policy Committee held on 30th November 2015 in the Council Chamber, Town Hall, Marlborough, at 7.55 pm

PRESENT	Councillor A Ross Councillor Mrs. M Rose Councillor N. Barrett-Morton Councillor A. Kirk Wilson Councillor G. Loosmore Councillor M. Hall	Chairman Town Mayor
ALSO PRESENT	Mrs S. Parker Mrs D. Whitehall Mrs S. Pryor Councillor B. Castle Plus 2 members of the public	Town Clerk Administrator The Adviser Observing

PUBLIC QUESTION TIME

There were no members of the public present.

386/15

APOLOGIES FOR ABSENCE

Apologies for absence was received from Cllrs. Dobson, Dow and Fogg.

387/15

DECLARATION(S) OF INTEREST

Cllr. Kirk Wilson – agenda item 6 – Town Council Grant Scheme (Macular Society application) – non-pecuniary interest.

388/15

CHAIRMAN'S ANNOUNCEMENTS

The Chairman recorded the thanks of this committee for all the hard work by fellow Councillor, Alec Light, and Civic Secretary, Linda Chapman, in making the Remembrance Parade such an outstanding success.

The Chairman noted with great sadness that John Yates, Town Beadle, had resigned after holding the post for five years. He made a splendid figure leading Town parades, greatly enhancing Marlborough's Civic image and he would be missed. Members wished him well for the future and thanked him for his dedicated service to the town.

The first interim audit for the current year was undertaken on 25th November 2015. Although it was too early to receive a report, nothing material had been revealed and a satisfactory report could be anticipated.

389/15

MINUTES

An amendment was considered to Minute 284/15 (Civic Working Party) to include the date of a previous Working Party meeting, extending it to refer to 9th September 2015.

RESOLVED: by 5 votes for with 1 abstention that, subject to one amendment, the minutes of the meeting of the Finance and Policy Committee held on Monday, 21st September 2015 be approved.

Two members of the public joined the meeting.

390/15

TOWN CLERK'S REPORT

The Town Clerk's report was noted.

391/15

TOWN COUNCIL GRANT SCHEME

Members noted a report by the Town Clerk and considered three applications for grant funding. It was noted that the Criteria and Guidelines for the Small Grants Scheme included that an organisation may normally only submit one application for a grant every other Financial Year. Members were satisfied this did not prevent them from awarding grants more frequently should they consider the applications worthy.

RESOLVED: to award £928 to The Greatwood Charity towards funding St John's students on a Developing Confidence Course (part of the National Open College Network).

RESOLVED: to award £400 to The Wiltshire Bobby Van Trust to provide equipment to secure homes for vulnerable people in the parish.

RESOLVED: to award £500 to Marlborough Macular Society Support Group to help give support and provide social activities for people with macular disease.

All the above grants were awarded under the Town Council's General Power of Competence.

Members of the public left the meeting.

392/15

RENEWAL OF CONTRACT WITH EMPLOYMENT LAW AND HEALTH & SAFETY ADVISERS

Members noted the Town Clerk's report and considered renewal of its agreement with the current service providers.

RESOLVED: to renew the contract with the Employment Law and Health & Safety Advisers, Ellis Whittam, for a further 3 years at a cost of £2,300pa plus legal expenses insurance.

393/15

EXTERNAL AUDIT 2014/15

The External Audit report for 2014/15 was noted and staff were commended on good governance and financial management.

394/15

COMMITTEE BUDGETS 2015/2016

The committee income and expenditure reports to end-September 2015 (Month 6), together with the Schedule of Payments.

395/15

PRECEPT 2016/17

The Town Clerk's report setting out detailed expenditure and income projections for 2016/17 was noted. The Committee considered the proposed budget figures for the F&P Committee and then reviewed the recommended budgets for the A&OS, Property and Planning Committees before deciding the budget and precept figures to

recommend to Full Council. This included discussions around reductions in proposed increases and new budget lines.

RESOLVED: unanimously that the F & P Committee's proposed budget for 2016/2017 with an additional £350 added to budget line 4059 (Bank Charges) be agreed

RESOLVED: unanimously that following agreed amendments, the budgets for the AO&S, Property and Planning Committees 2016/17 be agreed

RESOLVED: unanimously that the net budget expenditure for 2016/17 be £509,483 and that the precept (following the inclusion of the Wiltshire Council's Top-up Grant of £2,669.30) be £506,813.70 and that these figures are recommended to Full Town Council. This represented a rise of 4.34% in the average Band D annual charge.

Members noted that the Town Clerk's report was excellent and commended her, the Office Manager and Chairman, Cllr. Ross, on their financial management and preparation.

396/15

TRUSTS AND CHARITIES

A progress report from the Town Clerk was noted.

397/15

CIVIC WORKING PARTY

Members noted the minutes of the Civic Working Party held 29th October 2015. Further minutes relating to a separate meeting held in advance of the Remembrance Parade and Armistice Day would be circulated with the next F&P agenda.

All agreed that the Remembrance Parade and Armistice Day had been excellent and were a matter of great pride to the town and the Mayor had written a number of letters thanking those involved.

However, there had been some minor event planning issues and it was agreed that some of these could be improved for the future. The Town Clerk would put together a detailed plan drawing on current details and feedback which would be considered at the next F&P Committee meeting. This would be further discussed at the wash-up meeting on Wednesday, 2nd December.

Amendments to the Terms of Reference for the Civic Working Party were considered. A number of amendments were agreed dealing with the requirement of representatives from 4MI, the Royal British Legion and the police to attend only those meetings relevant to them. Also, an extension of Working Party responsibilities to include poppy laying at the cemeteries, the Civic Reception for new residents and the role of the Deputy Town Mayor in the absence of the Mayor when elected as Chairman.

RESOLVED: that the Terms of Reference be amended as agreed.

The meeting closed at 8.55 pm

Signed Date
Chairman