

AGENDA ITEM 5

TOWN CLERK'S REPORT

FINANCE & POLICY COMMITTEE – MONDAY, 16 MARCH 2020

Summary	
This is a report of follow-up to resolutions made at the Finance & Policy Committee. This is a Standing Item on agendas to update Members. Once follow-up is completed, items will be marked as closed. Ongoing items will be brought back to Committee when a new decision is required or when a fuller update is needed.	
Min.86/19	Online Banking – This will be operation for the next FY. Ongoing
Min. 267/19	Review of Financial Regulations – Cllrs Ross, Loosmore and the Town Clerk will meet to review the Financial Regs in time for the first Full Council meeting of the next FY. Ongoing

Town Clerk

11 March 2020

Town Council Grant Scheme

Summary - In this report, Members are asked to consider 2 grant applications under the Town Council's Small Grant Scheme.

1. Town Council Grant Scheme

The Town Council's Grant Scheme is run to a set of criteria/guidelines. Information, guidelines and dates when applications will be considered by the F&P Committee are at:

<http://www.marlborough-tc.gov.uk/marlborough-town-council/grants> A hard copy leaflet is also available.

2. Grants in 2019/20

In the current Financial Year, grants have been awarded to Savernake Explorer Scouts (£800), Marlborough St Mary's Primary School (£600), Marlborough Poverty Action Group (£500), Greatwood Charity (£1000), Home Start Kennet (£957) and St Johns Residents Association (£760). From a budget of £6,600, this leaves a balance of £1,983. This is the last grant funding round of the current Financial Year.

3. Grant Applications

The applications for consideration are:

- i) **Marlborough Area Development Trust**
Grant sought: £321
Previous Grant(s): 2018/19 (£440)

MADT is a not-for-profit organisation that can only carry out activities with grant funding and through voluntary efforts. It is not in a position to pay venue hire fees. More information about MADT itself is at <https://www.marlborougharea.org/Welcome> The project is described as:

The delivery of a public, day long, free and hands-on digital making event (combines Design & Technology with Computer Science) at Marlborough Town Hall, that is fun as well as educational for both adults and young people in the Marlborough area.

More information about MADT's work on this is at:

<https://www.makerspace.marlborougharea.org/Makerspace+home>

This project was highly successful when held in 2018. Members should be aware that the cost of the Town Hall has changed and will now cost £272. The applicant has also asked for a contribution towards public liability insurance. The grant scheme does not cover running costs.

- ii) **St Mary's Organ Restoration Appeal**
Grant sought: £3,000
Previous Grant(s): None

An application form is at **Appendix 6ii**). Audited accounts and details about the restoration work itself can be separately requested by Councillors. This grant will help towards the cleaning and complete restoration of the 1880 Bryceson organ in St Mary's Church. This will involve dismantling the organ, cleaning and repairing all its many parts and putting it back together again – a project that will take 3-4 months. This will benefit the wide community in terms of maintaining an historical asset in the heart of the community and not just the church itself.

4. Budget Implications

There are insufficient funds to meet the funds requested and Members will need to agree how awards should be made up.

Town Clerk's Recommendation

The Town Clerk recommends that Members consider whether to award grants to MADT and the St Mary's Organ Restoration Appeal.

Town Clerk

12th March 2020

Ear Marked Reserves

Summary - This report is for Members to agree ear marked reserves in accordance with para 4.2 and 4.9 of Financial Regulations.

1. Background

Ear marked reserves are monies in reserves that are set aside for a stated purpose. These are a means of building up funds to meet known or predicted liabilities and ongoing projects. Funds should be used for the item for which they have been set aside or be transferred in whole or in part, to the General Reserve if it is found they are no longer required.

2. Financial Regulations

Unspent provisions in the revenue budget cannot be carried forward to a subsequent year unless placed in an ear marked reserve. Members should periodically judge whether ear-marked reserves are still required. The current ear marked reserves are set out below:

CURRENT EAR MARKED RESERVES 2019/20

Town Hall Restoration/Maintenance	£159,000
Open Spaces (Capital Projects)	£ 9,197
CCTV Project	£ 1,918
Heritage and Museum Fund	£ 17,000
Civic Fund	£ 5,000
Cemetery Extension	£ 28,000
Neighbourhood Plan	£ 11,065
Skatepark Lighting	£ 4,460
Civil War Re-enactment	£ 1,117
Informal Car Park	£ 10,000
MCYC Sports Equip	£ 3,384
Sale of Chantry Lane	£ 12,902
Workshop Extension	£ 67,472
Events	£ 3,000
Bye Elections/Referendum	£ 9,000
Devolution of Services	£ 46,000
Total Ear Marked Reserves*	£388,515

**CIL payments have not been included in this list of earmarked reserves as they are currently unallocated*

3. Revenue Budget Surplus

Until the end of the Financial Year, it is difficult to predict the balance remaining in the budget. It is suggested that once surpluses are known at year end, then the ear marked reserves final figures are submitted to Full Council for approval.

4. Possible Projects for Ear Marking

Members should now consider which projects to consider earmarking surplus funds to for 2020/2021. These might include new lines for:

Staff Training and Development (£2,500)

and adding to existing lines for:

Workshop (as previously agreed)

Town Hall Project

Cemetery Extension

Members may like to consider re-allocating (viring) the balance of the earmarked reserve for Civil War Re-enactment (£1,117) and Events (£3,000) to the ear marked reserve for the new Workshop.

Town Clerk Recommendations

The Town Clerk recommends that members consider that:

- i) All the current ear marked reserve headings remain for 2020/2021 with the exception of those for the *Civil War Re-enactment* and *Events* and vire those balances to the EMR for the new Workshop
- ii) That Members consider which new ear mark reserves should be made and which existing ones should be increased
- iii) That the final figures for ear mark reserves (once budget balances are known) should be submitted to Full Council for approval.

Town Clerk

12 March 2020

Asset Register

Summary – This report asks Members to agree how asset values should be recorded in terms of the Asset Register

1. Background

The Asset Register is at **Appendix 1**. Members are asked how these assets should be recorded for the purposes of valuation. Currently all valuations are based on cost price not insurance valuation. This is the usual practice of town and parish councils. However, guidance under *Governance and Accountability for Smaller Authorities in England - Practitioners Guide 2019*, (para 5.57-5.63) suggests that these should be at actual purchase price. The overall asset value must match Line 9 of the Annual Governance and Accountability Return (AGAR). Whether councils use an insurance value or actual cost values must be made clear.

Town Clerk's Recommendation

The Town Clerk recommends that Members agree that the current practice of using actual cost figures stays in place in terms of the Asset Register.

Town Clerk

12 March 2020

Museum and Heritage

Summary - This report asks Members to consider contributing, via the Museum & Heritage budget line, to its running costs and to nominate 2 Town Councillors to take seats on the Museum Management Committee.

1. Background

The Town Museum is to be run by a separate Museum Management Committee reporting to The Merchant's House Trust. It has a standalone Terms of Reference (ToR) and a bank account of its own. The (now adopted) Terms of Reference are at **Appendix 1**.

2. Management Committee Membership

The committee will be made up of 8 members and each one will be appointed or re-appointed every 3 years and will consist of:

- Two members appointed by the Merchant's House Trust
- Two members appointed by the Marlborough History Society Committee
- Two members appointed by Marlborough Town Council
- Two members elected by the Museum volunteers

The committee shall consist of the Chair, Vice Chair, Secretary, Treasurer, Curator, Historian and two other members. Roles shall be decided in Committee and reviewed annually.

The Town Mayor invited interest in the 2 Town Council places at the Full Town Council meeting on 2 March 2020. Members are asked here to nominate Members to these roles.

3. Financial Contribution and Implications

It is suggested that £1,000 is paid to the Town Museum from the dedicated Heritage and Museum budget line. This is the balance remaining. Members will also want to be aware that there is an ear marked reserve of £17,000 set aside for Museum and Heritage projects.

Town Clerk's Recommendations

The Town Clerk recommends that Members

- i) Nominate 2 Town Councillors to the Museum Management Committee
- ii) Agree to £1,000 being paid to the Town Museum

Town Clerk

12 March 2020