

Marlborough Town Council

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COUNCIL OFFICES
5 HIGH STREET
MARLBOROUGH
WILTSHIRE
SN8 1AA

19 June 2019

Dear Councillor,

I hereby summon you to a meeting of **Marlborough Town Council**, which will be held on **Monday, 24 June 2019** in the **Council Chamber, Town Hall at 7.00pm**.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Shelley Parker'.

Mrs S A Parker, PSLCC
Town Clerk

- a) **Prayers**
- b) **Public Question Time** - not to exceed 10 minutes and limited to 1 question per person unless time permits otherwise
- c) **Crime and Disorder** – a member of the Wiltshire Constabulary will be invited to give a report and answer questions from Councillors and members of the public (not to exceed 10 minutes)
- d) **To receive Questions to and from Wiltshire Councillors** (not to exceed 10 minutes)

AGENDA

- 1. **Apologies for Absence**
- 2. **Declarations of Interest and Requests for Dispensations**
 - a) To receive any Declaration(s) of Interest under Marlborough Town Council's Code of Conduct issued in accordance with the Localism Act 2011
 - b) To consider any dispensation requests received by the Town Clerk
- 3. **Mayor's Announcements**
- 4. **Minutes**

To approve and sign as a correct record the minutes of the Full Town Council meeting held on Monday, 20 May 2019
- 5. **Town Clerk's Report**

To note the Town Clerk's report
- 6. **Review of Effectiveness of the System of Internal Control**

To consider a recommendation from the Finance & Policy Committee to note a review of the effectiveness of the Town Council's System of Internal Control

7. Internal Audit Report 2018/19

To consider a recommendation from the Finance & Policy Committee to note the final Internal Audit Report for 2018/19

8. Annual Governance Statement 2018/19

To consider a recommendation from the Finance & Policy Committee to approve the Annual Governance Statement at Section 1 of the Annual Governance and Accountability Return (AGAR) for signature by the Town Mayor/Chairman of the Council

9. Annual Accounting Statements 2018/19

To consider a recommendation from the Finance & Policy Committee to approve the Annual Accounting Statements at Section 2 of the Annual Governance and Accountability Return (AGAR) for signature by the Town Mayor/Chairman of the Council

10. Ear Marked Reserves

To consider a recommendation from the Finance & Policy Committee made at its meeting of 18 March 2019 (Min.576/18) to approve Ear Marked Reserves for 2019/2020

11. Internet Banking

To consider a recommendation by the Finance & Policy Committee to move to internet banking arrangements for the Town Council and that, if necessary, Financial Regulations are amended to reflect this

12. Project Plan 2017-2021

To note a report by the Town Clerk and consider a review of the current Project Plan

13. New Public Toilet

To note a report by the Town Clerk and consider holding a small opening event for the new public toilet in the basement of the Town Hall

14. VE Day Commemorations

To note the Town Clerk's report and consider the organisation of a commemorative event as part of VE Day 75 on 8 May 2020

15. Twinning Working Party

To note the most recent minutes of the Twinning Working Party and consider its Terms of Reference

16. Citizen of the Year

To note the Town Clerk's Report and consider the process for Marlborough's Citizen of the Year 2019

17. Outside Bodies

Members to offer updates on their representational roles to external organisations

18. Committee Minutes - In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: **Planning** – 7 May and 28 May, **Finance & Policy** – 18 March. These minutes have been approved by committees and circulated to Members and are available to download from www.marlborough-tc.gov.uk or from the Town Council offices. Other meetings have taken place but, minutes are not yet approved so remain in draft form

19. Member's Question Time

Questions to be submitted to the Town Clerk by midday on the day of the meeting and not to exceed 10 minutes

20. To authorise the fixing of the Common Seal of the Marlborough Town Council to all documents necessary to give effect to the decisions of the meeting