

Marlborough Town Council

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COUNCIL OFFICES
5 HIGH STREET
MARLBOROUGH
WILTSHIRE
SN8 1AA

30 October 2019

Dear Councillor,

I hereby summon you to a meeting of **Marlborough Town Council**, which will be held on **Monday, 4 November 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 Wiltshire Police 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 Extra-Ordinary Full Town Council meeting held on Monday, 23 September 2019
- 5. **Town Clerk's Report**

To note the Town Clerk's report
- 6. **Co-option of Town Councillor (East Ward)**

To consider the timetable for the co-option of a new Town Councillor

- 7. Tourism Strategy**
To note a report by the Tourism Officer and the minutes of the most recent Tourism Working Party and consider a draft Tourism Strategy and recommendation about a signage review
- 8. Open Space at Barton Park**
To note a report by the Town Clerk and consider follow up to a response from Wiltshire Council about a request for an asset transfer of open space at Barton Park to the Town Council
- 9. Community Infrastructure Levy (CIL)**
To note a report by the Town Clerk and consider allocation of unspent CIL funding
- 10. Christmas Lights Switch-on**
To note an update report from the Assistant Town Clerk about the Christmas Lights Switch-on event on Friday, 22 November and consider estimated costs
- 11. Rural Market Towns Group**
To consider a request from the Rural Market Towns Group
- 12. Marlborough Christmas Lunch**
To consider, as in previous years, the free use of the Town Hall on 25 December for the Community Christmas Lunch 2019
- 13. Christmas and New Year Opening Hours**
To note a report by the Town Clerk and consider a recommendation about opening hours and holidays over the Christmas and New Year period
- 14. Representative to the Marlborough Patients Liaison Group**
To nominate a Town Council representative to the Marlborough Patients Liaison Group
- 15. Tree at Stonebridge Meadow**
To consider a request from the Stonebridge Meadow Management Committee to plant a tree in the meadow
- 16. VE Day Event**
To consider a request to hold a commemorative evening in the Town Hall in partnership with the Marlborough History Society
- 17. General Data Protection Regulation (GDPR)**
To note a report by the Town Clerk and consider a recommendation for future training needs
- 18. Possible Additional Full Town Council Meeting**
To note the date of an additional meeting to finalise budget requirements and precept for 2020/21
- 19. Outside Bodies**
Members to offer updates on their representational roles to external organisations
- 20. Committee Minutes** - In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: **Planning** – 2 and 23 September and 7 October, **Finance & Policy** – 28 August and **Property** – 8 July. 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

21. 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

22. 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

23. Exclusion of Press and Public

RECOMMENDED: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

24. Upgrade to Play Area at Manton

To consider quotes for the upgrade to the play area at Jubilee Field, Manton