

**MARLBOROUGH TOWN COUNCIL  
FULL TOWN COUNCIL**

Minutes of a Meeting of the **Full Town Council** which was held **Monday, 20 May 2019** in the **Council Chamber, Town Hall, Marlborough** at 7 pm

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<b>PRESENT:</b>	Councillor M. Hall Councillor B. Castle Councillor Mrs P. Dow Councillor N. Fogg Councillor A. Kirk Wilson Councillor G. Loosmore Councillor N. Barrett-Morton Councillor L. Farrell Councillor P. Cairns Councillor M. Cooper Councillor H. Forbes Councillor E. Northeast Councillor S. Price Councillor A. Wilson Councillor D. Heath	Town Mayor
<b>ALSO PRESENT:</b>	Mrs S. Parker Mrs D. Whitehall Rt. Revd Dr A. Rumsey Mr N. Goodwin	Town Clerk Administrator Bishop of Ramsbury Marlborough.News

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**PRAYERS**

Dr Rumsey, Bishop of Ramsbury, opened the meeting with prayers.

**PUBLIC QUESTION TIME**

There were no questions.

**CRIME AND DISORDER**

As Sgt. Foster was unable to attend the meeting, the Town Clerk would pass any questions back on behalf of Members.

**Cllr. Farrell** asked for assistance with the necessary insurance in order that Community Speed Watch patrols could recommence, in particular in Bath Road/A4, George Lane, Kingsbury Street and the High Street.

**QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS**

**Cllr. Farrell** asked whether there was any advice or protection available from Homes4Wiltshire for private tenants who might be at risk of being made homeless by changes in arrangements with private landlords and the limited number of social homes available in the town. **Cllr. Fogg** would follow up with Wiltshire Council and, in the meantime, advised tenants to check their rights, their tenancy contracts and explore housing tribunals as options.

**Cllr. Fogg** was pleased to inform Members that the Showmen's Guild would be represented on Tuesday, 21 May at the funeral of former Town Crier, Alfie Johnson. Alfie had been a keen supporter of Mop Fairs and their history.

**Cllr. Fogg** had been approached about a section of ornate fencing which had recently been removed from the boundary between the entrance to Waitrose and Riding School Yard. As there was quite a difference in surface levels, this could present a hazard to pedestrians. The **Town Clerk** agreed to follow this up.

*Cllr. Farrell to the Chair for the following item*

16/19

**RECONFIRMATION OF ELECTION OF TOWN MAYOR 2019/20**

Following the proposal by Cllr. Ross and seconding by Cllr. Barrett-Morton at the Marlborough Town Council meeting of 13 May it was

**RESOLVED:** that Cllr. Mervyn Hall is confirmed as Town Mayor for 2019/20

17/19

**RECONFIRMATION OF ELECTION OF DEPUTY MAYOR FOR 2019/20**

Following the proposal by Cllr. Farrell and seconding by Cllr. Castle at the Marlborough Town Council meeting of 13 May it was

**RESOLVED:** that Cllr. Mark Cooper is confirmed as Deputy Mayor for 2019/20

18/19

**APOLOGIES**

Apologies for absence were received from Cllrs. Ross and Northeast.

19/19

**DECLARATIONS OF INTEREST**

There were no declarations.

20/19

**MAYOR'S ANNOUNCEMENTS**

The **Town Mayor** thanked fellow Councillors for electing him to the position for a second time. It was a huge privilege and he would do his best, working with them, to continue the good work of other former Mayors, particularly previous Mayor, Cllr Lisa Farrell.

The funeral of former Town Crier, Alfie Johnson, would take place the following day at 11am at St Mary's Church. All Councillors were invited to the service and afterwards to the wake at the Town Hall. The town flag would be flying at half-mast.

Those Councillors who had not yet confirmed attendance at the unveiling of the new plaque to commemorate Eglantyne Jebb on 7 June were reminded that they should let the Town Clerk know by the end of the week.

21/19

**MINUTES**

**RESOLVED:** that the minutes of the Annual Meeting of the Town Council held on 13 May 2019 were approved as a true record and signed by the Town Mayor

22/19

**REVIEW OF THE SCHEME OF DELEGATION**

**RESOLVED:** that the Scheme of Delegation is adopted with no changes.

23/19

**NOMINATIONS TO STANDING COMMITTEES AND SUB COMMITTEES**

Members considered nominations to Committees as set out in Standing Order 6.k)iv.

**RESOLVED:** (i) that Members of the **Staffing Sub Committee** would be Cllrs. Castle, Dow, Barrett-Morton, Farrell, Cooper, Price, Wilson and Heath plus the Town Mayor

**RESOLVED:** (ii) that Members of the **Amenities and Open Spaces Committee** would be Cllrs. Castle, Ross, Barrett-Morton, Farrell, Cairns, Cooper, Forbes and Heath plus the Town Mayor

**RESOLVED:** (iii) that Members of the **Finance and Policy Committee** would be Cllrs. Fogg, Ross, Kirk Wilson, Loosmore, Cooper, Forbes, Price and Wilson plus the Town Mayor

**RESOLVED:** (iv) that Members of the **Property Committee** would be Cllrs. Dow, Fogg, Kirk Wilson, Loosmore, Cairns, Northeast, Price and Wilson plus the Town Mayor

**RESOLVED:** (v) that the **Planning Committee** would again comprise all Councillors, each Member having a vote with the exception of the Town Mayor (ex officio)

24/19

## **TO ELECT A CHAIRMAN AND VICE CHAIRMAN OF STANDING COMMITTEES AND SUB COMMITTEES**

### **a) Planning Committee**

**RESOLVED:** (i) that **Councillor Price** be elected as Chairman of the Planning Committee for 2019/20

**RESOLVED:** (ii) that **Councillor Wilson** be elected as Vice Chairman of the Planning Committee for 2019/20

### **b) Finance & Policy Committee**

**RESOLVED:** (i) that **Councillor Ross** be elected as Chairman of the Finance and Policy Committee for 2019/20

**RESOLVED:** (ii) that **Councillor Loosmore** be elected as Vice Chairman of the Finance and Policy Committee for 2019/20

### **c) Property Committee**

**RESOLVED:** (i) that **Councillor Loosmore** be elected as Chairman of the Property Committee for 2019/20

**RESOLVED:** (ii) that **Councillor Price** be elected as Vice Chairman of the Property Committee for 2019/20

### **d) Amenities & Open Spaces Committee**

**RESOLVED:** that a paper ballot be taken for the Chairmanship of the Amenities & Open Spaces Committee.

**RESOLVED:** (i) that **Councillor Heath** be elected as Chairman of the Amenities and Open Spaces Committee for 2019/20

**RESOLVED:** (ii) that **Councillor Farrell** be elected as Vice Chairman of the Amenities and Open Spaces Committee for 2019/20

### **e) Staffing Sub Committee**

**RESOLVED:** (i) that **Councillor Dow** be elected as Chairman of the Staffing Sub Committee for 2019/20

**RESOLVED:** (ii) that **Councillor Wilson** be elected as Vice Chairman of the Staffing Sub Committee for 2019/20

25/19

## **REVIEW OF STANDING ORDERS**

The **Town Clerk** informed Members that changes were likely to be needed to Standing Orders in the coming months. **Cllr. Fogg** referred to an outstanding question about rights of attendance at committee meetings, which the Town Clerk was pursuing with the National Association of Local Councils (NALC)

**RESOLVED:** that the Standing Orders were re-adopted

26/19

## FINANCIAL REGULATIONS

**RESOLVED:** that the Financial Regulations were re-adopted with no changes

27/19

## APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

**RESOLVED:** that representatives to organisations and voluntary groups were confirmed as below

Outside Body	2019/20 Representative
Marlborough and District Chamber of Commerce	Cllrs. A Kirk Wilson and G Loosmore
Market Towns Forum	The Town Mayor and Cllrs G Loosmore and N Barrett-Morton
Wiltshire Association of Local Councils (WALC)	Cllr S Price Reserve: Cllr B Castle
The Richmond Fellowship	Cllr B Castle
Marlborough Area Board	The Town Mayor and Cllr P Cairns
Community Area Transport Group	The Town Mayor Reserve: Cllr P Cairns
Marlborough and District Link Scheme	Cllr B Castle
Marlborough Fire Station Liaison	Cllrs P Dow and L Farrell
Emergency Flooding/Snow Wardens	Cllr P Cairns Reserve: Cllr A Kirk Wilson
Transition Marlborough	Cllrs P Cairns and G Loosmore
2293 Air Training Corps	The Town Mayor and Cllr N Barrett-Morton
Kennet Community Transport	Cllrs A Kirk Wilson and D Heath
Sports Forum	The Town Mayor and Deputy Mayor
Local Youth Network	Cllr S Price Reserve: Cllr L Farrell
Christmas Lights Switch-on Event	The Town Mayor and Cllrs H Forbes and A Wilson
Neighbourhood Plan	The Town Mayor and Cllr P Cairns
Great West Way	The Town Mayor, Cllrs L Farrell and D Heath
Lansdowne Monument	Cllrs D Heath and P Cairns
Stonebridge Management Committee	Cllrs B Castle, P Cairns and D Heath
Allotment Association	The Deputy Mayor and Cllr L Farrell
Schools Liaison Group	Cllr L. Farrell
Marlborough Youth Council	Cllr L. Farrell

28/19

## APPOINTMENT OF MEMBERS TO WORKING PARTIES

**RESOLVED:** (i) that the **Dark Skies Working Party** be recommissioned for 2019/20 with no change to the Terms of Reference and that Cllrs. Loosmore, Heath, Cairns, Price and Forbes are appointed as members

**RESOLVED:** (ii) that the **Twinning Working Party** be recommissioned for 2019/20 and that Cllrs. Loosmore, Price, Forbes, Fogg and Farrell are appointed as members. A Terms of Reference should now be put in place.

**RESOLVED:** (iii) that the **Civil War Re-enactment Working Party** be recommissioned for 2019/20 with no change to the Terms of Reference and that Cllrs. Loosmore, Forbes and the Town Mayor are appointed as members

**RESOLVED:** (iv) that the **Emergency Planning Working Party** be recommissioned for 2019/20 with no change to the Terms of Reference and that Cllrs Cairns, Price, Heath, Forbes and Loosmore are appointed as members

**RESOLVED:** (v) that the **Marlborough in Bloom Working Party** be recommissioned for 2019/20 with no change to the Terms of Reference and that Cllr Forbes and the Town Mayor are appointed as members

**RESOLVED:** (vi) that the **Town Hall Marketing Working Party** be recommissioned for 2019/20 with no change to the Terms of Reference and that Cllrs Wilson, Price, Cairns, Loosmore and the Town Mayor are appointed as members

**RESOLVED:** (v) that a **Tourism Working Party** be commissioned for 2019/20 with no change to the Terms of Reference and that Cllrs Loosmore and Heath are appointed as members

**29/19 APPEALS PANEL**

**RESOLVED:** to appoint Cllrs. Fogg, Loosmore, Cairns and Forbes to form an Appeals Panel to meet as necessary

**30/19 ASSET REGISTER**

**RESOLVED:** that the register of insured land and assets was approved

**31/19 INSURANCE RENEWAL**

**RESOLVED:** that Members noted that the Council is insured under a 3 year long term agreement with Zurich Municipal

**32/19 REVIEW OF MEMBERSHIPS AND SUBSCRIPTIONS**

**RESOLVED:** that the current memberships and subscriptions are approved

**33/19 COMPLAINTS PROCEDURE**

**RESOLVED:** that the Complaints Procedure be readopted with no changes

**34/19 PRESS AND MEDIA POLICY**

**RESOLVED:** that the Press and Media Relations Policy be readopted with no changes

**35/19 HEALTH AND SAFETY POLICY STATEMENT**

**RESOLVED:** that the Health and Safety Policy Statement be readopted with no changes

**36/19 RISK ASSESSMENT**

**RESOLVED:** that the Risk Assessment be adopted with no changes

**37/19 PETITIONS POLICY**

A proposal to amend the draft policy to include a minimum number of signatories attracted 4 votes for with 7 against, therefore it was not carried

**RESOLVED:** that the Petitions Policy be adopted with no changes

**38/19 APPOINTMENT OF INTERNAL AUDITORS**

**RESOLVED:** to confirm that Auditing Solutions Ltd will continue to carry out the Council's internal audits in 2019/20

**39/19 BANK MANDATE**

**RESOLVED:** that the Bank Mandate is amended to record the changes of Mayor, Deputy Mayor and Chairman and Vice Chairman of the Finance and Policy Committee all of whom together with the Town Clerk/Responsible Finance Officer or Office Manager (as Authorised Officer) will be signatories and always requiring that 2 Councillors and one officer sign all cheques and other orders for payment

- 40/19 CALENDAR OF MEETINGS**  
**RESOLVED:** that the Calendar of Meetings for 2019/20 be readopted with two changes
- 41/19 SERVICE DEVOLUTION AND ASSET TRANSFER PROGRAMME**  
 Members noted the Town Clerk's report and that the Town Clerk is requesting a list of Wiltshire assets in Marlborough and Manton to enable the Town Council to give early consideration to which assets it would like to take on.
- 42/19 CIVIL WAR RE-ENACTMENT – THE BATTLE OF MARLBOROUGH**  
 Members noted an update report by the Assistant Town Clerk and the Area Board grant of £2,500 awarded to Marlborough History Society towards the event.
- 43/19 CHRISTMAS LIGHTS SWITCH-ON**  
 Members noted the dates of Marlborough's Christmas Lights Switch-on events for the next three years. These were Friday, 22 November 2019, Friday, 27 November 2020 and Friday, 26 November 2021.
- 44/19 TOWN HALL MARKETING**  
 Members noted a report by the Assistant Town Clerk and considered expenditure for photography for digital and printed promotional material for the Town Hall.  
**RESOLVED:** that expenditure of £800 be approved for photographic marketing images
- 45/19 BLUE PLAQUE**  
 Members noted the arrangements around the unveiling of the commemorative plaque to Eglantyne Jebb, founder of the Save the Children Fund, on Friday, 7 June 2019.
- 46/19 COMMITTEE MINUTES**  
**RESOLVED:** that in accordance with para 3.1 of the Scheme of Delegation, the approved minutes of the following committees were noted: **Planning** – 8 April 2019; **Amenities & Open Spaces** – 4 February 2019 and **Staffing Sub Committee** – 18 March 2019
- 47/19 MEMBER'S QUESTION TIME**  
 No questions had been received.
- 48/19 COMMON SEAL**  
 Proposed by **Cllr. Castle** and seconded by **Cllr. Dow** and  
**RESOLVED:** that the Common Seal of Marlborough Town Council be affixed to all documents necessary to give effect to the decisions of the meeting
- 49/19 EXCLUSION OF PRESS AND PUBLIC**  
**RESOLVED:** 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 item of business as publicity would be prejudicial to the public interest because of the confidential or commercial nature of the business to be transacted
- 50/19 STAFFING ISSUES**  
**RESOLVED:** that all salary increments recommended by the Staffing Sub Committee be approved.

The meeting closed at 8.33 pm

Signed: ..... Date: .....  
 Town Mayor