

## TOWN CLERK'S REPORT

## FULL TOWN COUNCIL – MONDAY, 24 JUNE 2019

**Summary** This is a report of follow-up to resolutions made at Full Town Council. This is a Standing Item on the agenda to update Members. Once follow-up is completed or taken on by a Committee, items will be marked as closed. Ongoing items will be brought back to Council when a new decision is required or when a fuller update is needed.

<b>Min.23/18</b>	<b>Review of the Scheme of Delegation</b> – A point about attendance at committee meetings calling into question the legality of Para. 8.1 of the Scheme about whether all Councillors have a right to attend any committee meeting has been referred to WALC which has raised it with the Legal Team at the National Association of Local Councils (NALC) – <b>Ongoing</b>
<b>Min.180/17</b>	<b>Promotion of Community WiFi in Marlborough</b> – The Town Clerk is liaising with Highways about pavement transfers. Equipment has now been installed in the George Lane Toilet Block to enable wider coverage of free WIFI – <b>Ongoing</b>
<b>Min.225/18</b>	<b>New Workshop</b> – On 10 September, it was resolved to take forward this project for the new workshop at The Common and ancillary works (excavation) and to seek preliminary costs and pre-planning application advice and enter into more detailed discussions with Marlborough Golf Club. £30,000 is set aside for this in earmarked reserves and a budget line of £12,000 agreed for 2019/20. Further funds may be earmarked for this project at year end. <b>Ongoing</b>
<b>Min.529/18</b>	<b>Eglantyne Jebb (co-founder of Save the Children): Blue Plaque</b> – Councillors agreed that the plaque, originally erected in 1996 and which contained an error, should be replaced. On 7 June 2019 a successful event was held in partnership with Marlborough.News and Wiltshire Council to unveil the new plaque which coincided with the centenary of Save the Children. <b>Closed</b>
<b>Min.635/18</b>	<b>Adoption of BT Phone Boxes</b> – At the meeting of 23 April, it was agreed that the Assistant Town Clerk should contact BT with a request to adopt both boxes in the High Street but retain a payphone within the kiosk at the Library. If this was not possible, to adopt just one. The Assistant Town Clerk continues to liaise with BT. <b>Ongoing</b>
<b>Min.44/19</b>	<b>Town Hall Marketing</b> – At the meeting on 20 May, Members resolved that £800 be approved for photographic marketing images. This is being followed through by the Property Committee. <b>Closed</b>

## 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.

### 3. Finance & Policy Committee

An extract from the Finance & Policy meeting minutes of 18 March (Min. 576/18) is as follows:

#### 576/18 EAR MARKED RESERVES

Members noted a report by the Town Clerk and in accordance with paras. 4.2 and 4.9 of Financial Regulations, considered which budget monies should be recommended to Full Council to move to an ear marked reserve (EMR). Suggested projects to add to existing ear marked reserves included:

- Projects which had been cut back at the time of setting the precept
- Heritage/Town Museum project
- An informal car park (The Common)
- Workshop
- Devolution of Services from Wiltshire Council
- Cemetery Extension
- CCTV
- Neighbourhood Plan

**RESOLVED:** (i) all the current ear marked reserve headings should remain for 2019/20 with the exception of the balance remaining for additional office works (this project has been completed) which should be vired to another EMR at year end (e.g. workshop)

**RESOLVED:** (ii) to add the installation of an Informal Car Park and, where possible, increase other ear marked reserves as discussed whilst ensuring adequate general reserves.

**RESOLVED:** (iii) that the final figures for ear marked reserves (once budget balances are known) should be submitted to Full Council for approval

Following the above guidance and the balances remaining at the closedown of accounts for 2018/19, the Ear Marked Reserves for 2019/20 are as follows:

<b>CURRENT EAR MARKED RESERVES 2019/20</b>	
Town Hall Works	£159,000
Open Spaces	£ 9,197
CCTV Project	£ 1,918
Heritage Fund	£ 17,000
Civic Fund	£ 5,000
New Cemetery Provision/Extension	£ 28,000
Neighbourhood Plan	£ 12,919
Youth Council Skatepark Lighting	£ 5,000
Civil War Re-enactment	£ 10,050
Informal Car Park	£ 10,000
Sale of Chantry Lane (George Lane Toilets)	£ 31,070
Bye Election/Referendum	£ 9,000
Events	£ 3,000
Devolution of Services	£ 46,000
MCYC Sports	£ 3,272
Workshop Building	£ 67,472
CIL – (Manton Play Area Project - £20,000)	£ 20,329
<b>Total Ear Marked Reserves</b>	<b>£438,227</b>

**4. General Reserves at the end of 2018/19**

At the end of 2018/19 General Reserves stand at £245,928 (previously £208,504). The recommendation is that councils keep between 3months – 6 months of the precept in reserves. The Town Council meets this requirement.

**Town Clerk Recommendations**

The Town Clerk recommends that Members agree the Ear Marked Reserves for 2019/20

**Town Clerk 19 June 2019**

## Internet Banking

**Summary** – This report asks Members to consider a recommendation from the Finance & Policy Committee to agree a move to online banking rather than the current and outdated system of payments by cheque and that, if necessary, relevant changes to Financial Regulations are made to accommodate this.

### 1. Background

On Monday, 17 June, all Members were invited to attend a presentation about a move to internet banking by the Business Manager at Barclays. At this session, a full explanation was given about the practicalities of moving to the online system and how to ensure that payments are made securely and an audit trail for authorisation of payments is retained.

Members may like to be reminded of the following resolution (Min39/19) made on 20 May 2019 at Full Council which shows the signatories of cheques and this will be transferred to the authority for payments online:

**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

*For 2019/20, this refers to Cllr Mervyn Hall, Cllr Mark Cooper, Cllr Andrew Ross and Cllr Guy Loosmore, Mrs Shelley Parker (Town Clerk) and Mrs Sue Fry (Office Manager/finance Officer).*

### 2. Financial Regulations

The current Financial Regulations adopted on 20 May 2019 already includes (at para.6) internet banking arrangements. (The relevant extract is at **Appendix 1**). This means that no amendments are needed.

### 3. Points to Note

- Most Town Councils now operate with online banking
- Cheques can still be used for payments where required
- There will be some savings in terms of reducing the cost of processing cheques

### Recommendation from the Finance & Policy Committee

The Finance & Policy Committee recommends that Full Town Council agrees a move to internet banking arrangements as governed by the Council's Financial Regulations.

**Town Clerk**

**19 June 2019**

## Project Plan 2017 – 2021

<p><b>Summary</b> – This report asks Members to consider a review of the Project Plan 2017 – 2021.</p>
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### 1. Background

Soon after the new council was elected in May 2017, Members agreed that an action plan should be drawn together setting out projects for the council term. After various meetings to finalise it, the plan was adopted by the Town Council in November 2017. At the time, it was decided that so soon in the new council term and with many new councillors, it was too early to set out a strategy.

The Project Plan is at **Appendix 1**. It is also available at: [http://www.marlborough-tc.gov.uk/images/your-council/Action\\_Plan\\_6\\_Nov\\_2017.pdf](http://www.marlborough-tc.gov.uk/images/your-council/Action_Plan_6_Nov_2017.pdf)

At the halfway point in the council term, Members may now like to review the Project Plan and re-consider drawing up a strategy. Though the Project Plan meets many of Marlborough's aspirations, a strategy and vision statement would help set the direction of the council. It would be the umbrella document to steer the management of resources (people, money, time, equipment, premises). It is also a performance tool in terms of how the public can measure the council's achievements. Most Town Councils have a strategic plan in place. Examples include:

Corsham Town Council - <https://www.corsham.gov.uk/web/yep-system/data/userfiles/files/CTC%20Strategic%20Plan-Draft%204%20-%20FOR%20WEBSITE.pdf>

Chippenham Town Council - <http://www.chippenham.gov.uk/about/corporate-strategic-plan>

However, Members may feel that with devolution of services taking place in the next 1-2 years, that the time to put in place a forward strategic plan will be at the start of the next council term starting in May 2021.

### 2. Review of the Project Plan

A proper review of the Project Plan will take longer discussion that could be incorporated into a council or committee meeting. Members may like to consider a workshop open to all councillors to facilitate updating it. It could then be brought back to the Full Council meeting on 22 July 2019.

### Town Clerk's Recommendation

The Town Clerk recommends that Members consider, at the halfway point in the council term, the following:

- i) Reviewing the Project Plan 2017-2021
- ii) Whether to draw up a Vision and Strategic Plan now or after the upcoming devolution of services or at the start of the next council term 2021–2025.

**Town Clerk**

**19 June 2019**

## New Public Toilet

**Summary** – This report asks Members to agree that there is a small opening event to mark the opening of the new public toilet in the basement of the Town Hall

### 1. Background

The re-opening of a toilet facility in the basement of the Town Hall has been a long-held aspiration of the Council and the town's residents. Much refurbishment and re-configuration has taken place in the basement over the last few weeks working towards new storage areas, a Caretaker's office and a public toilet.

The new unisex toilet was installed by Healthmatic (the same contractors who worked on the George Lane toilets) and is also accessible for standard wheelchair users and not scooters (this is because of the constraints of the hall's listed building status but the disabled toilet at George Lane is fully accessible to all disabled users). The new cubicle at the Town Hall also offers baby changing facilities. Healthmatic will also be responsible, under contract, to maintain, clean and answer call outs to the toilets – the same arrangements as with the George Lane toilets. There will be a usage charge of 20p. It will be open between 8am – 8pm.



It has been suggested that the opening of the new facility is marked by a small opening event involving the Mayor which could take place on Monday, 1 July either during the daytime or just ahead of the A&OS Committee meeting.

### 2. Financial Implications

The cost of the opening will be minimal and any costs a charge to the events budget.

### Town Clerk's Recommendation

The Town Clerk recommends that Members agree that a small event takes place to open the new facility and that it is delegated to the Town Clerk to organise it.

### Town Clerk

18 June 2019

## VE Day Commemorations

**Summary** – This report asks Members to consider taking part in VE Day 75 which is being organised to commemorate the 75<sup>th</sup> anniversary of the end of the Second World War in Europe.

### 1. Background

Marlborough Town Council took part in the Battle's Over – A Nation's Tribute over the Remembrance weekend of 9 – 11 November 2018 to commemorate the end of WW1. The organiser of this national commemoration is asking town and parish councils and other organisations if they would again like to take part in the national commemorations for VE Day (the 75<sup>th</sup> anniversary of the end of WW2). The anniversary itself takes place on Friday, 8 May 2020 but, a number of events could take place over the whole weekend. A formal letter from the Pageant Master is at **Appendix 1**. More details are available at [www.veday75.org](http://www.veday75.org)

A number of organisations took part in the Remembrance commemorations in November 2018 and Marlborough was involved in a number of events – a Wilfred Owen poetry performance, laying of wreaths at the 7<sup>th</sup> Wilts Memorial, poppy wreath laying at the Commonwealth War Graves, a Roll of Honour Tribute event in the Town Hall, a Beacon Lighting Ceremony at The Common as well as the Remembrance Parade.

Members may like to consider how to take forward the Town Council's participation in this important 2020 event via its Civic Working Party.

Points to Note are that:

- Friday, 8 May has been declared a public holiday (May Day)
- Monday, 11 May is Mayor Making
- A booking has already been made in the Town Hall for an unrelated event for Friday, 8 May

### 2. Financial Implications

This event will fall in the 2020/2021 financial year and Members may like to consider a budget for it during the autumn precept setting round.

### Town Clerk's Recommendation

The Town Clerk recommends that Members agree:

- i. that the Town Council should take part in the national commemorations
- ii. that event organisation falls to the Civic Working Party working with other interested groups and that it should meet soon to discuss how it should all be taken forward
- iii. that the existing hirer of the Town Hall is contacted with an offer of an alternative date
- iv. That a budget is set aside for this during the autumn precept setting round.

**Town Clerk**

**18 June 2019**

## **Twinning Working Party**

**Summary** – This report asks Members to note the minutes of the Working Party meeting of 14 May and adopt the suggested Terms of Reference

### **1. Background**

The last Working Party meeting took place on 14 May and the minutes of the meeting are at **Appendix 1**. At the Full Council meeting of 20 May, it was resolved that the following Councillors would be members of the Working Party - Cllrs. Loosmore, Price, Forbes, Fogg and Farrell. A Chairman will be appointed at the next meeting.

Terms of Reference are at **Appendix 2**.

In 2019/20, this will be administered by the Assistant Town Clerk.

### **Town Clerk's Recommendation**

The Town Clerk recommends that Members note the minutes of the most recent meeting of the Twinning Working Party and adopt the suggested Terms of Reference.

**Town Clerk**

**18 June 2019**

## Citizen of the Year

**Summary** –This report asks Members to consider how the Citizen of the Year Award should be taken forward.

### 1. Background

At the Full Council meeting on 25<sup>th</sup> June 2018, Members agreed that there should be a total review of the Citizen of the Year Award. The resolution from that meeting was:

#### 100/18 REVIEW OF THE CIVIC AWARD SCHEME

Members noted the report by the Town Clerk and details of similar schemes run by other town councils in Wiltshire. Main points of discussion were:

- That the current process should be reviewed
- It should be re-titled the 'Mayor's Awards'
- It should be extended to include individuals and Community Groups

**RESOLVED:** that a draft policy be submitted to the next Full Town Council to cover the running of the new scheme

A draft policy was taken to the meeting of 10 September where it was decided that for 2018/19 the Citizen of the Year award should stay in place, but be re-visited early in 2019/20.

The draft policy which deals with a Mayor's Award is re-submitted and is at **Appendix 1**.

Members should note that, as originally requested, this is a much less structured approach and cuts out the process of nominations from the community making the award at the discretion of the Town Mayor. (This is how the community award process was originally handled when first introduced around 10 years ago. However, this time there is no title of 'Citizen of the Year.'). Members also need to be aware of that decision making cannot be delegated to any individual councillor. (Section 101(1) of the Local Government Act 1972).

### 2. Points to Note

The Citizen of the Year award has, over the last few years, been presented at the Christmas Lights Switch.

#### Town Clerk's Recommendation

The Town Clerk recommends that Members re-visit the civic award scheme and decide how this should be handled for 2019.

**Town Clerk**

**18 June 2019**