

**MARLBOROUGH TOWN COUNCIL
FINANCE AND POLICY COMMITTEE**

Minutes of a **Meeting** of the **Finance and Policy Committee** which was held on **Monday, 18 June 2018** in
the **Council Chamber, Town Hall, Marlborough** at 7.55pm

PRESENT	Councillor A. Ross	Chairman
	Councillor L. Farrell	Town Mayor
	Councillor G. Loosmore	
	Councillor N. Barrett-Morton	
	Councillor P. Cairns	
	Councillor H. Forbes	
	Councillor S. Price	
	Councillor A. Wilson	

ALSO PRESENT	Mrs S. Parker	Town Clerk
	Mrs D. Whitehall	Administrator
	Councillor B. Castle	Observing

PUBLIC QUESTION TIME

There were no questions.

73/18 APOLOGIES
Apologies for absence were received from Cllr. Fogg.

74/18 DECLARATIONS OF INTEREST
There were no declarations.

75/18 CHAIRMAN'S ANNOUNCEMENTS
The **Chairman** gave a warm welcome to new Members, and thanked his fellow Councillors for re-electing him as Chairman.

A letter of thanks had been received from Marlborough and District Dyslexia Association for a grant of £260.

In the last few days a satisfactory report had been received following the final Internal Audit for 2017/18, which identified no issues with the Town Council's accounts. This and the Annual Governance and Accountability Return would be presented formally at the next Full Town Council meeting.

76/18 MINUTES
RESOLVED: that the minutes of the meeting held on 19 March 2018 were approved as a true record and signed by the Chairman

77/18 TOWN CLERK'S REPORT
Members noted the Town Clerk's Report.

78/18 TOWN COUNCIL GRANT SCHEME
Town Council Grant Scheme – Review
Members considered the draft policy and scheme criteria for recommendation to Full Town Council for adoption. The application form was approved with no changes. Three changes were agreed to the draft policy (and related guidelines), to read:

RESOLVED: (i) to amend the Grants Policy para. 2.2 to read: “An organisation may only submit one application for a grant in any one Financial Year”

RESOLVED: (ii) to add “2.12 Grants may be considered for award to individuals only in exceptional cases” to the Grants Policy

RESOLVED: (iii) to delete 2.13 (c) “Sole benefit of individuals” from the Grants Policy

This policy will be submitted to Full Town Council for adoption

Leaflet

RESOLVED: (iv) to provide a hard copy leaflet for the Grants Scheme

Grant Applications

Three applications had been received.

RESOLVED: (v) to award £708.00 to Revitalise Respite Holidays

RESOLVED: (vi) to award £500.00 to Marlborough Parkrun

RESOLVED: (vii) that the application from Our Time Project could not be awarded as the application had not met the Town Council’s criteria.

79/18

COMMITTEE BUDGETS 2018/19

Members noted a report by the Town Clerk about budget setting and forthcoming expenditure, the committee income and expenditure reports for month 1 to end March 2018 and a list of payments.

80/18

URGENT EXPENDITURE

Members noted a report and that under para.3 of the Scheme of Delegation a payment of £1,500 had been made against the F&P Contingency Budget to cover the outsourcing of work related to General Data Protection Regulation (GDPR) compliance. This followed **Resolution 622/17** from the meeting on **19 March 2018** “to delegate to the Town Clerk to take appropriate action regarding outsourcing the role of Data Protection Officer if required”.

81/18

CIVIC WORKING PARTY

RESOLVED: (i) that there should be a Civic Working Party for 2018/19

RESOLVED: (ii) that the Terms of Reference for the Civic Working Party were agreed with one addition – to add a representative from the Marlborough Anglican Team

RESOLVED: (iii) that the Civic Working Party would again comprise the Town Mayor, former Mayor and Chair of Finance & Policy (**Cllrs. Farrell, Hall and Ross** for 2018/19)

A meeting had been arranged for 29 June with representatives from a small number of organisations to discuss commemorations for the centenary of World War 1. It was felt the meeting would be useful in identifying all activities and events taking place across Marlborough to bring together a ‘whole town’ programme of events.

It was agreed that a sub-group should be formed to help shape and co-ordinate an event proposed for Saturday, 10 November in the Town Hall.

RESOLVED: (iv) that all Committee Members were invited to attend the meeting on 29 June and to form the sub-group to co-ordinate the Saturday event

82/18 PRECEPT SETTING TIMETABLE

Members noted the timetable for precept setting for 2019/20.

83/18 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 nature of the business to be transacted

Mrs Whitehall left the room

84/18 STAFFING ISSUES

RESOLVED: to note that an Assistant Town Clerk has been appointed in line with recommendations agreed by Full Town Council on 21 May (Min.45/18)

The meeting closed at 8.25 pm

Signed: Date:
Chairman