

TOWN CLERK’S REPORT

FINANCE & POLICY COMMITTEE – MONDAY, 18 JUNE 2018

Summary	
<p>This is a report of follow-up to resolutions made at the Finance & Policy Committee. This is a Standing Item on agendas to update Members. Once follow-up is completed, items will be marked as closed. Ongoing items will be brought back to Committee when a new decision is required or when a fuller update is needed.</p>	
Min. 262/16	<p>Trusts and Charities – These have remained dormant for circa 15 years. As advised by the External Auditors, charity monies were removed from the Council's accounting system and are in a standalone bank account. The Town Clerk has approached specialist solicitors and the Charity Commission to clarify the status of the charities. This appears on the list of potential priority projects in the Council's Forward Plan 2017-2021 Ongoing</p>
Min. 259/16	<p>Photographic Asset Register – The new look Asset Register was submitted and approved by Full Council on 21 May 2018 (Min.27/18). Closed</p>
Min.618.17	<p>Ear Marked Reserves – At the meeting on 19 March, it was agreed that that the final figures for ear mark reserves (once budget balances are known) should be submitted to Full Council for final approval. They will be submitted to FTC on 25 June 2018. Closed</p>
Min. 62.17	<p>GDPR - On 19 March, it was agreed to delegate to the Town Clerk to take appropriate action regarding outsourcing the role of Data Protection Officer if required. SEE AGENDA ITEM 8</p>

Town Council Grant Scheme

Summary - In this report, Members are asked to consider a review of the current scheme and 3 grant applications.

1. Town Council Grant Scheme – Review

The Town Council's Grant Scheme is run to a set of criteria/guidelines. This and an application form is at **Appendix 1**. Information, the guidelines and dates when applications will be considered by the F&P Committee are at: <http://www.marlborough-tc.gov.uk/marlborough-town-council/grants> Part of the criteria is that the Town Council's financial support must be acknowledged in publicity material and this usually involves a press release and photo opportunity with the Mayor. There has been good coverage for this in the local press, on the Council website and social media.

A draft policy is at **Appendix 2**. Members may like to consider:

- i. making any amendments to the policy, scheme criteria and application form
- ii. issuing more information about the scheme to the public (e.g. an attractive leaflet available in hard copy and online)

2. Grants in 2017/18

In 2017/18 grants were awarded to Alzheimer's Support, the Macmillan Marlborough Committee, Marlborough St Mary's CE VC Primary School, Greatwood Charity, MADT, Marlborough Area Poverty Action Group (MPAG), Marlborough and District Dyslexia Association and The Merchant's House. The 2017/18 budget of £6,600 was all allocated to these applicants.

3. Grant Applications 2018/19

During the precept setting round, it was agreed that a budget of £6,600 would be allocated for grants in 2018/19. This is the first meeting where applications will be decided.

The applications for consideration are:

a) Revitalise Respite Holidays

Grant sought: £708.00

Previous Grant(s): £450 (2016/17), £500.00 (2015/16), £300 (2011/12)

The application form is at **Appendix 3** (for Councillors). This sets out that the grant would be used to provide an essential respite break for 2 disabled people from Marlborough and their carers with nurse-led support at one of 3 centres in the UK. Revitalise is one of the key providers of respite breaks with the largest residential programme working with over 1,400 volunteers. More information about the charity is at: <http://revitalise.org.uk/>

The Annual Report and consolidated accounts can be viewed at <http://revitalise.org.uk/wp-content/uploads/2014/06/AR-16-17.pdf>

b) Marlborough Parkrun

Grant sought: £500.00

Previous Grant(s): None

An application form is at **Appendix 4** (for Councillors). Parkrun organise free, weekly, 5km timed runs in countries all around the world with 471 locations in the UK. They are open to everyone, free, and are safe and easy to take part in and organised entirely by volunteers. They take place in parkland surroundings and on common land at 9am on Saturdays. People of all abilities are encouraged to take part, from those taking their first steps in running to Olympians; from juniors to those with more experience. It is a community event and encourages a healthier lifestyle. At a meeting with users of The Common (Golf Club,

Rugby Club, Model Flying Club, Marlborough Youth Football Club), all welcomed the proposal and the Amenities & Open Spaces Committee has given permission for Parkrun to take place there. Any issues around parking and traffic management are being resolved. Parkruns already take place in Swindon, Chippenham and Salisbury. Grant funding has been awarded from the Marlborough Area Board towards the project. More information about Parkrun is at: <http://www.parkrun.org.uk/>

c) Our Time Project

Grant Sought: £1,000

Previous Grants: None

An application form is at **Appendix 5**. Our Time Project is a non-profit company that focuses on the delivery of workshops for elderly communities. It provides theatre and movement sessions with the elderly communities of Wiltshire and beyond and focusses on the frail, those who have had strokes and those with dementia. As set out in the application form, it is working with the Jubilee Centre, Savernake View Care Home and Merlin Court Care Home. More information about the company is at:

<http://www.ourtimeproject.com/>

4. Budget Implications

If Members agree to award the above 3 grants, this would total leave a balance of £4,392.00.

Town Clerk's Recommendation

The Town Clerk recommends that Members:

- i) Consider making amendments to the draft policy and scheme criteria for recommendation to Full Town Council for adoption
- ii) Consider whether guidance on the information should be available as a hard copy leaflet as well as online
- iii) Consider whether to award grants to Revitalise, Parkrun and the Our Time Project.

Town Clerk

June 2018

Committee Budgets 2018/19

Summary – This report asks Members to note general information about the precept and CIL as well as forthcoming expenditure. Also, the committee income and expenditure reports to the end of April 2018 (Month1) and a list of payments made.

1. Background

The committee income and expenditure reports (taken from our Omega software package used by town and parish councils all over the country) is at **Appendix 1**. A list of payments since the start of the Financial Year (FY) is at **Appendix 2**. These are drawn together by our Office Manager, Mrs Sue Fry.

2. General

New Members to the F&P Committee may find the following general background information useful.

The Precept - Each autumn, after the end of September (half-way through the FY) Councillors use actual expenditure and income at that 6 months point to help to identify what budgets are needed for the following year. Some research, as far as it practicable, is done by officers to try to gauge costs in terms of rises in utility bills, new leases, business rates, new equipment needed, etc. It's also a way of ascertaining where some savings can be made (i.e. end of a project or a lease). Another useful tool is the Council's Action Plan setting out what projects are to be followed through in any one year through to the end of the current council term (2021). This is at: http://www.marlborough-tc.gov.uk/images/your-council/Action_Plan_6_Nov_2017.pdf Officers put together proposed committee budgets for Councillors to amend and change at each committee. (See agenda item 10 for the timetable for this)

(Budgets are revenue for the running of the council for that year and cannot be carried over year on year unless ear marked for a particular project.)

Community Infrastructure Levy (CIL) – This is a tool for local authorities in England and Wales to help deliver local infrastructure to support the development of an area. It is a levy payable on development where the gross internal area of new build is 100 square metres or more. More information on how this is calculated, exemptions, etc is at <https://www.gov.uk/guidance/community-infrastructure-levy>

Town and parish councils receive 15% of this payment direct from their principal councils or 25% where a Neighbourhood Plan has been published. (This is different from S106 money which is administered by WC via an application process). Marlborough Town Council has received a handful of CIL payments in the last year. Strict criteria is laid down about how this can be spent. So far, it has been used to fund refurbishment of the MC&YC and will be used towards the re-design of the Coopers Meadow Play Area. At the moment, it is difficult to judge when and how much of this will be passed onto the Town Council. When the process has become clearer, we will be able to better predict, ahead of time, what money is available for projects so reducing the precept requirement.

3. Forthcoming Expenditure

There are, from time to time, projects or events which come to the attention of the Town Council late-on which have not been predicted and so not included in revenue budgets set the previous year. If Councillors feel they should take them on, over and above current work and the expenditure they incur cannot be absorbed into current revenue budgets, then Councillors need to consider whether to draw on reserves. (One example was the opportunity to buy 2 studio flats from Aster at Kingsbury Street in 2016/17. These were purchased and refurbished and are now both let out to tenants bringing income to the council). Devolution of services and asset transfers is another area of high spend and Councillors have been astute in allocating a budget for this in the last 2 years.

Councillors will want to be aware that in 2018/19, there will be some additional costs over and above predicted budgets (but not high) due to the recommendations of the staffing review (all agreed by FTC on 21 May, Min45/18). There is also the possibility of the purchase of land for car parking. Research into costs of a possible land purchase and installation is being properly investigated to enable Councillors to make a decision on this later in the summer.

Town Clerk's Recommendation

The Town Clerk recommends that Members note this report and its appendices.

Town Clerk

June 2018

Urgent Expenditure

Summary – This report asks Members to note urgent expenditure made under para. 3.2 of the Scheme of Delegation

1. Background

Under para. 3 of the Scheme of Delegation, the Town Clerk should consult the Mayor and/or Deputy Mayor and Chair of the relevant committee(s) about any matter arising which requires an urgent decision including if the matter involves expenditure not provided for in the annual budget and not covered by Financial Regulations.

Urgent Matter - GDPR

It was agreed at the F&P Committee on 19 March 2018 that the Town Clerk should be delegated to take appropriate action on outsourcing the role of DPO as appropriate. Here's an extract from the minutes:

622/17 THE GENERAL DATA PROTECTION REGULATION (GDPR)

Members noted a report by the Town Clerk and the uncertainties that still remained around how GDPR would apply to town and parish councils. Whilst it was too early to consider appointing the role of Data Protection Officer, it was agreed that outsourcing it would likely be the preferred approach once more detail was known.

RESOLVED: to delegate to the Town Clerk to take appropriate action regarding outsourcing the role of Data Protection Officer if required

The Town Clerk informed Members at Full Council on 21 May that town and parish councils did not now have to appoint a DPO but, all the work around compliance still had to be done and there was no in-house capacity to undertake this at the moment. Many councils including those in Wiltshire (e.g. Trowbridge Town Council) have taken on the services of Audit West to do the work on their behalf. This company deals with the local government sector. The link to the website is at: <http://www.auditwest.co.uk/>

2. Financial Implications

The costs were £1500 for a year or £1250 per year for a 3 year contract. After speaking to the Mayor and the Chair of F&P, it was decided to outsource the work for 1 year only after which time the work involved may be straightforward and brought back in-house. This will be a charge to the F&P Contingency Budget - Budget Line 4226.

Town Clerk's Recommendation

The Town Clerk recommends that Members note this report.

Town Clerk

June 2018

Civic Working Party

Summary - This report asks Members to consider whether to commission a Civic Working Party for 2018/19 and, if so, to determine membership and a Terms of Reference and appoint Councillors to it. Also, to consider a recommendation by the Town Clerk about Marlborough's commemorations for the centenary of the end of World War 1.

1. Civic Working Party

Working Parties are set up for a Municipal Year and in line with para. 6.1 of the Scheme of Delegation, their work and membership should be determined through an agreed Terms of Reference.

A draft Terms of Reference (TOR) is at **Appendix 1**

Members are reminded that Working Parties have no decision making powers and recommendations need to be made to its commissioning committee or to Full Town Council.

2. Marlborough - Commemorations to mark the end of World War 1

In 2017/18, the CWP met to discuss the work around the commemorations. The notes of this meeting were submitted to Full Council on 16 April. Here is the relevant extract from the FTC minutes:

657/17 WW1 Commemorations

Members noted the minutes of the most recent meeting of the Civic Working Party and considered recommendations about this year's WW1 Commemorations which would differ from the usual annual arrangements:

- Members noted that 2018 would be a special year marking the centenary of World War 1 which may require more resources than in previous years
- Friday 9th November: wreath laying at 7th Wiltshire Regiment War Memorial and laying poppies on Commonwealth War Graves
 - Saturday 10th November: Town Hall event (details to be confirmed)
 - Sunday 11th November: Remembrance Parade
- Sunday 11th November: lighting a beacon on the Common (with the Rotary Club) as part of a wider national event – Battle's Over – A National Tribute
- Whether to approach the organisers of other commemorative events in the town to work together to create a 'Marlborough' commemoration program

Cllr. Ross answered questions and received suggestions from Members on lessons learned from last year's event.

RESOLVED: (i) that the recommended changes to Armistice Day and Remembrance Parade should go ahead

RESOLVED: (ii) to invite other organisations to attend a Civic Working Party meeting to coordinate events into a whole town commemoration

RESOLVED: (iii) that a meeting of the Civic Working Party be held soon, particularly to discuss the details for the Town Hall event on Saturday 10th November

ITEM 9

Cllr Ross will update members on the any follow up to the above (particularly with regards to the meeting place prior to laying of wreaths at the 7th Wiltshire Regiment Memorial on Friday, 9th November 2018)

The meeting referred to at Resolution iii) above has been arranged for **Friday, 29th June at 10am in the Council Chamber** (this is the day convenient to representatives from 4MI Battalion). Other representatives outside of the usual membership have been invited to this in order to learn more about all commemorative events and activities being held in Marlborough.

Town Clerk's Recommendation

The Town Clerk recommends that Members:

- i. Agree that there should be a Civil Working Party for 2018/19
- ii. Make amendments to and agree the ToR
- iii. Appoint Councillors to the CWP
- iv. Agree a format for the meeting on Friday, 29th June 2018 (e.g. general information gathering about other commemorations and their timings, the Saturday evening event and its organisation, etc)

Town Clerk

June 2018

ITEM 10

Timetable for the Budget Precept Planning Process for 2019/20

The timing of the autumn precept setting round is as follows:

Date	Committee	Action
Monday, 22 nd October 18	Property and Planning	To agree spending plans for 2019/20 and make recommendation to F&P
Monday, 19 th November 18	Amenities & Open Spaces	To agree spending plans for 2019/20 and make recommendation to F&P
Monday, 3 rd December 18	Finance & Policy	To agree spending plans for 2019/20 and consolidate and review recommendations from budget holding committees and any recommendations from non-budget holding committees. Prepare recommendation for FTC on 10 th December
Monday, 10 th December 18	Full Town Council	Recommendation to FTC for 2019/20 budgets and precept figure to levy to Wiltshire Council
Monday, 21 st January 19	Full Town Council	Reserve date should there be delays in setting precept (this still leaves time to confirm figure to Wiltshire Council)

All budget holding committees will be given the 2018/19 budget figures for the end of September. At this six monthly point in the financial year we will have a better idea of overall expenditure on which to base estimates for 2019/20.

The Staffing-Sub Committee (non-budget holding) will arrange to meet ahead of 3rd December to make a recommendation about salary budgets to F&P.

Town Clerk

June 2018