

TOWN CLERK’S REPORT

FINANCE & POLICY COMMITTEE – MONDAY, 23 SEPTEMBER 2019

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 more than 15 years. These do not form part of 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 priority projects in the Council’s Plan 2017-2021. Ongoing</p>
Mins. 81/19	<p>Annual Governance Statement 2018/19 – As recommended by F&P, it was resolved at FTC (Min.95/19) on 24 June to approve Section 1 of the Annual Governance and Accountability Return (AGAR). This was then submitted to the Council’s External Auditors. The conclusion of audit is now awaited. Ongoing</p>
Min. 82/19	<p>Annual Accounting Statements 2018/19 - As recommended by F&P, it was resolved at FTC (Min.96/19) on 24 June to approve Section 2 of the Annual Accounting Statements of the Annual Governance and Accountability Return (AGAR). This was then submitted to the Council’s External Auditors. The conclusion of audit is now awaited. Ongoing.</p>
Min.86/19	<p>Online Banking – As recommended by F&P, it was resolved by FTC on 24 June that the Town Council moves to online banking. Ongoing</p>

Town Council Grant Scheme

Summary - In this report, Members are asked to consider 3 grant applications under the Town Council's Small Grant Scheme.

1. Town Council Grant Scheme

The Town Council's Grant Scheme is run to a set of criteria/guidelines. Information and 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> A hard copy leaflet is also available.

2. Grants in 2019/20

In the current Financial Year, grants have been awarded to Savernake Explorer Scouts (£800), Marlborough St Mary's Primary School (£600) and Marlborough Poverty Action Group (£500). From a budget of £6,600, this leaves a balance of £4,700.

3. Grant Applications

The applications for consideration are:

i) Greatwood Charity

Grant sought: £1,000

Previous Grant(s): 2012/13 (£300) – 2013/14 (£400) – 2014/15 (£450) – 2015/16 (£928) – 2017/18 (£427) – 2019/19 (705)

The application form is at **Appendix 6i)**. Audited financial statements can be viewed by Councillors in the Council offices. This application is for a grant towards a new educational learning programme – Horse Power. This is for young people with specific educational and learning needs using Animal Assisted Intervention (AAI). The programme will benefit a total of 12 primary aged children from Marlborough St Mary's school during the 2019/20 academic year.

This local charity is the only organisation that uses ex-racehorses to educate disadvantaged children and young adults with special educational needs (SEN) and the only racehorse welfare charity that does not have criteria for entry, nor turn away a horse at risk, in danger of neglect or suffering. It is also a Wiltshire Council accredited Alternative Provider of Personalised Learning and Provider of Positive Activities for Young People. Greatwood works with young people with special educational needs and disabilities (SEND) ranging, but not limited to, autism, ADHD, Downs Syndrome, Global Development Delay, Attachment Disorder, Asperger's Syndrome, specific learning difficulties such as dyslexia and dyspraxia, as well as social, emotional, behavioural and mental difficulties including Post Traumatic Stress Disorder.

More information about the charity is at <http://www.greatwoodcharity.org/>

ii) Home Start Kennet

Grant sought: £957.00

Previous Grant(s): 2012/13 (£1,000) – 2014/15) £1,000

An application form, accounts and annual report is at **Appendix 6ii)**. Audited accounts can be viewed by Councillors in the Council offices. This grant will help towards costs for visits and support to families in the Marlborough area. Home Start helps local families with children under 5 years old to cope with the challenges they are facing (family breakdown, post-natal depression, isolation, financial difficulties, bereavement, illness, etc). Volunteers visit families in their homes weekly. In 2018, Home Start helped 17 families in the

Marlborough area. The closure of the Marlborough and Pewsey children's' centres means that support needs have been increased.

More information about Home Start Kennet is at <https://www.homestartkennet.co.uk/>

iii) St John's Residents Association (SJRA)

Grant Sought: £760

Previous Grants: None

An application form is at **Appendix 6iii)**. This application is for enhancements to the SJRA Community Garden (a hazel tree living structure pergola, seating, planting, water supply). The area (alongside St John's allotments and owned by the Town Council) is used mainly by residents of St John's Close, St Luke's Court and Merlin Court.

4. Budget Implications

If Members agree to award the above 3 grants (£2,717), this would leave a balance of £1,983.

Town Clerk's Recommendation

The Town Clerk recommends that Members consider whether to award grants to Greatwood Charity, Home Start Kennet and St John's Resident's Association.

Town Clerk

18 September 2019

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. The following urgent expenditure has been made since the last meeting and with the agreement of the relevant Councillors (Cllrs Hall, Ross and Heath).

Repairs to Figgins Lane Wall at Priory Gardens

The wall at Priory Gardens is in urgent need of repair as already reported to the A&OS Committee. Quotes were sought. It was agreed that Gaigers of Devizes be commissioned to undertake the work. (This company has experience of working with heritage walls.) Bricks will be used from the existing wall together with 200 bricks remaining from the re-build of part of this wall from about 4 years ago.

**2. Financial Implications**

The agreed costs are £2,960 and will be a charge to the A&OS Committee, Budget Cost Centre 210, A&OS Projects (4314).

Town Clerk's Recommendation

The Town Clerk recommends that Members note this report.

Town Clerk

18 September 2019

Financial Regulations

Summary – This report asks Members to note that new model Financial Regulations and associated guidance have been issued by the National Association of Local Councils (NALC) and also to consider holding a Workshop to review the Town Council's current version.

1. Background

The new model Financial Regulations issued by NALC are at **Appendix 1** and associated guidance at **Appendix 2**.

The current adopted Financial Regulations were last reviewed during the previous Council term (2013-2017) and conformed to the last NALC model. Members may now like to consider reviewing these against the most recent NALC update.

Town Clerk's Recommendation

The Town Clerk recommends that a review of Financial Regulations is undertaken through a standalone workshop to which all Members are invited.

Town Clerk

19 September 2019