

MARLBOROUGH TOWN COUNCIL

FINANCE AND GENERAL PURPOSES

Minutes of a Meeting of the **Finance and General Purposes Committee** held in the **Council Chamber, Town Hall, Marlborough** on **Monday, 7th June, 2004 at 7.35pm**

PRESENT

Councillor S. R. Dobson	Chairman
Councillor G. Francis	Town Mayor
Councillor Mrs. H. Cripps	Deputy Town Mayor
Councillor Mrs. E. M. Hannaford	
Councillor Mrs. P. A. Dow	
Councillor N. Fogg	
Councillor M. Gray	
Councillor Mrs. C. V. Jackson	
Councillor D. L. Parker	
Councillor G. Worby	
Councillor B. Castle	Observing
Councillor R. J. Allen	Observing
Mr. N. Kerton	Press
Graham Gittins	Town Clerk
Rosemary Johnston	Minute Secretary

62/04

APOLOGIES:

There were no apologies for absence.

63/04

DECLARATION(S) OF INTEREST:

There were no Declaration(s) of Interest.

64/04

MINUTES:

RESOLVED: That the Minutes of the Meeting held on the 17th May, 2004 be taken as a true record and signed by the Chairman.

65/04

END OF YEAR ACCOUNTS 2003/2004:

The Chairman asked Members to inspect the pack before the next Full Council Meeting and to give the Town Clerk notice of when they are coming into the office as he needs to be there.

Internal Auditor's Report

The Chairman referred to the Action Plan, all Councillors had received a copy, and asked for their comments. It was agreed that he read through this document point by point.

Review of Accounting Records

- R1 Noted and actioned.
R2 Noted and actioned - software now been corrected.

Review of Regulatory Framework

- R3 Now minuted.
R4 It has been established that we have the power under Section 111 of the Local Government Act 1972 subsidiary powers to present a gift, if the Council wishes.

Review of Purchasing Procedures and Payments

- R5 Actioned.
R6 Actioned.
R7 The Town Clerk said this had arisen when a Councillor had gone against Standing Orders and incurred expenditure without reference to himself. Councillor Mrs. E. M. Hannaford asked which Councillor had circumvented this Order, and on the Town Clerk's reply, strenuously denied that she was to blame. Councillor Mrs. E. M. Hannaford demanded that the Auditor be called back to investigate. The Town Clerk replied that the Auditor had picked up this invoice and asked why a purchase order had not been raised. The Town Clerk said he had not been consulted by the Councillor.
The Chairman said that the records would be checked to see how many times this had happened and investigations would be carried out to ascertain which Councillor had ignored Standing Orders. The Town Clerk said there may be other occasions where this had happened and they will be identified on the Auditor's next visit.
R8 Actioned - should prevent R7 re-occurring
R9 Actioned.

Budgetary Control and Reserves

- R10 We do, in fact, keep the General Fund Balance low, with as much in Reserves as possible gaining higher interest.

Review of Income

- R11 A Register of Allotments is kept and contains this information - the missing Allotment Agreements have been dealt with.
R12 Actioned.
R13 A meeting is to be convened with Office Staff to provide such a system.

Salaries and Wages

- R14 Actioned
R15 Actioned
R16 Actioned

Asset Registers

- R17 The Town Clerk said that he is trying to work out the best way of completing this. He said the Register for the Office had been completed, the Town Hall and the Work-Shops have to be done.

Councillor Mrs. H. A. Cripps congratulated the Town Clerk and his Staff on their hard work in accomplishing this successful audit.

The Mayor, as Chairman of the Council, requested that Councillors inform the Town Clerk as soon as possible when they are going to the office to inspect the accounts.

66/04

ELCOT LANE TENNIS COURTS

The Chairman referred to the Recommended proposed lease as approved by the Recreation and Amenities Committee on the 14th May, 2004 and after discussion on the various Leases and Licences given by the Town Council, the proposed lease was discussed point by point and the following was RECOMMENDED –

1. Proposed by Councillor Mrs. E. M. Hannaford, seconded by Councillor Mrs. C. V. Jackson and RECOMMENDED by 6 votes for, 2 against and 1 abstention -
That a 25 year Lease be granted and re-negotiated at the expiration of the 25 years.
2. Proposed by Councillor Mrs. E. M. Hannaford, seconded by Councillor M. Gray and RECOMMENDED by 5 votes for with 2 against -
That the Tennis Club pay all costs.
3. Proposed by Councillor N. Fogg, seconded by Councillor Mrs. E. M. Hannaford and unanimously RECOMMENDED -
That two courts are identified and made available to the general public. A maximum 12 days per year will be permitted for the use of all 6 courts by the Tennis Club. This is required to cover Club competitions. External competitions to be notified.
4. Proposed by Councillor D. L. Parker, seconded by Councillor Mrs. H. A. Cripps and unanimously RECOMMENDED -
Fees – Councillor Cossey should contact 3 other Tennis Clubs to ask what their fees are and then to assess what the average fees, per hour, should be. It was agreed that consideration be given with some form of concession for those on Income Support.
5. Proposed by Councillor Mrs. C. V. Jackson, seconded by Councillor Mrs. E. M. Hannaford and unanimously RECOMMENDED –
That a Lease of up to 25 years be granted and reviewed when it expires.
6. To remain as stated in Minute 46/04 – viz
Councillor Cossey to go back to the Tennis Club to discuss who should take responsibility for the key and the deposit.
7. To remain as stated in Minute 460/4 – viz
Councillor Cossey to be the Marlborough Town Council representative with the Tennis Club.

67/04

MARLBOROUGH HISTORIC BUILDINGS JOINT COMMITTEE:

The Chairman asked Councillor D. L. Parker to speak on this item.

Councillor Parker said that the reason we were unable to obtain Grant Aid is that the Committee do not give retrospective grants, however at the instigation of The Mayor and Councillor W. B. Cavill a small grant to the value of £5,000.00 had been made.

68/04 FLOODING IN MARLBOROUGH:

The Chairman referred to a letter received from Kennet District Council dated 18th May 2004 regarding emergency plans if flooding should occur in Marlborough and the nomination of a Town Council coordinator.

It was proposed by The Chairman that as Councillor B. Castle had attended meetings on this subject, he may agree to be the Town Council's coordinator. Councillor Castle said that he had received no prior knowledge of this and would give it some thought and respond by the next meeting of the full Town Council. In the meantime, the Town Clerk would find out the job of the coordinator and obtain a copy of the Flood Maps.

69/04 PAST MAYOR AND MAYORESS BROOCHES:

Past Mayor's Brooches

After discussion it was proposed by Councillor Mrs. H. A. Cripps, seconded by The Town Mayor and RECOMMENDED with 1 abstention that this Council should continue to present Past Mayor's brooches.

Mayoress Brooches

Proposed by Councillor Mrs. P. A. Dow, seconded by Councillor Mrs. E. M. Hannaford and RECOMMENDED with 2 abstentions that we continue to present Mayoress Brooches and replace as we go.

These Brooches should be purchased under Section 111 of the 1972 Local Government Act 1972 subsidiary powers.

70/04 BUDGETS 2004/2005 – MONTH 1:

The Chairman asked if there were any comments from Councillors.

4226 Councillor Mrs. E. M. Hannaford asked for an explanation
It was agreed that the Town Clerk would inform her at a later date.
Councillor Fogg also to be informed.

71/04 2004 COMMITTEE – FINANCIAL REPORT:

The Mayor circulated a financial income/expenditure report to the Committee, a copy of which is available in the Council Offices.

The Chairman referred to The Town Mayor, who said that unfortunately, the Enterprise Steam Engine had blown up and therefore, would not be there. However, the Credit Balance is changing daily and now stands at £3,923.00.

The Deputy Town Mayor said that she had attended a meeting of the Chamber of Commerce where it was said that they are not going to put flags across the High Street and she asked if The Mayor is aware of this. The Mayor said that he had not heard from them.

72/04 TOWN HALL PROMOTIONS WORKING GROUP:

The Chairman of the Working Group, Councillor D. L. Parker presented the Minutes of the Meeting held on the 3rd June, 2004.

Councillor Parker said he would be reporting back to the next meeting of the Committee with the costs for the lighting as a result of his meeting with Head and Robins on the 16th July, 2004.

73/04 TOURIST INFORMATION CENTRE WORKING GROUP:

The Mayor presented the Minutes of the Meeting held on the 27th April, 2004

He said that he would still like Members to visit the Tourist Information Centre to look at the effectiveness of the facility. The Mayor said that Kennet at a site and we could also continue looking for a solution ourselves. He said that the Local Information Point is under pressure and at times, is being disrupted.

After long discussion it was agreed to keep the pressure up on Kennet District Council and Wiltshire County Council to locate a suitable building.

74/04 DONATIONS:

The Chairman said that out of a budget of £2,500.00 we have allocated £1,710.00. Discussion took place that all applications should be considered on a once-a-year basis. It was agreed that the two applications recently received should be considered .

(a) **Marlborough and District Guides (Brownies 90th Birthday Party)**

Proposed by Councillor Mrs. H. A. Cripps, seconded by Councillor N. Fogg and unanimously agreed that a donation of £50.00 be made to the Marlborough and District Guides with a covering letter explaining that our normal terms are that we receive all applications in January but in this instance we are willing to make an exception.

Granted under Section 137.

(b) **Wiltshire Search and Rescue**

Proposed by Councillor Mrs. H. A. Cripps, seconded by Councillor N. Fogg and unanimously agreed that a donation of £100.00 be made to Wiltshire Search and Rescue with a covering letter explaining that our normal terms are that we receive all applications in January but in this instance we are willing to make an exception.

Granted under Section 137.

It was agreed that the Council's terms for accepting applications for donations are printed in The Greyhound.

75/04 TOWN COUNCIL BALANCES:

The Town Clerk reported on the Town Council Balances as at 30th April, 2004. the Town Clerk agreed to amend the date in the **right hand column to 30.04.03.**

76/04 SCHEDULE OF ACCOUNTS FOR APRIL, 2004:

The Schedule of Accounts for **April, 2004** in the sum of **£102,182.40** including reimbursement to the No. 2 Account in the sum of **£6,182.53** was unanimously RECOMMENDED and approved and signed by the Chairman

PART 2

Proposed by The Chairman, seconded by the Mayor and unanimously RECOMMENDED that under the Local Government Act 1972 the Public and Press be asked to leave the meeting, due to the fact that legal and confidential matters were to be discussed.

77/04 1a KINGSBURY STREET – UPDATE:

The Chairman updated Members on the position regarding this property. it was agreed that this should be an item on the agenda for the next meeting of the Committee.

78/04 STAFF CONTRACTS AND PERSON SPECIFICATION:

(a) **Town Clerk**

Proposed by Councillor D. L. Parker, seconded by Councillor Mrs. C. V. Jackson and RECOMMENDED by 8 votes for, 6 against and 2 abstentions that the Amendment to the Contract of Employment for the Town Clerk be signed. He said that in fact, the Town Clerk is still working a 5 day week due to pressure of work.

(b) **Civic Secretary**

Proposed by Councillor D. L. Parker, seconded by Councillor Mrs. H. A. Cripps and unanimously RECOMMENDED that this item be included on the Agenda for the next meeting of the Committee.

The meeting ended at 9.13pm

PART 2

Proposed by the Town Mayor, seconded by The Chairman and unanimously RECOMMENDED that under the Local Government Act, 1972 the Public and Press be asked to leave the meeting, due to the fact that legal and confidential matters were to be discussed.

80/04 1a KINGSBURY STREET:

The Town Clerk said that the tenant will not be returning to live in this property, Wiltshire County Council have given immediate notice, and he has written to them as follows –

- a) the lease states that one month's notice has to be given
- b) all furniture has to be removed
- c) the flat must be handed back in good condition.

It was agreed that this property should be an item on the Agenda for the next meeting of the committee.

81/04 STAFF CONTRACTS AND PERSON SPECIFICATION:

(a) **Town Clerk**

Proposed by Councillor D. L. Parker, seconded by Councillor Mrs. C. V. Jackson and RECOMMENDED by 8 votes for, 6 against and 2 abstentions that the Amendment to the Contract of Employment for the Town Clerk be signed. He said that in fact, the Town Clerk is still working a 5 day week due to pressure of work.

(b) **Civic Secretary**

Proposed by Councillor D. L. Parker, seconded by Councillor Mrs H. A. Cripps and unanimously RECOMMENDED that the proposal to promote the Civic Secretary to Deputy Town Clerk be discussed, looking at his Person Specification and Job Description at the next meeting of the Finance and General Purposes Committee, and if agreed, a two spine-point increase is back-dated to 1st April 2004.

The Mayor requested that the title of Civic Secretary be retained and added to the title of Deputy Town Clerk.

The meeting ended at 9.13pm