

# Marlborough Town Council

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COUNCIL OFFICES  
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WILTSHIRE  
SN8 1AA

24 June 2020

Dear Councillor,

I hereby summon you to a meeting of **Marlborough Town Council**, which will be held on **Monday, 29 June 2020 at 7.00pm** via Zoom.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Shelley Parker'.

Mrs S A Parker, PSLCC  
Town Clerk

*On 4th April 2020, the government introduced The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 which allows local councils to meet remotely. These regulations apply to meetings held before 7th May 2021.*

Any member of the public wishing to attend this virtual meeting will need to contact the Town Clerk at [townclerk@marlbrough-tc.gov.uk](mailto:townclerk@marlbrough-tc.gov.uk) by midday on Monday, 29 June 2020 to arrange access.

**Public Question Time** – in accordance with Standing Order 3 (f), members of the public may ask questions of the Amenities and Open Spaces Committee Planning Committee. The time allocated for this should not exceed 10 minutes and be limited to 1 question per person unless directed otherwise by the Chairman. A full response may not be possible without further research and the Chair may direct that a written or oral response be given.

- a) **Prayers**
- b) **Public Question Time** - not to exceed 10 minutes and limited to 1 question per person unless time permits otherwise
- c) **Crime and Disorder** – a member of Wiltshire Police will be invited to give a report and answer questions from Councillors and members of the public (not to exceed 10 minutes)
- d) **To receive Questions to and from Wiltshire Councillors** (not to exceed 10 minutes)

## AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest and Requests for Dispensations**
  - a) To receive any Declaration(s) of Interest under Marlborough Town Council's Code of Conduct issued in accordance with the Localism Act 2011
  - b) To consider any dispensation requests received by the Town Clerk
3. **Mayor's Announcements**

- 4. Minutes**  
To approve as a correct record the minutes of the Annual Meeting of the Town Council held on 11 May 2020
- 5. Safe Re-opening of the High Street**  
To note a report by the Town Clerk and consider recommendations following a meeting with High Street retailers and businesses and receipt of information from Wiltshire Council Highways engineers
- 6. Returning to the New Normal**  
To note a report from the Town Clerk as well as a verbal update on any recent guidance issued by central government on lifting of restrictions around the Coronavirus pandemic and consider any implications or actions for the Town Council
- 7. Internal Audit Report 2019/20**  
To note the final Internal Audit Report for 2019/20
- 8. Annual Governance Statement 2019/20**  
To approve the Annual Governance Statement at Section 1 of the Annual Governance and Accountability Return (AGAR) for signature by the Town Mayor/Chairman of the Council
- 9. Annual Accounting Statements 2019/2020**  
To approve the Annual Accounting Statements at Section 2 of the Annual Governance and Accountability Return (AGAR) for signature by the Town Mayor/Chairman of the Council
- 10. Ear Marked Reserves**  
To consider a recommendation from the Finance & Policy Committee meeting of 16 March 2020 (Min.528/19) to approve Ear Marked Reserves for 2020/2021
- 11. Skate Park Lighting**  
To note a report by the Assistant Town Clerk about lighting for the Skatepark and consider responses to a public consultation and agree to move on to the next steps in the planning process
- 12. Outside Bodies**  
To note a report by the Town Clerk and consider that 2019/20 representational roles continue into 2020/21 and an opportunity for Members to offer any updates on external organisations
- 13. Committee Minutes** - In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: **Planning** – 24 February 2020, 16 March 2020 and 26 May 2020 **Amenities & Open Spaces** – 3 February 2020 and **Finance & Policy** 13 January 2020. These minutes have been approved by committees and circulated to Members and are available to download from [www.marlbrough-tc.gov.uk](http://www.marlbrough-tc.gov.uk) or from the Town Council offices. Other meetings have taken place but, minutes are not yet approved so remain in draft form
- 14. Member's Question Time**  
Questions to be submitted to the Town Clerk by midday on the day of the meeting and not to exceed 10 minutes
- 15. To authorise the fixing of the Common Seal of the Marlborough Town Council to all documents necessary to give effect to the decisions of the meeting**
- 16. Exclusion of Press and Public**  
**RECOMMENDED:** 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
- 17. Town Council-owned Properties**

To note a report by the Town Clerk about decisions made under the Scheme of Delegation in relation to Town Council-owned properties