

Marlborough Town Council



5 May 2026

Dear Councillor

Full Town Council

I hereby **summon** you to a meeting of **Marlborough Town Council** which will be held on **Monday, 11 May 2026 at 7pm** in the **Court Room, Marlborough Town Hall**.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday prior to the meeting. Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate.

If members of the public wish to attend and ask a question they should also notify the Town Clerk of this by noon prior to the meeting and provide their question in writing at the same time. Some members of the public may not be allowed to attend if all the allocated seats are taken.

If members of the public wish to ask a question, but not attend, they can provide the question in writing to the Town Clerk by noon on the day of the meeting, and a written response will be provided.

MOMENT OF QUIET REFLECTION

PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Council. The time allocated for this should not exceed 10 minutes and be limited to one question per person unless directed otherwise by the Chair. A full response may not be possible without further research, and the Chair may direct that a written or oral response be given.

TO RECEIVE QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Not to exceed 10 minutes

AGENDA

- 1. Apologies for absence**
- 2. Declarations of interest**
 - 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
Members are reminded that they are obliged to notify the Monitoring Officer of a change to disclosable interests, or a new interest as defined in Appendices A and B of the Code of Conduct within 28 days of becoming aware of it. These should be passed on to the Town Clerk to register online.
- 3. Mayor's Announcements**
- 4. Minutes**

To approve and sign the minutes of the meeting held 23 March 2026
- 5. Election of Town Mayor for the Year 2026/2027**

To elect the Town Mayor for the Municipal Year 2026/27
- 6. Election of Deputy Town Mayor for the Year 2026/2027**

To elect the Deputy Town Mayor for the Municipal Year 2026/27
- 7. Review of the Scheme of Delegation**

To review and adopt the Town Council's Scheme of Delegation
- 8. Nominations to Standing Committees**

To receive and consider nominations to Committees as set out in Standing Order 6(k)iv and to undertake ballots, if necessary
- 9. To elect a Chair and Vice Chair of Standing Committees**
- 10. Review of Standing Orders**

To review and adopt the Town Council's Standing Orders

- 11. Financial Regulations**
To review and adopt the Town Council's Financial Regulations
- 12. Appointment of Representatives to Outside Bodies**
To appoint representatives to organisations and voluntary groups for 2026/27
- 13. Appointment of Members to an Appeals Panel**
To nominate 4 members to form an Appeals Panel to meet as necessary (these should not be members of the Staffing Committee)
- 14. Asset Register**
To approve the register of insured land and assets
- 15. Insurance Renewal**
To note a report by the Town Clerk about insurance cover in respect of all insured risks
- 16. Review of Council's staff memberships and subscriptions to other bodies**
To note a report by the Office Manager and approve current subscriptions and memberships
- 17. Review of Risk Management Scheme**
To review and adopt for 2026/27 the Risk Management Scheme for the Town Council
- 18. Appointment of Internal Auditors**
To confirm that Internal Auditors, Auditing Solutions Ltd, will continue to carry out the Council's internal audits in 2026/27
- 19. Bank Mandate**
To approve that the Bank Mandate is amended to record the changes of Mayor, Deputy Mayor and Chair and Vice Chair of the Finance and Policy Committee all of whom together with the Town Clerk/Responsible Finance Officer or Office Manager (as authorised officer) will be signatories and always requiring that two Councillors and one officer sign all cheques and other orders for payment
- 20. Calendar of Meetings and Civic Events**
To re-adopt the Calendar of Meetings and Civic Events for 2026/27
- 21. Year End Budget Report 2025/26**
To note the budget report for March 2025/26
- 22. General Power of Competence**
To confirm and adopt the General Power of Competence for Marlborough Town Council
- 23. Committee Minutes**
In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: **Planning** – 17 March 2025 , **Property** 17 February 2025, **Finance and Policy** 22 January 2025. These minutes have been approved by committees

and circulated to Members and are available to download from <https://www.marlbrough-tc.gov.uk/council/meeting-dates-agendas-and-minutes-2025-26> or from the Town Council offices. Other meetings have taken place, but minutes are not yet approved so remain in draft form.

24. Common Seal

To authorise the fixing of the Common Seal of Marlborough Town Council to all documents necessary to give effect to the decisions of the meeting

To approve and sign the minutes of the meeting held 23 March 2026

Marlborough Town Council



Full Town Council

Minutes of a meeting of Marlborough Town Council held Monday, 23 March 2026
in the Court Room, Marlborough Town Hall at 7pm

PRESENT	Councillor Emily Trow	Town Mayor
	Councillor Nicholas Fogg	
	Councillor Lisa Farrell	
	Councillor Mervyn Hall	
	Councillor Mark Cooper	
	Councillor James Sheppard	
	Councillor Susannah O'Brien	
	Councillor Caroline Sadler	
	Councillor Abi Beaumont	
	Councillor Caroline Wrench	
	Councillor Nicholas Awbery	
	Councillor Kim Wakeham	
	Councillor Jane Davies	Wiltshire Councillor – Marlborough West
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
ALSO		
PRESENT	Mathilde Scheepers	Chair, Marlborough Youth Council
	Neil Goodwin	Marlborough.News
	Eight members of the public	

MOMENT OF QUIET REFLECTION

PUBLIC QUESTION TIME

There were several questions relating to Lower Prospect, and photographs were tabled for Councillors:

- What can the Council do to stop illegal and inconsiderate parking that blocks garages
- Residents are often kept awake by car horn alarms not knowing who the owners are
- The level of conflict is growing due to parking at the end of the cul-de-sac: tyres have been let down, tempers are frayed

- On 8 March an ambulance was called for an emergency at an address in Lower Prospect but the vehicle was unable to get near the house due to the whole area being clogged by badly parked cars
- Some vehicles appear to be 2nd cars and are left for days or weeks without moving
- The double parked cars do not belong to residents of Lower Prospect
- For clarity, **Val Compton**, who successfully campaigned for a resident parking scheme at Kennet Place, had been supporting residents of Lower Prospect. Since the introduction in Kennet Place while occasionally residents may have to wait a while for another vehicle parked legally for the 2-hour limit to move, the resident parking scheme was working and had made life much easier.

The **Town Clerk** had visited the road the previous week with a resident, ahead of an application for a resident parking scheme appearing on the Planning Committee agenda for 30 March. The issue with parking at the end of the cul-de-sac is a separate matter to the application for residents parking. The garages are mostly owned by Aster Group (some privately owned) with the added complication of rights of way/access through the area. As such, the Town Clerk was not sure that Wiltshire Council would be able to resolve the problems, or that the issues with parking near the garages was a suitable candidate for the Local Highway & Footway Improvements Group to consider. The main conversation should be with Aster Group. While having no power over highways, the Town Council does have a duty to promote public safety, and as such he was happy to contact Aster Group to start a conversation for the residents to try to avoid any further conflict; he would also check with the police whether they would view the issues as a civil matter or something they could help with.

ACTION: Town Clerk to contact Aster Group about parking issues at Lower Prospect

Neil Goodwin (Marlborough.News) and **Pauline Berryman (resident)** asked questions about York Place: what was happening with the development as the building was deteriorating; and what would the Town Council do once the development was complete, where there would likely be double the number of cars for the available parking spaces, which would put even more pressure on on-street parking in St Martins, Lower Prospect and other nearby streets?

The Mayor had already replied by email to Pauline Berryman, and forwarded her comments to Kym-Marie Cleasby, the Wiltshire Councillor for Marlborough East as well as Planning Officers. The **Town Clerk** would ask for a status update on the planning application for York Place, and he confirmed that the Town Council were very aware of the potential parking issues and the point had been made very strongly at the time the planning application was submitted.

ACTION: Town Clerk to request an update on York Place

CRIME AND DISORDER

No officer was available to attend the meeting, but an update report had been provided and was tabled for Councillors.

Councillor Fogg asked that congratulations be passed back to Wiltshire Police on the success of Operation Scorpion (tackling drug supply and creating a hostile environment for organised crime groups): it had demonstrated the value of co-operation between the South West's five police forces.

Councillor Farrell asked whether the police take any action when arresting people for drug offences in terms of offering support to help them get off drugs

ACTION: Councillor Farrell to email her question via the **Town Clerk**

PRESENTATION ON THE CEMETERY CONSULTATION PROPOSAL

A video outlining the proposal to extend Marlborough Cemetery onto part of Marlborough Common was shown. As this involved Common land, DeFRA requires the Town Council to provide alternative common land in compensation, and to gain public agreement. The video explained all of this, as well as in-person consultation events on 28 March and the voting day on 16 April. Leaflets were available at the meeting for members of the public, and the video and further information was available on the Town Council website¹.

Discussion points included:

- The proposed new common land at Hawthorn Meadow was intended strictly for public amenity: no burials were proposed there. The current Cemetery would be extended from its current border to Frees Avenue
- The importance of tradition and heritage in Marlborough, in keeping generations of family burials in one location
- The proposal highlighted the wonderful work that had been done in Marlborough over the years to support nature
- It was not possible to re-use spaces in the closed Victorian Cemetery: it was a 'closed' cemetery (the new cemetery opened in 1924); the rights to reuse spaces had not been legal before 1955; all grave spaces in both cemeteries had been sold in perpetuity prior to 1977²
- It was known that ashes had previously been interred at the Victorian Cemetery by lifting the turf and scattering them, but the sites were not marked or known; meaning it may be difficult to offer this location for future similar ashes interment without unknowingly disturbing a grave
- There were many government bodies involved in the Cemetery project: while a projection of 6-10 years before it was full felt like a long time, this would be a complicated project that would take several years to complete and it was important to start now
- Whilst not in scope for this project, the new playground at Hawthorn Meadow was progressing, with the Town Council grounds team assisting with tending the grass areas, despite the fact that the playground along with Hawthorn Meadow remain in the ownership of GreenSquareAccord HA. There was now

¹ <https://www.marlborough-tc.gov.uk/news/news-articles/3205-cemetery-extension>

² <https://www.legislation.gov.uk/uksi/1977/204/contents/made>

an agreed plan in place; hopefully all work would be over by June so the play area would be open for the summer

QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Councillor Farrell asked whether there was any way that the Police and Crime Commissioner (PCC) could work with the Town Council to find the right solution for the town when considering the sale of the former police station in George Lane.

Councillor Davies noted that Philip Wilkinson had attended the recent Area Board meeting where people could ask him questions. The PCC had a duty to sell the site at the highest price: the money would go back into policing services. She wasn't sure there was legally any leeway on this, but Councillors were welcome to write to him again. She also reinforced that separately, **Wiltshire Council Planning Officers** did have the ability to balance applications against social benefit and refuse unsuitable planning proposals, as had been the case with the unsuccessful application to build luxury retirement apartments at the site.

ACTION: Town Clerk to clarify with the PCC if their stated legal position on the sale of the former police station site was the case, or whether there is any leeway to take into account the needs of the community, via the Town Council's solicitor if necessary.

On a related point, **Cllr Davies** had been reassured that Wiltshire Council, which owns the former resource centre site at Cherry Orchard, wouldn't just sell it off. While the Stone Circle proposal was no longer going ahead as they were focusing on buying 1 and 2 bed flats rather than new build, the future of the site was still within the gift of Wiltshire Council – as an example, it could decide to build a scheme that would be 100% social housing.

Councillor Davies asked whether Councillors were aware that Wiltshire Council had passed its budget at the end of February, and she highlighted a number of elements of the budget and recent council discussions including the political make up of Wiltshire Council, decisions on funding community transport, potential closure of household recycling centres, whether to introduce lane rental for utility companies and whether to harmonise car parking charges across the county.

Councillor Davies and five members of the public left the meeting

437/25

APOLOGIES

Apologies for absence had been received from **Councillors Cleasby, Luson, Shantry** and **Morgan**.

438/25

DECLARATIONS

Councillor Cooper – agenda item 11 – Kennet Place Waterfront Garden – non-pecuniary.

439/25 **MAYOR'S ANNOUNCEMENTS**

The Mayor thanked everyone who had provided input to Wiltshire Council proposals to close household recycling centres and stressed that Cabinet does listen when Parish and Town Councils contact them, as Marlborough had done on this issue. Wiltshire Council had now confirmed that both the Purton and Lower Compton Household Recycling Centres will stay open while they progress plans for a new facility in the north of the county. They recognised how strongly residents feel about this issue and acknowledged the important role the community's voice had played throughout the process.

The Gala Dinner on 20 March had been a fabulous evening, and the Mayor thanked everyone who came along and/or helped to support it, especially the Civic, Cemetery & Engagement Officer. So far it looked like at least £6,000 had been raised for Prospect. The Mayor's other charity was Marlborough Area Youth Forum, and she would now focus her support there, especially at the fundraiser in May.

As this was the last Full Council meeting the Mayor would chair, she expressed her gratitude to Members for their patience, for representing their community, and to the Town Clerk for his support.

The Annual Town Meeting would take place on 27 April between 6-9pm, when the Community Champion Award winners would be announced, and she hoped everyone would attend.

440/25 **MINUTES**

RESOLVED: that the minutes of the meeting held 26 January 2026 were confirmed as a true record and signed by the Town Mayor

441/25 **ACTION LOG**

Members noted the action log. **Councillor Cleasby** was taking the lead on actions related to parking at Avebury, and **Councillor Sheppard** would be happy to reinforce the questions if required.

442/25 **MAYOR 2026-27**

Proposed by **Councillor Fogg** and seconded by **Councillor Hall** and

RESOLVED: that the Town Mayor for 2026-27 will be **Councillor Mark Luson**

443/25 **DEPUTY MAYOR 2026-27**

Proposed by **Councillor Hall** and seconded by **Councillor O'Brien** and

RESOLVED: that the Deputy Town Mayor for 2026-27 will be **Councillor Emily Trow**

444/25 **COUNCIL MEETING DATES 2026-27**

RESOLVED: that the calendar of meeting dates for municipal year 2026-27 is agreed

445/25 **INTERNAL AUDIT REPORT**

Members noted the second interim internal audit report, and that no issues had been found.

446/25 COMMUNITY FRIDGE

Members noted the update report on the Community Fridge. The **Town Mayor** extended the Council's thanks to Transition Marlborough, Milly Carmichael and the Deputy Town Clerk Clare Williams for an exceptionally successful collaboration.

447/25 KENNET PLACE WATERFRONT GARDEN

Councillor Cooper did not participate in the discussion and did not vote

Members noted the Town Clerk's report and considered whether to apply for a Section 96 licence, which grants permission for planting, upkeep and small scale improvements to the Wiltshire Council grass verge; and whether to agree to a request from resident Val Compton for the Town Council to assume responsibility for the Kennet Place Waterfront Garden.

Discussion points included:

- A S96 licence gives the holder permission to work on an area in the public realm but does not provide any obligation to do so. The licence can be given up at any time with responsibility for the area handed back to the owner, Wiltshire Council
- The Waterfront Garden was regarded as one of the little gems of the town, and had been recognised with multiple awards
- There was general support to keep the garden going and support the request
- Whether residents would continue to look after the garden if the Town Council did not take it on
- Whether there would be an ongoing cost to the Town Council, and whether it was prudent to take on the licence and responsibility without this being fully understood
- Whether to apply for the licence but retain the status quo, i.e. with residents maintaining the garden
- Whether, if the Town Council took over responsibility, at worst case/lowest cost it could be returned to a grass verge and strimmed a few times each year which presented little risk to the Council
- Whether, if residents ceased their involvement, the Town Council could maintain the garden with the same style of planting. It requires hand watering and water supply would be an issue for the Grounds Team, especially in times of drought. A different style of planting, or perhaps a rain garden, could be considered. In addition, while Mrs Compton currently maintains the river side of the flood wall the Town Council team would not do this
- Whether there would be negative public reaction if the Town Council took it on and changed the style of the garden
- Whether to apply for the licence now, recognising there was little risk or cost to the Town Council at this point, noting that in future decisions could be taken on whether to retain the licence and style of garden (open to review at any time) should circumstances change

RESOLVED: to apply for a Section 96 licence for Kennet Place Waterfront Garden

448/25 **STANDING ORDERS**

Members considered the Town Clerk's report and the proposal to amend standing orders to allow a representative of the Youth Council full non-voting participation in Full Council discussions. Several Members expressed enthusiastic support for the proposal.

RESOLVED: to amend Standing Orders to allow a representative of the Youth Council non-voting participation at Full Council meetings

449/25 **SAFEGUARDING SUB-COMMITTEE**

Members noted the Town Clerk's report and considered whether to create a small safeguarding sub-committee to meet as required to review policy and practice development, or in relation to safeguarding issues. This would provide support to the Town Clerk in his role as Safeguarding Officer.

RESOLVED: (i) to create a Safeguarding Sub-Committee

RESOLVED: (ii) that members of the Safeguarding Sub-Committee for 2025-26 would be **Councillors Trow, Awbery** and the **Town Clerk**

450/25 **OUTSIDE BODIES**

Councillors provided verbal updates on their representational roles with outside bodies:

Marlborough Sports Forum – Cllr Wrench reported plans were going well in preparation for the event on 4 May (Bank Holiday Monday) between 10am-4pm at the Recreation Ground. Sponsorship had been obtained for T-shirts and Marlborough College was providing food for the event. **Cllr Trow** had already volunteered her time, any other Councillors able to help out for a few hours were asked to contact **Cllr Farrell**.

The Merchant's House – Cllr Beaumont reported the new Chair had taken over from Alison Galvin Wright, and the Committee members were all very committed and driven. It was considering whether to apply for Museum status. The shop was still empty and available to rent. **Cllr Wrench** had been invited to attend the meeting in her capacity as a representative of the Town Council's Promotions & Culture Committee.

Marlborough Youth Council – Cllr Farrell would not always be able to attend every meeting: **Cllr Wrench** agreed to join to provide support and/or cover

ACTION: Remove Cllr Farrell from the representatives to the Patients Participation Group

451/25 **COMMITTEE MINUTES**

In accordance with para. 3.1 of the Scheme of Delegation, Members noted the approved minutes of the following committee meetings: **Planning** on 12 January and

16 February 2026, **Amenities & Open Spaces** on 19 January 2026, **Property** on 27 October 2025 and 5 January 2026 and **Finance & Policy** on 24 November 2025.

452/25 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: that under the Public Bodies (Admission to Meetings) Act 1960, members of the public and representatives of the press and broadcast media be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

Neil Goodwin and all remaining members of the public left the meeting

453/25 COMMUNITY CHAMPION AWARDS

Members considered nominations received for the 2026 awards.

454/25 NOMINATION FOR HONOURS

Members considered a letter received from a member of the public, and agreed this was a matter beyond the scope of the Town Council, but individual council members could make personal representations of support if they considered this appropriate.

455/25 COMMON SEAL

Proposed by **Cllr Fogg** and seconded by **Cllr Farrell** and

RESOLVED: that the Common Seal of Marlborough Town Council be affixed to all documents necessary to give effect to the decisions of the meeting

The meeting closed at 8.55 pm

ITEM 5 ELECTION OF TOWN MAYOR FOR THE YEAR 2026/2027

To elect the Town Mayor for the Municipal Year 2026/2027

ITEM 6 ELECTION OF DEPUTY TOWN MAYOR FOR THE YEAR 2026/2027

To elect the Deputy Town Mayor for the Municipal Year 2026/2027

ITEM 7 SCHEME OF DELEGATION

To review and adopt the Scheme of Delegation.

Please see Appendix 1 ([Scheme of Delegation updated 26 January 2026](#)).

ITEM 8

STANDING COMMITTEE MEMBERSHIPS

To receive and consider nominations to Committees as set out in Standing Order 6(k)iv and to undertake ballots, if necessary:

- 1) Planning Committee
- 2) Finance and Policy Committee
- 3) Property Committee
- 4) Amenities and Open Spaces Committee
- 5) Staffing Committee
- 6) Town Promotions and Culture Committee
- 7) Safeguarding Sub Committee

ITEM 9

ELECTION OF CHAIRS AND VICE CHAIRS

To elect a Chair and Vice Chair of the following Standing Committees:

- 1) Planning Committee – all members to vote
- 2) Finance and Policy Committee – only members of committee to vote
- 3) Property Committee – only members of committee to vote
- 4) Amenities and Open Spaces Committee – only members of committee to vote
- 5) Staffing Committee – only members of committee to vote
- 6) Town Promotions and Culture Committee – only members of committee to vote
- 7) Safeguarding Sub Committee - only members of committee to vote

ITEM 10

REVIEW OF STANDING ORDERS

To review and adopt the Town Council's Standing Orders.
Please see Appendix 2.

ITEM 11

FINANCIAL REGULATIONS

To review and adopt the Town Council's Financial Regulations.
Please see Appendix 3 ([online version](#)).

ITEM 12**APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

To appoint representatives to organisations and voluntary groups for 2026-27

OUTSIDE BODY	TOWN COUNCIL REPRESENTATIVE/S 2025 26
Wiltshire Council Operational Flood Working Group	James Sheppard, Town Clerk or Deputy Town Clerk
Wiltshire Area Localism and Planning Alliance	VACANCY / TO CHECK ACTIVE
Transition Marlborough	Susannah O'Brien
Emergency Planning Working Party/Snow Warden	Kymee Cleasby, Mervyn Hall
Local Highway & Footway Improvements Group	Peter Morgan, Mervyn Hall
Marlborough Business Network	Kelvyn Shantry, Kymee Cleasby
Wiltshire Association of Local Councils	Town Clerk
Marlborough Area Board	Mayor, Caroline Wrench
Marlborough and District Link Scheme	Caroline Sadler
Marlborough Fire Station Liaison	James Sheppard, Abi Beaumont
Kennet Community Transport	Caroline Sadler
Marlborough Sports Forum	Lisa Farrell, Caroline Wrench
Stonebridge Management Committee	Kelvyn Shantry, Susannah O'Brien
Marlborough Community Support Forum	Kymee Cleasby, Lisa Farrell, Emily Trow
Marlborough Youth Council	Lisa Farrell, Caroline Wrench
Allotment Association	Mark Cooper, Mark Luson
Tree Officer	Susannah O'Brien
Speedwatch	Caroline Sadler, Emily Trow, Lisa Farrell
The Merchants House Trustees	James Sheppard, Abi Beaumont
Museum Committee	Mayor, Jame Sheppard, Mark Cooper
Patients Participation Group	VACANCY
24/7&WC Bus strategy liaison	Nick Fogg
Jubilee Centre	Lisa Farrell, Susannah O'Brien, Caroline Wrench

ITEM 13**APPEALS PANEL**

To nominate four Members to form an Appeals Panel to meet as necessary (these should not be members of the Staffing Committee).

To approve the register of insured land and assets.
Please see Appendix 4

ITEM 15

INSURANCE RENEWAL

To note a report by the Town Clerk about insurance cover in respect of all insured risks.

Purpose

This report is to inform Members that the Town Council will renew its insurance cover with Zurich Municipal on 17 June 2025 for a two-year agreement.

Background

Financial Regulations para. 15 sets out the following:

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall affect all insurances and negotiate all claims on the council's insurers.*
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.*
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.*
- 15.4. All members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council.*

Financial Implications

The premium quoted for 2026/27 is £20,324.85. The current agreement is due for renewal on 17th June 2027.

Recommendation

The Town Clerk recommends that Members note this report.
Town Clerk 28.4.26

ITEM 16**REVIEW OF COUNCIL'S STAFF MEMBERSHIP
& SUBSCRIPTIONS TO OTHER BODIES**

To note a report by the Office Manager and approve current subscriptions and memberships

Summary

In accordance with Standing Orders 6k (xii), Members are asked to review and consider subscriptions and memberships.

SUBSCRIPTION	AMOUNT £
Wiltshire Association of Local Councils	1,297.88
Great West Way	368.00
Visit Wiltshire	977.00
Information Commission	73.00
Society Local Clerks & Councils	720.00
ICCM	100.00

Recommendation

That Members approve the current subscriptions and memberships.

Sue Fry 28.4.26

ITEM 17**REVIEW OF RISK MANAGEMENT SCHEME**

To review and adopt for 2026/27 the Risk Management Scheme for the Town Council.

Please see Appendix 5.

ITEM 18**INTERNAL AUDITORS**

To confirm that Internal Auditors, Auditing Solutions Ltd, will continue to carry out the Council's internal audits in 2026/27.

ITEM 19**BANK MANDATE**

To approve that the Bank Mandate is amended to record the changes of Mayor, Deputy Mayor and Chairman and Vice Chairman of the Finance and Policy Committee all of whom together with the Town Clerk/Responsible Finance Officer or Office Manager (as authorised officer) will be signatories and always requiring that 2 Councillors and one officer sign all cheques and other orders for payment.

To re-adopt the Calendar of Meetings and Civic Events for 2026/27.

Calendar of Meetings

Full Town Council Meetings 7-9pm

Monday 11 May 2026 – Annual Council Meeting (Annual Governance matters)
Monday 1 June 2026 – Mayor Robing (see separate itinerary or timings)
Monday 22 June 2026 (AGAR)
Monday 7 September 2026
Monday 9 November 2026
Monday 14 December 2026 (Budget / Precept)
Monday 25 January 2027
Monday 22 March 2027
Monday 26 April 2027 – Annual Town Meeting (6-7pm) / 7-9pm Community Awards
Monday 10 May 2027 – Annual Council Meeting
Mayor Robing 7th June 2027

Planning Meetings 7-9pm

Monday 18 May 2026
Monday 8 June 2026
Monday 13 July 2026
Monday 3 August 2026
Monday 24th August 2026
Monday 14 September 2026
Monday 5 October 2026
Monday 26 October 2026 (Budget)
Monday 16 November 2026
Monday 7 December 2026
Monday 4 January 2027
Monday 15 February 2027
Monday 8 March 2027
Tuesday 30 March 2027
Monday 19 April 2027
Monday 17 May 2027

Finance & Policy Meetings 7-9pm

Monday 20 July 2026
Monday 19 October 2026
Monday 23 November 2026 (Budget & Precept)
Monday 1 February 2027
Monday 12 April 2027
(to coincide with qtr. finance reporting)

Amenities & Open Spaces 7-9pm

Monday 29 June 2026

Monday 12 October 2026 (Budget)

Monday 18 January 2027

Monday 15 March 2027

Property 7-9pm

Monday 27 July 2026

Monday 28 September 2026 (Budget)

Monday 11 January 2027

Monday 1 March 2027

Staffing

Monday 6 July 2026 - 6-7pm (Budget or developments)

Monday 25 January 2027 - 6-6.45pm (before Full Council)

NB Other meetings can be scheduled if required.

Town Promotion and Culture Committee 5.30-7.30pm

Tuesday 16 June 2026

Tuesday 1 September 2026 (Budget)

Tuesday 8 December 2026

Tuesday 23 March 2027

Civic Events

Monday 1st June 2026

Mayor Robing Ceremony – 6.30pm

Robing in the Council Chamber from 6pm.

All Councillors, Town Clerk, Mayor's Chaplain & Officers of Dignity robed.

Ceremony followed by reception.

Thursday 4th June 2026

4MI Freedom Parade – 10am

Robing in the Council Chamber from 9.30am

All Councillors, Town Clerk & Officers of Dignity robed.

Saturday 10th October 2026

Opening of the Mop Fair – 12 noon

Robing in the Town Hall from 11.30am.

Town Mayor, Deputy Mayor, Town Clerk, Mayor's Chaplain & Officers of Dignity only. Following the opening the mayor and guests are invited to a reception in the Town Hall courtesy of the Showmen's Guild.

Sunday 8th November 2026

Remembrance Sunday – 10am

9.30am Town Mayor robing at the Town Hall. 10am Councillors robing.

All Councillors, Town Clerk & Officers of Dignity robed.

Remembrance Parade from High Street to World War II Memorial for Ceremony. Refreshments will be served in the Assembly Room following the church service at St Mary's.

Wednesday 11th November 2026

Armistice Day – 11am

10.40am All Councillors, Town Clerk, Mayor's Chaplain & Officers of Dignity robe 10.58am – Two-minute silence on the Town Hall steps. Walk to 7th Wilts War Memorial on London Road for wreath laying.

Friday 27th November 2026

Christmas Lights Switch On – 6pm

Town Mayor & Officers of Dignity to robe from 5.30pm for a ride in Santa's Sleigh followed by lights switch on.

December 2026 (usually the 1st Friday)

College Carol Service – 7.30pm

All Councillors, Town Clerk & Officers of Dignity to robe.

6.30pm - Reception at Master's Lodge followed by Carol Service in Marlborough College Chapel.

Marlborough Town Community Carol Service

Date tbc.

All Councillors, Town Clerk & Officers of Dignity to robe.

April 2027

Peppercorn rent – 6pm

5.30pm - All Councillors, Town Clerk & Officers of Dignity to robe at the Town Hall before a procession to the Merchant's House and a reception.

Monday 26th April 2027

Annual Town Meeting & Community Awards – 6pm

Monday 7th June 2027

Mayor Robing Ceremony – 6.30pm

Robing in the Council Chamber from 6pm.

All Councillors, Town Clerk, Mayor's Chaplain & Officers of Dignity robed. Ceremony followed by reception.

To note the budget report for March 2026

Purpose

The purpose of this report is to provide the Council with a budget report for March 2026 (year-end).

YEAR TO DATE RECEIPTS / PAYMENTS ANALYSIS (Month 12/Yr End)

Income	£1,195,283
Expenditure	£1,506,279
Balance per cashbook	£179,735
CCLA Deposit Fund	£600,000
Total cash assets (Inc. debtrs, creditors)	£789,162
Bank Reconciliation	£0.00
Year End Saving - precepted annual budget costs only considered (balance not including grants received or EMR spends; includes part payment for CCTV, grounds vehicles and VAT Deminimus costs)	-£7032

Budget Overview and Analysis

Please also refer to Omega Detailed Reports (Appendix 6) .

Attachments:

- Omega Report Detailed Income & Expenditure by Budget Heading Month 12 (as required by Financial Regulation 4.8)
- Omega Report Ear Marked Reserves as 31.3.26
- Omega Report Cash and Investment Reconciliation Month as of 31.3.26 (as required by Financial Regulation 1.9)
- Omega Report Balance Sheet 31.3.26

Members are asked to note the budget position for March 2025/26.

Town Clerk 28 4 26

To confirm and adopt the General Power of Competence for Marlborough Town Council

Purpose

The purpose of this report is to advise the Council to adopt the General Power of Competence (GPC).

Background

1. The freedom of the General Power of Competence (GPC) is available to local councils that meet two criteria for eligibility (Localism Act 2011) Under the statutory instrument Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012
2. The two criteria are:
 - That the number of Councillors elected must equal or exceed two thirds of the total number of councillors. This includes Councillors who stood for election whether the seats were contested or not.
 - That the Council must have a qualified Clerk who holds one of the recognised qualifications i.e., must hold the CILCA qualification or equivalent higher qualification.
3. 14 Councillors (11 required) meet the definition of elected, and the Town Clerk holds the CILCA qualification.
4. The GPC in essence gives the Council the ‘power to do anything that individuals may do’ so long as these actions do not break other laws. The GPC is intended to give more assurance and freedom to Councils when carrying out their business.

Proposal

The Town Clerk recommends that the Council resolves to adopt the General Power of Competence.

Town Clerk 27 4 26

Useful Link: [general-power-competence--0ac.pdf](https://www.marlborough-tc.gov.uk/council/meeting-dates-agendas-and-minutes-2025-26)

In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: **Planning** – 9 and 30 March 2026 , **Property** 2 March 2026, **Finance and Policy** 2 February 2026, **Town Promotions and Culture** 17 February 2026. These minutes have been approved by committees and circulated to Members and are available to download from <https://www.marlborough-tc.gov.uk/council/meeting-dates-agendas-and-minutes-2025-26> or from the Town Council offices. Other meetings have taken place, but minutes are not yet approved so remain in draft form.

To authorise the fixing of the Common Seal of Marlborough Town Council to all documents necessary to give effect to the decisions of the meeting.



MARLBOROUGH TOWN COUNCIL

SCHEME OF DELEGATION

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (the Town Clerk) and Standing Committees to act with delegated authority in the specific circumstances as detailed.

Proper Officer and Responsible Financial Officer - Duties and Powers

1. Responsible Financial Officer

- 1.1. The Clerk to the Council shall be the Responsible Financial Officer to the Council and shall be responsible for the Town Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer

- 2.1. The Clerk to the Council shall be the Proper Officer of the Council and as such is specifically authorised to:
- Receive declarations of acceptance of office
 - Receive and record notices disclosing interests
 - Receive and retain plans and documents
 - Sign Notices or other documents on behalf of the Council
 - Receive copies of bylaws made by a principal local authority
 - Certify copies of bylaws made by the Council
 - Draw up agendas usually after consultation with the relevant Committee Chair
 - Sign summons to attend meetings of the Council.
- 2.2. In addition, the Clerk to the Council has delegated authority to undertake the following matters on behalf of the Council:
- Day to day administration of services, together with routine inspection and control
 - Day to day supervision and control of all staff employed by the Council
 - Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Mayor of the Council, and/or the Chairman of the appropriate Committee
 - Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees
 - Authorisation of routine recurring expenditure within the agreed budget
 - Emergency expenditure up to £5,000 outside of an agreed budget
 - Authorisation of expenditure on works up to a maximum of £4,000.

- 2.3. Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

Council and its Committees Duties and Powers

3. Council

- 3.1. The following are reserved matters for the Council to decide, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- Appointment of the Town Clerk / RFO following consideration being given to a recommendation from the Staffing Committee
- Setting the Precept
- Borrowing money
- Approval of the Council's Annual Accounts and the Annual Return
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking bylaws
- Making of orders under any statutory powers
- Appointment of all Standing Committees
- Matters of principle or policy including those recommended by the Finance and Policy Committee
- Noting of all minutes approved by Committees
- Approval of application for Quality Status and/or its equivalent
- Nomination and appointment of representatives of the Council to any other authority, organisation or body
- Any proposed undertakings committing expenditure above £10,000 and that outside of Committee Budgets which may be a charge to General Reserves
- Responses to legislative and other allied consultations excluding those dealt with by the Planning Committee
- Prosecution or defence in a Court of Law other than an Employment Tribunal
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a Committee
- Decisions with a view to the Council becoming eligible to exercise the General Power of Competence.

- 3.2. Urgent matters:

- In the event of any matter arising which requires an urgent decision the Clerk to the Council shall forthwith consult with the Mayor and/or Deputy-Mayor (and also with the Chairman and/or Vice-Chairman of the Finance and Policy Committee if the matter involves expenditure not provided for in the annual budget, and not covered by Finance Regulations), and other relevant Committee Chairs and/or Vice Chairs before acting on behalf of the Council.

- Before the Clerk exercises the delegated powers granted by the above paragraph, those Members consulted shall consider whether the matter justifies summoning a Special Meeting of the Council or appropriate Committee.
- Whenever any action is taken in this way, full details of the circumstances justifying urgent action shall be submitted in writing to the next available meeting of the Committee concerned and/or Council.

4. Committees and Sub Committees

4.1. The **Finance and Policy Committee** shall be delegated to make decisions on behalf of the Council in the following matters:

- Approval of its Minutes as true and correct records
- All matters relating to financial management of the Council's affairs, including legal matters, excluding the final setting of a precept or any amount to be borrowed
- Following consultation with all budget holding Committees, to receive estimates from the RFO for all Committee budgets (including that for the Finance and Policy Committee) to enable the establishment of an overall budget estimate for recommendation to Full Council as laid down in Financial Regulations
- To discuss all grant applications in accordance with the Grant Scheme's agreed criteria and guidelines which should be reviewed on an annual basis and make recommendations to Full Council for inclusion in the overall budget estimate
- The monitoring of all budgets on an ongoing basis, taking action where required to vire (transfer) unspent provision to ensure that the overall budget parameters are maintained
- Audit arrangements, including the selection and review of Internal Auditors
- Approval of expenditure on items within the Committee's area of responsibility and included in the approved Council budget up to the amount specified in the budget
- The maintenance of a Fixed Asset Register covering all items purchased exceeding £1000. The safe custody and upkeep of all accoutrements and objects of interest or value in the ownership of the Council
- The maintenance and safe custody of the civic insignia and ceremonial dress
- Corporate Management including matters of general policy ahead of recommendations to Full Council
- The administration of the charities which fall within the Town Council's jurisdiction.

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- Reviewing the Council's Financial Regulations / Standing Orders and Council policies in consultation with other Council Committees on an annual basis
- Recommendation of the Committee's budget and overall Council budget for each financial year
- Any funding required outside of, or above, the set budget in any given financial year
- Any other matter that has been delegated to it by the Council from time to time
- The Committee may refer specific matters to the Council for a final decision if it so wishes.

4.2. The **Planning Committee** shall be delegated to make decisions on behalf of the Council on the following matters:

- Approval of its Minutes as true and correct records
- To have delegated powers to make observations on all planning, highways, footpaths, licensing applications and related matters, and submit those observations to the appropriate authority. When necessary, hold meetings with residents, developers or planning officers to assist with the formulation of those observations
- To respond to all consultations, and to take part in any discussions which could result in changes to the Core Strategy, Planning Policy Statements, Town & Country Planning Act, etc.
- To submit proposals in respect of funding for any training requirements for staff and members to the Finance and Policy Committee. The Planning Committee will consider all applications in a consistent manner, with those submitted by or on behalf of members of the Council, or on behalf of the Council itself being noted.

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- Recommendation of the Committee's budget each financial year
- Any funding required outside of, or above, the set budget in any given financial year
- Any other matter which may be delegated to it by the Council from time to time
- The Committee may refer specific matters to the Council for a final decision if it so wishes.

4.3. The **Property Committee** shall be delegated to make decisions on behalf of the Council in the following matters:

- Approval of its Minutes as true and correct records
- The maintenance, improvement and general upkeep of all the Councils' properties within the agreed budget
- Management of the Town Hall, the Council's tenancies, rent reviews and all tenancy agreements (including the Rugby Club, Golf Club, Bowls Club, Boxing Club, etc.)
- Approval of expenditure on items within the Committee's area of responsibility and included in the approved Council budget up to the amount specified in the budget
- To receive estimates from the RFO for the Property Committee's budget to enable a considered recommendation to be made to the Finance and Policy Committee as laid down in Financial Regulations
- To negotiate any changes to existing lease agreements, and negotiate terms for all new lease agreements remaining mindful of the Council's financial responsibilities
- To ensure that all works carried out on the Council's properties have due regard to Health & Safety, Disability Discrimination Act and comply with all legislation in terms of public safety
- To promote the use of the Town Hall within an agreed budget.

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- Recommendation of the Committee's budget each financial year
- Any funding required outside of, or above, the set budget in any given financial year
- Any other matter which may be delegated to it by the Council from time to time
- The Committee may refer specific matters to the Council for a final decision if it so wishes.

4.4. The **Staffing Committee** shall be delegated to make decisions on behalf of the Council in the following matters and will meet as necessary:

- Approval of its Minutes as true and correct records
- The recruitment and selection of staff with the exception of the Town Clerk/RFO
- The short listing of applicants for the post of Town Clerk and RFO with applications circulated to all Councillors
- To interview applicants for the post of Town Clerk / RFO and make recommendations to the Council thereon
- To consider and implement any changes that are required for the Council to comply with Employment Law, Health and Safety legislation and terms and conditions of service for all employees as set out in the Employees Handbook produced in consultation with the Council's Employment Law Advisors. *(This incorporates those conditions laid down in the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC))*
- To administer any discipline or grievance cases in accordance the Councils adopted policies.
- Prosecution or defence in any Employment Tribunal proceedings
- To ensure all staff appraisals are being carried out in accordance with Town Council policy
- To ensure that the Town Mayor carries out an annual appraisal of the Town Clerk
- To approve any changes to the terms and conditions of employment of employees of the council
- To approve changes to remuneration of any employee within the approved budget
- Agree a nominated member of the Staffing Committee to form part of a confidential non managerial supervisory support function for the Town Clerk, alongside an independent appropriate person as identified by the Town Clerk.

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- That are intended to enable and advocate the learning and development needs of staff and councillors and ensure these are considered where possible in the Council's processes and activities
- Recommendation of the Committee's budget each financial year (if any)
- Any funding required outside of, or above, the set budget in any given financial year
- Any other matter which may be delegated to it by the Council from time to time
- The Committee may refer specific matters to the Council for a final decision if it so wishes.

It is vital that the Council and Staffing Committee keeps confidential its deliberations and decisions around individual staff matters

4.5. The **Amenities & Open Spaces Committee** shall be delegated to make decisions on behalf of the Council on the following matters:

- Approval of its Minutes as true and correct records
- The maintenance, improvement and general upkeep of all cemeteries, parks, gardens, play areas and open spaces within an agreed budget
- The Town Clerk, in consultation with the Chairman of the Committee, has delegated power to take any action considered appropriate in a situation where the health and safety of public or staff is at risk
- To review and set charges for use of open spaces (including burial and cemetery fees)
- To receive estimates from the RFO for the Amenities and Open Spaces budget to enable a considered recommendation to be made to the Finance and Policy Committee as laid down in Financial Regulation 2.1
- To ensure that all activities carried out within the Council's property have due regard to Health & Safety, Disability Discrimination Act and comply with all legislation in terms of public safety.

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- Recommendation of the Committee's budget each financial year
- Any funding required outside of, or above, the set budget in any given financial year
- Any other matter which may be delegated to it by the Council from time to time
- The Committee may refer specific matters to the Council for a final decision if it so wishes.

4.6 The **Town Promotion & Culture Committee** shall be delegated to make decisions on behalf of the Council in the following matters:

- Furthering resident and local business engagement and interests for the benefit of a positive Marlborough community experience
- Enhancing, developing, and promoting Marlborough visitor experience
- Enhancing, developing, and promoting Marlborough tourism, including the oversight and monitoring of the Great West Way membership; making recommendations to the Council in this respect
- Enhancing, developing and promoting a positive cultural experience within the town
- Consideration of matters relating to existing town council events (non-Civic) i.e. Christmas Lights event, Mop Fairs, Dark Skies; making recommendations to the Council in this respect
- Review, for recommendation to Full Council, the town council's festive lighting provision and design
- To enable and promote community led town events
- To work collaboratively with partners to ensure the provision of effective CCTV, and community safety initiatives where appropriate in relation to the town centre
- Monitoring the effective use of delegated budgets on an ongoing basis, taking action where required to vire (transfer) unspent provision to ensure that the overall budget parameters are maintained

- Approval of expenditure on items within the Committee's area of responsibility and included in the approved Council budget up to the amount specified in the budget.
- To seek opportunities to generate external income to support the Committee's areas of responsibility

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- Recommendation to the Finance and Policy Committee and/or Full Council of the Committee's budget requirements for each financial year
- Any funding required outside of, or above, the set budget in any given financial year
- Any other matter that has been delegated to it by the Council from time to time
- The Committee may refer specific matters to the Council for a final decision if it so wishes.

5. Sub-Committees

A Standing Committee may, if it believes that it would be appropriate, appoint a Sub-Committee. Any powers to be delegated to such a Sub-Committee may be detailed at the time the Sub-Committee is formed by means of a Minute detailing the Terms of Reference, but such delegated powers must be approved by the Council.

6. Working Parties/Advisory Committees

Working Parties/Advisory Committees may be formed by resolution of the Council or a Committee at any time. The work of such a Working Party/Advisory Committee will be decided upon at the time it is formed by means of a minute detailing the Terms of Reference. Each Working Party/Advisory Committee will report back with recommendations to the Council or the Committee that formed it. A Working Party/Advisory Committee does not have decision-making powers. Non-Council members can be appointed to it. Its meetings are not open to the public.

7. Delegation – Limitations

Committees and Sub-committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, bylaws or orders made and with any directions given by the Council from time to time. This does not apply to Working Parties/Advisory Committees.

8. Attendance of Members at Committee meetings

- 8.1. All Councillors have an absolute right to attend any Committee meeting. The Chairman of the committee has at his absolute discretion the right to allow a non-member to speak but is encouraged to do so. As a courtesy and if possible, a non-member is required to notify the Chairman in advance if they wished to speak on an agenda item. A non-member could make one statement per agenda item if invited by the Chairman not to exceed 2 minutes. Any further participation in the meeting of a non-member is at the invitation of the Chairman.

- 8.2. The Council believes in open and transparent governance wherever possible. However, a committee has the right to exclude the press and public during any part of a meeting due to the special or confidential nature of the business to be transacted.

With the exception of the Staffing Committee where personal and individual issues are discussed, Councillors who are non-members of a committee that has passed a resolution excluding the press and public have an absolute right to remain in the meeting. If, in the opinion of the Staffing Committee, the item is of a particularly sensitive or confidential nature, they will be asked to leave. In such circumstances, non-member Councillors will only be allowed to remain if they can demonstrate a 'need to know' as defined in the cases of *R v City of Birmingham District Council ex parte O [1983] 1 AC 578* and *R v Hackney LBC ex parte Gamper [1985] 1 WLR 1229*. The decision of the Committee will be final.

9. Call-in policy

A member may call in a decision taken by a committee under this scheme in accordance with the procedure set out in Standing Order 30.

10. Deputy Town Clerk

The Deputy Town Clerk will act in respect of the delegated duties and powers attributed to the Town Clerk in their absence due to periods of leave or sickness.



MARLBOROUGH TOWN COUNCIL

Standing Orders

Introduction

These Standing Orders have been updated in line with the National Association of Local Council (NALC) model Standing Orders 2018 for England, updated in 2020.

How to use Standing Orders

Standing Orders are the written rules of a local council. Standing Orders are essential to regulate the proceedings of a meeting. A council may also use Standing Orders to confirm or refer to various internal organisational and administrative arrangements. The Standing Orders of a council are not the same as the policies of a council but Standing Orders may refer to them.

Local councils operate within a wide statutory framework. NALC model Standing Orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model Standing Orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model Standing Orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's Standing Orders.

Some of the following Standing Orders are mandatory as they are laid down in Acts of Parliament. These are printed in **bold type** and cannot be altered.

Any reference to 'Council' or 'the Council' means Marlborough Town Council. Any reference to Clerk or RFO means the Town Clerk.

The Chair of Marlborough Town Council is entitled to use the title 'Town Mayor'. The title confers no additional powers on the Chair. It follows that the title 'Chair' includes 'Town Mayor' and the word 'Vice Chair' includes 'Deputy Town Mayor'.

These Standing Orders are part of a suite of documents which also include:

Scheme of Delegation
Financial Regulations
Code of Conduct

CONTENTS

Item		Page
1	Rules of debate at meetings	3
2	Disorderly conduct at meetings	4
3	Meetings generally	5
4	Committees and Sub-committees	8
5	Advisory Committees/Working Parties	9
6	Ordinary Council meetings	9
7	Extraordinary meetings of the council, committees and sub-committees	11
8	Previous resolutions	11
9	Voting on appointments	11
10	Motions for a meeting that require written notice to be given to the Proper Officer	11
11	Motions at a meeting that do not require written notice	12
12	Questions	13
13	Management of information	13
14	Handling confidential or sensitive information	14
15	Draft minutes	14
16	Code of Conduct and dispensations	15
17	Canvassing of and recommendations by Councillors	16
18	Code of Conduct complaints	17
19	Proper Officer	17
20	Responsible Financial Officer (RFO)	18
21	Annual Budgeting Process	18
22	Accounts and accounting statements	18
23	Financial controls and procurement	19
24	Handling staff matters	21
25	Responsibilities to provide information	21
26	Responsibilities under data protection legislation	21
27	Relations with the press/media	22
28	Execution and sealing of legal deeds	22
29	Communicating with Unitary Councillors	22
30	Inspection of documents	22
31	Restrictions on Councillor activities	22
32	Variation, revocation and suspension of Standing Orders generally	23
33	Call-in procedure	23
34	Youth Council participation	23

1. Rules of debate at meetings

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (with amendments) becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h. A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair.
- j. Subject to Standing Order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k. One or more amendments may be discussed together if the Chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l. A Councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:

- i. To speak on an amendment moved by another Councillor;
 - ii. To move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. To make a point of order;
 - iv. To give a personal explanation; or
 - v. In exercise of a right of reply.
- p. During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q. A point of order shall be decided by the Chair of the meeting and their decision shall be final but may be subject to scrutiny as to interpretation at a subsequent meeting.
- r. When a motion is under debate, no other motion shall be moved except:
- i. To amend the motion;
 - ii. To proceed to the next business;
 - iii. To adjourn the debate;
 - iv. To put the motion to a vote;
 - v. To ask a person to be no longer heard or leave the meeting;
 - vi. To refer a motion to a committee or sub-committee for consideration;
 - vii. To exclude the public and press;
 - viii. To adjourn the meeting; or
 - ix. To suspend particular Standing Order(s) excepting those which reflect mandatory statutory requirements.
- s. Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t. Excluding motions moved under Standing Order 1(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed (3) minutes without the consent of the Chair of the meeting.

2. Disorderly conduct at meetings

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded,

shall be put to the vote without discussion.

- c. If a resolution made under Standing Order 2(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting. If the Chair stands, the Councillor speaking will cease speaking and sit down.

3. Meetings generally

Full Council meetings ■
 Committee meetings ■
 Sub-committee meetings ■

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a Bank Holiday or a day appointed for public thanksgiving or mourning.**
- ■ c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at Full Town Council and Standing Committee meetings in accordance with Standing Order 3(e) above shall not exceed 10 minutes unless directed by the Chair of the meeting.
- g Subject to Standing Order 3(f) above, a member of the public shall not speak for more than 3 minutes or at the discretion of the Chair.
- h In accordance with Standing Order 3(e) above, a question need not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The Chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.



- l **Subject to Standing Order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**



- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.



- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.



- o **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if any).**



- p The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.



- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.

- r** The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.
See Standing Orders 6(i) and (j) below for the different rules that apply in the election of the Chair of the Council at the Annual Meeting of the Council.
- s** Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If two or more Councillors request it, that voting may take place by ballot.
- t** The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of Councillors present and absent;
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
 - iv. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- u** A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the Code on their right to participate and vote on that matter.
- v** No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.
See Standing Order 4e below for the quorum of a committee or sub-committee meeting.
- w** If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x** A meeting, where possible, shall not exceed a period of 2 ½ hours or at the Chair's discretion.

4. Committees and Sub-committees

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non- councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:**
 - i. shall determine their terms of reference;
 - ii. shall appoint and determine the term of office of Councillor or non-Councillor members of such a committee (unless the appointment of non-Councillors is prohibited by law) so as to hold office no later than the next annual meeting;
 - iii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iv. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - v. shall, subject to Standing Orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - vi. may, subject to Standing Orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vii. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - viii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - ix. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - x. shall determine if the public may participate at a meeting of a committee;
 - xi. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xii. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xiii. may in accordance with Standing Orders, dissolve a committee at any time.
- e. The quorum of a committee shall be half of its members or no less than 3 with the Planning Committee's quorum being no less than 6 members.**

5. Advisory Committees/Working Parties

- a **The Council may appoint Advisory Committees/Working Parties comprised of a number of Councillors and non-Councillors.**
- b Advisory Committees/Working Parties may consist wholly of persons who are non-Councillors.
- c Advisory Committees/Working Parties have no delegated powers but may make recommendations to Full Council or a relevant Committee.

6. Ordinary Council meetings

- a **In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b **In a year which is not an election year, the Annual Meeting of the Council shall be held on such day in May as the Council may direct.**
- c **If no other time is fixed, the Annual Meeting of the Council shall take place at 6pm.**
- d **In addition to the Annual Meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e **The first business conducted at the Annual Meeting of the Council shall be the election of the Chair (Town Mayor) and Vice-Chair (Deputy Town Mayor) of the Council. It is expected that the Vice-Chair/Deputy Town Mayor will automatically become Chair/Town Mayor the following year.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the Annual Meeting until their successor is elected at the next Annual Meeting of the Council.**
- g **The Vice-Chair of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next Annual Meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Chair of**

the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair of the Council at the Annual Meeting of the Council, the business of the Annual Meeting shall include:
- i. **In an election year, delivery by the Chair of the Council and Councillors of their Acceptance of Office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their Acceptance of Office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- k At the first Council meeting following the Annual Town Council meeting, the order of business shall be as follows:
- i. Receipt of the minutes of the last meeting of a committee;
 - ii. Consideration of the recommendations made by a committee;
 - iii. Review of the Scheme of Delegation arrangements to committees, sub-committees, staff and other local authorities;
 - iv. Appointment of members to existing committees which will be as follows;
 - The Planning Committee shall consist of fifteen Councillors plus the Mayor.
 - All other committees will consist of up to eight Councillors plus the Mayor.
 - The Mayor is ex-officio on all committees with full voting rights.
 - All Councillors will serve on up to two other committees each.
 - In the event that a Councillor chooses to serve on only one committee the vacant position will then be open to other Councillors by ballot, if necessary.
 - No Councillor shall serve on more than two Committees unless there are remaining vacancies and after all Councillors have had an opportunity to take up their seats on two committees.
 - v. Appointment of any new Committees in accordance with Standing Order 4 above;
 - vi. Review and adoption of appropriate Standing Orders and financial regulations;
 - vii. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - viii. Review of representation to Outside Bodies
 - ix. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the General Power of Competence in the future;
 - x. Review of inventory of land and assets including buildings and office equipment;
 - xi. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xii. Review of the Council's and/or staff subscriptions to other bodies;
 - xiii. Review of the Council's complaints procedure;
 - xiv. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
 - xv. Review of the Council's policy for dealing with the press/media; and

- xvi. Determining the time and place of ordinary meetings of the Full Council up to and including the next Annual Meeting of the Council.

7. Extraordinary meetings of the Council, Committees and Sub-Committees

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an Extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**
- c The Chair of a Committee or a sub-Committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the Chair of a Committee or a Sub-committee does not or refuses to call an Extraordinary Meeting within 7 days of having been requested by to do so by 2 members of the Committee or the Sub-committee, those 2 members of the Committee and/or Sub-committee may convene an Extraordinary Meeting of a Committee and a Sub-committee. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by those 2 members.

8. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 Councillors to be given to the Proper Officer in accordance with Standing Order 10 below, or by a motion moved in pursuance of the recommendation of a Committee or a Sub-committee based on an officer or councillor report.
- b When a motion moved pursuant to Standing Order 8(a) above has been disposed of, no similar motion, that is contrary to pursuance, may be moved within a further six months.

9. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

10. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in

any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

- b No motion may be moved at a meeting unless it is relevant to the agenda and either
 - at the request of the Proper Officer the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
 - Or
 - the motion is moved in pursuance of the recommendation of a committee or a sub- committee based on an officer or council report.
- c The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 10(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with Standing Order 10(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 7 clear days before the meeting, or if it is agreed as acceptable by the Council or Committee in accordance with Standing Order 10 (b).
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to Standing Order 10(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda, or if it is relevant and in accordance with the Standing Order 10 (b,d) shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer for their rejection.

11. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to chair at a meeting;
 - vi. to change the order of business on the agenda;

- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xii. to not hear further from a Councillor or a member of the public;
- xiii. to exclude a Councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular Standing Order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

12. Questions

- a. A Councillor may seek an answer to a question concerning any business of the council
- b. Every relevant & reasonable question shall be considered without discrimination
- c. Questions of clarification regarding agenda items may be raised at the relevant meeting
- d. Councillors with questions that may require significant due consideration should in the first instance approach the Proper Officer to seek advice on the most appropriate way forward. Where possible, the Proper Officer will provide an answer.
- e. Where a more detailed and considered response is required, the Proper Officer will request that the Councillor prepares a written report and supporting motion for submission to the relevant committee. In this instance, this information would need to be submitted by a date confirmed by the Proper Officer to ensure that the report and motion is included within the appropriate agenda and published in accordance with the legal timeframe.
- f. Questions not related to items of business on the agenda for a meeting shall only be asked during the 10 minutes of the meeting set aside for such questions
- g. A Councillor or Officer has a right not to answer a question at the meeting but shall provide an answer within a reasonable time

13. Management Information

See also Standing Order 26.

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be**

retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

14. Handling confidential or sensitive information

- a The agenda papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest. Any Councillor, officer or contractor found disclosing such information may be the subject of an internal or external investigation.

15. Draft minutes

- a. If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 11(a)(i) above.
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e. Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

16. Code of Conduct and dispensations

See also Standing Order 3(u) above.

- a All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the council.
- b All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their Declaration of Acceptance of Office and additional training as appropriate
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- d Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- e **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that at the start of the meeting for which the dispensation is required.
- f A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or Committee or Sub-committee for which the dispensation is required, and that decision is final.
- g A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- h Subject to Standing Orders 16(e) and 16(g) above, dispensations requests shall be considered at the beginning of the meeting of the Council, or Committee or a Sub- committee for which the dispensation is required.
- I **A dispensation may be granted in accordance with Standing Order 16(f) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

17. Canvassing of and recommendations by Councillors

- i. Canvassing Councillors or the members of a Committee or Sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.
- ii. A Councillor or a member of a Committee or Sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless such person may give a written testimonial of a candidate's ability, experience or character for submission to the council with an application for appointment.
- iii. This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

18. Code of Conduct complaints

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to Standing Order 13, report this to the Council.
- b Where the notification in Standing Order 18(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 18(d) below. The Council may:
- c
- i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d **Upon notification by the Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take. Such action excludes disqualification or suspension from office.**

19. Proper Officer

- a The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **At least three clear days before a meeting of the Council, a Committee or a Sub-committee:**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See Standing Order 3(b) for the meaning of clear days for a meeting of a full council and Standing Order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to Standing Order 10 above, include on the agenda all motions in the order received unless a Councillor has given written notice at least 5 days before

- the meeting confirming their withdrawal of it;
- iii. **convene a meeting of Full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. retain Acceptance of Office forms from Councillors;
- vii. ensure that Councillors are aware of their responsibilities to ensure that their entries on the Unitary Council's online Register of Interests for Town and Parish Councils are kept up to date;
- viii. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's policies and procedures relating to the same;
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
- xi. arrange for legal deeds to be executed. *See also Standing Order 27 below.*
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority;
- xiv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning Committee;
- xv. manage access to information about the Council via the publication scheme; and
- xvi. retain custody of the seal of the Council which shall not be used without a resolution to that effect. *See also Standing Order 27 below.*

20. Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

21. Annual Budgeting Process

- a. All requests for proposed budgets for the forthcoming financial year must be formally considered and agreed by the relevant committee and submitted to the Finance and Policy Committee budgetary meeting held in November

22. Accounts and accounting statements

- a "Proper practices" in Standing Orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England)

- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments for each quarter;
 - ii. the Council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the Full Council the accounting statements for the year in the form of Section 2 of the Annual Return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft Annual Return shall be presented to each Councillor. The Annual Return of the Council, which is subject to External Audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

23. Financial controls and procurement

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent Internal Auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in Standing Order 22(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a Committee or Sub-committee with delegated responsibility.
- e Neither the Council, nor a Committee or a Sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European**

Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

24. Handling staff matters

- a Policies and procedures relating to staff are set out in an Employees Handbook produced in consultation with the Council's Employment Law Advisers. A matter personal to a member of staff that is being considered by a meeting of Council or relevant Committee or Sub-committee is subject to Standing Order 14 above.
- b Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- c The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- d Only persons with line management responsibilities shall have access to staff records referred to in Standing Orders 24(b) and (c) above if so justified.
- e Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Orders 24(b) and (c) above shall be provided only to the Chair of the Council or relevant Committee or Sub-committee.

25. Responsibilities to provide information

See also Standing Order 26 below.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council**
- b **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

26. Responsibilities under data protection legislation

Below is not an exclusive list. See also Standing Order 13.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action**

taken.

- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**
- g Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Council or relevant Committee as necessary. The Council or said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

27. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

28. Execution and sealing of legal deeds

See also Standing Orders 19(b)(xi) and (xvi) above.

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to Standing Order 27(a) above, the Council's Common Seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.**

29. Communicating with Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Ward Councillor(s) of Wiltshire Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the Ward Councillors(s) representing the area of the Council.

30. Inspection of documents

Subject to Standing Orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of their official duties (but not otherwise), inspect any document in the possession of the Council or a Committee or a Sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its Committees or Sub-committees shall be available for inspection by Councillors.

31. Restrictions on Councillor activities

- a Unless authorised by a resolution, no councillor shall:
 - i inspect any private premises which the Council has a right or duty to inspect; or
 - ii issue orders, instructions or directions.

32. Variation, revocation and suspension of Standing Orders generally

- a All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least two-thirds of Councillors to be given to the Proper Officer in accordance with Standing Order 10 above.
- c The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible after they have delivered their Acceptance of Office form.
- d The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final but may be subject to scrutiny as to interpretation at a subsequent meeting

33. Call-in procedure

- a Committee meetings normally take place on Monday evenings. In normal circumstances the minutes of a committee meeting will be circulated by the close of business on the Wednesday. The minutes will be circulated by e-mail to all Councillors unless they specifically request to receive them by post.
- b Councillors then have 5 days to invoke the call-in process.
- c If the minutes are not circulated by the end of business on Wednesday, the 5 day call in period will commence from the end of business day on which they are circulated.
- d A decision can only be called in by Councillors who are not members of the Committee that took the decision.
- e A call-in must be in writing (including via email) and have the support of 2 Councillors.
- f The decision that has been called in will then be considered at the next ordinary meeting of the Full Council.

34. Youth Council participation at Full Council meetings

- a. The Youth Council representative (normally the Youth Council chair or vice chair) shall be entitled to attend and speak at meetings of Full Council as a non-voting participant.
- b. The Youth Council representative does not count towards the legal quorum of the meeting.
- c. All relevant Standing Orders will apply to the Youth Council representative, as they do councillors.
- d. The Youth Council representative will be required to leave the meeting when items of a sensitive or confidential nature are considered.

Adopted by Full Council on 16th May 2022
Amended and updated 21st June 2022
Amended and Updated 11th December 2024
Adopted by Full Council on 20th January 2025
Updated on 9th July 2025 as agreed by Full Council on 23rd June 2025
Updated 27th April 2026

Marlborough Town Council



MARLBOROUGH TOWN COUNCIL FINANCIAL REGULATIONS

Contents

1. General.....	2
2. Risk management and internal control.....	3
3. Accounts and audit.....	4
4. Budget and precept.....	5
5. Procurement.....	6
6. Banking and payments.....	8
7. Electronic payments.....	9
8. Cheque payments.....	10
9. Payment cards.....	10
10. Petty Cash.....	11
11. Payment of salaries and allowances.....	11
12. Loans and investments.....	11
13. Income.....	12
14. Payments under contracts for building or other construction works.....	12
15. Stores and equipment.....	13
16. Assets, properties and estates.....	13
17. Insurance.....	13
18. Charities.....	14
19. Suspension and revision of Financial Regulations.....	14
Appendix 1 - Tender process.....	15

**These Financial Regulations were reviewed and adopted by Full Council
on 8th April 2025**

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Town Clerk has been appointed as RFO, and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £10,000; and

2. Risk management and internal control

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair, or a cheque signatory, shall be appointed to verify bank reconciliations (for all accounts). The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance and Policy Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;

- initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the RFO and the Chair of the Council or relevant committee. The RFO will inform committees of any salary implications before they consider their draft their budgets.
- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the Finance and Policy committee not later than the end of November each year (and as stated in the agreed council calendar of meetings).
- 4.6. The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and Policy Committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for

this amount no later than end of January (or as required by Wiltshire Council) for the ensuing financial year.

- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** (or as required by Wiltshire Council) and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Finance and Policy Committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall obtain prices as follows:
- 5.6. For contracts estimated to not exceed £30,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council AND/OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- 5.8. For contracts greater than £4,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the RFO shall try to obtain 3 estimates, which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council, or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- RFO, under delegated authority, for any items below £4000 excluding VAT.
 - The Council, relevant committee, or agreed committee delegation, for all items of expenditure within their delegated budgets for items exceeding £4,000 excluding VAT
 - the Finance and Policy Committee in respect of grants, in accordance with any policy statement agreed by the council.
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members, unless instructed to do so in advance by a resolution of the council or relevant committee, may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary,

whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

- 5.19. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. Written confirmation shall be issued for all work, goods and services, unless a formal contract is to be prepared, or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Barclays Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. As part of the budget setting process, for each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. The RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £4000 excluding VAT, within an agreed budget.

- ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall appoint the Mayor, the Deputy Mayor, the Chair and Vice Chair of the Finance and Policy Committee councillors as authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email to] two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained, and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the RFO and Finance Officer. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members, and countersigned by the RFO.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Finance and Policy Committee at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the RFO, Deputy Town Clerk, or Finance Officer, and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and Policy Committee. Transactions and purchases made will be reported to Finance and Policy Committee, and authority for topping-up shall be at the discretion of Committee.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO, Deputy Town Clerk or Finance Officer and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policies.

10. Petty Cash

- 10.1. The RFO shall maintain a petty cash [float/ imprest account] of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the Finance and Policy Committee, following a written report on the value for money of the proposed transaction.

- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of addition to or omission from a contract must be authorised by the RFO to the contractor in writing, with the council being informed where the final cost

is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

17.3. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of the RFO. The RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

These Financial Regulations were reviewed and adopted by Full Council on 8th April 2025

Asset Register

At

31st March, 2026

£

5 High Street	955,700.00
132 High Street (Merchants House)	1,923,899.00
Shops and Flats – Kingsbury Street (*including purchase of 2 flats 2016/17) Recreation Ground Cottages	1,109,113.00*
Workshop and Car Park	722,771.00
Workshop Barn	258,109.00
Bowls Club and Pavilion	59,850.00
George Lane Toilet Block	397,905.00
Community & Youth Centre	1.00
	1.00

	£5,474,849.00

Notice Boards	2,113.00
Equipment in Office	11,774.00
Ground Equipment	15,865.00
Town Hall Equipment	21,378.00

	£51,130.00

Boundary Signs Play	2,869.00
Equipment (6 sites)	403,121.00
Recreation Ground	3,853.00
Walls Various Sheds	7,430.00

	£417,273.00

The Common/Portfields	1.00
Town Hall	2,823,754.00
Seats	2,786.00
Bus Shelters	8,487.00
REDACTED	REDACTED
Commemorative Plaques	3,006.00
Stonebridge Meadows	76,678.00
Elcot Lane Allotments	1.00
Elcot Lane Playing Fields	1.00
St. John's Close Allotments	1.00
Plume of Feathers Garden	1.00
Salisbury Road Recreation Ground	1.00
The Green	1.00
The Cemetery	1.00
Tin Pit	1.00
Coopers Meadow	1.00
Skatepark lighting	15323.00
	REDACTED
	REDACTED
TOTAL	

MARLBOROUGH TOWN COUNCIL
Property Portfolio

REINSTATEMENT COST ASSESSMENT

August 2023

Property Name	Post Code	Property Type	Listed?	Carter Jonas Day One Reinstatement Costs
5 High Street	SN8 1AA	Residential & Commerical - 1 shop & 2 flats & 1 office	Y - Grade II	£1,830,000.00
132 High Street (Merchants House)	SN8 1HN	Residential & Commerical - 1 shop & 1 flat	Y - Grade II*	£6,130,000.00
1&2 Kingsbury Street (1 shop & 2 flats)	SN8 1HU	Residential & Commercial - 1 shop & 2 flats	N	£1,590,000.00
3 Kingsbury Street (1 shop & 2 flats)	SN8 1HU	Residential and Commerical - 1 shop & 2 flats	N	£790,000.00
Recreation Ground Cottages	SN8 4AE	Residential - A pair of semi 3 bedroom houses	N	£450,000.00
Workshop and Car Park	SN11BE	No picture	N	£490,000.00
Bowls Club Pavilion	SN8 4AE	A club house, green & ancillary areas	N	£640,000.00
George Lane Toilet Block	SN8 1BE		N	£230,000.00
Town Hall	SN8 1AA		Y - Grade II	£8,730,000.00
Elcot Lane Pavilion	SN8 2BG	Sports Facility	N	£310,000.00
Desktop & Inspection RCA's Sub-Total				£21,190,000.00

Prepared by Carter Jonas LLP

Classification L2 - Business Data

Marlborough Town Council



Risk Management Scheme

AUTHOR: Town Clerk

RESPONSIBILITY: Marlborough Town Council

DATE FIRST ADOPTED: 15 May 2023

LAST ADOPTED: 12 May 2025

REVIEWED: 28 April 2026

- i. The purpose of the Risk Management Scheme is to ensure that Marlborough Town Council is fully aware of its risks and has in place a strategy to manage these risks.
- ii. This Risk Management Scheme aims to ensure that Marlborough Town Council protects its employees, assets, liabilities, reputation and community against potential losses. Marlborough Town Council recognises that it has a responsibility to manage internal and external risk and is committed to the implementation of a risk management strategy to protect the council.
- iii. The Risk Management Scheme is an essential feature of good governance. The Scheme recognises that risk management applies to all aspects of the Council's work.
- iv. The Risk Management Scheme will be reviewed on an annual basis, or as needed should circumstances change or give rise to the need to re-assess the Council's control measures. To this end the Council recognises the Risk Management scheme is both to record, as well as act as a working document that should be used to enable continuous improvement in respect of safeguarding Marlborough Town Council's concerns and assets.

v. A six-point matrix system, as outlined below, is used to assess and rate the risks as identified.

		Impact					
		Incidental	Minor	Moderate	Major	Severe	Catastrophic
Likelihood	Highly unlikely	1	2	3	4	5	6
	Very unlikely	2	4	6	8	10	12
	Unlikely	3	6	9	12	15	18
	Likely	4	8	12	16	20	24
	Very likely	5	10	15	20	25	30
	Highly likely	6	12	18	24	30	36

	Acceptable risk
	Managed risk
	Unacceptable risk

Richard Spencer-Williams Town Clerk 6 1 23

ASSETS								
	Risk	Likelihood	Impact	Rating	Control	Post Control Rating	Actions	Action Review date
1	Lack of protection of physical assets	Likely	Moderate	12	Buildings and assets insured (Long term 3-year agreement with – Zurich) Regular maintenance and servicing of vehicles and tools	8	Insurance renewed as required	June 2027
2	Damage to or loss of Council property (buildings, furniture, equipment)	Likely	Moderate	12	Material damage and all risks insurance in place. Vehicle insurance in place. Insured Asset register in place; reviewed annually or as needed Remedial work executed as soon as reasonable possible to ensure integrity of buildings and assets maintained Fire/Security Alarms Regular maintenance arrangements and checks	8	Insurance renewed as required Review /amend Asset register	April 2027
3	Legal liability as a consequence of property ownership	Likely	Moderate	12	Insurance cover in place for all existing properties (owned and leasehold) New Assured Shorthold Tenancies for residential properties and in line with latest legislation in 2017	4	Annual building visual inspection by Council (Town Clerk and Chair Property) in addition to agent inspections to	April 2027

APPENDIX 5

					External Property Management professionals Timely remedial work in response to regular building inspections		ensure familiarity with property condition	
4	Lack of proper registration with HMLR	Unlikely	Minor	6	Gapping exercise with mapping of land and property assets Statutory Declaration	4	Update land and property asset register, and statutory declaration	April 2027
5	Inadequate insurance cover for shared assets (Stonebridge Meadow – in partnership with Action for the River Kennet)	Unlikely	Moderate	6	Day to day activities overseen by a Management Committee. Public Liability Insurance of £10m held by each partner.	4	Copy of up-to-date certificate held on file	Received 28 4 26
6	Inadequate insurance cover for new buildings and those taken as Community	Unlikely	Moderate	6	Insurance valuations taken of all new acquisitions and included on Insurance Policy. All added to insured asset register. Building Surveys undertaken for new acquisitions; added to policy as required	4	Property valuations updated August 2023	2028

APPENDIX 5

	Asset Transfers or leases							
7	Inadequate security of buildings and equipment	Very Unlikely	Major	8	<p>Intruder alarms on Town Hall and Workshop buildings</p> <p>Panic button installed for lone office worker in reception area</p> <p>CCTV in Town Hall and Offices and at Community & Youth Centre (plus improved external lighting) and George Lane Toilet Block; regular professional checks/servicing on CCTV and alarms</p> <p>Insignia properly safe protected as recommended by insurers</p> <p>Staff procedures when vacating buildings monitored, and managed</p> <p>Cash level minimal and kept secure in safe</p>	4		Annually checked
8	Inadequate maintenance of buildings and corporate properties	Very unlikely	Moderate	6	<p>Annual property inspections</p> <p>Statutory electrical tests/ smoke and carbon monoxide alarms fitted and emergency lighting tests.</p> <p>EPC reports made</p>	3	Managed via CaterJonas	Ongoing

APPENDIX 5

				4	<p>Surveyor's and asbestos reports</p> <p>Schedule of dilapidations made on exit of commercial tenants.</p> <p>Qualified tradesmen commissioned for maintenance (also dealt with via professional property agents)</p>	2		
9	Signs / Notice boards in bad repair, or bins overloaded	Unlikely	Minor	4	Ground staff check daily/ weekly; timely remedial work or replacement when damaged. Bins emptied routinely.	2		Ongoing
10	Vehicles – unsafe – employee or third-party litigation	Likely	Moderate	12	<p>DVLA and legal requirements met (MOT/servicing/ Insurance/tax).</p> <p>Daily checks by council drivers and recorded; defects reported to Grounds Manager / Town Clerk and addressed.</p> <p>Suitability of vehicles assessed and managed as part of asset management plan; annual budget consideration required.</p>	2		<p>Annual</p> <p>Daily</p> <p>Annual</p>

FINANCIAL								
	Risk(s)	Likelihood	Impact	Rating	Control	Post Control Rating	Actions	Action Review date
1	Banking - Inadequate funds in place and lack of transparency in expenditure	Highly unlikely	Moderate	3	<p>Monies held by High Street Bank and CCLA (dealing with local authorities)</p> <p>Financial Regulations in place with amendments as necessary; reviewed and adopted annually by FC.</p> <p>Regular budget reporting in place (to all F&P committee meetings)</p> <p>Expenditure over £500 posted on website</p> <p>All Annual Returns and Audits posted on website</p> <p>Background to setting of precept published as part of the Annual Report.</p>	2	Review investment policy	Via F&P Committee monitored quarterly
2	Precept setting - Lack of forward planning, budgetary controls and precept setting mechanisms	Highly unlikely	Major	4	<p>Financial Regulations in place sound quarterly budgeting reporting, with requirements for all committees to submit requirements to F&P/FTC to an agreed timetable.</p> <p>RFO and Chair of F&P work closely to monitor financial position over each fiscal / democratic year</p>	3		Via F&P Committee monitored quarterly/ Full Council annual agreement

APPENDIX 5

3	Non-compliance with borrowing restrictions	Highly unlikely	Moderate	3	Budget line in place for any new borrowing and proper process followed via MLUCH and PWLB	2		
4	Loss of cash through theft or dishonesty	Very unlikely	Moderate	6	Clear financial procedures Adequate insurance (Fidelity Guarantee) for staff and Cllrs Internal checks Receipts used. Use of cash kept to minimum; electronic banking where possible	3	Monitor	Via RFO/ F&P Committee monitored quarterly
5	Poor financial controls and records	Highly unlikely	Major	4	Financial Regulations in place Internal (including 2 interim audits) and external audit. 3 signatures on cheques Proper recording of grant awards Monthly reconciliation prepared by Office Manager for signature by Cllr(s)/Town Clerk/RFO	4	Monitor	Via F&P Committee monitored quarterly

					<p>Monthly budget monitoring by RFO. Quarterly reporting to F&P Committee</p> <p>Use of cash kept to minimum; electronic banking where possible</p> <p>3-4 months General Reserves to cover any unforeseen deficit</p> <p>OMEGA system backed up regularly (cloud stored data)</p>			
6	Non-compliance with HMRC Regulations	Very unlikely	Moderate	6	<p>VAT payments and claims calculated by accounts system</p> <p>VAT partial exemption to be calculated annually</p>	3	Execute Partial Exemption assessment	Completed 2025; next review 2028.
7	Election costs – too high and can vary (Council cannot control vacancies or election request.	Likely	Moderate	12	Election costs included in precept and relevant EMR; ensure sufficient funds	4	Review funds needed annually as part of budgeting process.	Sept/Oct
8	Grants - Inappropriate use or illegal	Unlikely	Minor	6	Grant criteria published.	2		

	use of precept (LGA s137)				Maintain s137 expenditure record/ account if required RFO to monitor			
--	---------------------------	--	--	--	--	--	--	--

INFORMATION MANAGEMENT								
	Risk(s)	Likelihood	Impact	Rating	Control	Post Control Rating	Actions	Action Review date
1	Lack of proper document control, timely reporting via in the Minutes and safe keeping	Very unlikely	moderate	6	<p>All minutes approved by Council or Committee. Minutes made available to press and public via website www.marlborough-tc.gov.uk All committee minutes posted on line within days of meetings</p> <p>Deeds, leases cemetery records kept in appropriate fire safe. Proper list of legal documents retained.</p> <p>Some original legal documents in safe keeping of council solicitors</p> <p>Off-site back up of computer</p> <p>Regular back up of Omega accounting system</p>	3		
2	GDPR breach	Likely	moderate	9	<p>GDPR training for relevant staff</p> <p>PCs managed locked of secured when left/ turned off when not is use</p> <p>Information managed to reduce risk</p>	6	Refresher training all office staff	June 2023; review 2027 or as part of induction for new staff.

3	Loss of records through theft, fire, damage, or corruption	Unlikely	Major	12	<p>Ensure security of Council office and mitigate risks posed by fire and theft. (e.g. cemetery records stored in metal fire resistant safe, security checks, good pc protocol, routine fire alarm and H&S checks).</p> <p>Ensure adequate backups and insurance.</p> <p>Ensure provision of anti-virus software (via provider).</p>	8			
---	--	----------	-------	----	--	---	--	--	--

HEALTH AND SAFETY									
	Risk(s)	Likelihood	Impact	Rating	Control	Post Control Rating		Actions	Action Review date
1	Noncompliance with H&S Legislation	Likely	Moderate	12	Services of H&S Adviser– <i>WorkNest</i> in place Council Policy Statement in place Proper training programme in place H&S schedule of actions Monitor H&S via Management team meetings First Aid trained staff	9			

COUNCILLOR PROPRIETY									
	Risk(s)	Likelihood	Impact	Rating	Control	Post Control Rating		Actions	Action Review date
1	<p>Failure to register Members' interests</p> <p>Councillors benefitting from being on the Council</p> <p>Council becomes dominated by one or two individuals or cliques form</p> <p>Breach of Confidentiality</p>	3	3	9	<p>NALC Code of Conduct adopted 2012 puts emphasis on Members to declare interests. It is an offence not to comply with rules.</p> <p>Clear Standing Orders regarding conduct of meetings</p> <p>Transparency in Council expenditure</p> <p>Transparency of Council decisions; democratic process, as defined in SO's is upheld and monitored by Town Clerk.</p> <p>Complaints procedure in place.</p> <p>Standing Orders sets this out at para 13</p>	6		Need to monitor on ongoing basis to ensure credibility and integrity of Council	

EMPLOYER LIABILITY								
	Risk(s)	Likelihood	Impact	Rating	Control	Post Control Rating	Actions	Action Review date
1	<p>Non-compliance with Employment Law</p> <p>Non-compliance with H&S regulations</p> <p>Non-compliance with Inland Revenue requirements</p>	Very unlikely	Major	8	<p>Services of Employment & H&S Advisors – <i>Ellis Whittam</i></p> <p>Staffing Sub Committee handles staffing issues</p> <p>Employees Handbook</p> <p>Membership of SLCC and WALC</p> <p>Staff training – regularly / and as needed</p> <p>Internal Audit checks</p> <p>Health and Safety practices monitored</p> <p>Employer and Public liability insurance in place</p>	6	Town Clerk, Ground Manager to do refresher relevant H&S training	<p>August 2028</p> <p>Insurance reviewed in 2027</p>

BIUSINESS RECOVERY / CONTINUITY									
	Risk(s)	Likelihood	Impact	Rating	Control	Post Control Rating		Actions	Action Review date
1	Council unable to operate due to loss of key staff or records	Very unlikely	Moderate	6	Clear office procedures Clear budgetary procedures Up to date job descriptions Monitoring of leave and sickness Off-site back up of computers Business Continuity insurance in place Employment Advice from <i>WorkNest</i> Back up of computers Succession planning	3			

COMPLIANCE AND LAW								
	Risk(s)	Likelihood	Impact	Rating	Control	Post Control Rating	Actions	Action Review date
1	Noncompliance (in particular) to H&S Equal Opportunities Human rights Disability and Discrimination Employment Law Freedom of Information Act General Data Protection Regulation (GDPR)	Unlikely	Moderate	9	Advice from <i>Ellis Whittam</i> on H&S and Employment Law Clear policies and procedures around statutory obligations FOI Publication Scheme Proper processes being put in place and external DPO appointed in 2018 Refresher training for staff and Councillors every 4 years or as needed	6	Audit training of staff and Cllrs; arrange refresher training on GDPR H&S training for key staff	2027/28

OTHER LIABILITY									
	Risk(s)	Likelihood	Impact	Rating	Control	Post Control Rating		Actions	Action Review date
1	Damage to third party property or individual Legal liability due to service or amenity provided (incl. burial grounds, The Common, Priory Gardens) Old Victorian Cemetery	Unlikely	Major	12	Public liability insurance (£10m) Regular checks of amenities/facilities ROSPA/insurers checks of play areas and regular checks of equipment at Town Hall. 3-yearly tree surveys undertaken Some safety measures put in place on at risk graves H&S procedures in place for volunteers Ensure sufficient budget allocation to support measures	8			

14:56

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 ADMINISTRATION							
1010 INCOME-MISCELLANEOUS	1,015	0	(1,015)			0.0%	
1176 PRECEPT RECEIVED	931,251	931,251	0			100.0%	
1190 BANK INTEREST	24,473	6,000	(18,473)			407.9%	
1191 MARKET INCOME	3,320	2,000	(1,320)			166.0%	
1194 GRANTS	25,000	0	(25,000)			0.0%	25,000
ADMINISTRATION :- Income	985,059	939,251	(45,808)			104.9%	25,000
4001 SALARIES/NI/SUPERAN	633,566	607,162	(26,404)		(26,404)	104.3%	
4002 STAFF CONT.	0	5,000	5,000		5,000	0.0%	(5,000)
4005 ELLIS WHITTAM	3,551	3,757	206		206	94.5%	
4007 VAT PAYMENT	24,816	0	(24,816)		(24,816)	0.0%	
4008 SECTION 106 3G PITCH	100,001	0	(100,001)		(100,001)	0.0%	100,001
4009 TRAVEL	294	400	106		106	73.4%	
4010 STAFF MOBILE PHONES	2,963	4,000	1,037		1,037	74.1%	
4011 BUSINESS RATES	35,853	35,140	(713)		(713)	102.0%	
4022 PETTY CASH	348	500	152		152	69.6%	
4023 STATIONERY/PUBLICIS.	1,288	1,100	(188)		(188)	117.1%	
4024 SUBSCRIPTIONS	3,518	3,785	267		267	93.0%	
4025 INSURANCE	19,757	18,165	(1,592)		(1,592)	108.8%	
4026 PHOTOCOPIER	4,647	5,000	353		353	92.9%	
4028 POSTAGE	42	200	159		159	20.8%	
4038 MAINTENANCE	2,493	1,800	(693)		(693)	138.5%	
4039 PERSONNEL CLOTHING	653	1,300	647		647	50.2%	
4041 TRAINING STAFF	2,911	3,000	89		89	97.0%	
4046 TOURISM	1,380	1,000	(380)		(380)	138.0%	
4054 LEGAL	3,679	10,000	6,322		6,322	36.8%	
4055 PROFESSIONAL	10,705	10,000	(705)		(705)	107.1%	
4057 AUDIT FEE	3,660	4,000	340		340	91.5%	
4059 BANK CHARGES	189	250	61		61	75.6%	
4063 OFFICE GENERAL	498	500	2		2	99.6%	
4064 ARCHIVE STORAGE	417	460	43		43	90.7%	
4067 CCTV	23,972	5,400	(18,572)		(18,572)	443.9%	21,008
4071 OFFICE EQUIPMENT	786	1,200	414		414	65.5%	
4072 EQUIPMENT	2,515	3,300	785		785	76.2%	
4075 SOFTWARE & FEES	11,981	13,131	1,150		1,150	91.2%	
4076 HEALTH & SAFETY	381	500	119		119	76.2%	
4079 ELECTION COSTS	1,180	20,000	18,820		18,820	5.9%	(5,000)
4153 EVENTS	2,935	3,000	65		65	97.8%	
4154 SWITCH ON EVENT	7,623	6,000	(1,623)		(1,623)	127.1%	
4224 YOUTH COUNCIL	91	250	159		159	36.4%	

14:56

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4228 LAPTOPS	482	2,500	2,018		2,018	19.3%	
4301 FIRE EXTINGUISHERS	2,003	1,600	(403)		(403)	125.2%	
4309 IT SUPPORT PACKAGE	932	2,650	1,718		1,718	35.2%	
4317 HERITAGE PROJECT	1,000	1,000	0		0	100.0%	
4408 YOUTH DEVELOPMENT FUND	422	0	(422)		(422)	0.0%	422
4994 FLOOD DEFENCE	2,000	0	(2,000)		(2,000)	0.0%	2,000
ADMINISTRATION :- Indirect Expenditure	915,531	777,050	(138,481)	0	(138,481)	117.8%	113,430
Net Income over Expenditure	69,529	162,201	92,672				
6000 plus Transfer from EMR	113,430	0	(113,430)				
6001 less Transfer to EMR	25,000	0	(25,000)				
Movement to/(from) Gen Reserve	157,959	162,201	4,242				
102 SECTION 137							
4152 REMEMBRANCE DAY	1,757	2,000	243		243	87.9%	
SECTION 137 :- Indirect Expenditure	1,757	2,000	243	0	243	87.9%	0
Net Expenditure	(1,757)	(2,000)	(243)				
103 OTHER GRANTS							
4061 CHRISTMAS LIGHTS	14,134	15,000	866		866	94.2%	
4151 GRANTS	3,961	7,000	3,039		3,039	56.6%	
OTHER GRANTS :- Indirect Expenditure	18,095	22,000	3,905	0	3,905	82.3%	0
Net Expenditure	(18,095)	(22,000)	(3,905)				
104 MAYORAL							
4100 MAYORS ALLOWANCE	3,400	3,400	0		0	100.0%	
4101 MAYORS TRAVEL	0	300	300		300	0.0%	
4102 MAYOR MAKING EXPS	1,783	2,000	217		217	89.1%	
MAYORAL :- Indirect Expenditure	5,183	5,700	517	0	517	90.9%	0
Net Expenditure	(5,183)	(5,700)	(517)				
105 MEMBERS							
4078 TRAINING-COUNCILLORS	30	500	470		470	6.0%	
4103 MEMBERS TRAVEL	0	200	200		200	0.0%	
MEMBERS :- Indirect Expenditure	30	700	670	0	670	4.3%	0
Net Expenditure	(30)	(700)	(670)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106</u> <u>CIVIC</u>							
4105 CIVIC HOSPITALITY	8	1,000	992		992	0.8%	
4110 TOWN CRIER/MACE BEAR	780	1,200	420		420	65.0%	
4113 INSIGNIA FUNDS	314	500	186		186	62.8%	
CIVIC :- Indirect Expenditure	1,102	2,700	1,598	0	1,598	40.8%	0
Net Expenditure	(1,102)	(2,700)	(1,598)				
<u>107</u> <u>UTILITIES</u>							
4012 WATER/SEWERAGE CHGS	11,029	4,400	(6,629)		(6,629)	250.7%	
4014 ELECTRICITY	22,441	30,396	7,955		7,955	73.8%	
4015 GAS	11,280	35,222	23,942		23,942	32.0%	
4020 TELEPHONE	7,641	7,000	(641)		(641)	109.2%	
UTILITIES :- Indirect Expenditure	52,391	77,018	24,627	0	24,627	68.0%	0
Net Expenditure	(52,391)	(77,018)	(24,627)				
<u>110</u> <u>CORPORATE PROPERTIES</u>							
1000 INCOME-HIGH ST SHOP							
1002 INCOME-HIGH ST FLAT2							
1003 INCOME-1 KINGSBURY							
1004 INCOME-1A KINGSBURY							
1005 INCOME-2A KINGSBURY							
1006 INCOME-3 KINGSBURY							
1007 INCOME-REC GND COT 1							
1008 INCOME-REC GND COT 2							
1011 INCOME - 3A KINGSBURY ST							
1012 INCOME - 3B KINGSBURY ST							
CORPORATE PROPERTIES :- Income	99,928	101,566	1,638			98.4%	0
4062 MTCE/ELEC CORP. PROPS.	26,220	15,000	(11,220)		(11,220)	174.8%	
4065 IRRECOVERABLE VAT	5,053	0	(5,053)		(5,053)	0.0%	
4066 MARKETING	0	250	250		250	0.0%	
4070 Defibs	1,114	750	(364)		(364)	148.5%	1,020
CORPORATE PROPERTIES :- Indirect Expenditure	32,387	16,000	(16,387)	0	(16,387)	202.4%	1,020
Net Income over Expenditure	67,541	85,566	18,025				
6000 plus Transfer from EMR	1,020	0	(1,020)				
Movement to/(from) Gen Reserve	68,561	85,566	17,005				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 TOWN HALL							
1050 INCOME-TOWN HALL	34,411	27,500	(6,911)			125.1%	
1112 GEORGE LANE TOILETS	0	200	200			0.0%	
TOWN HALL :- Income	34,411	27,700	(6,711)			124.2%	0
4019 CLEANING MATERIALS	976	1,000	24		24	97.6%	
4030 INTRUDER ALARM	1,140	2,000	860		860	57.0%	
4035 SANITARY DISPOSAL	557	1,600	1,043		1,043	34.8%	
4037 LIFT MAINTENANCE	1,704	3,415	1,711		1,711	49.9%	
4038 MAINTENANCE	49,991	40,000	(9,991)		(9,991)	125.0%	3,000
4065 IRRECOVERABLE VAT	3,400	0	(3,400)		(3,400)	0.0%	
4300 BOILER MAINTENANCE	244	930	686		686	26.2%	
4304 LICENCES/PERFORMING	1,567	3,000	1,433		1,433	52.2%	
4305 BROADBAND	0	2,100	2,100		2,100	0.0%	
4315 REFUSE COLLECTION	1,946	1,550	(396)		(396)	125.6%	
4998 MARKETING	575	200	(375)		(375)	287.5%	
4999 PUBLIC TOILETS	7,669	7,200	(469)		(469)	106.5%	
TOWN HALL :- Indirect Expenditure	69,770	62,995	(6,775)	0	(6,775)	110.8%	3,000
Net Income over Expenditure	(35,359)	(35,295)	64				
6000 plus Transfer from EMR	3,000	0	(3,000)				
Movement to/(from) Gen Reserve	(32,359)	(35,295)	(2,936)				
202 CEMETERY							
1101 INCOME-CEMETERY	21,951	15,880	(6,071)			138.2%	
CEMETERY :- Income	21,951	15,880	(6,071)			138.2%	0
4036 OLD CEMETERY	532	500	(32)		(32)	106.4%	
CEMETERY :- Indirect Expenditure	532	500	(32)	0	(32)	106.4%	0
Net Income over Expenditure	21,419	15,380	(6,039)				
203 ALLOTMENTS							
1100 INCOME-ALLOTMENTS	2,425	750	(1,675)			323.3%	
ALLOTMENTS :- Income	2,425	750	(1,675)			323.3%	0
4006 ST JOHNS TRUST	250	250	0		0	100.0%	
ALLOTMENTS :- Indirect Expenditure	250	250	0	0	0	100.0%	0
Net Income over Expenditure	2,175	500	(1,675)				

14:56

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204 WORKSHOP							
4027 INTRUDER ALARM	1,519	2,174	655		655	69.9%	
4042 PERSONAL PROTECTIVE EQUIPMENT	414	1,000	586		586	41.4%	
4043 PICK-UP LEASE	445	600	155		155	74.1%	
4044 VEHICLE TAX/INS.	834	415	(419)		(419)	200.9%	
4045 VEHICLE PETROL/DERV	6,814	9,315	2,501		2,501	73.2%	
4047 WORKSHOP TOOLS ETC	2,150	3,000	850		850	71.7%	
4048 VEHICLE MAINTENANCE	70,287	12,420	(57,867)		(57,867)	565.9%	333
4050 WORKSHOP MISC	6,847	6,200	(647)		(647)	110.4%	
4315 REFUSE COLLECTION	5,260	4,140	(1,120)		(1,120)	127.0%	
4320 MOWER	3,072	4,200	1,128		1,128	73.1%	
4323 MISTUBISHI LEASE	1,694	2,400	706		706	70.6%	
4332 WESSEX MOWER LEASE	6,614	7,000	386		386	94.5%	
4339 ISEKI TRACTOR LEASE 2023	10,478	10,000	(478)		(478)	104.8%	
WORKSHOP :- Indirect Expenditure	116,427	62,864	(53,563)	0	(53,563)	185.2%	333
Net Expenditure	(116,427)	(62,864)	53,563				
6000 plus Transfer from EMR	333	0	(333)				
Movement to/(from) Gen Reserve	(116,094)	(62,864)	53,230				
205 PUBLIC TOILETS							
1112 GEORGE LANE TOILETS	2,317	3,000	683			77.2%	
PUBLIC TOILETS :- Income	2,317	3,000	683			77.2%	0
4306 COOPERS CORNER	560	800	240		240	70.0%	
4313 PUBLIC TOILETS	13,247	17,100	3,853		3,853	77.5%	
PUBLIC TOILETS :- Indirect Expenditure	13,807	17,900	4,093	0	4,093	77.1%	0
Net Income over Expenditure	(11,490)	(14,900)	(3,410)				
206 MC and YC							
1329 MY & MC INCOME	10,966	8,000	(2,966)			137.1%	
MC and YC :- Income	10,966	8,000	(2,966)			137.1%	0
4019 CLEANING MATERIALS	627	400	(227)		(227)	156.8%	
4030 INTRUDER ALARM	1,201	2,070	869		869	58.0%	
4035 SANITARY DISPOSAL	557	775	218		218	71.9%	
4037 LIFT MAINTENANCE	3,345	880	(2,465)		(2,465)	380.1%	
4038 MAINTENANCE	24,572	0	(24,572)		(24,572)	0.0%	16,395
4072 EQUIPMENT	81	500	419		419	16.2%	
4304 LICENCES/PERFORMING	821	330	(491)		(491)	248.9%	
MC and YC :- Indirect Expenditure	31,205	4,955	(26,250)	0	(26,250)	629.8%	16,395
Net Income over Expenditure	(20,238)	3,045	23,283				
6000 plus Transfer from EMR	16,395	0	(16,395)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(3,844)	3,045	6,889				
<u>210 OPEN SPACES</u>							
1102 INCOME-GOLF CLUB							
1103 INCOME OPEN SPACES	6,267	9,982	3,715			62.8%	
1106 INCOME - SHOWMENS GUILD	2,438	2,438	0			100.0%	
1111 INCOME - RUGBY CLUB							
OPEN SPACES :- Income	38,226	41,445	3,219			92.2%	0
4038 MAINTENANCE	8,173	9,000	827		827	90.8%	
4220 OPEN SPACES PLANTS	5,031	5,300	269		269	94.9%	
4223 PLAY EQUIP/MAINT/REPLACEMENT	2,265	3,500	1,235		1,235	64.7%	
4314 AOS PROJECTS	12,623	10,000	(2,623)		(2,623)	126.2%	9,226
4318 TREE SURVEY & WORKS	9,500	17,500	8,000		8,000	54.3%	
4324 RTV/Husqvana	4,157	3,500	(657)		(657)	118.8%	
4325 STONEBRIDGE MEADOWS	495	1,000	505		505	49.5%	
4327 ISEKI TRACTOR TG6490	5,056	7,000	1,944		1,944	72.2%	
4330 MULTI PURPOSE MOWER	1,872	3,100	1,228		1,228	60.4%	
4331 FRONT LOADER/BACK HOE LEASE	3,275	3,200	(75)		(75)	102.3%	
4335 TREE PLANTING	0	1,000	1,000		1,000	0.0%	
4337 SKATE PARK LIGHTING	0	500	500		500	0.0%	
4401 NEW WORKSHOP	88,690	0	(88,690)		(88,690)	0.0%	88,690
4402 ISEKI RIDE-ON MOWER	4,913	3,000	(1,913)		(1,913)	163.8%	
4403 KAWASAKI MULE 24	5,364	5,360	(4)		(4)	100.1%	
4404 TRAFFIC MANAGEMENT	0	1,500	1,500		1,500	0.0%	
4407 WALLS & FENCES	10,574	0	(10,574)		(10,574)	0.0%	10,574
OPEN SPACES :- Indirect Expenditure	161,988	74,460	(87,528)	0	(87,528)	217.6%	108,490
Net Income over Expenditure	(123,763)	(33,015)	90,748				
6000 plus Transfer from EMR	108,490	0	(108,490)				
Movement to/(from) Gen Reserve	(15,272)	(33,015)	(17,743)				
<u>300 PLANNING</u>							
4017 HIGHWAYS	1,025	1,000	(25)		(25)	102.5%	
4120 STREET FURNITURE	204	2,000	1,796		1,796	10.2%	
4400 LHFIG	20,415	7,500	(12,915)		(12,915)	272.2%	18,640
4405 HIGH STREET PROJECT	64,179	0	(64,179)		(64,179)	0.0%	59,104
PLANNING :- Indirect Expenditure	85,823	10,500	(75,323)	0	(75,323)	817.4%	77,744
Net Expenditure	(85,823)	(10,500)	75,323				
6000 plus Transfer from EMR	77,744	0	(77,744)				
Movement to/(from) Gen Reserve	(8,080)	(10,500)	(2,420)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,195,283	1,137,592	(57,691)			105.1%	
Expenditure	1,506,279	1,137,592	(368,687)	0	(368,687)	132.4%	
Net Income over Expenditure	(310,995)	0	310,995				
plus Transfer from EMR	320,411	0	(320,411)				
less Transfer to EMR	25,000	0	(25,000)				
Movement to/(from) Gen Reserve	(15,584)	0	15,584				

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
323 EMR - OPEN SPACES MACHINERY RE	8,208.73	-332.56	7,876.17
324 EMR - CCTV FUND	181.18		181.18
325 EMR - MUSEUM & HERITAGE CENTRE	42,400.00	-3,000.00	39,400.00
326 EMR - CIVIC FUND	799.95		799.95
327 EMR 2015 NEW CEMETERY EXT.	37,000.00		37,000.00
328 EMR 2015 NEIGHBOURHOOD PLAN	500.00		500.00
329 EMR FLOOD RESILIENCE	5,041.00	-2,000.00	3,041.00
330 EMR YOUTH DEVELOPMENT	5,000.00	-421.71	4,578.29
331 EMR LHFIG	6,375.00		6,375.00
332 EMR WEBSITE UPGRADE	20,000.00		20,000.00
336 EMR STAFF CONTINGENCY	0.00	5,000.00	5,000.00
337 EMR INFORMAL CAR PARK	10,000.00		10,000.00
339 EMR BYE ELECTION/REFERENDUM	9,261.83	5,000.00	14,261.83
340 EMR EVENTS	1,000.00		1,000.00
342 EMR DEVOLUTION SERVICES	25,250.00	-15,000.00	10,250.00
344 EMR WORKSHOP EXTENSION	87,736.47	-87,736.47	0.00
347 EMR EMERGERNCY FUND	7,023.41	-1,020.00	6,003.41
353 EMR STONEBRIDGE MEADOW	4,822.30	-4,822.30	0.00
357 EMR Climate Emergency Response	825.85	-825.85	0.00
361 EMR PROPERTY MAINTENANCE	125,791.82	-1,328.22	124,463.60
362 EMR - PLAY AREAS	5,139.00		5,139.00
364 EMR- HIGHWAYS	4,843.44		4,843.44
365 EMR - WALLS AND FENCES	26,707.81	-10,574.44	16,133.37
367 EMR - High St. Projects	31,713.99	-6,912.50	24,801.49
368 EMR - MC & YC Maintenance	16,394.76	-1,394.76	15,000.00
400 EMR CIL RECEIPTS 2021/2022	21,263.00	-21,263.00	0.00
401 EMR CIL RECEIPTS 2022/23	33,341.25	-33,341.25	0.00
402 EMR - CIL Receipts 2023/24	26,248.22	-21,460.43	4,787.79
403 EMR CIL income 2024-25	17,145.33		17,145.33
410 EMR 106 Receipt Re Redrow	100,000.86	-100,000.86	0.00
	<u>680,015.20</u>	<u>-301,434.35</u>	<u>378,580.85</u>

Marlborough Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2026

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/03/2026 Active Saver	100,000.00
1	31/03/2026 Current A/c	79,735.56
		179,735.56
<u>Other Cash & Bank Balances</u>		
	CCLA Deposit Fund	600,000.00
	PETTY CASH	1.98
		600,001.98
		<u>779,737.54</u>
<u>Receipts not on Bank Statement</u>		
0	31/03/2026 All Receipts Cleared	0.00
		0.00
		<u>779,737.54</u>
<u>Closing Balance</u>		
<u>All Cash & Bank Accounts</u>		
1	CURRENT & ACTIVE ACCOUNT	179,735.56
	Other Cash & Bank Balances	600,001.98
	Total Cash & Bank Balances	<u>779,737.54</u>

23/04/2026

Marlborough Town Council Current Year

14:57

Balance Sheet as at 31st March 2026

31st March 2025

31st March 2026

31st March 2025		31st March 2026
	Current Assets	
2,327	OTHER DEBTORS	12,402
30,754	VAT CONTROL ACCOUNT	28,864
631,863	CURRENT & ACTIVE ACCOUNT	179,736
0	PETTY CASH	2
500,000	CCLA Deposit Fund	600,000
<u>1,164,944</u>		<u>821,004</u>
1,164,944	Total Assets	821,004
	Current Liabilities	
63,052	CREDITORS	28,123
1,735	RECEIPTS IN ADVANCE	3,719
<u>64,786</u>		<u>31,842</u>
1,100,157	Total Assets Less Current Liabilities	789,162
	Represented By	
420,142	GENERAL RESERVE	410,581
680,015	Earmarked Reserves	378,581
<u>1,100,157</u>		<u>789,162</u>

The above statement represents fairly the financial position of the authority as at 31st March 2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____