

# Marlborough Town Council

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6 May 2025

Dear Councillor

## Full Town Council

I hereby **summon** you to a meeting of **Marlborough Town Council** which will be held on **Monday, 12 May 2025 at 7pm** in the **Court Room, Marlborough Town Hall**.

Yours sincerely

*Richard Spencer-Williams*

Richard Spencer-Williams, PSLCC

**Town Clerk**

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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.

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## PRAYERS

## 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. Minutes

To approve and sign the minutes of the meeting held 8 April 2025

### 4. Election of Town Mayor for the Year 2025/2026

To elect the Town Mayor for the Municipal Year 2025/26

### 5. Declaration of Acceptance of Office by the Town Mayor

Declaration of Acceptance of Office to be signed by the Town Mayor

### 6. Election of Deputy Town Mayor for the Year 2025/2026

To elect the Deputy Town Mayor for the Municipal Year 2025/26

### 7. Declaration of Acceptance of Office by the Deputy Town Mayor

Declaration of Acceptance of Office to be signed by the Deputy Town Mayor

### 8. Review of the Scheme of Delegation

To review and adopt the Town Council's Scheme of Delegation

### 9. 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

- 10. To elect a Chair and Vice Chair of Standing Committees**
- 11. Review of Standing Orders**  
To review and adopt the Town Council's Standing Orders
- 12. Financial Regulations**  
To review and adopt the Town Council's Financial Regulations
- 13. Appointment of Representatives to Outside Bodies**  
To appoint representatives to organisations and voluntary groups for 2025/26
- 14. 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 Sub Committee)
- 15. Asset Register**  
To approve the register of insured land and assets
- 16. Insurance Renewal**  
To note a report by the Town Clerk about insurance cover in respect of all insured risks
- 17. 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
- 18. Review of Risk Management Scheme**  
To review and adopt for 2025/26 the Risk Management Scheme for the Town Council
- 19. Appointment of Internal Auditors**  
To confirm that Internal Auditors, Auditing Solutions Ltd, will continue to carry out the Council's internal audits in 2025/26
- 20. 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
- 21. Calendar of Meetings**  
To re-adopt the Calendar of Meetings for 2025/26
- 22. Year End Budget Report 2025/26**  
To note the budget report for March 2025/26
- 23. General Power of Competence**  
To confirm and adopt the General power of Competence for Marlborough Town Council

#### **24. 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-2024-25> or from the Town Council offices. Other meetings have taken place, but minutes are not yet approved so remain in draft form.

#### **25. 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 8 April 2025

## Marlborough Town Council



### Full Town Council

#### Minutes of a meeting of Marlborough Town Council held Tuesday, 8 April 2025 in the Court Room, Marlborough Town Hall at 7pm

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|                |                              |                            |
|----------------|------------------------------|----------------------------|
| <b>PRESENT</b> | Councillor Kym-Marie Cleasby | Town Mayor                 |
|                | Councillor Emily Trow        | Deputy Mayor               |
|                | Councillor Andrew Ross       |                            |
|                | Councillor Mervyn Hall       |                            |
|                | Councillor Mark Cooper       |                            |
|                | Councillor Caroline Thomas   |                            |
|                | Councillor Kelvyn Shantry    |                            |
|                | Councillor Susannah O'Brien  |                            |
|                | Councillor Caroline Sadler   |                            |
|                | Councillor Abi Beaumont      |                            |
|                | Richard Spencer-Williams     | Town Clerk                 |
|                | Dawn Whitehall               | Corporate Services Officer |
|                | Rev. Chris Smith             | Mayor's Chaplain           |
| <b>ALSO</b>    |                              |                            |
| <b>PRESENT</b> | Neil Goodwin                 | Marlborough.News           |

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#### PRAYERS

Rev Smith opened the meeting with prayers.

#### PUBLIC QUESTION TIME

**Neil Goodwin (Marlborough.News)** asked what pressure the Town Council could apply so that Wiltshire Council improves its internal systems to manage roadworks and congestion better.

**The Mayor** confirmed this would be taken up with Wiltshire Council.

*Rev. Smith left the meeting*

#### CRIME AND DISORDER

No officer was able to attend, but a police report had been provided and was tabled for Members. The **Mayor** highlighted concerns about illegal vapes being sold to

young people, including products containing controlled drugs, and that the police were engaging with schools on this matter.

## **QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS**

**Councillor Trow** asked whether Wiltshire Council had any leverage with utility companies to hold them accountable for traffic disruption, and whether the Town Council could also write to Thames Water.

**Councillor Thomas** confirmed that Wiltshire Council did have powers, but they were limited. She explained the process of issuing permits and co-ordinating works and adding conditions (e.g. weekend/half term working) although this wasn't possible when the utility flagged access as an urgent requirement. It was questionable whether each of these really was urgent or just a way to get round their poor planning. She gave examples where companies had been found to be in breach of conditions and received fines as a consequence, but the maximum fine wasn't relatively very high and was probably still better value to the companies than the cost of abiding by conditions and allocating the right amount of staff to manage traffic and put up/take down traffic lights efficiently. It was hoped that in future legislation might change, allowing Local Authorities to 'rent' road space to utilities – with the resulting cost making it in everyone's interests for works to be completed as quickly as possible.

**Councillor Thomas** reminded Members about the recent traffic study and the predicted increases in traffic resulting in gridlock in Marlborough, as well as the expected increase in HGV traffic once the M5/A417 link road improvements were complete<sup>1</sup>. It was hoped that funding might be found to conduct a cost/benefit analysis to de-prime the A346 in parallel with Highways England plans to improve the A350 South Coast/M4 route.

### **426/24 APOLOGIES**

Apologies for absence had been received from **Councillors Fogg, Farrell, Sheppard, Luson and Kohrt**.

### **427/24 DECLARATIONS**

There were no declarations of interest.

### **428/24 MAYOR'S ANNOUNCEMENTS**

The **Mayor** thanked everyone for their support during the past year.

As it was his last Full Council meeting before stepping down, the Mayor took the opportunity to recognise **Councillor Andrew Ross's** more than 20 years of service to the community and to record the Town Council's immense thanks for all he had undertaken during that time. **Councillor Ross** thanked her and said he was looking forward to his retirement.

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<sup>1</sup> more details in the minutes of the [Planning Committee held 21 October 2024](#), min. no. 226/24

**429/24 MINUTES**

**RESOLVED:** that the minutes of the meeting held 20 January 2025 were approved as a true record and signed by the Town Mayor

**430/24 ACTION LOG**

Members noted the updated action log. Discussion points included:

#276 – the Mayor had written to Stonewater following up on concern being raised by a school about a family’s accommodation. The response was that all that could be done, was being done and that due process was being followed.

Other nearby councils were concerned about how residents were treated by housing associations and had expressed interest in joining together to discuss what they could do collectively to tackle the issues.

Members discussed whether to request further meetings with Housing Associations and Homes4Wiltshire representatives.

**Councillor Thomas** would circulate details about an online GreenSquare Accord Q&A event taking place at 6pm on 9 April. She had recently written to Aster Homes about their policy to sell properties they considered too expensive to bring up to EPC-C standard, and questioned why they did not use the profit from those sales to bring other properties up to the required standard. Separately, she had written to the Cabinet Member to ask for a ‘locals first’ condition to be including in ongoing S106<sup>2</sup> negotiations about York Place.

**431/24 CALENDAR OF MEETINGS**

Members noted the proposed calendar of meeting dates for municipal year 2025-26, and that this would need to be ratified by the new Council in May.

**432/24 CIVIC WORKING PARTY**

Members noted the update report on the Civic Working Party.

**433/24 MODEL FINANCIAL REGULATIONS**

**RESOLVED:** that the Model Financial Regulations are adopted as proposed by the Finance & Policy Committee

**434/24 MEMBERS’ QUESTION TIME**

No questions had been submitted.

**435/24 OUTSIDE BODIES**

**Councillor Thomas** hoped Members would support and promote the Activity Day organised by Marlborough Youth Forum, which was taking place at The Recreation Ground on 31 May. The event would include sports, activities, food and fun and was

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<sup>2</sup> <https://www.local.gov.uk/pas/dm/s106>

free to attend. Volunteers would also be welcomed – **Councillor Cleasby** confirmed that she would volunteer again.

**436/24 COMMITTEE MINUTES**

In accordance with para. 3.1 of the Scheme of Delegation, Members noted the approved minutes of the following Committee meetings: Planning - 6 January, 3 February and 24 February 2025; Amenities & Open Spaces – 13 January 2025, and Finance & Policy – 25 November 2024.

**437/24 EXCLUSION OF PRESS AND PUBLIC**

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

*Mr Goodwin left the meeting*

**438/24 COMMUNITY CHAMPION AWARDS**

Members considered the nominations put forward for Community Champion Awards, to be announced on 28 April.

**439/24 COMMON SEAL**

Proposed by **Councillor Ross** and seconded by **Councillor Hall** 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 8.24 pm

**ITEM 4 ELECTION OF TOWN MAYOR FOR THE YEAR 2025/2026**

To elect the Town Mayor for the Municipal Year 2025/2026

**ITEM 5 ACCEPTANCE OF OFFICE BY THE TOWN MAYOR**

Declaration of Acceptance of Office to be signed by the Town Mayor

**ITEM 6 ELECTION OF DEPUTY TOWN MAYOR FOR THE YEAR 2025/2026**

To elect the Deputy Town Mayor for the Municipal Year 2025/2026

## **ITEM 7** **ACCEPTANCE OF OFFICE BY THE DEPUTY TOWN MAYOR**

Declaration of Acceptance of Office to be signed by the Deputy Town Mayor

## **ITEM 8** **SCHEME OF DELEGATION**

To review and adopt the Scheme of Delegation.

Please see Appendix 1 ([online version](#)).

## **ITEM 9** **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

## **ITEM 10** **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 (except the Mayor ex officio)
- 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

## **ITEM 11** **REVIEW OF STANDING ORDERS**

To review and adopt the Town Council's Standing Orders.

Please see Appendix 2 ([online version](#)).

## **ITEM 12** **FINANCIAL REGULATIONS**

To review and adopt the Town Council's Financial Regulations.

Please see Appendix 3 ([online version](#)).

**ITEM 13****APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

To appoint representatives to organisations and voluntary groups for 2025 26

| <b>OUTSIDE BODY</b>  | <b>TOWN COUNCIL REPRESENTATIVE/S 2024 25</b> |
|--|--|
| Wiltshire Council Operational Flood Working Group                          | James Sheppard, Mark Luson                   |
| Wiltshire Area Localism and Planning Alliance                              | Mervyn Hall                                  |
| Transition Marlborough   | Susannah O'Brien                             |
| Emergency Planning Working Party/Snow Warden                               | Kymee Cleasby, Kelvyn Shantry                |
| Local Highways & Footpath Improvement Group                                | Mervyn Hall, Kelvyn Shantry                  |
| Marlborough Business Network   | Kelvyn Shantry, Kymee Cleasby                |
| Wiltshire Association of Local Councils                                    | Town Clerk                                   |
| The Richmond Fellowship  | Jane Davies                                  |
| Marlborough Area Board   | The Town Mayor, Emily Trow                   |
| Marlborough and District Link Scheme                                       | Caroline Thomas, Caroline Sadler             |
| Marlborough Fire Station Liaison   | Mark Luson, James Sheppard                   |
| 2293 Air Training Corps  | Caroline Thomas, Lisa Farrell                |
| Kennet Community Transport   | Kymee Cleasby                                |
| Marlborough Sports Forum   | Caroline Thomas and Lisa Farrell             |
| Stonebridge Management Committee   | Kelvyn Shantry, Susannah O'Brien             |
| Marlborough Community Support Forum  | Kymee Cleasby, Jane Davies, Lisa Farrell     |
| Marlborough Children and Young Peoples Partnership Forum and Youth Council | Lisa Farrell, Town Clerk, Matthew Powell     |
| Allotment Association  | Mark Luson, Mark Cooper                      |
| Tree Officer   | Susannah O'Brien                             |
| Speedwatch   | Emily Trow, Caroline Sadler                  |
| The Merchants House Trustees   | Andrew Ross, James Sheppard                  |
| Museum Committee   | The Town Mayor, James Sheppard, Mark Cooper  |
| Patients Participation Group   | Lisa Farrell, Kelvyn Shantry                 |
| 24/7&WC Bus strategy liaison   | Nick Fogg                                    |
| WC Health and Well Being Group   | Jane Davies, Lisa Farrell                    |
| Jubilee Centre   | Jane Davies                                  |
| Florence & Walter Birchall John Charitable Trust                           | Andrew Ross & Mervyn Hall (Trustees)         |

## ITEM 14

## APPEALS PANEL

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

## ITEM 15

## ASSET REGISTER

To approve the register of insured land and assets.  
Please see Appendix 4 (or [online version](#)).

## ITEM 16

## INSURANCE RENEWAL

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

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### Purpose

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

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### 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.*

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### Financial Implications

The premium quoted for 2025/26 is £20,324.85. The current agreement is for a 2-year period.

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### Recommendation

The Town Clerk recommends that Members note this report.  
Town Clerk 6.5.25

**ITEM 17****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.

| <b>SUBSCRIPTION</b>                     | <b>AMOUNT £</b> |
|---|-----------------|
| Wiltshire Association of Local Councils | 1,211.47        |
| Visit Wiltshire                         | 889.00          |
| Great West Way                          | 423.00          |
| Information Commission                  | 55.00           |
| SLCC <sup>3</sup>                       | 734.00          |
| ICCM <sup>4</sup>                       | 100.00          |

**Recommendation**

That Members approve the current subscriptions and memberships.

**Sue Fry 28.5.25**

**ITEM 18****REVIEW OF RISK MANAGEMENT SCHEME**

To review and adopt for 2025/26 the Risk Management Scheme for the Town Council.

Please see Appendix 5.

**ITEM 19****INTERNAL AUDITORS**

To confirm that Internal Auditors, Auditing Solutions Ltd, will continue to carry out the Council's internal audits in 2025/26.

**ITEM 20****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.

<sup>3</sup> Society of Local Clerks & Councils

<sup>4</sup> Institute of Cemetery & Crematorium Management

To re-adopt the Calendar of Meetings for 2025/26.

**Full Town Council Meetings 7-9pm**

Monday 12 May 2025 – Annual Council Meeting (Annual Governance matters)  
Monday 2 June 2025 – Mayor Robing ( see separate itinerary or timings)  
Monday 23 June 2025 (AGAR)  
Monday 1 September 2025  
Monday 3 November 2025  
Monday 15 December 2025 ( Budget / Precept)  
Monday 26 January 2026  
Monday 23 March 2026  
Monday 27 April 2026 – Annual Town Meeting ( 6-7pm) / 7-9pm Community Awards (tbc)  
Monday 11 May 2026 – Annual Council Meeting (tbc)  
Mayor Robing 1<sup>st</sup> June (tbc)

**Planning Meetings 7-9pm**

Monday 19 May 2025  
Monday 9 June 2025  
Monday 14 July 2025  
Monday 4 August 2025  
Tuesday 26<sup>th</sup> August 2025  
Monday 15 September 2025  
Monday 6 October 2025  
Monday 27 October 2025 ( Budget)  
Monday 17 November 2025  
Monday 8 December 2025  
Monday 12 January 2026  
Monday 16 February 2026  
Monday 9 March 2026  
Monday 30 March 2026  
Monday 20 April 2026  
Tuesday 18 May 2026

**Finance & Policy Meetings 7-9pm**

Monday 21 July 2025  
Monday 20 October 2025  
Monday 24 November 2024 ( Budget & Precept)  
Monday 2 February 2026  
Monday 13 April 2026  
( to coincide with qtr. finance reporting)

**Amenities & Open Spaces 7-9pm**

Monday 16 June 2025  
Monday 13 October 2025 ( Budget)  
Monday 19 January 2026

Monday 16 March 2026

**Property 7-9pm**

Monday 28 July 2025

Monday 29 September 2025 ( Budget)

Monday 5 January 2026

Monday 2 March 2026

**Staffing 6.30-7.30pm**

Monday 7 July 2025 (Budget or developments)

Monday 10 November 2025

Monday 9 February 2026

**ITEM 22**

**YEAR END BUDGET REPORT 2024 25**

To note the budget report for March 2024 25

**Purpose**

The purpose of this report is to provide the Council with a budget report for March 2025 (year-end).

**YEAR TO DATE RECEIPTS / PAYMENTS ANALYSIS (MONTH 12)**

|   |            |
|---|------------|
| Income  | £1,164,124 |
| Expenditure   | £1,351,259 |
| Balance per cashbook  | £631,863   |
| CCLA Deposit Fund   | £500,000   |
| Total cash assets   | £1,131,863 |
| Bank Reconciliation   | £0.00      |
| Movement into EMRs  |            |
| - Play Areas  | £555       |
| - LHFIG   | £6375      |
| - Property Maintenance  | £27,583    |
| Year End Saving (precepted annual budget costs only considered) | £60,410    |

**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 31.3.25

- Omega Report Cash and Investment Reconciliation Month as of 31.3.25 ( as required by Financial Regulation 1.9)
- Omega Report Detailed Balance Sheet Month 12

Members are asked to note the budget position for March 2024/25.

**Town Clerk 1 5 25**

## ITEM 23

## THE GENERAL POWER OF COMPETENCE

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. All 14 Councillors 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 1 5 25**

Useful Link: [general-power-competence--0ac.pdf](#)

## ITEM 24

## 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-2024-25> or from the Town Council offices. Other meetings have taken place, but minutes are not yet approved so remain in draft form.

## ITEM 25

## 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.

### 1. Scheme of Delegation

[https://www.marlborough-tc.gov.uk/images/your-council/Scheme of Delegation 24052022 updated 12 9 23.pdf](https://www.marlborough-tc.gov.uk/images/your-council/Scheme%20of%20Delegation%2024052022%20updated%2012%209%2023.pdf)

### 2. Standing Orders

[https://www.marlborough-tc.gov.uk/images/corporate/Standing Orders Revised Amended Jan 2025 updated 172 25.pdf](https://www.marlborough-tc.gov.uk/images/corporate/Standing%20Orders%20Revised%20Amended%20Jan%202025%20updated%20172%2025.pdf)

### 3. Financial Regulations

[https://www.marlborough-tc.gov.uk/images/corporate/Financial Regulations 2024 Reviewed Adopted 8425 002.pdf](https://www.marlborough-tc.gov.uk/images/corporate/Financial%20Regulations%202024%20Reviewed%20Adopted%208425%20002.pdf)

### 4. Asset Register

[https://www.marlborough-tc.gov.uk/images/your-council/Asset Register updated 28 5 24 - Public Version re Transparency Code Redacted.pdf](https://www.marlborough-tc.gov.uk/images/your-council/Asset%20Register%20updated%2028%205%2024%20-%20Public%20Version%20re%20Transparency%20Code%20Redacted.pdf)

### 5. Risk Management Scheme

[https://marlborough-tc.gov.uk/images/your-council/MTC RISK MANAGEMENT SCHEME UPDATED VERSION 15 5 23.pdf](https://marlborough-tc.gov.uk/images/your-council/MTC%20RISK%20MANAGEMENT%20SCHEME%20UPDATED%20VERSION%2015%205%2023.pdf)

### 6. Omega Reports

6.1 Detailed Income & Expenditure by Budget Heading

6.2 Earmarked Reserves

6.3 Bank Cash and Investment Reconciliation

6.4 Balance Sheet

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

|                                 | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>Finance &amp; Policy</b>     |                        |                       |                          |                          |                    |               |                         |
| <b>101 ADMINISTRATION</b>       |                        |                       |                          |                          |                    |               |                         |
| 1010 INCOME-MISCELLANEOUS       | 1,383                  | 0                     | (1,383)                  |                          |                    | 0.0%          |                         |
| 1176 PRECEPT RECEIVED           | 890,930                | 890,930               | 0                        |                          |                    | 100.0%        |                         |
| 1190 BANK INTEREST              | 12,599                 | 3,000                 | (9,599)                  |                          |                    | 420.0%        |                         |
| 1191 MARKET INCOME              | 2,885                  | 2,000                 | (885)                    |                          |                    | 144.3%        |                         |
| 1194 GRANTS                     | 35,220                 | 0                     | (35,220)                 |                          |                    | 0.0%          |                         |
| 1195 YOUTH WORKER DEVELOPMENT   | 5,000                  | 0                     | (5,000)                  |                          |                    | 0.0%          |                         |
|                                 | <b>948,017</b>         | <b>895,930</b>        | <b>(52,087)</b>          |                          |                    | <b>105.8%</b> | <b>0</b>                |
| ADMINISTRATION :- Income        |                        |                       |                          |                          |                    |               |                         |
| 4001 SALARIES/NI/SUPERAN        | 553,339                | 550,728               | (2,611)                  |                          | (2,611)            | 100.5%        |                         |
| 4002 YOUTH WORKER               | 11,130                 | 15,000                | 3,870                    |                          | 3,870              | 74.2%         |                         |
| 4005 ELLIS WHITTAM              | 3,532                  | 3,630                 | 98                       |                          | 98                 | 97.3%         |                         |
| 4009 TRAVEL                     | 173                    | 400                   | 227                      |                          | 227                | 43.1%         |                         |
| 4010 STAFF MOBILE PHONES        | 3,311                  | 3,500                 | 189                      |                          | 189                | 94.6%         |                         |
| 4011 BUSINESS RATES             | 35,139                 | 32,905                | (2,234)                  |                          | (2,234)            | 106.8%        |                         |
| 4016 Climate Emergency Response | 2,279                  | 0                     | (2,279)                  |                          | (2,279)            | 0.0%          | 2,279                   |
| 4018 EMERGENCY FUND             | 400                    | 0                     | (400)                    |                          | (400)              | 0.0%          | 400                     |
| 4022 PETTY CASH                 | 550                    | 500                   | (50)                     |                          | (50)               | 110.0%        |                         |
| 4023 STATIONERY/PUBLICS.        | 904                    | 1,100                 | 196                      |                          | 196                | 82.2%         |                         |
| 4024 SUBSCRIPTIONS              | 2,934                  | 3,250                 | 316                      |                          | 316                | 90.3%         |                         |
| 4025 INSURANCE                  | 18,165                 | 17,000                | (1,165)                  |                          | (1,165)            | 106.9%        |                         |
| 4026 PHOTOCOPIER                | 4,528                  | 5,000                 | 472                      |                          | 472                | 90.6%         |                         |
| 4028 POSTAGE                    | 32                     | 300                   | 268                      |                          | 268                | 10.5%         |                         |
| 4033 SERVER/CLOUD MIGRATION     | 10,578                 | 10,000                | (578)                    |                          | (578)              | 105.8%        |                         |
| 4038 MAINTENANCE                | 2,956                  | 1,500                 | (1,456)                  |                          | (1,456)            | 197.1%        |                         |
| 4039 PERSONNEL CLOTHING         | 518                    | 1,300                 | 782                      |                          | 782                | 39.9%         |                         |
| 4041 TRAINING STAFF             | 2,377                  | 3,000                 | 623                      |                          | 623                | 79.2%         |                         |
| 4046 TOURISM                    | 1,885                  | 1,500                 | (385)                    |                          | (385)              | 125.7%        |                         |
| 4054 LEGAL                      | 8,058                  | 14,000                | 5,942                    |                          | 5,942              | 57.6%         | 750                     |
| 4055 PROFESSIONAL               | 11,742                 | 10,000                | (1,742)                  |                          | (1,742)            | 117.4%        |                         |
| 4057 AUDIT FEE                  | 3,620                  | 4,000                 | 380                      |                          | 380                | 90.5%         |                         |
| 4059 BANK CHARGES               | 200                    | 250                   | 50                       |                          | 50                 | 79.9%         |                         |
| 4063 OFFICE GENERAL             | 363                    | 500                   | 137                      |                          | 137                | 72.5%         |                         |
| 4064 ARCHIVE STORAGE            | 417                    | 460                   | 43                       |                          | 43                 | 90.7%         |                         |
| 4067 CCTV                       | 3,959                  | 4,000                 | 41                       |                          | 41                 | 99.0%         |                         |
| 4071 OFFICE EQUIPMENT           | 846                    | 1,200                 | 354                      |                          | 354                | 70.5%         |                         |
| 4072 EQUIPMENT                  | 970                    | 3,300                 | 2,330                    |                          | 2,330              | 29.4%         |                         |
| 4075 SOFTWARE & FEES            | 12,803                 | 10,120                | (2,683)                  |                          | (2,683)            | 126.5%        |                         |
| 4076 HEALTH & SAFETY            | 230                    | 500                   | 270                      |                          | 270                | 46.0%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

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|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4079 ELECTION COSTS                           | 18,088                 | 3,000                 | (15,088)                 |                          | (15,088)           | 602.9%        |                         |
| 4153 EVENTS                                   | 1,984                  | 3,000                 | 1,016                    |                          | 1,016              | 66.1%         |                         |
| 4154 SWITCH ON EVENT                          | 6,534                  | 6,000                 | (534)                    |                          | (534)              | 108.9%        |                         |
| 4224 YOUTH COUNCIL                            | 0                      | 250                   | 250                      |                          | 250                | 0.0%          |                         |
| 4228 WEBSITE/BROADBAND                        | 1,938                  | 2,200                 | 263                      |                          | 263                | 88.1%         |                         |
| 4301 FIRE EXTINGUISHERS                       | 2,326                  | 1,550                 | (776)                    |                          | (776)              | 150.1%        |                         |
| 4308 IT EQUIPMENT LEASE                       | 775                    | 5,000                 | 4,225                    |                          | 4,225              | 15.5%         |                         |
| 4309 IT SUPPORT PACKAGE                       | 120                    | 2,650                 | 2,530                    |                          | 2,530              | 4.5%          |                         |
| 4317 HERITAGE PROJECT                         | 1,000                  | 1,000                 | 0                        |                          | 0                  | 100.0%        |                         |
| 4994 FLOOD DEFENCE                            | 3,679                  | 0                     | (3,679)                  |                          | (3,679)            | 0.0%          |                         |
| <b>ADMINISTRATION :- Indirect Expenditure</b> | <b>734,382</b>         | <b>723,593</b>        | <b>(10,789)</b>          | <b>0</b>                 | <b>(10,789)</b>    | <b>101.5%</b> | <b>3,429</b>            |
| <b>Net Income over Expenditure</b>            | <b>213,635</b>         | <b>172,337</b>        | <b>(41,298)</b>          |                          |                    |               |                         |
| 6000 plus Transfer from EMR                   | 3,429                  | 0                     | (3,429)                  |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>         | <b>217,064</b>         | <b>172,337</b>        | <b>(44,727)</b>          |                          |                    |               |                         |
| <u>102 SECTION 137</u>                        |                        |                       |                          |                          |                    |               |                         |
| 4152 REMEMBRANCE DAY                          | 1,735                  | 2,000                 | 265                      |                          | 265                | 86.7%         |                         |
| <b>SECTION 137 :- Indirect Expenditure</b>    | <b>1,735</b>           | <b>2,000</b>          | <b>265</b>               | <b>0</b>                 | <b>265</b>         | <b>86.7%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                        | <b>(1,735)</b>         | <b>(2,000)</b>        | <b>(265)</b>             |                          |                    |               |                         |
| <u>103 OTHER GRANTS</u>                       |                        |                       |                          |                          |                    |               |                         |
| 4061 CHRISTMAS LIGHTS                         | 13,495                 | 15,000                | 1,505                    |                          | 1,505              | 90.0%         |                         |
| 4151 GRANTS                                   | 7,000                  | 7,000                 | 0                        |                          | 0                  | 100.0%        |                         |
| <b>OTHER GRANTS :- Indirect Expenditure</b>   | <b>20,495</b>          | <b>22,000</b>         | <b>1,505</b>             | <b>0</b>                 | <b>1,505</b>       | <b>93.2%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                        | <b>(20,495)</b>        | <b>(22,000)</b>       | <b>(1,505)</b>           |                          |                    |               |                         |
| <u>104 MAYORAL</u>                            |                        |                       |                          |                          |                    |               |                         |
| 4100 MAYORS ALLOWANCE                         | 3,400                  | 3,400                 | 0                        |                          | 0                  | 100.0%        |                         |
| 4101 MAYORS TRAVEL                            | 81                     | 300                   | 219                      |                          | 219                | 27.0%         |                         |
| 4102 MAYOR MAKING EXPS                        | 457                    | 2,000                 | 1,543                    |                          | 1,543              | 22.9%         |                         |
| <b>MAYORAL :- Indirect Expenditure</b>        | <b>3,938</b>           | <b>5,700</b>          | <b>1,762</b>             | <b>0</b>                 | <b>1,762</b>       | <b>69.1%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                        | <b>(3,938)</b>         | <b>(5,700)</b>        | <b>(1,762)</b>           |                          |                    |               |                         |
| <u>105 MEMBERS</u>                            |                        |                       |                          |                          |                    |               |                         |
| 4078 TRAINING-COUNCILLORS                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%          |                         |
| 4103 MEMBERS TRAVEL                           | 0                      | 200                   | 200                      |                          | 200                | 0.0%          |                         |
| <b>MEMBERS :- Indirect Expenditure</b>        | <b>0</b>               | <b>700</b>            | <b>700</b>               | <b>0</b>                 | <b>700</b>         | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                        | <b>0</b>               | <b>(700)</b>          | <b>(700)</b>             |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

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|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>106</u> <u>CIVIC</u>                   |                        |                       |                          |                          |                    |               |                         |
| 4105 CIVIC HOSPITALITY                    | 375                    | 1,000                 | 625                      |                          | 625                | 37.5%         |                         |
| 4110 TOWN CRIER/MACE BEAR                 | 777                    | 1,200                 | 423                      |                          | 423                | 64.8%         |                         |
| 4113 INSIGNIA FUNDS                       | 4,464                  | 500                   | (3,964)                  |                          | (3,964)            | 892.8%        | 4,200                   |
| <b>CIVIC :- Indirect Expenditure</b>      | <b>5,616</b>           | <b>2,700</b>          | <b>(2,916)</b>           | <b>0</b>                 | <b>(2,916)</b>     | <b>208.0%</b> | <b>4,200</b>            |
| <b>Net Expenditure</b>                    | <b>(5,616)</b>         | <b>(2,700)</b>        | <b>2,916</b>             |                          |                    |               |                         |
| 6000 plus Transfer from EMR               | 4,200                  | 0                     | (4,200)                  |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>     | <b>(1,416)</b>         | <b>(2,700)</b>        | <b>(1,284)</b>           |                          |                    |               |                         |
| <u>107</u> <u>UTILITIES</u>               |                        |                       |                          |                          |                    |               |                         |
| 4012 WATER/SEWERAGE CHGS                  | 3,896                  | 4,400                 | 504                      |                          | 504                | 88.6%         |                         |
| 4014 ELECTRICITY                          | 19,128                 | 30,396                | 11,268                   |                          | 11,268             | 62.9%         |                         |
| 4015 GAS                                  | 22,426                 | 35,222                | 12,796                   |                          | 12,796             | 63.7%         |                         |
| 4020 TELEPHONE                            | 6,914                  | 7,000                 | 86                       |                          | 86                 | 98.8%         |                         |
| <b>UTILITIES :- Indirect Expenditure</b>  | <b>52,365</b>          | <b>77,018</b>         | <b>24,653</b>            | <b>0</b>                 | <b>24,653</b>      | <b>68.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                    | <b>(52,365)</b>        | <b>(77,018)</b>       | <b>(24,653)</b>          |                          |                    |               |                         |
| <b>Finance &amp; Policy :- Income</b>     | <b>948,017</b>         | <b>895,930</b>        | <b>(52,087)</b>          |                          |                    | <b>105.8%</b> |                         |
| <b>Expenditure</b>                        | <b>818,531</b>         | <b>833,711</b>        | <b>15,180</b>            | <b>0</b>                 | <b>15,180</b>      | <b>98.2%</b>  |                         |
| <b>Net Income over Expenditure</b>        | <b>129,486</b>         | <b>62,219</b>         | <b>(67,267)</b>          |                          |                    |               |                         |
| plus Transfer from EMR                    | 7,629                  | 0                     | (7,629)                  |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>     | <b>137,115</b>         | <b>62,219</b>         | <b>(74,896)</b>          |                          |                    |               |                         |
| <b><u>Amenities &amp; Open Spaces</u></b> |                        |                       |                          |                          |                    |               |                         |
| <u>202</u> <u>CEMETERY</u>                |                        |                       |                          |                          |                    |               |                         |
| 1101 INCOME-CEMETERY                      | 19,484                 | 15,880                | (3,604)                  |                          |                    | 122.7%        |                         |
| <b>CEMETERY :- Income</b>                 | <b>19,484</b>          | <b>15,880</b>         | <b>(3,604)</b>           |                          |                    | <b>122.7%</b> | <b>0</b>                |
| 4036 OLD CEMETERY                         | 387                    | 500                   | 113                      |                          | 113                | 77.4%         |                         |
| <b>CEMETERY :- Indirect Expenditure</b>   | <b>387</b>             | <b>500</b>            | <b>113</b>               | <b>0</b>                 | <b>113</b>         | <b>77.4%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>        | <b>19,097</b>          | <b>15,380</b>         | <b>(3,717)</b>           |                          |                    |               |                         |
| <u>203</u> <u>ALLOTMENTS</u>              |                        |                       |                          |                          |                    |               |                         |
| 1100 INCOME-ALLOTMENTS                    | 1,799                  | 1,391                 | (408)                    |                          |                    | 129.3%        |                         |
| <b>ALLOTMENTS :- Income</b>               | <b>1,799</b>           | <b>1,391</b>          | <b>(408)</b>             |                          |                    | <b>129.3%</b> | <b>0</b>                |

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

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|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4006 ST JOHNS TRUST                   | 250                    | 250                   | 0                        |                          | 0                  | 100.0%        |                         |
| ALLOTMENTS :- Indirect Expenditure    | <b>250</b>             | <b>250</b>            | <b>0</b>                 | <b>0</b>                 | <b>0</b>           | <b>100.0%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>    | <b>1,549</b>           | <b>1,141</b>          | <b>(408)</b>             |                          |                    |               |                         |
| <u>204 WORKSHOP</u>                   |                        |                       |                          |                          |                    |               |                         |
| 4027 INTRUDER ALARM                   | 1,435                  | 2,100                 | 665                      |                          | 665                | 68.3%         |                         |
| 4042 PERSONAL PROTECTIVE EQUIPMENT    | 606                    | 1,000                 | 394                      |                          | 394                | 60.6%         |                         |
| 4043 PICK-UP LEASE                    | 445                    | 600                   | 155                      |                          | 155                | 74.1%         |                         |
| 4044 VEHICLE TAX/INS.                 | 335                    | 400                   | 65                       |                          | 65                 | 83.8%         |                         |
| 4045 VEHICLE PETROL/DERV              | 6,404                  | 9,000                 | 2,596                    |                          | 2,596              | 71.2%         |                         |
| 4047 WORKSHOP TOOLS ETC               | 3,751                  | 3,000                 | (751)                    |                          | (751)              | 125.0%        |                         |
| 4048 VEHICLE MAINTENANCE              | 16,425                 | 12,000                | (4,425)                  |                          | (4,425)            | 136.9%        | 4,275                   |
| 4050 WORKSHOP MISC                    | 944                    | 1,000                 | 56                       |                          | 56                 | 94.4%         |                         |
| 4315 REFUSE COLLECTION                | 5,079                  | 4,000                 | (1,079)                  |                          | (1,079)            | 127.0%        |                         |
| 4320 MOWER                            | 2,816                  | 4,200                 | 1,384                    |                          | 1,384              | 67.0%         |                         |
| 4323 MISTUBISHI LEASE                 | 2,259                  | 2,400                 | 141                      |                          | 141                | 94.1%         |                         |
| 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      | <b>57,591</b>          | <b>56,700</b>         | <b>(891)</b>             | <b>0</b>                 | <b>(891)</b>       | <b>101.6%</b> | <b>4,275</b>            |
| <b>Net Expenditure</b>                | <b>(57,591)</b>        | <b>(56,700)</b>       | <b>891</b>               |                          |                    |               |                         |
| 6000 plus Transfer from EMR           | 4,275                  | 0                     | (4,275)                  |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(53,316)</b>        | <b>(56,700)</b>       | <b>(3,384)</b>           |                          |                    |               |                         |
| <u>210 OPEN SPACES</u>                |                        |                       |                          |                          |                    |               |                         |
| 1102 INCOME-GOLF CLUB                 |                        |                       |                          |                          |                    |               |                         |
| 1103 INCOME OPEN SPACES               | 9,655                  | 9,075                 | (580)                    |                          |                    | 106.4%        |                         |
| 1106 INCOME - SHOWMENS GUILD          | 2,300                  | 2,438                 | 138                      |                          |                    | 94.3%         |                         |
| 1111 INCOME - RUGBY CLUB              |                        |                       |                          |                          |                    |               |                         |
| OPEN SPACES :- Income                 | <b>37,016</b>          | <b>34,591</b>         | <b>(2,425)</b>           |                          |                    | <b>107.0%</b> | <b>0</b>                |
| 4038 MAINTENANCE                      | 8,747                  | 9,000                 | 253                      |                          | 253                | 97.2%         | 215                     |
| 4220 OPEN SPACES PLANTS               | 4,472                  | 4,800                 | 328                      |                          | 328                | 93.2%         |                         |
| 4223 PLAY EQUIP/MAINT/REPLACEMENT     | 2,945                  | 3,500                 | 555                      |                          | 555                | 84.1%         |                         |
| 4314 AOS PROJECTS                     | 29,434                 | 10,000                | (19,434)                 |                          | (19,434)           | 294.3%        | 19,853                  |
| 4318 TREE SURVEY & WORKS              | 8,180                  | 17,500                | 9,320                    |                          | 9,320              | 46.7%         |                         |
| 4324 RTV/Husqvana                     | 4,182                  | 3,500                 | (682)                    |                          | (682)              | 119.5%        |                         |
| 4325 STONEBRIDGE MEADOWS              | 420                    | 1,000                 | 580                      |                          | 580                | 42.0%         |                         |
| 4327 ISEKI TRACTOR TG6490             | 4,643                  | 7,000                 | 2,357                    |                          | 2,357              | 66.3%         |                         |
| 4330 MULTI PURPOSE MOWER              | 1,718                  | 3,100                 | 1,382                    |                          | 1,382              | 55.4%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

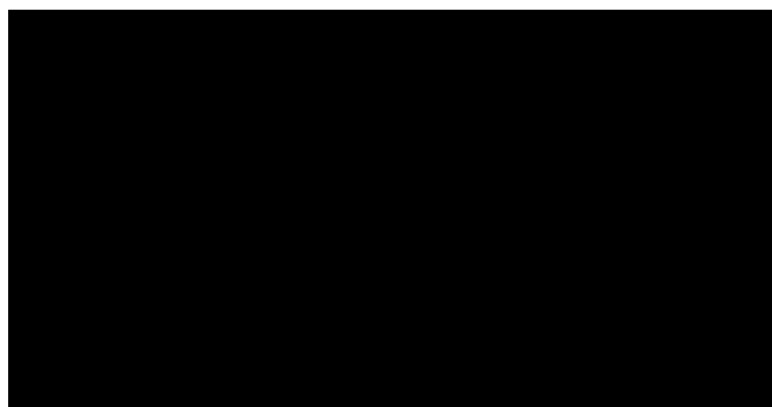
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Committee Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4331 FRONT LOADER/BACK HOE LEASE             | 2,882                  | 3,200                 | 318                      |                          | 318                | 90.1%         |                         |
| 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                            | 76,087                 | 0                     | (76,087)                 |                          | (76,087)           | 0.0%          | 76,087                  |
| 4402 ISEKI RIDE-ON MOWER                     | 4,944                  | 3,000                 | (1,944)                  |                          | (1,944)            | 164.8%        |                         |
| 4403 KAWASAKI MULE 24                        | 5,398                  | 5,360                 | (38)                     |                          | (38)               | 100.7%        |                         |
| 4404 TRAFFIC MANAGEMENT                      | 1,240                  | 1,500                 | 260                      |                          | 260                | 82.7%         |                         |
| <b>OPEN SPACES :- Indirect Expenditure</b>   | <b>155,293</b>         | <b>73,960</b>         | <b>(81,333)</b>          | <b>0</b>                 | <b>(81,333)</b>    | <b>210.0%</b> | <b>96,156</b>           |
| <b>Net Income over Expenditure</b>           | <b>(118,277)</b>       | <b>(39,369)</b>       | <b>78,908</b>            |                          |                    |               |                         |
| 6000 plus Transfer from EMR                  | 96,156                 | 0                     | (96,156)                 |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>        | <b>(22,121)</b>        | <b>(39,369)</b>       | <b>(17,248)</b>          |                          |                    |               |                         |
| <b>Amenities &amp; Open Spaces :- Income</b> | <b>58,298</b>          | <b>51,862</b>         | <b>(6,436)</b>           |                          |                    | <b>112.4%</b> |                         |
| Expenditure                                  | 213,520                | 131,410               | (82,110)                 | 0                        | (82,110)           | 162.5%        |                         |
| <b>Net Income over Expenditure</b>           | <b>(155,223)</b>       | <b>(79,548)</b>       | <b>75,675</b>            |                          |                    |               |                         |
| plus Transfer from EMR                       | 100,431                | 0                     | (100,431)                |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>        | <b>(54,792)</b>        | <b>(79,548)</b>       | <b>(24,756)</b>          |                          |                    |               |                         |

Properties110 CORPORATE PROPERTIES

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



|   |               |                |                |          |                |               |              |
|---|---------------|----------------|----------------|----------|----------------|---------------|--------------|
| <b>CORPORATE PROPERTIES :- Income</b>               | <b>94,994</b> | <b>100,630</b> | <b>5,636</b>   |          |                | <b>94.4%</b>  | <b>0</b>     |
| 4062 MTCE/ELEC CORP. PROPS.                         | 23,508        | 15,000         | (8,508)        |          | (8,508)        | 156.7%        | 3,605        |
| 4066 MARKETING                                      | 0             | 250            | 250            |          | 250            | 0.0%          |              |
| 4070 Defibs   | 607           | 750            | 143            |          | 143            | 80.9%         |              |
| <b>CORPORATE PROPERTIES :- Indirect Expenditure</b> | <b>24,115</b> | <b>16,000</b>  | <b>(8,115)</b> | <b>0</b> | <b>(8,115)</b> | <b>150.7%</b> | <b>3,605</b> |
| <b>Net Income over Expenditure</b>                  | <b>70,879</b> | <b>84,630</b>  | <b>13,751</b>  |          |                |               |              |
| 6000 plus Transfer from EMR                         | 3,605         | 0              | (3,605)        |          |                |               |              |
| <b>Movement to/(from) Gen Reserve</b>               | <b>74,484</b> | <b>84,630</b>  | <b>10,146</b>  |          |                |               |              |

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|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>201 TOWN HALL</b>                          |                        |                       |                          |                          |                    |               |                         |
| 1050 INCOME-TOWN HALL                         | 35,832                 | 25,000                | (10,832)                 |                          |                    | 143.3%        |                         |
| 1112 GEORGE LANE TOILETS                      | 216                    | 200                   | (16)                     |                          |                    | 107.8%        |                         |
| <b>TOWN HALL :- Income</b>                    | <b>36,048</b>          | <b>25,200</b>         | <b>(10,848)</b>          |                          |                    | <b>143.0%</b> | <b>0</b>                |
| 4019 CLEANING MATERIALS                       | 767                    | 1,000                 | 233                      |                          | 233                | 76.7%         |                         |
| 4030 INTRUDER ALARM                           | 854                    | 2,000                 | 1,146                    |                          | 1,146              | 42.7%         |                         |
| 4035 SANITARY DISPOSAL                        | 772                    | 1,600                 | 828                      |                          | 828                | 48.3%         |                         |
| 4037 LIFT MAINTENANCE                         | 3,783                  | 3,300                 | (483)                    |                          | (483)              | 114.6%        |                         |
| 4038 MAINTENANCE                              | 151,300                | 40,000                | (111,300)                |                          | (111,300)          | 378.2%        | 138,883                 |
| 4300 BOILER MAINTENANCE                       | 0                      | 900                   | 900                      |                          | 900                | 0.0%          |                         |
| 4304 LICENCES/PERFORMING                      | 3,297                  | 3,000                 | (297)                    |                          | (297)              | 109.9%        |                         |
| 4305 BROADBAND                                | 0                      | 2,100                 | 2,100                    |                          | 2,100              | 0.0%          |                         |
| 4315 REFUSE COLLECTION                        | 1,675                  | 1,500                 | (175)                    |                          | (175)              | 111.7%        |                         |
| 4998 MARKETING                                | 75                     | 200                   | 125                      |                          | 125                | 37.5%         |                         |
| 4999 PUBLIC TOILETS                           | 6,977                  | 7,200                 | 223                      |                          | 223                | 96.9%         |                         |
| <b>TOWN HALL :- Indirect Expenditure</b>      | <b>169,499</b>         | <b>62,800</b>         | <b>(106,699)</b>         | <b>0</b>                 | <b>(106,699)</b>   | <b>269.9%</b> | <b>138,883</b>          |
| <b>Net Income over Expenditure</b>            | <b>(133,452)</b>       | <b>(37,600)</b>       | <b>95,852</b>            |                          |                    |               |                         |
| 6000 plus Transfer from EMR                   | 138,883                | 0                     | (138,883)                |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>         | <b>5,431</b>           | <b>(37,600)</b>       | <b>(43,031)</b>          |                          |                    |               |                         |
| <b>205 PUBLIC TOILETS</b>                     |                        |                       |                          |                          |                    |               |                         |
| 1112 GEORGE LANE TOILETS                      | 2,612                  | 3,500                 | 888                      |                          |                    | 74.6%         |                         |
| <b>PUBLIC TOILETS :- Income</b>               | <b>2,612</b>           | <b>3,500</b>          | <b>888</b>               |                          |                    | <b>74.6%</b>  | <b>0</b>                |
| 4306 COOPERS CORNER                           | 328                    | 800                   | 473                      |                          | 473                | 40.9%         |                         |
| 4313 PUBLIC TOILETS                           | 12,708                 | 17,100                | 4,392                    |                          | 4,392              | 74.3%         |                         |
| <b>PUBLIC TOILETS :- Indirect Expenditure</b> | <b>13,035</b>          | <b>17,900</b>         | <b>4,865</b>             | <b>0</b>                 | <b>4,865</b>       | <b>72.8%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>            | <b>(10,423)</b>        | <b>(14,400)</b>       | <b>(3,977)</b>           |                          |                    |               |                         |
| <b>206 MC and YC</b>                          |                        |                       |                          |                          |                    |               |                         |
| 1329 MY & MC INCOME                           | 9,666                  | 0                     | (9,666)                  |                          |                    | 0.0%          |                         |
| <b>MC and YC :- Income</b>                    | <b>9,666</b>           | <b>0</b>              | <b>(9,666)</b>           |                          |                    |               | <b>0</b>                |
| 4019 CLEANING MATERIALS                       | 319                    | 400                   | 81                       |                          | 81                 | 79.7%         |                         |
| 4030 INTRUDER ALARM                           | 885                    | 2,000                 | 1,115                    |                          | 1,115              | 44.3%         |                         |
| 4035 SANITARY DISPOSAL                        | 507                    | 750                   | 243                      |                          | 243                | 67.6%         |                         |
| 4037 LIFT MAINTENANCE                         | 323                    | 850                   | 527                      |                          | 527                | 38.0%         |                         |
| 4072 EQUIPMENT                                | 564                    | 500                   | (64)                     |                          | (64)               | 112.7%        |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4304 LICENCES/PERFORMING              | 781                    | 300                   | (481)                    |                          | (481)              | 260.2%        |                         |
| MC and YC :- Indirect Expenditure     | <b>3,378</b>           | <b>4,800</b>          | <b>1,422</b>             | <b>0</b>                 | <b>1,422</b>       | <b>70.4%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>    | <b>6,288</b>           | <b>(4,800)</b>        | <b>(11,088)</b>          |                          |                    |               |                         |
| Properties :- Income                  | <b>143,320</b>         | <b>129,330</b>        | <b>(13,990)</b>          |                          |                    | <b>110.8%</b> |                         |
| Expenditure                           | <b>210,027</b>         | <b>101,500</b>        | <b>(108,527)</b>         | <b>0</b>                 | <b>(108,527)</b>   | <b>206.9%</b> |                         |
| <b>Net Income over Expenditure</b>    | <b>(66,708)</b>        | <b>27,830</b>         | <b>94,538</b>            |                          |                    |               |                         |
| plus Transfer from EMR                | <b>142,488</b>         | <b>0</b>              | <b>(142,488)</b>         |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>75,781</b>          | <b>27,830</b>         | <b>(47,951)</b>          |                          |                    |               |                         |

**Planning**

|                                       |                 |                 |                 |          |                 |               |               |
|---------------------------------------|-----------------|-----------------|-----------------|----------|-----------------|---------------|---------------|
| <b>300 PLANNING</b>                   |                 |                 |                 |          |                 |               |               |
| 4017 HIGHWAYS                         | 34,563          | 1,000           | (33,563)        |          | (33,563)        | 3456.3%       | 33,353        |
| 4120 STREET FURNITURE                 | 441             | 2,000           | 1,559           |          | 1,559           | 22.0%         |               |
| 4400 LHFIG                            | 1,125           | 7,500           | 6,375           |          | 6,375           | 15.0%         |               |
| 4405 HIGH STREET PROJECT              | 17,286          | 0               | (17,286)        |          | (17,286)        | 0.0%          | 17,286        |
| PLANNING :- Indirect Expenditure      | <b>53,415</b>   | <b>10,500</b>   | <b>(42,915)</b> | <b>0</b> | <b>(42,915)</b> | <b>508.7%</b> | <b>50,639</b> |
| <b>Net Expenditure</b>                | <b>(53,415)</b> | <b>(10,500)</b> | <b>42,915</b>   |          |                 |               |               |
| 6000 plus Transfer from EMR           | 50,639          | 0               | (50,639)        |          |                 |               |               |
| <b>Movement to/(from) Gen Reserve</b> | <b>(2,776)</b>  | <b>(10,500)</b> | <b>(7,724)</b>  |          |                 |               |               |
| Planning :- Income                    | <b>0</b>        | <b>0</b>        | <b>0</b>        |          |                 | <b>0.0%</b>   |               |
| Expenditure                           | <b>53,415</b>   | <b>10,500</b>   | <b>(42,915)</b> | <b>0</b> | <b>(42,915)</b> | <b>508.7%</b> |               |
| <b>Net Income over Expenditure</b>    | <b>(53,415)</b> | <b>(10,500)</b> | <b>42,915</b>   |          |                 |               |               |
| plus Transfer from EMR                | <b>50,639</b>   | <b>0</b>        | <b>(50,639)</b> |          |                 |               |               |
| <b>Movement to/(from) Gen Reserve</b> | <b>(2,776)</b>  | <b>(10,500)</b> | <b>(7,724)</b>  |          |                 |               |               |

**Reserves**

|                                       |               |          |                 |          |          |             |          |
|---------------------------------------|---------------|----------|-----------------|----------|----------|-------------|----------|
| <b>900 RESERVES</b>                   |               |          |                 |          |          |             |          |
| 1901 CIL GRANT RECEIVED               | 17,145        | 0        | (17,145)        |          |          | 0.0%        |          |
| RESERVES :- Income                    | <b>17,145</b> | <b>0</b> | <b>(17,145)</b> |          |          |             | <b>0</b> |
| <b>Net Income</b>                     | <b>17,145</b> | <b>0</b> | <b>(17,145)</b> |          |          |             |          |
| Reserves :- Income                    | <b>17,145</b> | <b>0</b> | <b>(17,145)</b> |          |          | <b>0.0%</b> |          |
| Expenditure                           | <b>0</b>      | <b>0</b> | <b>0</b>        | <b>0</b> | <b>0</b> | <b>0.0%</b> |          |
| <b>Movement to/(from) Gen Reserve</b> | <b>17,145</b> | <b>0</b> | <b>(17,145)</b> |          |          |             |          |

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income                 | 1,166,780              | 1,077,122             | (89,658)                 |                          |                    | 108.3%  |                         |
| Expenditure                           | 1,295,494              | 1,077,121             | (218,373)                | 0                        | (218,373)          | 120.3%  |                         |
| <b>Net Income over Expenditure</b>    | <b>(128,714)</b>       | <b>1</b>              | <b>128,715</b>           |                          |                    |         |                         |
| plus Transfer from EMR                | 301,187                | 0                     | (301,187)                |                          |                    |         |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>172,473</b>         | <b>1</b>              | <b>(172,472)</b>         |                          |                    |         |                         |

| <u>Account</u>                     | <u>Opening Balance</u> | <u>Net Transfers</u> | <u>Closing Balance</u> |
|------------------------------------|------------------------|----------------------|------------------------|
| 323 EMR - OPEN SPACES MACHINERY RE | 8,208.73               |                      | 8,208.73               |
| 324 EMR - CCTV FUND                | 181.18                 |                      | 181.18                 |
| 325 EMR - MUSEUM & HERITAGE CENTRE | 42,400.00              |                      | 42,400.00              |
| 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               |                      | 5,041.00               |
| 330 EMR YOUTH DEVELOPMENT          | 5,000.00               |                      | 5,000.00               |
| 331 EMR LHFIG                      | 6,375.00               |                      | 6,375.00               |
| 332 EMR WEBSITE UPGRADE            | 20,000.00              |                      | 20,000.00              |
| 337 EMR INFORMAL CAR PARK          | 10,000.00              |                      | 10,000.00              |
| 339 EMR BYE ELECTION/REFERENDUM    | 9,261.83               |                      | 9,261.83               |
| 340 EMR EVENTS                     | 1,000.00               |                      | 1,000.00               |
| 342 EMR DEVOLUTION SERVICES        | 25,250.00              |                      | 25,250.00              |
| 344 EMR WORKSHOP EXTENSION         | 87,736.47              |                      | 87,736.47              |
| 347 EMR EMERGERNCY FUND            | 7,023.41               |                      | 7,023.41               |
| 353 EMR STONEBRIDGE MEADOW         | 4,822.30               |                      | 4,822.30               |
| 357 EMR Climate Emergency Response | 825.85                 |                      | 825.85                 |
| 361 EMR PROPERTY MAINTENANCE       | 125,791.82             |                      | 125,791.82             |
| 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              |                      | 26,707.81              |
| 367 EMR - High St. Projects        | 31,713.99              |                      | 31,713.99              |
| 368 EMR - MC & YC Maintenance      | 16,394.76              |                      | 16,394.76              |
| 400 EMR CIL RECEIPTS 2021/2022     | 21,263.00              |                      | 21,263.00              |
| 401 EMR CIL RECEIPTS 2022/23       | 33,341.25              |                      | 33,341.25              |
| 402 EMR - CIL Receipts 2023/24     | 26,248.22              |                      | 26,248.22              |
| 403 EMR CIL income 2024-25         | 17,145.33              |                      | 17,145.33              |
| 410 EMR 106 Receipt Re Redrow      | 100,000.86             |                      | 100,000.86             |
|                                    | <u>680,015.20</u>      | <u>0.00</u>          | <u>680,015.20</u>      |

Marlborough Town Council 2024/2025

Bank - Cash and Investment Reconciliation as at 31 March 2025

|                                       | <u>Account Description</u>      | <u>Balance</u>      |
|---------------------------------------|---------------------------------|---------------------|
| <u>Bank Statement Balances</u>        |                                 |                     |
| 1                                     | 31/03/2025 Active Saver         | 245,141.23          |
| 1                                     | 31/03/2025 Current A/c          | 386,722.08          |
|                                       |                                 | 631,863.31          |
| <u>Other Cash &amp; Bank Balances</u> |                                 |                     |
|                                       | CCLA Deposit Fund               | 500,000.00          |
|                                       |                                 | 500,000.00          |
|                                       |                                 | <u>1,131,863.31</u> |
| <u>Receipts not on Bank Statement</u> |                                 |                     |
| 0                                     | 31/03/2025 All Receipts Cleared | 0.00                |
|                                       |                                 | 0.00                |
|                                       |                                 | <u>1,131,863.31</u> |
| <u>All Cash &amp; Bank Accounts</u>   |                                 |                     |
| 1                                     | CURRENT & ACTIVE ACCOUNT        | 631,863.31          |
|                                       | Other Cash & Bank Balances      | 500,000.00          |
|                                       | Total Cash & Bank Balances      | <u>1,131,863.31</u> |

31st March 2024

31st March 2025

| 31st March 2024     |  | 31st March 2025  |  |
|---------------------|--|------------------|--|
| Current Assets      |  |                  |  |
| 1,944               | OTHER DEBTORS                                | 2,327            |  |
| 22,109              | VAT CONTROL ACCOUNT                          | 30,754           |  |
| 1,159,854           | CURRENT & ACTIVE ACCOUNT                     | 631,863          |  |
| 131,512             | CCLA Deposit Fund                            | 500,000          |  |
| <u>1,315,419</u>    |  | <u>1,164,944</u> |  |
| <b>1,315,419</b>    | <b>Total Assets</b>                          | <b>1,164,944</b> |  |
| Current Liabilities |  |                  |  |
| 26,355              | CREDITORS                                    | 63,052           |  |
| 1,772               | RECEIPTS IN ADVANCE                          | 1,735            |  |
| <u>28,127</u>       |  | <u>64,786</u>    |  |
| <b>1,287,292</b>    | <b>Total Assets Less Current Liabilities</b> | <b>1,100,157</b> |  |
| Represented By      |  |                  |  |
| 528,474             | GENERAL RESERVE                              | 420,142          |  |
| 758,818             | Earmarked Reserves                           | 680,015          |  |
| <u>1,287,292</u>    |  | <u>1,100,157</u> |  |

The above statement represents fairly the financial position of the authority as at 31st March 2025 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_