

Marlborough Town Council



Finance and Policy Committee

Minutes of a meeting of the Finance & Policy Committee held Tuesday,
22 April 2025 in the Council Chamber, Marlborough Town Hall at 7pm

PRESENT	Councillor Caroline Thomas	Chair
	Councillor Kym-Marie Cleasby	Town Mayor
	Councillor Mervyn Hall	
	Councillor Kelvyn Shantry	
	Councillor Caroline Sadler	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
ALSO		
PRESENT	Councillor Abi Beaumont	Observing
	Sarah Marriott	Alzheimers Support

PUBLIC QUESTION TIME

There were no questions.

470/24

APOLOGIES

Apologies for absence had been received from **Councillors Fogg, Ross, Davies** and **Sheppard**.

471/24

DECLARATIONS

There were no declarations of interest.

472/24

CHAIR'S ANNOUNCEMENTS

The Chair read out a letter of thanks from the Merchant's House Trust for a recent grant from the Town Council which had contributed to building work; additional funds had been provided from the underspent small grants budget at the end of the financial year as agreed at the previous meeting (*27 January 2025, Min. No. 371/24*).

473/24

MINUTES

RESOLVED: that the minutes of the meeting held 27 January 2025 were confirmed as a true record and signed by the Chair

474/24

ACTION LOG

Members noted the updated action log.

475/24

GRANTS

RESOLVED: to grant £1,700 to Alzheimers Support to allow them to continue to subsidise a home support service that will provide 85 x 2-hour home support sessions for 20 people in the Marlborough area living with dementia

476/24

QUARTERLY FINANCE REPORT

Members noted the finance report for Q4 (Month 12) 2024-25, and that the figures presented would be subject to change at year-end closing of the accounts. An anticipated annual surplus of funds (due to a combination of savings and additional income) of approximately £94,000 was noted.

As Wiltshire Council was often slow to invoice the Town Council for its contribution towards Local Highway and Footway Improvements (LHFIG) projects, a new LHFIG ear marked reserve was agreed to manage this across financial years and separate from other highway costs.

RESOLVED: that as part of the year end closure, the following underspent funds are transferred into the 2025-26 budget:

- (i) £555 from *Play Equipment* into *Ear Marked Reserve Play Areas*
- (ii) £27,583 from *Town Hall Maintenance* into *Property Maintenance*
- (iii) £6,375 from *LHFIG* into a new *LHFIG* ear marked reserve for commitments not yet charged for by Wiltshire Council
- (iv) The balance of year-end savings will move into *General Reserve*

The **Town Clerk** and team were thanked for their financial management.

477/24

INTERNAL AUDIT REPORT

Members noted the 2nd Interim Internal Audit Report for 2024-25 which concluded that, based on the work undertaken so far, the Council continues to maintain effective internal control arrangements. Members considered one recommendation.

RESOLVED: that Members countersign the BACS payment listing each month

478/24 VAT

Members noted the Town Clerk’s report on the outcome of the VAT Deminimis audit and considered whether to continue this practice in future, and how frequently.

RESOLVED: to employ specialist accounting such as DCK every three years to carry out VAT return checks

Councillor Shantry thanked Councillor Thomas for her service in chairing the committee over the past four years, and this was endorsed by the other committee members.

The meeting closed at 7.51 pm

Signed: Date:

Chair