

Marlborough Town Council



Full Town Council

Minutes of a meeting of Marlborough Town Council held Tuesday, 28 May 2024
in the Court Room, Marlborough Town Hall at 7pm

PRESENT	Councillor Kym-Marie Cleasby	Town Mayor
	Councillor Emily Trow	Deputy Mayor
	Councillor Nicholas Fogg	
	Councillor Andrew Ross	
	Councillor Mervyn Hall	
	Councillor Mark Cooper	
	Councillor Jane Davies	
	Councillor James Sheppard	
	Councillor Caroline Thomas	
	Councillor Kelvyn Shantry	
	Councillor Susannah O'Brien	
	Councillor Bethany Kohrt	
	Councillor Caroline Sadler	
	Rev. Chris Smith	Mayor's Chaplain
	PC Steele	Wiltshire Police
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
ALSO		
PRESENT	Sue Round	Marlborough.News
	Plus one member of the public	

PRAYERS

Rev. Smith opened the meeting with prayers.

PUBLIC QUESTION TIME

There were no questions.

CRIME AND DISORDER

PC Steele congratulated the Mayor and Deputy Mayor on their election, and thanked Councillor Fogg for his service as Mayor over the last year. There would be a quarterly report provided at the end of June; in the meantime updates included:

- Between January and March there had been 26 reported shoplifting incidents with 10 resulting in charges or summons – a success rate of 35.8% compared to a national average of 14.2% last year. Those charged came from areas including South Gloucestershire, the West Midlands, Hampshire and a larger proportion from Swindon.
- It was hoped that a pilot of facial recognition software to enable Officers to match CCTV images to the Police National Database would result in a higher charging rate; the question of whether more cameras could be added to the town centre would be discussed separately with Town Council officers.
- Plans were in place to hold a day of action with businesses and shops against a rising trend in business and retail crime, which had risen from £953M to £1.8B nationwide. Actions businesses could take included not to display high value items (e.g. champagne) in volume, instead perhaps placing just one on display with more available on request. Improving CCTV cover, changing shop layout, creating barriers near the entrance, visible security and a visible police presence were all measures that could help deter retail crime.
- Wiltshire Police had participated in the Sports & Activity Festival on 6 May which had been a great success.
- As part of Operation Sceptre and supported by Trading Standards, cadets had made test purchases of knives and bladed articles in market towns including Marlborough. Out of 23 visits, on 15 occasions underage (U-18) cadets had been able to purchase bladed items without identity checks. All had been followed up with retailers and this situation would continue to be monitored.

Councillor Thomas congratulated Wiltshire Police on coming out of special measures.

QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Councillor Thomas confirmed that Marlborough was first on the list for replacement payment machines to be installed in car parks in July. The new machines would allow payment by cash, card, contactless with a card or mobile device, the MiPermit app or by text.

22/24 APOLOGIES

Apologies for absence had been received from **Councillor Farrell**.

23/24 DECLARATIONS

There were no declarations of interest or requests for dispensation.

24/24 MAYOR'S ANNOUNCEMENTS

Councillors who had not yet responded to the email about the Beacon Lighting on 6 June to mark the 80th anniversary of D-Day were asked to reply to the Civic Secretary to confirm whether they would attend to join residents to honour those who risked their lives.

Members were asked to consider their words carefully during the pre-election period (previously known as purdah) in the run up to the General Election on 4 July and try not to bring politics into Town Council proceedings: the Mayor wished to maintain harmony with no divisions between Members. Anyone unsure of the guidance on

conduct and publicity during this time should contact the Town Clerk for clarification. **Councillor Shantry** asked how many polling stations there would be in Marlborough: the Town Clerk would respond outside the meeting.

The Mayor set out her priorities for the coming year inviting Members to help. These were Marlborough markets, housing, traffic and “Marlborough Music Month”: with Elcot Fest, The Parade Family Festival and Mantonfest all falling in the month of June, music was a great way to bring residents together. The Mayor asked Members to support these events where they could and spread the word to residents.

At the next Full Council Meeting the Mayor would introduce her Mayoral Scout who would be attending civic events during the year; a great way to involve young people in civic life.

25/24 MINUTES

RESOLVED: that the minutes of the meetings held 16 January and 13 May 2024 were confirmed as true records and signed by the Town Mayor

26/24 SCHEME OF DELEGATION

RESOLVED: that the Scheme of Delegation (*adopted 24 May 2021 and updated 11 September 2023*) be readopted for 2024-25

For the next two items it was

RESOLVED: that where necessary nominations would be confirmed by signed ballots

27/24 COMMITTEE MEMBERSHIP

RESOLVED: (i) that the **Planning Committee** for municipal year 2024-25 will comprise of all Town Councillors

RESOLVED: (ii) that members of the **Finance and Policy Committee** for the municipal year 2024-25 will be **Councillors Davies, Fogg, Hall, Ross, Sadler, Shantry, Sheppard, Thomas** and the **Town Mayor**

RESOLVED: (iii) that members of the **Property Committee** for the municipal year 2024-25 will be **Councillors Cooper, Farrell, Hall, Sadler, Thomas, Trow** and the **Town Mayor**, with two vacancies

RESOLVED: (iv) that members of the **Amenities and Open Spaces Committee** for the municipal year 2024-25 will be **Councillors Cooper, Farrell, O’Brien, Ross, Shantry, Sheppard, Trow** and the **Town Mayor** with one vacancy

RESOLVED: (v) that members of the **Staffing Committee** for the municipal year 2024-25 will be **Councillors Farrell, Fogg, Hall, O’Brien, Thomas** and the **Town Mayor** with three vacancies

28/24

ELECTION OF CHAIR AND VICE CHAIR OF COMMITTEES

a) Planning Committee

RESOLVED: (i) that **Councillor Sheppard** is elected Chair of the Planning Committee for 2024-25

RESOLVED: (ii) that **Councillor Hall** is elected Vice Chair of the Planning Committee for 2024-25

b) Finance and Policy Committee

RESOLVED: (i) that **Councillor Thomas** is elected Chair of the Finance and Policy Committee for 2024-25

RESOLVED: (ii) that **Councillor Davies** is elected Vice Chair of the Finance and Policy Committee for 2024-25

c) Property Committee

RESOLVED: (i) that **Councillor Hall** is elected Chair of the Property Committee for 2024-25

RESOLVED: (ii) that **Councillor Trow** is elected Vice Chair of the Property Committee for 2024-25

d) Amenities and Open Spaces Committee

RESOLVED: (i) that **Councillor Cooper** is elected Chair of the Amenities and Open Spaces Committee for 2024-25

RESOLVED: (ii) that **Councillor Shantry** is elected Vice Chair of the Amenities and Open Spaces Committee for 2024-25

e) Staffing Committee

RESOLVED: (i) that **Councillor Hall** is elected Chair of the Staffing Committee for 2024-25

RESOLVED: (ii) that **Councillor O'Brien** is elected Vice Chair of the Staffing Committee for 2024-25

29/24

STANDING ORDERS

RESOLVED: that the Town Council's Standing Orders (*adopted on 16 May 2022, amended and updated 21 June 2022*) be readopted for 2024-25

30/24

FINANCIAL REGULATIONS

RESOLVED: that the Town Council's Financial Regulations (*adopted 20 May 2019, amended and updated 21 June 2022*) be readopted for 2024-25

APPOINTMENT TO OUTSIDE BODIES

RESOLVED: that appointed representatives to organisations and voluntary groups for 2024-25 are (subject to acceptance by Members not present at the meeting):

OUTSIDE BODY	TOWN COUNCIL REPRESENTATIVE/S
Wiltshire Council Operational Flood Working Group	James Sheppard, Vacancy (<i>Mark Lusson proposed, tbc</i>)
Wiltshire Area Localism and Planning Alliance	Mervyn Hall
Transition Marlborough	Susannah O'Brien
Marlborough Area Neighbourhood Plan Steering Group	DEFER to 2025 26
Emergency Planning Working Party/Snow Warden	Kym-Marie Cleasby, Kelvyn Shantry
Local Highway & Footpath Improvements Group	Mervyn Hall, Kelvyn Shantry
Marlborough Business Network	Kelvyn Shantry and the Town Mayor
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 Lusson tbc, James Sheppard
2293 Air Training Corps	Caroline Thomas, Lisa Farrell tbc
Kennet Community Transport	Kym-Marie Cleasby
Marlborough Sports Forum	Caroline Thomas and Lisa Farrell
Local Youth Network	Lisa Farrell, Jane Davies, Caroline Thomas, Town Clerk
Stonebridge Meadow Management Committee	Kelvyn Shantry, Susannah O'Brien
Marlborough Community Support Forum	Kym-Marie Cleasby, Jane Davies, Lisa Farrell
Marlborough Children and Young Peoples Partnership Forum (Youth Council)	Lisa Farrell, Town Clerk
Allotment Association	Mark Cooper, Mark Lusson tbc
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 tbc, Kelvyn Shantry
24/7&WC Bus strategy liaison	Nick Fogg
WC Health and Well Being Group	Jane Davies, Lisa Farrell tbc, Town Mayor (optional)
Jubilee Centre	Jane Davies

APPEALS PANEL

RESOLVED: that **Councillors Sadler, Sheppard, Shantry and Trow** be appointed to an Appeals Panel, to meet as necessary

- 33/24 ASSET REGISTER**
RESOLVED: that the updated register of insured land and assets is approved
- 34/24 INSURANCE RENEWAL**
Members noted a report by the Town Clerk about insurance cover in respect of all insured risks.
- 35/24 MEMBERSHIPS AND SUBSCRIPTIONS**
Members considered current subscriptions and memberships and whether to continue these for 2024-25. **Councillor Thomas** requested that VisitWiltshire be reviewed before renewal, and it was agreed to add this to a future agenda to allow Members to discuss.
RESOLVED: that subscriptions and memberships are approved with the exception of VisitWiltshire subject to review
- 36/24 RISK MANAGEMENT SCHEME**
RESOLVED: that the Risk Management Scheme (*adopted 15 May 2023*) be readopted for 2024-25
- 37/24 INTERNAL AUDITORS**
RESOLVED: that Audit Solutions Ltd will continue to carry out the Council's internal audits in 2024-25
- 38/24 BANK MANDATE**
RESOLVED: 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 Financial 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
- 39/24 CALENDAR OF MEETINGS**
RESOLVED: that the calendar of meetings for 2024-25 be readopted
- 40/24 YEAR END BUDGET REPORT**
Members noted the year end budget report for 2023-24. The **Town Mayor** signed the Balance Sheet for 2023-24.
- 41/24 OUTSIDE BODIES**
Members provided verbal updates on their representational roles with external organisations:
- **Patient Participation Group** – volunteers (including **Councillor Shantry**) had recently redecorated the Marlborough surgery of the Kennet and Avon Medical Partnership
 - **Stonebridge Meadow Management Committee** – a request to create more amenity land with benches and a clear view to a short stretch of the river had not yet been resolved; this would be discussed at the next Amenities and Open Spaces Committee meeting

- **Action for the River Kennet** – Members were encouraged to attend the formal opening event for the Stonebridge Mural, 2-4pm on Saturday 1 June
- **Business Network Group** – the forthcoming closure of Lloyds Bank had been discussed at the most recent meeting
- **Marlborough Sports Forum** – it was proposed that a vote of thanks from the Town Council be communicated to the organisers of the Sports & Activity Festival on 6 May

42/24 MEMBERS' QUESTION TIME

No questions had been submitted.

43/24 COMMITTEE MINUTES

In accordance with para. 3.1 of the Scheme of Delegation, Members noted the approved minutes of the following meetings: **Planning** – 18 March, 8 April and 7 May 2024; **Property** – 4 December 2023 and 19 February 2024; **Finance and Policy** – 29 January 2024 and **Amenities and Open Spaces** – 15 January 2024

44/24 COMMON SEAL

Proposed by **Councillor Fogg** and seconded by **Councillor Ross** 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 8.17 pm

Signed:
Town Mayor

Date: