

Marlborough Town Council



Full Town Council

Minutes of the Annual Town Council Meeting held Monday, 11 May 2026 in the Court Room, Marlborough Town Hall at 7pm

PRESENT	Councillor Emily Trow	Town Mayor
	Councillor Mark Luson	Deputy Town Mayor
	Councillor Nicholas Fogg	
	Councillor Mervyn Hall	
	Councillor Mark Cooper	
	Councillor Kym Marie-Cleasby	Also Wiltshire Councillor, Marlborough East
	Councillor Kelvyn Shantry	
	Councillor Susannah O'Brien	
	Councillor Caroline Sadler	
	Councillor Abi Beaumont	
	Councillor Caroline Wrench	
	Councillor Nicholas Awbery	
	Councillor Kim Wakeham	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
ALSO PRESENT	Mathilde Scheepers	Chair, Marlborough Youth Council

MOMENT OF QUIET REFLECTION

PUBLIC QUESTION TIME

There were no questions.

QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Councillor Beaumont would send an email to **Councillor Cleasby** for her to follow up on a blocked gully. Wiltshire Council had referred it to external contractors but it had not been cleared for two years.

1/26

APOLOGIES

Apologies for absence had been received from **Councillors Farrell, Morgan and Jane Davies, Wiltshire Councillor for Marlborough West**

2/26 DECLARATIONS

There were no declarations of interest.

3/26 MAYOR'S ANNOUNCEMENTS

Councillors were reminded of the 4MI Freedom Parade taking place on 4 June.

Councillor Trow thanked everyone for being so supportive during her Mayoral year. Her thanks extended to the Town Clerk and officers.

4/26 MINUTES

RESOLVED: that the minutes of the meeting held 23 March 2026 were approved as a true record and signed by the Town Mayor.

5/26 ELECTION OF TOWN MAYOR FOR 2026-27

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

RESOLVED: that **Councillor Mark Luson** is elected Town Mayor for 2026-27

Councillor Luson took the Chair

6/26 ELECTION OF DEPUTY TOWN MAYOR FOR 2026-27

Proposed by **Councillor Cleasby** and seconded by **Councillor Hall** and

RESOLVED: that **Councillor Emily Trow** is elected Deputy Town Mayor for 2026-27

7/26 SCHEME OF DELEGATION

RESOLVED: that the Scheme of Delegation (updated 26 January 2026) is re-adopted for 2026-27

8/26 MEMBERSHIP OF STANDING COMMITTEES

In accordance with Standing Order 6(k)iv Members considered nominations to Committees and **RESOLVED:**

- (i) that the Planning Committee will comprise **all Town Councillors**
- (ii) that the **Finance & Policy** Committee will comprise **Councillors Shantry, Hall, Sheppard, Morgan, Awbery, Beaumont** and the **Town Mayor**, with two vacancies
- (iii) that the **Property** Committee will comprise **Councillors Hall, Cooper, Sadler, Beaumont, Trow** and the **Town Mayor** with three vacancies
- (iv) that the **Staffing** Committee will comprise **Councillors Fogg, Farrell, Hall, O'Brien, Wrench** and the **Town Mayor**
- (v) that the **Town Promotions and Culture** Committee will comprise **Councillors Fogg, Wakeham, Cleasby, Wrench** and the **Town Mayor** with four vacancies

- (vi) that, following a paper ballot to select eight Members from the oversubscribed list, the **Amenities and Open Spaces** will comprise **Councillors Shantry, Trow, Cooper, Sadler, Awbery, Farrell, Wakeham, O'Brien** and the **Town Mayor**

9/26 ELECTION OF CHAIRS AND VICE CHAIRS

In accordance with Standing Order 4(d)vii, Members considered nominations for Chairs and Vice Chairs of Standing Committees. All Councillors voted for Chairs whereas only elected Committee members (see 8/26 above) voted for Vice Chairs, and **RESOLVED:**

Planning Committee

- (i) that **Councillor Cleasby** is elected Chair of the Planning Committee for 2026/27 and
(ii) that **Councillor Hall** is elected Vice Chair

Finance and Policy Committee

- (iii) that **Councillor Beaumont** is elected Chair of the Finance and Policy Committee for 2026/27 and
(iv) that **Councillor Shantry** is elected Vice Chair

Property Committee

- (v) that **Councillor Hall** is elected Chair of the Property Committee for 2026/27 and
(vi) that **Councillor Sadler** is elected Vice Chair

Amenities and Open Spaces Committee

- (vii) that **Councillor Trow** is elected Chair of the Amenities and Open Spaces Committee for 2026/27 and
(viii) that **Councillor Awbery** is elected Vice Chair

Staffing Committee

- (ix) that **Councillor O'Brien** is elected Chair of the Staffing Committee for 2026/27 and
(x) that **Councillor Hall** is elected Vice Chair

Town Promotions and Culture Committee

- (xi) that **Councillor Wrench** is elected Chair of the Town Promotions and Culture Committee for 2026/27 and
(xii) that **Councillor Fogg** is elected Vice Chair

10/26 STANDING ORDERS

RESOLVED: that Standing Orders (updated 27 April 2026 to include Youth Council representation at Council Meetings) are adopted for 2026-27

11/26 FINANCIAL REGULATIONS

RESOLVED: that Financial Regulations (adopted 8 April 2025) are re-adopted for 2026-27

12/26

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED: that representatives to organisations and voluntary groups for 2026-27 are:

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

13/26

APPEALS PANEL

RESOLVED: that the **Appeals Panel** for 2026/27 will comprise **Councillors Sadler, Cleasby, Awbery and Shantry**

14/26

ASSET REGISTER

RESOLVED: that the register of insured land and assets (updated 31 March 2026) is approved

15/26

INSURANCE RENEWAL

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

16/26

MEMBERSHIPS AND SUBSCRIPTIONS

Members noted a report by the Office Manager about staff memberships and subscriptions to other bodies and

RESOLVED: that subscriptions and memberships are approved for 2026/27

- 17/26 RISK MANAGEMENT SCHEME**
RESOLVED: that the Risk Management Scheme (reviewed 28 April 2026) is re-adopted for 2026/27
- 18/26 INTERNAL AUDITORS**
RESOLVED: that Internal Auditors, Auditing Solutions Ltd, will continue to carry out the Town Council's internal audits in 2026/27
- 19/26 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 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
- 20/26 CALENDAR OF MEETINGS AND CIVIC EVENTS**
RESOLVED: that the Calendar of Meetings and Civic Events is re-adopted for 2026/27
- 21/26 YEAR END BUDGET REPORT 2025/26**
 Members noted the budget report for March 2025/26
- 22/26 GENERAL POWER OF COMPETENCE**
RESOLVED: that Marlborough Town Council adopts the General Power of Competence
- 23/26 COMMITTEE MINUTES**
 In accordance with para 3.1 of the Scheme of Delegation, Members noted the approved minutes of the following committee meetings: **Planning** on 9 and 30 March 2026, **Property** on 2 March 2026, **Finance & Policy** on 2 February 2026 and **Town Promotions & Culture** on 17 February 2026
- 24/26 COMMON SEAL**
 Proposed by **Councillor Fogg** 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 7.44 pm

Signed:
 Town Mayor

Date: