

Marlborough Town Council



24 June 2025

To: Councillors serving on the Finance and Policy Committee – Councillors Abi Beaumont (Chair), Kym-Marie Cleasby, Nicholas Fogg, Mervyn Hall, Peter Morgan, Kelvyn Shantry (Vice-Chair), James Sheppard, and the Town Mayor Councillor Emily Trow

Dear Councillor

Finance and Policy Committee

You are **summoned** to attend the next meeting of the **Finance and Policy Committee**, which will be held on **Monday 30 June 2025** at **7pm** in the Council Chamber, Marlborough Town Hall.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday prior to the meeting. Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate. 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 attend and ask a question they should also notify the Town Clerk prior to the meeting and provide their question in writing at the same time. 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.

PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Finance and Policy Committee. 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.

AGENDA

1. Apologies for absence

2. Declarations of interest

To receive any declarations of interest or requests for dispensation

3. Chair's Announcements

4. Minutes

To approve and sign the minutes of the meeting held 22 April 2025

5. Action Log

To note and review the Action Log

6. Grants

To consider grant applications from *Community First Responders, Marlborough LitFest, and Transition Marlborough on behalf of Marlborough Community Orchard*

7. Quarterly Finance Report

To note and consider the finance report for Quarter 1 (Month 2) 2025 26

8. Policies

To note and consider an overview report on the Council's policies

To approve and sign the minutes of the meeting held on 22 April 2025

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 Deminimus audit and considered whether to continue this practice in future, and how frequently.

RESOLVED: to employ specialist accountants 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

To note and review the Action Log

There are no outstanding items on the Committee's action log.

Town Clerk 16 6 25

To consider grant applications from Community First Responders, Marlborough LitFest, and Transition Marlborough on behalf of Marlborough Community Orchard

Members are asked to consider grant applications from:

1. **Community First Responders** requesting £464 financial contribution for the purchase of a 'Pulse Oximetry'
2. **Marlborough LitFest** requesting £1,950 financial contribution towards the costs of school outreach work
3. **Transition Marlborough on behalf of Marlborough Community Orchard** requesting £3,000 financial contribution towards 3 pedestal interpretation boards

Please see Appendix 1 for the detailed application forms.

The grant fund for 2025 26 is currently £5,300.

Recommendation

Members are asked to consider the applications and instruct the Town Clerk accordingly.

Town Clerk 16 6 25

To note and consider the finance report for Quarter 1 (Month 2) 2025 26

Quarter 1 Budget Report (Month 2) 2025 26

Year-to-date receipts/payments analysis

Income	£524,574
Expenditure	£266,059
Bank Reconciliation	£0
Balance per cashbook (current account)	£831,120
VAT Control account	£27,579
CCLA Investment Fund	£500,000
Total current assets (less liabilities)	£1,358,700
CIL FUNDS (after council commitments)	£40,806
EMRs as of 16 6 25	£595,412
General Reserve	£500,995
Current year Fund	£258,515

Budget Overview

Please refer to Excel Overview Report and Omega Detailed Reports (Appendix 2):

- Appendix 2.1: Excel overview report
- Appendix 2.2: Omega Report Detailed Income & Expenditure by Budget Heading Month 2 (as required by Financial Regulation 4.8)
- Appendix 2.3: Omega Report Bank Reconciliation Month 2 (as required by Financial Regulation 1.9)
- Appendix 2.4: Omega Report Receipts and Payments Summary Month 2 (as required by Financial Regulation 1.9, 5.2)
- Appendix 2.5: Omega Report Detailed Balance Sheet Month 2

CIL Funds

The table below outlines the CIL funds position as of 6.6.25 (funds held, commitments made by the Council, notified pending funds):

EXPLANATION	FUNDS RECEIVED £	FUNDS SPENT	DETAIL
CIL funds held in EMRs (as of 6.6.25)	64,806		
CIL Received in 2025 26 (to date) (held in current account) as of 6.6.25	0		
BBF	64,806		
	15,000		Gateway signage (WC Estimate)
	9,000		Common parking matting
Total CIL fund balance after agreed commitments	£40,806		

EMRs

Current Ear Marked Reserves (EMRs) are as follows:

16/06/2025		Marlborough Town Council Current Year			
		Earmarked Reserves			
		Opening Balance	Net Transfers	Closing Balance	
323	EMR - OPEN SPACES MACHINERY RE	8208.73		8208.73	
324	EMR - CCTV FUND	181.18		181.18	
325	EMR - MUSEUM & HERITAGE CENTRE	42400	-3000	39400	Feasibility study
326	EMR - CIVIC FUND	799.95		799.95	
327	EMR 2015 NEW CEMETERY EXT.	37000		37000	
328	EMR 2015 NEIGHBOURHOOD PLAN	500		500	
329	EMR FLOOD RESILIENCE	5041	-2000	3041	Grant exp
330	EMR YOUTH DEVELOPMENT	5000		5000	
331	EMR LHFIFG	6375		6375	
332	EMR WEBSITE UPGRADE	20000		20000	
337	EMR INFORMAL CAR PARK	10000		10000	
339	EMR BYE ELECTION/REFERENDUM	9261.83		9261.83	
340	EMR EVENTS	1000		1000	
342	EMR DEVOLUTION SERVICES	25250		25250	
344	EMR WORKSHOP EXTENSION	87736.47	-29525.2	58211.27	
347	EMR EMERGENCY FUND	7023.41		7023.41	
353	EMR STONEBRIDGE MEADOW	4822.3		4822.3	
357	EMR Climate Emergency Response	825.85		825.85	
361	EMR PROPERTY MAINTENANCE	125791.82		125791.8	
362	EMR - PLAY AREAS	5139		5139	
364	EMR- HIGHWAYS	4843.44		4843.44	
365	EMR - WALLS AND FENCES	26707.81	-5210	21497.81	Manton wall
367	EMR - High St. Projects	31713.99	-6843	24870.99	Signage
368	EMR - MC & YC Maintenance	16394.76	-4834	11560.76	patio, hall
400	EMR CIL RECEIPTS 2021/2022	21263	-21263	0	Signage
401	EMR CIL RECEIPTS 2022/23	33341.25	-11928	21413.25	Signage
402	EMR - CIL Receipts 2023/24	26248.22		26248.22	
403	EMR CIL income 2024-25	17145.33		17145.33	
410	EMR 106 Receipt Re Redrow	100000.86		100000.9	
		680015.2	-84603.2	595412	

Recommendation

Members are asked to note and consider the budget position for Quarter 1 (Month 2) 2025/26.

Town Clerk 16 6 25

To note and consider an overview report on the Council's policies

Purpose

The purpose of this report is to ask the Committee to note and consider the overview report on the Council's policies.

Please refer to Appendix 3 to see the report.

Proposal

Members are asked to note and consider the report and suggested review dates and instruct the Town Clerk accordingly.

Town Clerk 16.6.25



MARLBOROUGH TOWN COUNCIL

APPLICATION FOR A SMALL GRANT

Please ensure that you have read the Guidance Notes before completing this form. If you need help, please contact us by telephone on 01672 512487 or by e-mail at enquiries@marlborough-tc.gov.uk

Please complete all sections.

Section 1 – Tell Us About Your Organisation

- 1a** Name of organisation Swindon Community First Responders (we cover the Marlborough area)
- 1b** Contact person – Sharon Dobson - Trustee
- 1c** Contact address – Redacted
- 1d** Contact e-mail address – Redacted
- 1e** Contact daytime telephone number – Redacted
- 1f** Contact mobile telephone number – Redacted

Section 2 – Tell Us About Your Application

- 2a** What does your project/event aim to achieve? Marlborough has two kits for use in the area with Community First Responders (CFR) that live/volunteer in the Marlborough area. We are first on scene to patients ahead of the ambulance service and go to patients that may have had/having cardiac arrest, breathing difficulties, strokes, heart attacks, non-injury falls. We would like this funding to buy a new pulse oximetry that will be able to take oxygen levels in the blood and measure the heart rate for patients from birth upwards, our current ones are coming towards the end of their working life and are not able to take measurements on children. This helps us determine if we should administer life saving oxygen to patients and also determine a NEWS2 score, which can lead to early detection of serious medical conditions such as Sepsis, saving lives. We will use this kit on almost every patient, the only exclusion is patients in cardiac arrest or decline to give consent.
- 2b** How will this project benefit Marlborough (e.g. who and how many will it benefit)
- This equipment will see over a hundred per year and last for around 15 years, any maintenance costs will be met by the South Western Ambulance Service Trust. It will be available to any patient that calls 999 that we respond to.
- 2c** Is your group a registered Charity? **Yes**
- 2d** Has your organisation received a previous grant from this Council? **No**

If Yes, please provide details of the date(s) of application and the amount(s) awarded

2e Have you applied to other local authorities for a grant (e.g. the Area Board)?

Please continue overleaf

Section 3 – Tell Us About The Financial Aspects Of Your Application

3a	Projected Expenditure	£ 464.46
	Total Projected Expenditure:	£ 464.46
3b	Projected Income (including fundraising and project income from other sources)	£0
	Total Projected Income:	£ 464.46
3c	Total Projected Shortfall (i.e. projected expenditure minus projected income)	£ 0
3d	GRANT NOW SOUGHT	£ 464.46
3e	Please tick this box to indicate that you have attached last year's financial accounts or Bank Statement (if a newly established group).	tic k

Section 4 - Declaration

4a I confirm that the information on this form is correct, that any grant received will be spent on the activities specified, and that I will complete the small grants monitoring form (if requested by Marlborough Town Council) upon completion of the project:

_____ S A Dobson _____ (Signature)

Sharon Dobson _____ (Printed)

___8th May 2025_____ (Date application submitted)

Return to:	Town Clerk Marlborough Town Council 5, High Street Marlborough, Wilts SN8 1AA	Office Use Only: Date Received: Meeting Date:
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APPLICATION FOR A SMALL GRANT

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Please complete all sections.

Section 1 – Tell Us About Your Organisation

- 1a** Name of organisation: Marlborough Literature Festival (Marlborough LitFest).
Registered charity 1149252
- 1b** Contact person Mary-Vere Parr, Chair
- 1c** Contact address Redacted
- 1d** Contact e-mail address general@marlboroughlitfest.org
- 1e** Contact daytime telephone number Redacted
- 1f** Contact mobile telephone number Redacted

Section 2 – Tell Us About Your Application

- 2a** What does your project/event aim to achieve?

Overview of the LitFest

Marlborough LitFest aims to celebrate the best of writing and books in an annual festival and allied outreach in and around Marlborough.

In a relatively rural location like Marlborough, it can be hard for people to attend live arts events, especially the spoken word. The LitFest brings books and authors to people's own neighbourhood and a sense of celebration to the town. An important by-product is the number of visitors to the High Street and the economic impact for businesses in the area, not least our local independent bookshop.

We offer 30+ author events to an estimated 2000 people from Marlborough and surrounding villages as well as further afield.

Beyond the festival we take authors to schools, old people and prisoners. We stage free events including free storytelling and the High Street Trail which involves around 25 shops. We donate books to those who may not otherwise have access to them and host an annual sixth form debate for St John's Academy. We stage events at the Jubilee Centre and support reading at HMP Erlestoke. We offer discounted tickets to students and people on benefits.

We also bring volunteering opportunities to Marlborough residents with over 100 people benefitting from helping over the festival weekend and assisting with the volunteer run organisation of the festival throughout the year.

The Project

Books and reading are critical elements in a civilised society. They help people navigate an increasingly complex and challenging world; assist mutual understanding and help people express their thoughts and think creatively.

Not only is reading fun but it’s increasingly recognised that it is key to educational success and can transform lives. However, levels are the worst they have been in 20 years (see <https://readingagency.org.uk/about-us/>)

Our outreach work is a local contribution to addressing this. Every year, as resources allow, we try to reach the children of Marlborough to support and encourage them in reading for pleasure. So, we put on events for school children from Marlborough and the surrounding area and free children’s events as an entry point to the pleasure of reading.

The Children’s Trail through the High Street encourages children and their families to visit local shops and match the clue in the window to a book and there are free professional performances planned for young children as well as free ‘street storytelling’. We also provide author events for local schools giving children the excitement and inspiration of meeting authors and visiting the inside of the Town Hall – a big thrill for many!

Although these events are free to the audience they are not cost free. In the past we have been able to resource the events from general income. However, given the current economic pressures, costs continue to rise for us and so we are seeking to ensure the future of this outreach through other sources of funding such as this grant. (See section 3 below.)

2b How will this project benefit Marlborough (e.g. who and how many will it benefit)

Our overall young people’s outreach typically reaches around 1,200 people. The High Street Trail also benefits the shops all along the High Street as well as the 25 who have window displays.

2c Is your group a registered Charity? Yes

2c Has your organisation received a previous grant from this Council? No

2d If Yes, please provide details of the date(s) of application and the amount(s) awarded

2e Have you applied to other local authorities for a grant (e.g. the Area Board)? No

Please continue overleaf

The information below relates to the direct costs of the activities for which we are seeking support.

As background, it may be helpful to know that our budget anticipates an overall shortfall this year. Expenditure is projected at £79,000. We anticipate total income of c.£70,000 derived from ticket sales, business sponsorship and individual donations.

Projected Expenditure

3a	Direct Costs of Free Children’s Outreach (non-school)	£	
	Cost of 3 free performances for young children	700	
	Support for schools’ travel costs to Marlborough	600	
	Cost of author for schools’ event in Town Hall	650	
	Total Projected Expenditure:	<u>1950</u>	
3b	Projected Income (including fundraising and project income from other sources)	0	
	See above		
	Total Projected Income:	<u>0</u>	
3c	Total Projected Shortfall (i.e. projected expenditure minus projected income)	£1950	
3d	GRANT NOW SOUGHT	<u>1950</u>	
3e	Please tick this box to indicate that you have attached last year’s financial accounts or Bank Statement (if a newly established group).		<input checked="" type="checkbox"/>
	PLEASE NOTE: The 2023 accounts are the most recent confirmed accounts. 2024 will be signed off in July. Draft copy available on request.		

Section 4 - Declaration

APPENDIX 1.2

I confirm that the information on this form is correct, that any grant received will be spent on the activities specified, and that I will complete the small grants monitoring form (if requested by Marlborough Town Council) upon completion of the project:

_____ (Signature)

_____ (Printed)

_____ (Date application submitted)

Return to: **Town Clerk**
Marlborough Town Council
5, High Street
Marlborough, Wilts
SN8 1AA

Office Use Only:

Date Received:

Meeting Date:



MARLBOROUGH TOWN COUNCIL

APPLICATION FOR A SMALL GRANT

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Please complete all sections.

Section 1 – Tell Us About Your Organisation

- 1a Name of organisation **Transition Marlborough on behalf of Marlborough Community Orchard**
- 1b Contact person **Milly Carmichael**
- 1c Contact address **Redacted**
- 1d Contact e-mail address **Redacted**
- 1e Contact daytime telephone number **Redacted**
- 1f Contact mobile telephone number **Redacted**

Section 2 – Tell Us About Your Application

- 2a What does your project/event aim to achieve?
The Marlborough Community Orchard project was set up in 2010 to foster community spirit, encourage biodiversity and celebrate the rich diversity of our national fruit heritage, planting apple and other orchard trees singly and in small groups dotted all over town to create “a town in an orchard”. It now has over 100 trees across 12 sites in the town and in neighbouring villages since the original plantings. Many of the trees are specially grafted Wiltshire heritage varieties.
- While each tree has its own label, and there was originally signage about the project just at the main diamond jubilee planting on the Common, none of the orchard sites are currently signed and it is not clear to residents and visitors that the various planting sites are all part of the same initiative.**
- This project will install A3 single pedestal interpretation boards at all sites, and start with installation of two larger interpretation boards at the jubilee plantation on the Common to replace the original signage.**
- The signage will be a first step in a broader engagement plan that will include mapping, walking routes and seasonal social events.**

How will this project benefit Marlborough (e.g. who and how many will it benefit)

bring attention to the Marlborough Community Orchard planting sites and the intriguing status of Marlborough being a ‘town in an orchard’. Most community orchards are single sites but the Marlborough vision has always been to integrate the trees into the fabric of the town and make them an accessible part of the culture and heritage.

The signage will be the initial phase of a longer term programme of improved public engagement with the orchard trees, including planned walking routes, with linked leaflets and website. This will encourage people to connect with all the trees and green spaces, many of which are also associated with the town’s heritage past, invite people to explore less-visited parts of town and encourage the planting of more and diverse orchard trees in public (where permissible) and domestic sites.

This public engagement, while open to everyone, will be focused on those who can most benefit from physical activity, nature-connection, social connection & volunteering, and the variety of free and sustainable nutritious food that the trees provide. We anticipate the associated walking routes will engage hundreds of residents and visitors a year and we aim to increase our current pool of active tree-care volunteers from 20 to at least 30.

Improved awareness of the whole orchard will also benefit the relationship between the project and other food-based community initiatives like the Community Fridge and Community Garden.

- 2c Is your group a registered Charity? No
- 2c Has your organisation received a previous grant from this Council? No
- 2d If Yes, please provide details of the date(s) of application and the amount(s) awarded
- 2e Have you applied to other local authorities for a grant (e.g. the Area Board)?
Yes. We had a successful application to Marlborough Area Board for £3000 to begin this signage project. Agreed at June 3rd 2025 meeting.

Please continue overleaf

Section 3 – Tell Us About The Financial Aspects Of Your Application

		£
3a	Projected Expenditure	
	Graphic Design	2000
	Signage printing and manufacture	5800
	Materials for installation	200
	Total Projected Expenditure:	£8000
3b	Projected Income (including fundraising and project income from other sources)	£
	Area Board Grant (successful application already confirmed)	3000
	Local retail sponsorship	2000

	Total Projected Income:	£5000
		£
3c	Total Projected Shortfall (i.e. projected expenditure minus projected income)	3000 £ 3000
3d	GRANT NOW SOUGHT	
3e	Please tick this box to indicate that you have attached last year's financial accounts or Bank Statement (if a newly established group).	<input type="checkbox"/>

Section 4 - Declaration		
4a	I confirm that the information on this form is correct, that any grant received will be spent on the activities specified, and that I will complete the small grants monitoring form (if requested by Marlborough Town Council) upon completion of the project:	
	REDACTED	(Signature)
	_____ Milly Carmichael _____	(Printed)
	_____ 16/06/25 _____	(Date application submitted)
Return to:	Town Clerk Marlborough Town Council 5, High Street Marlborough, Wilts SN8 1AA	Office Use Only: Date Received: Meeting Date:

Marlborough Town Council
Detailed Income & Expenditure by Budget Heading Month 2

KEY

OVER

GOOD

SAVING

Actual Year To Date	Current Annual Budget	Funds Available	% Spent	Transfer to/from EMR	NOTES
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FINANCE AND POLICY**INCOME**

1176 PRECEPT RECEIVED	465,626	931,251	50.0%		
1190 BANK INTEREST	3,745	6,000	62.4%		
1191 MARKET INCOME	0	2,000	0.0%		
1194 GRANTS	25,000	0	0.0%		WTP FUND

EXPENDITURE

4001 SALARIES/NI/SUPERAN	83,268	607,162	523,894	13.7%	
4002 STAFF CONTIGENCY	0	5,000	5,000	0.0%	
4005 ELLIS WHITTAM	3,412	3,757	345	90.8%	
4009 TRAVEL	0	400	400	0.0%	
4010 STAFF MOBILE PHONES	493	4,000	3,507	12.3%	
4011 BUSINESS RATES	17,927	35,140	17,213	51.0%	
4022 PETTY CASH	50	500	450	10.0%	
4023 STATIONERY/PUBLICS.	252	1,100	848	22.9%	
4024 SUBSCRIPTIONS	2,468	3,785	1,317	65.2%	
4025 INSURANCE	0	18,165	18,165	0.0%	PENDING
4026 PHOTOCOPIER	1,138	5,000	3,862	22.8%	
4028 POSTAGE	0	200	200	0.0%	
4038 MAINTENANCE	331	1,800	1,469	18.4%	
4039 PERSONNEL CLOTHING	73	1,300	1,227	5.6%	
4041 TRAINING STAFF	150	3,000	2,850	5.0%	
4046 TOURISM	500	1,000	500	50.0%	
4054 LEGAL	0	10,000	10,000	0.0%	PENDING 3 KINGSBURY LEASE, WORKSHOP FEES
4055 PROFESSIONAL	872	10,000	9,128	8.7%	CARTERJONAS, RIALTAS
4057 AUDIT FEE	510	4,000	3,490	12.8%	
4059 BANK CHARGES	24	250	226	9.8%	
4063 OFFICE GENERAL	72	500	428	14.5%	
4064 ARCHIVE STORAGE	70	460	390	15.2%	
4067 CCTV	2,138	5,400	3,262	39.6%	ANNUAL CONTRACT
4071 OFFICE EQUIPMENT	580	1,200	620	48.4%	
4072 EQUIPMENT	1,132	3,300	2,168	34.3%	
4075 SOFTWARE & FEES	3,353	13,131	9,778	25.5%	
4076 HEALTH & SAFETY	229	500	271	45.9%	
4079 ELECTION COSTS	0	20,000	20,000	0.0%	PENDING; X2 UNCONTESTED ELECTIONS (£760 EACH TBC)
4153 EVENTS	802	3,000	2,198	26.7%	
4154 SWITCH ON EVENT	0	6,000	6,000	0.0%	
4224 YOUTH COUNCIL	15	250	235	5.8%	
4228 WEBSITE/BROADBAND	0	2,500	2,500	0.0%	
4301 FIRE EXTINGUISHERS	0	1,600	1,600	0.0%	

	Actual Year To Date	Current Annual Budget	Funds Available	% Spent	Transfer to/from EMR	NOTES
4309 IT SUPPORT PACKAGE	165	2,650	2,485	6.2%		
4317 HERITAGE PROJECT	0	1,000	1,000	0.0%		
4152 REMEMBRANCE DAY	0	2,000	2,000	0.0%		
4061 CHRISTMAS LIGHTS	0	15,000	15,000	0.0%		
4151 GRANTS	1,700	7,000	5,300	24.3%		
4100 MAYORS ALLOWANCE	0	3,400	3,400	0.0%		
4101 MAYORS TRAVEL	0	300	300	0.0%		
4102 MAYOR MAKING EXPS	254	2,000	1,746	12.7%		
4078 TRAINING-COUNCILLORS	0	500	500	0.0%		
4103 MEMBERS TRAVEL	0	200	200	0.0%		
4105 CIVIC HOSPITALITY	0	1,000	1,000	0.0%		
4110 TOWN CRIER/MACE BEAR	0	1,200	1,200	0.0%		
4113 INSIGNIA FUNDS	17	500	483	3.3%		
4012 WATER/SEWERAGE CHGS	4,731	4,400	-331	107.5%		PRICE INCREASE
4014 ELECTRICITY	5,528	30,396	24,868	18.2%		
4015 GAS	3,115	35,222	32,107	8.8%		
4020 TELEPHONE	1,347	7,000	5,653	19.2%		
Income	494,370	939,251		52.6%		
Expenditure	136,717	887,168	750,451	15.4%		

Actual Year To Date	Current Annual Budget	Funds Available	% Spent	Transfer to/from EMR	NOTES
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AMENITIES AND OPEN SPACES**INCOME**

1101 INCOME-CEMETERY	2,758	15,880	17.4%		
1100 INCOME-ALLOTMENTS	45	750	6.1%		INVOICED FEB
1102 INCOME-GOLF CLUB					
1103 INCOME OPEN SPACES	119	9,982	1.2%		
1106 INCOME - SHOWMENS GUILD	0	2,438	0.0%		
1111 INCOME - RUGBY CLUB					

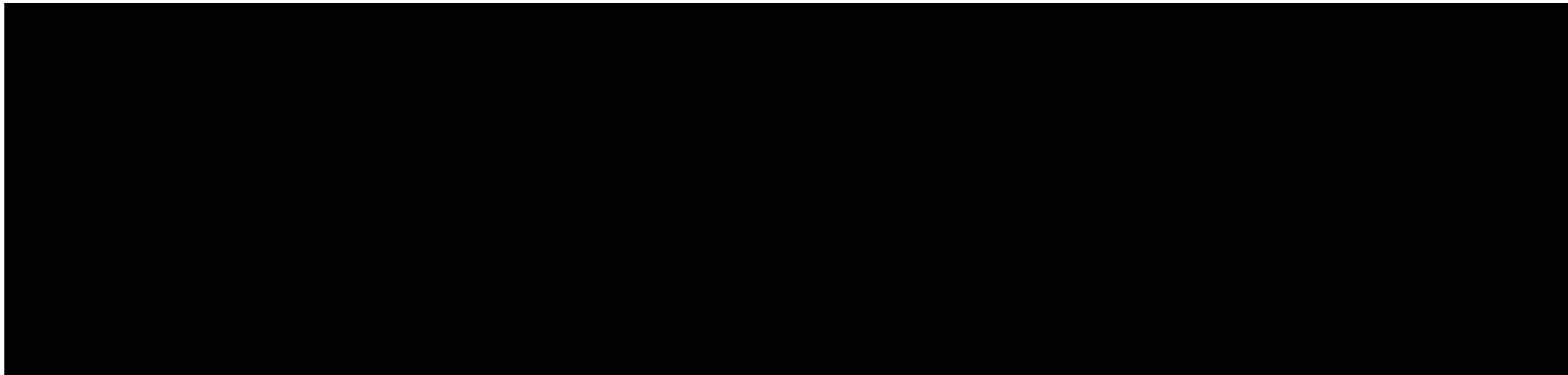
EXPENDITURE

4036 OLD CEMETERY	51	500	449	10.2%	
4006 ST JOHNS TRUST	0	250	250	0.0%	
4027 INTRUDER ALARM	272	2,174	1,902	12.5%	
4042 PERSONAL PROTECTIVE EQUIPMENT	0	1,000	1,000	0.0%	
4043 PICK-UP LEASE	445	600	155	74.1%	
4044 VEHICLE TAX/INS.	0	415	415	0.0%	
4045 VEHICLE PETROL/DERV	1,674	9,315	7,641	18.0%	
4047 WORKSHOP TOOLS ETC	10	3,000	2,990	0.3%	
4048 VEHICLE MAINTENANCE	799	12,420	11,621	6.4%	
4050 WORKSHOP MISC	4,739	6,200	1,461	76.4%	TIPPING TRAILER
4315 REFUSE COLLECTION	837	4,140	3,303	20.2%	
4320 MOWER	256	4,200	3,944	6.1%	
4323 MISTUBISHI LEASE	377	2,400	2,023	15.7%	
4332 WESSEX MOWER LEASE	1,102	7,000	5,898	15.7%	
4339 ISEKI TRACTOR LEASE 2023	1,746	10,000	8,254	17.5%	
4038 MAINTENANCE	293	9,000	8,707	3.3%	
4220 OPEN SPACES PLANTS	68	5,300	5,232	1.3%	
4223 PLAY EQUIP/MAINT/REPLACEMENT	687	3,500	2,813	19.6%	
4314 AOS PROJECTS	583	10,000	9,418	5.8%	CEMETERY SIGNS
4318 TREE SURVEY & WORKS	0	17,500	17,500	0.0%	
4324 RTV/Husqvana	656	3,500	2,844	18.7%	
4325 STONEBRIDGE MEADOWS	0	1,000	1,000	0.0%	
4327 ISEKI TRACTOR TG6490	413	7,000	6,587	5.9%	
4330 MULTI PURPOSE MOWER	156	3,100	2,944	5.0%	
4331 FRONT LOADER/BACK HOE LEASE	262	3,200	2,938	8.2%	
4335 TREE PLANTING	0	1,000	1,000	0.0%	
4337 SKATE PARK LIGHTING	0	500	500	0.0%	
4401 NEW WORKSHOP	29,525	0	-29,525	0.0%	£29,525
4402 ISEKI RIDE-ON MOWER	819	3,000	2,181	27.3%	
4403 KAWASAKI MULE 24	894	5,360	4,466	16.7%	
4404 TRAFFIC MANAGEMENT	0	1,500	1,500	0.0%	
4407 WALLS & FENCES	5,210	0	-5,210	0.0%	£5,210
Income	8,159	58,075		14.0%	
Expenditure	51,874	138,074	86,200	37.6%	

Actual Year To Date	Current Annual Budget	Funds Available	% Spent	Transfer to/from EMR	NOTES
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PROPERTY INCOME

- 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



- 1050 INCOME-TOWN HALL
- 1112 TOWN HALL TOILETS
- 1112 GEORGE LANE TOILETS
- 1329 MY & MC INCOME

EXPENDITURE

- 4062 MTCE/ELEC CORP. PROPS.
- 4066 MARKETING
- 4070 DEFIBS
- 4019 CLEANING MATERIALS
- 4030 INTRUDER ALARM
- 4035 SANITARY DISPOSAL
- 4037 LIFT MAINTENANCE
- 4038 MAINTENANCE
- 4300 BOILER MAINTENANCE
- 4304 LICENCES/PERFORMING
- 4305 BROADBAND
- 4315 REFUSE COLLECTION
- 4998 MARKETING
- 4999 TOWN HALL PUBLIC TOILETS
- 4306 COOPERS CORNER
- 4313 PUBLIC TOILETS
- 4019 CLEANING MATERIALS
- 4030 INTRUDER ALARM
- 4035 SANITARY DISPOSAL
- 4037 LIFT MAINTENANCE
- 4038 MAINTENANCE
- 4072 EQUIPMENT
- 4304 LICENCES/PERFORMING

7,164	27,500		26.0%	
0	200		0.0%	
459	3,000		15.3%	
608	8,000		7.6%	
4,635	15,000	10,365	30.9%	
0	250	250	0.0%	
94	750	656	12.5%	
214	1,000	786	21.4%	
286	2,000	1,714	14.3%	
139	1,600	1,461	8.7%	
0	3,415	3,415	0.0%	
27,462	40,000	12,538	68.7%	£3,000 LIFT £17,000
0	930	930	0.0%	
0	3,000	3,000	0.0%	
0	2,100	2,100	0.0%	
295	1,550	1,255	19.0%	
80	200	120	40.0%	
0	7,200	7,200	0.0%	
320	800	480	40.0%	
0	17,100	17,100	0.0%	
121	400	279	30.1%	
286	2,070	1,784	13.8%	
139	775	636	18.0%	
0	880	880	0.0%	
3,271	0	-3,271	0.0%	£3,084
52	500	448	10.4%	
0	330	330	0.0%	
Income	22,045	140,266	15.7%	
Expenditure	37,394	101,850	64,456	36.7%

	Actual Year To Date	Current Annual Budget	Funds Available	% Spent	Transfer to/from EMR	NOTES
PLANNING						
EXPENDITURE						
4017 HIGHWAYS	39	1,000	961	3.9%		
4120 STREET FURNITURE	0	2,000	2,000	0.0%		
4400 LHFIG	6,000	7,500	1,500	80.0%		£6,000 CIL /MANTON ISLAND
4405 HIGH STREET PROJECT	34,034	0	-34,034	0.0%		£34,034 SIGNS
Income	0	0		0.0%		
Expenditure	40,073	10,500	-29,573	381.6%		
Total Income	524,574	1,137,592		46.1%		
Expenditure	266,059	1,137,592	871,533	23.4%		

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Detailed Income & Expenditure by Budget Heading 31/05/2025

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy							
101 ADMINISTRATION							
1176 PRECEPT RECEIVED	465,626	931,251	465,626			50.0%	
1190 BANK INTEREST	3,745	6,000	2,255			62.4%	
1191 MARKET INCOME	0	2,000	2,000			0.0%	
1194 GRANTS	25,000	0	(25,000)			0.0%	
	494,370	939,251	444,881			52.6%	0
ADMINISTRATION :- Income							
4001 SALARIES/NI/SUPERAN	83,268	607,162	523,894		523,894	13.7%	
4002 STAFF CONT.	0	5,000	5,000		5,000	0.0%	
4005 ELLIS WHITTAM	3,412	3,757	345		345	90.8%	
4009 TRAVEL	0	400	400		400	0.0%	
4010 STAFF MOBILE PHONES	493	4,000	3,507		3,507	12.3%	
4011 BUSINESS RATES	17,927	35,140	17,213		17,213	51.0%	
4022 PETTY CASH	50	500	450		450	10.0%	
4023 STATIONERY/PUBLICS.	252	1,100	848		848	22.9%	
4024 SUBSCRIPTIONS	2,468	3,785	1,317		1,317	65.2%	
4025 INSURANCE	0	18,165	18,165		18,165	0.0%	
4026 PHOTOCOPIER	1,138	5,000	3,862		3,862	22.8%	
4028 POSTAGE	0	200	200		200	0.0%	
4038 MAINTENANCE	331	1,800	1,469		1,469	18.4%	
4039 PERSONNEL CLOTHING	73	1,300	1,227		1,227	5.6%	
4041 TRAINING STAFF	150	3,000	2,850		2,850	5.0%	
4046 TOURISM	500	1,000	500		500	50.0%	
4054 LEGAL	0	10,000	10,000		10,000	0.0%	
4055 PROFESSIONAL	872	10,000	9,128		9,128	8.7%	
4057 AUDIT FEE	510	4,000	3,490		3,490	12.8%	
4059 BANK CHARGES	24	250	226		226	9.8%	
4063 OFFICE GENERAL	72	500	428		428	14.5%	
4064 ARCHIVE STORAGE	70	460	390		390	15.2%	
4067 CCTV	2,138	5,400	3,262		3,262	39.6%	
4071 OFFICE EQUIPMENT	580	1,200	620		620	48.4%	
4072 EQUIPMENT	1,132	3,300	2,168		2,168	34.3%	
4075 SOFTWARE & FEES	3,353	13,131	9,778		9,778	25.5%	
4076 HEALTH & SAFETY	229	500	271		271	45.9%	
4079 ELECTION COSTS	0	20,000	20,000		20,000	0.0%	
4153 EVENTS	802	3,000	2,198		2,198	26.7%	
4154 SWITCH ON EVENT	0	6,000	6,000		6,000	0.0%	
4224 YOUTH COUNCIL	15	250	235		235	5.8%	
4228 WEBSITE/BROADBAND	0	2,500	2,500		2,500	0.0%	

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Detailed Income & Expenditure by Budget Heading 31/05/2025

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4301 FIRE EXTINGUISHERS	0	1,600	1,600		1,600	0.0%	
4309 IT SUPPORT PACKAGE	165	2,650	2,485		2,485	6.2%	
4317 HERITAGE PROJECT	0	1,000	1,000		1,000	0.0%	
ADMINISTRATION :- Indirect Expenditure	120,025	777,050	657,025	0	657,025	15.4%	0
Net Income over Expenditure	374,345	162,201	(212,144)				
<u>102 SECTION 137</u>							
4152 REMEMBRANCE DAY	0	2,000	2,000		2,000	0.0%	
SECTION 137 :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	(2,000)	(2,000)				
<u>103 OTHER GRANTS</u>							
4061 CHRISTMAS LIGHTS	0	15,000	15,000		15,000	0.0%	
4151 GRANTS	1,700	7,000	5,300		5,300	24.3%	
OTHER GRANTS :- Indirect Expenditure	1,700	22,000	20,300	0	20,300	7.7%	0
Net Expenditure	(1,700)	(22,000)	(20,300)				
<u>104 MAYORAL</u>							
4100 MAYORS ALLOWANCE	0	3,400	3,400		3,400	0.0%	
4101 MAYORS TRAVEL	0	300	300		300	0.0%	
4102 MAYOR MAKING EXPS	254	2,000	1,746		1,746	12.7%	
MAYORAL :- Indirect Expenditure	254	5,700	5,446	0	5,446	4.5%	0
Net Expenditure	(254)	(5,700)	(5,446)				
<u>105 MEMBERS</u>							
4078 TRAINING-COUNCILLORS	0	500	500		500	0.0%	
4103 MEMBERS TRAVEL	0	200	200		200	0.0%	
MEMBERS :- Indirect Expenditure	0	700	700	0	700	0.0%	0
Net Expenditure	0	(700)	(700)				
<u>106 CIVIC</u>							
4105 CIVIC HOSPITALITY	0	1,000	1,000		1,000	0.0%	
4110 TOWN CRIER/MACE BEAR	0	1,200	1,200		1,200	0.0%	
4113 INSIGNIA FUNDS	17	500	483		483	3.3%	
CIVIC :- Indirect Expenditure	17	2,700	2,683	0	2,683	0.6%	0
Net Expenditure	(17)	(2,700)	(2,683)				

Detailed Income & Expenditure by Budget Heading 31/05/2025

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>107 UTILITIES</u>							
4012 WATER/SEWERAGE CHGS	4,731	4,400	(331)		(331)	107.5%	
4014 ELECTRICITY	5,528	30,396	24,868		24,868	18.2%	
4015 GAS	3,115	35,222	32,107		32,107	8.8%	
4020 TELEPHONE	1,347	7,000	5,653		5,653	19.2%	
UTILITIES :- Indirect Expenditure	14,721	77,018	62,297	0	62,297	19.1%	0
Net Expenditure	(14,721)	(77,018)	(62,297)				
Finance & Policy :- Income	494,370	939,251	444,881			52.6%	
Expenditure	136,717	887,168	750,451	0	750,451	15.4%	
Movement to/(from) Gen Reserve	357,653	52,083	(305,570)				

Amenities & Open Spaces

<u>202 CEMETERY</u>							
1101 INCOME-CEMETERY	2,758	15,880	13,122			17.4%	
CEMETERY :- Income	2,758	15,880	13,122			17.4%	0
4036 OLD CEMETERY	51	500	449		449	10.2%	
CEMETERY :- Indirect Expenditure	51	500	449	0	449	10.2%	0
Net Income over Expenditure	2,707	15,380	12,673				
<u>203 ALLOTMENTS</u>							
1100 INCOME-ALLOTMENTS	45	750	705			6.1%	
ALLOTMENTS :- Income	45	750	705			6.1%	0
4006 ST JOHNS TRUST	0	250	250		250	0.0%	
ALLOTMENTS :- Indirect Expenditure	0	250	250	0	250	0.0%	0
Net Income over Expenditure	45	500	455				

<u>204 WORKSHOP</u>							
4027 INTRUDER ALARM	272	2,174	1,902		1,902	12.5%	
4042 PERSONAL PROTECTIVE EQUIPMENT	0	1,000	1,000		1,000	0.0%	
4043 PICK-UP LEASE	445	600	155		155	74.1%	
4044 VEHICLE TAX/INS.	0	415	415		415	0.0%	
4045 VEHICLE PETROL/DERV	1,674	9,315	7,641		7,641	18.0%	
4047 WORKSHOP TOOLS ETC	10	3,000	2,990		2,990	0.3%	
4048 VEHICLE MAINTENANCE	799	12,420	11,621		11,621	6.4%	
4050 WORKSHOP MISC	4,739	6,200	1,461		1,461	76.4%	

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4315 REFUSE COLLECTION	837	4,140	3,303		3,303	20.2%	
4320 MOWER	256	4,200	3,944		3,944	6.1%	
4323 MISTUBISHI LEASE	377	2,400	2,023		2,023	15.7%	
4332 WESSEX MOWER LEASE	1,102	7,000	5,898		5,898	15.7%	
4339 ISEKI TRACTOR LEASE 2023	1,746	10,000	8,254		8,254	17.5%	
WORKSHOP :- Indirect Expenditure	12,257	62,864	50,607	0	50,607	19.5%	0
Net Expenditure	(12,257)	(62,864)	(50,607)				
210 OPEN SPACES							
1102 INCOME-GOLF CLUB							
1103 INCOME OPEN SPACES	119	9,982	9,863			1.2%	
1106 INCOME - SHOWMENS GUILD	0	2,438	2,438			0.0%	
1111 INCOME - RUGBY CLUB							
OPEN SPACES :- Income	5,355	41,445	36,090			12.9%	0
4038 MAINTENANCE	293	9,000	8,707		8,707	3.3%	
4220 OPEN SPACES PLANTS	68	5,300	5,232		5,232	1.3%	
4223 PLAY EQUIP/MAINT/REPLACEMENT	687	3,500	2,813		2,813	19.6%	
4314 AOS PROJECTS	583	10,000	9,418		9,418	5.8%	
4318 TREE SURVEY & WORKS	0	17,500	17,500		17,500	0.0%	
4324 RTV/Husqvana	656	3,500	2,844		2,844	18.7%	
4325 STONEBRIDGE MEADOWS	0	1,000	1,000		1,000	0.0%	
4327 ISEKI TRACTOR TG6490	413	7,000	6,587		6,587	5.9%	
4330 MULTI PURPOSE MOWER	156	3,100	2,944		2,944	5.0%	
4331 FRONT LOADER/BACK HOE LEASE	262	3,200	2,938		2,938	8.2%	
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	29,525	0	(29,525)		(29,525)	0.0%	29,525
4402 ISEKI RIDE-ON MOWER	819	3,000	2,181		2,181	27.3%	
4403 KAWASAKI MULE 24	894	5,360	4,466		4,466	16.7%	
4404 TRAFFIC MANAGEMENT	0	1,500	1,500		1,500	0.0%	
4407 WALLS & FENCES	5,210	0	(5,210)		(5,210)	0.0%	5,210
OPEN SPACES :- Indirect Expenditure	39,566	74,460	34,894	0	34,894	53.1%	34,735
Net Income over Expenditure	(34,210)	(33,015)	1,195				
6000 plus Transfer from EMR	34,735	0	(34,735)				
Movement to/(from) Gen Reserve	525	(33,015)	(33,540)				
Amenities & Open Spaces :- Income	8,159	58,075	49,916			14.0%	
Expenditure	51,874	138,074	86,200	0	86,200	37.6%	
Net Income over Expenditure	(43,716)	(79,999)	(36,283)				
plus Transfer from EMR	34,735	0	(34,735)				
Movement to/(from) Gen Reserve	(8,980)	(79,999)	(71,019)				

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Properties							
<u>110 CORPORATE PROPERTIES</u>							
1000 INCOME-HIGH ST SHOP							
1002 INCOME-HIGH ST FLAT2							
1003 INCOME-1 KINGSBURY							
1004 INCOME-1A KINGSBURY							
1005 INCOME-2A KINGSBURY							
1006 INCOME-3 KINGSBURY							
1007 INCOME-REC GND COT 1							
1008 INCOME-REC GND COT 2							
1011 INCOME - 3A KINGSBURY ST							
1012 INCOME - 3B KINGSBURY ST							
CORPORATE PROPERTIES :- Income	13,815	101,566	87,751			13.6%	0
4062 MTCE/ELEC CORP. PROPS.	4,635	15,000	10,365		10,365	30.9%	
4066 MARKETING	0	250	250		250	0.0%	
4070 Defibs	94	750	656		656	12.5%	
CORPORATE PROPERTIES :- Indirect Expenditure	4,729	16,000	11,271	0	11,271	29.6%	0
Net Income over Expenditure	9,086	85,566	76,480				
<u>201 TOWN HALL</u>							
1050 INCOME-TOWN HALL	7,164	27,500	20,336			26.0%	
1112 GEORGE LANE TOILETS	0	200	200			0.0%	
TOWN HALL :- Income	7,164	27,700	20,536			25.9%	0
4019 CLEANING MATERIALS	214	1,000	786		786	21.4%	
4030 INTRUDER ALARM	286	2,000	1,714		1,714	14.3%	
4035 SANITARY DISPOSAL	139	1,600	1,461		1,461	8.7%	
4037 LIFT MAINTENANCE	0	3,415	3,415		3,415	0.0%	
4038 MAINTENANCE	27,462	40,000	12,538		12,538	68.7%	3,000
4300 BOILER MAINTENANCE	0	930	930		930	0.0%	
4304 LICENCES/PERFORMING	0	3,000	3,000		3,000	0.0%	
4305 BROADBAND	0	2,100	2,100		2,100	0.0%	
4315 REFUSE COLLECTION	295	1,550	1,255		1,255	19.0%	
4998 MARKETING	80	200	120		120	40.0%	
4999 PUBLIC TOILETS	0	7,200	7,200		7,200	0.0%	
TOWN HALL :- Indirect Expenditure	28,477	62,995	34,518	0	34,518	45.2%	3,000
Net Income over Expenditure	(21,313)	(35,295)	(13,982)				
6000 plus Transfer from EMR	3,000	0	(3,000)				
Movement to/(from) Gen Reserve	(18,313)	(35,295)	(16,982)				

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Detailed Income & Expenditure by Budget Heading 31/05/2025

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
205 PUBLIC TOILETS							
1112 GEORGE LANE TOILETS	459	3,000	2,541			15.3%	
PUBLIC TOILETS :- Income	459	3,000	2,541			15.3%	0
4306 COOPERS CORNER	320	800	480		480	40.0%	
4313 PUBLIC TOILETS	0	17,100	17,100		17,100	0.0%	
PUBLIC TOILETS :- Indirect Expenditure	320	17,900	17,580	0	17,580	1.8%	0
Net Income over Expenditure	139	(14,900)	(15,039)				
206 MC and YC							
1329 MY & MC INCOME	608	8,000	7,392			7.6%	
MC and YC :- Income	608	8,000	7,392			7.6%	0
4019 CLEANING MATERIALS	121	400	279		279	30.1%	
4030 INTRUDER ALARM	286	2,070	1,784		1,784	13.8%	
4035 SANITARY DISPOSAL	139	775	636		636	18.0%	
4037 LIFT MAINTENANCE	0	880	880		880	0.0%	
4038 MAINTENANCE	3,271	0	(3,271)		(3,271)	0.0%	3,084
4072 EQUIPMENT	52	500	448		448	10.4%	
4304 LICENCES/PERFORMING	0	330	330		330	0.0%	
MC and YC :- Indirect Expenditure	3,869	4,955	1,086	0	1,086	78.1%	3,084
Net Income over Expenditure	(3,261)	3,045	6,306				
6000 plus Transfer from EMR	3,084	0	(3,084)				
Movement to/(from) Gen Reserve	(177)	3,045	3,222				
Properties :- Income	22,045	140,266	118,221			15.7%	
Expenditure	37,394	101,850	64,456	0	64,456	36.7%	
Net Income over Expenditure	(15,349)	38,416	53,765				
plus Transfer from EMR	6,084	0	(6,084)				
Movement to/(from) Gen Reserve	(9,265)	38,416	47,681				

Planning

300 PLANNING							
4017 HIGHWAYS	39	1,000	961		961	3.9%	
4120 STREET FURNITURE	0	2,000	2,000		2,000	0.0%	
4400 LHFIG	6,000	7,500	1,500		1,500	80.0%	6,000
4405 HIGH STREET PROJECT	34,034	0	(34,034)		(34,034)	0.0%	34,034
PLANNING :- Indirect Expenditure	40,073	10,500	(29,573)	0	(29,573)	381.6%	40,034
Net Expenditure	(40,073)	(10,500)	29,573				
6000 plus Transfer from EMR	40,034	0	(40,034)				

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Detailed Income & Expenditure by Budget Heading 31/05/2025

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(39)	(10,500)	(10,461)				
Planning :- Income	0	0	0			0.0%	
Expenditure	40,073	10,500	(29,573)	0	(29,573)	381.6%	
Net Income over Expenditure	(40,073)	(10,500)	29,573				
plus Transfer from EMR	40,034	0	(40,034)				
Movement to/(from) Gen Reserve	(39)	(10,500)	(10,461)				
Grand Totals:- Income	524,574	1,137,592	613,018			46.1%	
Expenditure	266,059	1,137,592	871,533	0	871,533	23.4%	
Net Income over Expenditure	258,515	0	(258,515)				
plus Transfer from EMR	80,853	0	(80,853)				
Movement to/(from) Gen Reserve	339,368	0	(339,368)				

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Active Saver	31/05/2025		245,141.23
Current A/c	31/05/2025		585,979.33
			<u>831,120.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			831,120.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			831,120.56
		Balance per Cash Book is :-	831,120.56
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 05/06/2025

Marlborough Town Council Current Year

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Cashbook 1

User: SUE

CURRENT & ACTIVE ACCOUNTS

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		953,606.90					953,606.90	
20.05.25	Banked: 01/05/2025	81.00						
20.05.25	MC & YC	81.00		13.50	1329	206	67.50	Hiring
	Banked: 01/05/2025							
	Corporate Propoerty							
	Banked: 02/05/2025	1,833.85						
	CCLA	1,833.85			1190	101	1,833.85	Interest
	Banked: 07/05/2025							
	Corporate Property							
28.06.25	Banked: 07/05/2025	178.00						
28.06.25	Town Hall	178.00		29.67	1050	201	148.33	Wedding Hire
	Watts Banked: 08/05/2025	146.00						
	Watts Cemetery	146.00			1101	202	146.00	Burial Fees
	Banked: 09/05/2025	568.00						
	WC	249.00		41.50	1329	206	207.50	Elections MC & YC
	WC	319.00			1050	201	319.00	Elections Town Hall
	Banked: 12/05/2025							
	Corporate Property							
	Banked: 12/05/2025							
	Corporate Property							
	Banked: 15/05/2025	54.12						
	George Lane Toilets	54.12		9.02	1112	205	45.10	Income
	Banked: 15/05/2025	200.00						
	George Lane Toilets	200.00		33.33	1112	205	166.67	Income
	Banked: 15/05/2025	33.60						
	Cleaning Materials	33.60		5.60	4019	206	28.00	Reimbursement
4101	Banked: 16/05/2025	575.50						
4101	Cemetery	575.50			1101	202	575.50	Burial Fees
	Banked: 16/05/2025	180.00						
	George Lane Toilets	180.00		30.00	1112	205	150.00	Income
4066	Banked: 16/05/2025	135.00						
4066	Town Hall	135.00			1050	201	135.00	Hiring
4105	Banked: 16/05/2025	410.00						
4105	Town Hall	410.00			1050	201	410.00	Hiring
	Banked: 16/05/2025							
	Golf Club							
4117	Banked: 16/05/2025	90.00						
4117	MC & YC	90.00		15.00	1329	206	75.00	Hiring

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Date: 05/06/2025

Marlborough Town Council Current Year

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Cashbook 1

User: SUE

CURRENT & ACTIVE ACCOUNTS

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
4112	Banked: 19/05/2025	522.00						
4112	Town Hall	522.00			1050	201	522.00	Hiring
4114	Banked: 19/05/2025	162.00						
4114	MC & YC	162.00		27.00	1329	206	135.00	Hiring
4100	Banked: 19/05/2025	120.00						
4100	Town Hall	120.00			1050	201	120.00	Hiring
4110	Banked: 19/05/2025	477.00						
4110	Town Hall	477.00			1050	201	477.00	Hiring
4107	Banked: 20/05/2025	252.00						
4107	Town Hall	252.00			1050	201	252.00	Hiring
	Banked: 20/05/2025	80.00						
	George Lane/T Hall Toilets	80.00		13.33	1112	205	37.75	Income George Lane
					1112	205	28.92	Income
25.04.26	Banked: 20/05/2025	67.00						
25.04.26	Town Hall	67.00		11.17	1050	201	55.83	Wedding Hire
Hicks	Banked: 21/05/2025	133.00						
Hicks	Cemetery	133.00			1101	202	133.00	Burial Fees
0841	Banked: 21/05/2025	45.25						
0841	Town Hall	45.25			1050	201	45.25	Hiring
Ridgway	Banked: 21/05/2025	146.00						
Ridgway	Cemetery	146.00			1101	202	146.00	Burial Fees
4121	Banked: 21/05/2025	101.00						
4121	Town Hall	101.00		16.83	1050	201	84.17	Wedding Hire
	Banked: 21/05/2025							
	Corporate Property							
4115	Banked: 22/05/2025	216.00						
4115	MC & YC	216.00		36.00	1329	206	180.00	Hiring
	Banked: 23/05/2025							
	Corporate Property							
4096	Banked: 23/05/2025	1,198.50						
4096	Cemetery	1,198.50			1101	202	1,198.50	Burial Fees
	Banked: 27/05/2025							
	Corporate Property							
4109	Banked: 27/05/2025	432.00						
4109	Town Hall	432.00			1050	201	432.00	Hiring
	Banked: 27/05/2025							
	Corporate Property							

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Date: 05/06/2025

Marlborough Town Council Current Year

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Cashbook 1

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CURRENT & ACTIVE ACCOUNTS

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
27.06.26	Banked: 29/05/2025	702.75						
27.06.26	Town Hall	702.75		117.12	1050	201	585.63	Wedding Hire
	Banked: 30/05/2025							
	Corporate Property							
Total Receipts for Month		18,523.45	0.00	399.07			18,124.38	
Cashbook Totals		<u>972,130.35</u>	<u>0.00</u>	<u>399.07</u>			<u>971,731.28</u>	

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Marlborough Town Council Current Year

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Cashbook 1

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CURRENT & ACTIVE ACCOUNTS

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/05/2025	AMAZON	DD1	28.99	28.99		501			Frame Holders
01/05/2025	Fraser Budgens Limited	DD2	49.27	49.27		501			Fuel
06/05/2025	Fraser Budgens Limited	DD3	55.39	55.39		501			Fuel
06/05/2025	BT UK BUSINESS ACCOUNTS	DD4	557.33	557.33		501			Office Telephone
06/05/2025	CNH CAPITAL	DD5	491.27	491.27		501			Mower Lease
06/05/2025	CNH CAPITAL	DD6	393.59	393.59		501			Mower Lease
06/05/2025	CNH CAPITAL	DD7	536.42	536.42		501			Lease RTV
07/05/2025	Lex Autolease	DD8	225.92	225.92		501			Mitsubishi Lease
07/05/2025	Castle Water	DD9	59.09	59.09		501			Water - Workshop
07/05/2025	superdrug	DD10	17.04	17.04		501			First Aid Supplies
08/05/2025	Barclays Bank	DD11	12.37	12.37		501			Bank Charges
09/05/2025	British Gas Business	DD12	74.52	74.52		501			Elec Kingsbury St
09/05/2025	Fraser Budgens Limited	DD13	39.13	39.13		501			Fuel
09/05/2025	Squeeky Linen & Laundry Servic	DD15	74.03	74.03		501			Laundry Service
09/05/2025	Fraser Budgens Limited	DD14	50.00	50.00		501			Fuel
09/05/2025	HM REVENUE & CUSTOMS	DD16	10,871.81	10,871.81		501			NI & PAYE
09/05/2025	Wiltshire Council	DD17	9,291.22	9,291.22		501			Superannuation
09/05/2025	Tudor Environmental	DD18	138.36	138.36		501			Mower Parts
09/05/2025	T.H. White (M) Limited	DD19	2,148.97	2,148.97		501			Various
09/05/2025	Viking Direct	DD20	708.51	708.51		501			Various
09/05/2025	Flexiplumb Limited	DD21	180.00	180.00		501			Gas Safety/Service 2 Rec Cott
09/05/2025	CARTY BUILDING CONTRACTORS LTD	DD22	7,971.60	7,971.60		501			Works Ladies Toilets TH
09/05/2025	RICHMAN'S REMOVALS	DD23	42.52	42.52		501			Archive Storage
09/05/2025	Michael's Workwear	DD24	87.60	87.60		501			Workwear
09/05/2025	Value Products Ltd	DD25	134.26	134.26		501			Cemetery Sign
09/05/2025	Wilkins Builders Ltd	DD26	23,933.99	23,933.99		501			Works New Workshop
09/05/2025	Wiltshire Council	DD27	6,000.00	6,000.00		501			LHFIG Manton Traffic Island
09/05/2025	ALZHEIMERS SUPPORT	DD28	1,700.00	1,700.00		501			Grant
09/05/2025	Direct 365 Online Ltd	DD29	23.81	23.81		501			Sanitiser
09/05/2025	A4 Hire Limited	DD30	36.86	36.86		501			Equip Hire
09/05/2025	Greenhouse People	DD31	11,496.25	11,496.25		501			Greenhouse
09/05/2025	kingdom Services Ltd	DD32	216.92	216.92		501			Keyholding Various
09/05/2025	Screwfix	DD33	170.30	170.30		501			Various
09/05/2025	Value Products Ltd	DD34	272.50	272.50		501			Cemetery Signs
09/05/2025	D.I.Y. RAINBOWS	DD35	238.25	238.25		501			Various
09/05/2025	AUDITING SOLUTIONS LIMITED	DD36	612.00	612.00		501			Final Internal Audit 24.25
09/05/2025	RBS Software Solutions	DD37	1,046.40	1,046.40		501			Year End Close
09/05/2025	COLIN PALMER ILLUSTRATION LIMI	DD38	190.00	190.00		501			Print
09/05/2025	Wiltshire Waste Ltd	DD39	420.00	420.00		501			Toilets VE Day
13/05/2025	Arval Centre	DD40	140.76	140.76		501			Fuel
13/05/2025	Elite Electrical	DD41	102.00	102.00		501			Heater Maint. Flat2
13/05/2025	Adobe Acropro	DD42	20.22	20.22		501			Adobe Software
14/05/2025	West Mercia	DD43	1,537.04	1,537.04		501			Gas & Elec
14/05/2025	PAYFLOW - SALARIES	DD44	32,112.95	32,112.95		501			Salaries
14/05/2025	Start Safety	DD45	46.89	46.89		501			Keep Left Sign

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CURRENT & ACTIVE ACCOUNTS

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
15/05/2025	Screwfix	DD46	1.42	1.42		501			Bracket
16/05/2025	HILLS WASTE	DD47	165.46	165.46		501			Refuse Collection
16/05/2025	HILLS WASTE	DD48	458.29	458.29		501			Refuse Workshop/MC & YC
16/05/2025	Cathedral Leasing Ltd	DD49	267.52	267.52		501			Hygiene Services Various
16/05/2025	Intuit Wages	DD50	50.52	50.52		501			Wages Software
16/05/2025	Castle Water	DD51	98.46	98.46		501			Water George Lane
16/05/2025	Sign Trade Supplies	DD52	292.25	292.25		501			Fixings Cemetery Signs
16/05/2025	WAITROSE LTD	DD53	12.50	12.50		501			Cleaning Town Hall
19/05/2025	Corona Energy	DD54	1,411.73	1,411.73		501			Elec Various
19/05/2025	BT UK BUSINESS ACCOUNTS	DD55	267.97	267.97		501			Office Telephone
20/05/2025	One/Stop	DD56	7.00	7.00		501			Refreshments
20/05/2025	WAITROSE LTD	DD57	15.35	15.35		501			Refreshments Youth Council
20/05/2025	PETTY CASH	DD58	50.00	50.00		501			Petty Cash
21/05/2025	Castle Water	DD59	25.41	25.41		501			Water Workshop
21/05/2025	Safety Supply Company	DD60	74.83	74.83		501			Fire Signs
21/05/2025	Robert Dyas	DD61	33.52	33.52		501			Mop Heads
21/05/2025	Fraser Budgens Limited	DD62	51.00	51.00		501			Fuel
21/05/2025	Zoom Video	DD63	15.59	15.59		501			Zoom Software
22/05/2025	Yorkshire Gas & Power	DD64	234.56	234.56		501			Elec Back Office
22/05/2025	Yorkshire Gas & Power	DD65	156.19	156.19		501			Elec Office
22/05/2025	Yorkshire Gas & Power	DD66	801.90	801.90		501			Elec Town Hall
22/05/2025	Yorkshire Gas & Power	DD67	385.33	385.33		501			Elec Workshop
22/05/2025	SRA Events Simon Stockley	DD69	150.00	150.00		501			VE Day PA
22/05/2025	SLCC	DD68	720.00	720.00		501			Membership RSW/CW
22/05/2025	PHOENIX BRASS BAND	DD70	200.00	200.00		501			VE Day Donation
22/05/2025	Platform Lift Company	DD71	10,988.40	10,988.40		501			Replacement Lift
22/05/2025	HI-CLEAN SERVICES	DD72	390.00	390.00		501			Window Clean T. Hall
22/05/2025	Alert Systems	DD73	3,362.40	3,362.40		501			CCTV/Intruder Alarm Cover
22/05/2025	manton fest	DD74	80.00	80.00		501			Advert
22/05/2025	Viking Direct	DD75	189.61	189.61		501			Various
22/05/2025	Kingfisher Media	DD76	600.00	600.00		501			Adver Wiltshire Guide
22/05/2025	Kellaway Building Supplies	DD77	83.25	83.25		501			Cemetery Sundries
22/05/2025	Office Furniture	DD78	244.80	244.80		501			Filing Cabinet MC & YC
23/05/2025	UK Safety Store	DD79	7.55	7.55		501			Safety Signs
23/05/2025	Doodle Pro	DD80	72.43	72.43		501			Community Fridge
23/05/2025	Simply Extinguishers	DD81	144.61	144.61		501			Extinguisher Signs
23/05/2025	WAITROSE LTD	DD82	11.60	11.60		501			TCWP Refreshments
28/05/2025	Arval Centre	DD83	278.30	278.30		501			Fuel
28/05/2025	Sign Trade Supplies	DD84	89.98	89.98		501			Sign Post
28/05/2025	My Henry Numatic	DD85	129.99	129.99		501			Hoover Community Fridge
29/05/2025	02 UK LIMITED	DD86	295.79	295.79		501			Staff Mobiles
29/05/2025	De Lage Landen	DD87	1,709.15	1,709.15		501			Tractor/Mower Lease
29/05/2025	Safe Tec Direct	DD88	18.29	18.29		501			Sundries Victorian Cemetery
29/05/2025	Fraser Budgens Limited	DD89	45.25	45.25		501			Fuel
29/05/2025	Fraser Budgens Limited	DD90	46.16	46.16		501			Fuel

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Date: 05/06/2025

Marlborough Town Council Current Year

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Cashbook 1

User: SUE

CURRENT & ACTIVE ACCOUNTS

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
29/05/2025	Fraser Budgens Limited	DD91	61.14	61.14		501			Fuel
30/05/2025	Castle Water	DD92	436.38	436.38		501			Water Office
30/05/2025	Onecom Ltd	DD93	261.66	261.66		501			Lines
30/05/2025	Onecom Ltd	DD94	302.83	302.83		501			Software
30/05/2025	Onecom Ltd	DD95	614.00	614.00		501			Software
30/05/2025	Safety Supply Company	DD96	43.07	43.07		501			Tools Victorian Cemetery
Total Payments for Month			141,009.79	141,009.79	0.00			0.00	
Balance Carried Fwd			831,120.56						
Cashbook Totals			<u>972,130.35</u>	<u>141,009.79</u>	<u>0.00</u>			<u>831,120.56</u>	

05/06/2025

Marlborough Town Council Current Year

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Balance Sheet as at 31st May 2025

31st March 2025		31st March 2026
	Current Assets	
2,327	OTHER DEBTORS	0
30,754	VAT CONTROL ACCOUNT	27,579
631,863	CURRENT & ACTIVE ACCOUNT	831,121
500,000	CCLA Deposit Fund	500,000
1,164,944		1,358,700
1,164,944	Total Assets	1,358,700
	Current Liabilities	
63,052	CREDITORS	27
1,735	RECEIPTS IN ADVANCE	0
64,786		27
1,100,157	Total Assets Less Current Liabilities	1,358,672
	Represented By	
420,142	GENERAL RESERVE	759,510
680,015	Earmarked Reserves	599,162
1,100,157		1,358,672

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

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Title	Date Adopted	Review Date	Notes	Proposed
Standing Orders	May 2021	Updated Dec 2021	As needed,(Town Clerk) (Nb National model)	
Financial Regulations	May 2019	No date	As above (Nb National reg's)	
Scheme of Delegation	May 2019	No date	As above	
Code of Conduct	March 2023	March 2025	February 2026	
Environment & Climate Protection Policy Statement	June 2021	June 2024	February 2026	
Mayor's Community Awards	Jan 2020	2025	October 2025	
Complaints Procedure	June 2024	Review 2027		
Data Protection (+ separate SAR's Procedure)	January 2024	As required	Advised by OneWest	
Special Categories of Personal Data	January 2024	As required	Advised by OneWest	
Data Breach	January 2024	As required	Advised by OneWest	
Data Retention	January 2024	As required	Advised by OneWest	
Data Retention (appendix)	January 2024	As required	Advised by OneWest	
Freedom of Information	May 2017	As required	Refers to FoI Act 2020 and to Town Council's Model Publication Scheme	
Model Publication Scheme	May 2017	As required	Advised by NALC	
Grants	January 2024	July 2027	F&P agenda 30 10 23/ FC apdoted 22 1 24	
Health & Safety Statement	Updated 2023	States it is reviewed annually	Work Nest/Ellis Whittam to provide RSW H&S policy update	
Lone working	Dec 2016	PENDING	October 2025	RSW/F&P
Petitions	Oct 2023	Oct 2026		
Press & Media Relations	May 2019	Annually		
Policy & protocol of recording, photography and use of social media at meetings of Marlborough Town Council	June 2015	No date		
Privacy Notice for website & recruitment	Updated June 2023	As required	As advised by OneWest	
Privacy Notice for Employees	New	As required	As advised by OneWest	
eComms	October 2022	Annually or as required		
IT/Information security	New	As required	As advised by OneWest	RSW/DW
Safeguarding	Mar 2025		Apdoted	
Equalities	Sept 2023	Sept 2026	April 2026	
Training and Development	Nov 2022	Nov 2025	April 2026	

KEY: Complete until review date | Officer/F&P Committee to do

RSW 16 6 25