

**MARLBOROUGH TOWN COUNCIL
FINANCE AND POLICY COMMITTEE**

Minutes of a meeting of the **Finance and Policy Committee** which was held on **Monday, 13th June 2016** in the **Council Chamber, Town Hall, Marlborough** at 8.00 pm

PRESENT	Councillor A. Ross	Chairman
	Councillor N. Barrett-Morton	Town Mayor
	Councillor S. Dobson	
	Councillor Mrs P. Dow	
	Councillor A. Kirk Wilson	
	Councillor G. Loosmore	
	Councillor M. Hall	
ALSO PRESENT	Mrs S. Parker	Town Clerk
	Mrs D. Whitehall	Administrator
	Cllr. B. Castle	Observing
	Cllr. Mrs E.M. Hannaford-Dobson	Observing
	Cllr. Mrs M. Rose	Observing
	Cllr. R. Allen	Observing
	Mrs S Pryor	The Adviser

PUBLIC QUESTION TIME

There were no questions.

091/16

APOLOGIES

Apologies for absence were received from Cllr. Fogg.

092/16

DECLARATIONS OF INTEREST

There were no declarations of interest or requests for dispensation.

093/16

CHAIRMAN'S ANNOUNCEMENTS

There had been a 1% increase in salaries which had already been factored into the budget.

The Town Cryer had looked resplendent in his new uniform at the Civic Service on Sunday, 12th June.

094/16

MINUTES

RESOLVED: that the Minutes of the meeting of the Finance and Policy Committee held on Monday 21st March 2016 were approved and signed by the Chairman.

095/16

TOWN CLERK'S REPORT

The contents of the Town Clerk's report were noted.

096/16

TOWN COUNCIL GRANT SCHEME

Members considered two applications.

Members discussed the huge local contribution made by both applicants – St John's Ambulance and Phoenix Brass.

RESOLVED: to award £300 to St. John Ambulance and £1,000 to Phoenix Brass with advice to the latter that an application for funding is also made to the Area Board.

- 097/16 COMMITTEE BUDGETS 2015/16**
The committee income and expenditure reports and list of payments to the end of March 2016 (Month 12) were noted.
- 098/16 INTERNAL AUDIT**
Members noted the final audit report for 2015/16. Thanks were expressed to Cllr. Ross and the staff in working hard to ensure a good end of year audit.
- Cllr. Castle left the meeting*
- 099/16 STATEMENT OF ACCOUNTS**
RESOLVED: to recommend the Statement of Accounts for 2015/16 to Full Council for approval and submission to the External Auditors.
- 100/16 ANNUAL RETURN**
RESOLVED: to recommend to Full Council on 27th June that the Annual Return for 2015/16 be approved, signed and submitted to the External Auditors.
- 101/16 COMMITTEE BUDGETS 2016/17**
Members noted the committee income and expenditure reports and list of payments to end April 2016 (Month 1). The Chairman highlighted an error (page 1 4055) should read 'Professional Charges' and not 'USE 4054' as printed.
- 102/16 EAR MARKED RESERVES**
RESOLVED: to recommend to Full Town Council the approval of Ear Marked Reserves in line with paras. 4.2 and 4.9 of Financial Regulations.
- RESOLVED:** that the Ear Marked Reserve line item marked 'Town Hall Restoration/Maintenance' be listed as 'Town Hall Works.'
- 103/16 FIREPROOF EQUIPMENT**
Members noted that a fireproof cabinet had been purchased for the office to securely store a number of property deeds and documents. This was in accordance with Financial Regulations para. 4.5.
- 104/16 FINANCIAL REGULATIONS**
RESOLVED: to incorporate amendments to Financial Regulations MFR 1.6, MFR 6.4 and MFR 11 as recommended by the National Association of Local Councils (NALC) and submit the changes to Full Council for approval.
- 105/16 PRECEPT SETTING TIMETABLE**
The timetable for precept setting for 2017/18 was noted.
- 106/16 CIVIC WORKING PARTY**
RESOLVED: to commission a Civic Working Party for 2016/17 and adopt the Terms of Reference and membership arrangements.
- RESOLVED:** that when formally processing, Councillors would be positioned with the most senior Councillor to the left, that the Mayor shall be to the left of the Town

Clerk and if there is an odd number of people, the singleton shall be in the last but one rank and never at the back of the procession.

RESOLVED: Mayoral and other civic badges may be worn at parish functions, pinned to the left-hand side of gowns.

Military medals were also discussed, which should only be worn at Remembrance and Battle of Britain Commemorative events.

The meeting closed at 8.50 pm

Signed
Chairman

Date