

## Town Council Grant Scheme

**Summary** - In this report, Members are asked to consider 3 grant applications under the Town Council's Small Grant Scheme.

### 1. Town Council Grant Scheme

The Town Council's Grant Scheme is run to a set of criteria/guidelines. Information, guidelines and dates when applications will be considered by the F&P Committee are at:

<http://www.marlborough-tc.gov.uk/marlborough-town-council/grants> A hard copy leaflet is also available.

### 2. Grants in 2020/21

During the precept setting round, a budget of £6,600 was agreed for 2020/21 and no grants have, so far, been awarded.

### 3. Grant Applications

Applications for consideration are:

#### i) Carer Support Wiltshire

**Grant sought: £3,000**

**Previous Grant(s): 2013/14 - £500**

The application form is at **Appendix 5i)**. The Annual Report and Accounts for 2019/20 can be viewed by Town Councillors in the Council offices. Carer Support is a registered charity. This application is for a grant towards breaks for 15-25 unpaid carers living in Marlborough and elsewhere in Wiltshire. This is part of the Time for Carers Appeal and extracts from the charity's website include:

Since lockdown, many have experienced feelings of loneliness or isolation. But for unpaid carers across Wiltshire, these feelings are very much the norm. Carers are often under 'virtual lockdown' for years as they prioritise the care for their loved one before the needs of their own. The Time for Carers Appeal removes any financial barriers and provides equal opportunities for carers from all backgrounds to get the breaks they need; whether that's going swimming, taking the kids to a football match or going to an art class with friends.

#### Did you know....?

- 10% of Wiltshire's population are unpaid carers – approximately 47,000 (Census 2011) and approximately 70% of carers are providing more care than before the Covid-19 crisis.
- Over half of carers (55%) reported feeling overwhelmed and worried they were going to burn-out in the next few weeks (Carers UK; Caring Behind Closed Doors; 2020)
- 66% of carers reported that one of the biggest challenges they face as a result of their caring role, was no time away from caring – no breaks (Carers Week Report; 2020)
- 40% of carers haven't had a break in over a year
- 25% of carers haven't had a break in 5 years
- Nearly 40% of carers say they are 'struggling to make ends meet'
- 64% of carers say that they have neglected their own needs to focus on the needs of the person they care for (Carers UK; State of Caring Survey; 2019)

More information about Carer Support Wiltshire is at: <https://carersupportwiltshire.co.uk/>  
Applications have also been sent to other town and parish councils.

**ii) 1<sup>st</sup> Marlborough Guides****Grant sought: £500****Previous Grant(s): 2014/15 - £1,250**

An application form is at **Appendix 5ii)**. Audited accounts can be viewed by Town Councillors in the Council offices. Since COVID, the group has been unable to meet but sessions have been held via Zoom. Subscriptions are harder to find with some parents being made redundant, being furloughed, etc. Group leaders have also been unable to access grants from central government. Unlike the local scout groups, there is no dedicated building to meet and, instead, meetings are held at Manton Village Hall. Adhering to social distancing measures some activities are now re-starting and more are being planned. Guiding is open to girls between the ages of 10-14 and takes in new recruits as well as those coming up from Brownies. The group now needs funds to build up supplies for activities and meet other costs. There are currently 22 girls who belong to 1<sup>st</sup> Marlborough Guides.

More information about girl guiding in North Wiltshire is available at:

<https://www.girlguidingwiltshirenorth.org.uk/> The national guiding website is at:  
<https://www.girlguiding.org.uk/>

**iii) Love Marlborough Kids Meals****Grant Sought: £2,419****Previous Grants: None**

An application form is at **Appendix 5iii)**. This application is towards providing a free hot meal for children who need them. The group has been running for the last 4 weeks supporting 12 families, delivering 2 meals a week. Projections are that this will increase to 24 families by December with the hope that a food hamper will be included for Christmas. Equipment needed includes thermal boxes to keep the food warm, consumable food trays, store cupboard boxes, etc.

Excellent coverage about the scheme is at: <https://marlborough.news/news/love-marlborough-kids-meals-initiative-receives-funding-to-continue/>

There is a Facebook page at: <https://www.facebook.com/MarlboroughKidsMeals/>

Members will be aware that the scheme criteria do not allow for funding of religious activities. Whilst Love Marlborough Kids Meals is an arm of St Mary's Church, the church is simply its accountable body and has clear accounting procedures. Love Marlborough and Love Marlborough Kids Meals were set up specifically to help with community work around the pandemic.

**4. Financial Implications**

If Members agree to award the above 3 grants (£5,919), this would leave a balance of £681. There are 2 further rounds of grant awards in the current financial year – 7 December 2020 and 15 March 2021

**Town Clerk's Recommendation**

The Town Clerk recommends that Members consider whether to award grants to Carer Support Wiltshire, 1<sup>st</sup> Marlborough Guides and Love Marlborough Kids Meals.

**Town Clerk - 16 September 2020**

## Urgent Matters

**Summary** – To note decisions taken during the pandemic under 3.2 of the Scheme of Delegation

### 1. Background

Under the Scheme of Delegation (para 3.2), the Town Clerk should consult the Town Mayor and relevant Chairs of Committees on urgent matters that cannot wait until a scheduled meeting. During the period of lockdown, there were a number of decisions taken via this process especially before most scheduled meetings started to take place via the Zoom videoconferencing platform. These were as follows:

<b>MARCH 2020</b>	
12 March 2020	Postponement of Annual Town Meeting ( <i>later legislation under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authorities and Police and Crime Panel Meetings)2020 cancelled this statutory requirement for 2020</i> )
18 March 2020	Overtime for staff working additional hours during the pandemic
18 March 2020	Tenants Rent Deferral (Residential)
23 March 2020	Closure of Priory Gardens
23 March 2020	Closure of Public Toilets
30 March 2020	Tenants Rent Deferral (Commercial)
30 March 2020	Tenants Rent Deferral (Commercial)
<b>APRIL 2020</b>	
4 April 2020	Purchase of PPE (gloves and masks)
22 April 2020	Concerns about Sheltered Housing and Retirement Homes (Report issued to WC)
27 April 2020	Planning Applications
28 April 2020	VE Day (cancelling of commemorative events and replacing with online coverage)
<b>MAY 2020</b>	
13 May 2020	Postponement of Dark Skies Fest 2020 (now Oct 2021)
18 May 2020	Marlborough LitFest – withdrawing use of Town Hall. (LitFest cancelled)
28 May 2020	Re-opening of Public Toilets
28 May 2020	Plans towards Returning to a New Normal
<b>JUNE 2020</b>	
20 June 2020	Rent Holiday (Commercial)
<b>JULY 2020</b>	
10 July 2020	Rent Holiday (Residential)
<b>AUGUST 2020</b>	
10 August 2020	High Street Re-opening Promotional Video
20 August 2020	Repairs/Re-surfacing of MRFC Car Park

### 2. Points to Note

- Some of these decisions had financial implications (see agenda item 8 for these details) but not all
- The table tells a story of the way in which COVID and lockdown has affected the running of the Town Council

### Town Clerk's Recommendation

The Town Clerk recommends that Members note this report.

Town Clerk – 17 September 2020

## Impact of Coronavirus

**Summary** – This report asks Members to note the impact of the pandemic on the Town Council's income and expenditure.

### 1. Background

The pandemic (announced on 23 March 2020) has and will continue to have an impact on both income and expenditure as set out below.

### 2. Income

**Rental Income:** During the period of lockdown restrictions, there have been requests from tenants in our commercial, residential and community/club properties requesting deferrals on rent payments and rent free holidays due to the difficulties being faced in terms of not being able to open their commercial operations or where residential tenants have lost their jobs and all or part of their income. Members have already been informed about the impact on rental income via a confidential report to Full Council on 29 June 2020. The projected loss of rental income for 2020/21 at that point was **£12,562.50**

**Town Hall/MCYC Hirings:** Bookings are starting to trickle through now restrictions have been partially lifted (though that could change) but lockdown closed our bookable buildings. The difference in income at Month 4 (end July) in 2019/20 and 2020/2021 is compared as follows:

TOWN HALL INCOME		
2019/20 (Month 4 - July)	£10,573	
2020/21 (Month 4 - July)	- £218	Minus figure due to refunds on wedding bookings

MC&YC INCOME		
2019/20 (Month 4 - July)	£2,637	
2020/21 (Month 4 - July)	-£297	Minus figure due to refunds on regular bookings

*Projected losses are difficult to predict on these buildings due to the unpredictability of bookings and changes in government guidance on COVID restrictions*

### Other Income

Public Toilets

PUBLIC TOILETS		
2019/20 (Month 4 - July)	£1,326	
2020/21 (Month 4 - July)	£ 360	Toilets closed in March 2020 and re-opened in late May 2020

Other income lost will be income from the Mop Fairs (£2,300) plus less quantifiable income streams for the hire of our open spaces (football pitches, circuses and fairs on the Common, car boot sales etc, where no income has been taken yet for 2020/21).

*Increased Income*

There has been an increase in cemetery income

<b>CEMETERY</b>		
2019/20 (Month 4 - July)	£2,288	
2020/21 (Month 4 - July)	£9,300	

It is not clear if the increase in burials/ashes interments is due to COVID as it isn't always recorded on death certificates. The predicted (worse case) numbers did not, thankfully, materialise though plans were in place should that have happened.

**3. Expenditure**

Whilst payments are still being made as predicted in terms of utilities, water rates, insurance, business rates, etc., there is expenditure that has not been made due to the pandemic – cancellation/ postponement of the Puppet Festival, Switch-on and Dark Skies Fest (circa £12,000), Mayor Making expenses (£1,800), Seasonal Worker (circa £9,000).

**4. Point to Note**

- This report (alongside the committee report at agenda item 6) is to give Members a snapshot of the impact of COVID on income and expenditure, so far, for 2020/2021 and exact projections cannot be made at this stage
- At the F&P Meeting of 16 March 2020, it was agreed that there should be an Ear Mark Reserve created for an Emergency Fund for the Coronavirus Pandemic (ratified by FTC on 29 June Min.57/20). This was enhanced by grants and donations from generous benefactors all helping to pay for PPE, the cash float for volunteers, hand sanitizer and other H&S equipment and for installing COVID secure measures at various buildings. This EMR balance is currently £10,545.
- The Town Council applied for a COVID discretionary government grant (via WC) in late August. This was successful - £7,000

**Town Clerk's Recommendation**

The Town Clerk recommends that Members take note of this report.

**Town Clerk**

**17 September 2020**

## ITEM 9

### Timetable for the Budget and Precept Planning Process for 2021/22

**Summary** – Members are asked to note this report and consider the process for precept setting for 2021/22

#### 1. Background

The timing of the autumn precept setting round would normally be as follows:

Date	Committee	Action
Monday, 5 October 2020	Property	An opportunity to discuss spending plans and budgets for 2021/22
Monday, 26 October 7 2020	Planning	An opportunity to discuss spending plans and budgets for 2021/22
Monday, 16 November 2020	Amenities & Open Spaces	An opportunity to discuss spending plans and budgets for 2021/22
Monday, 7 December 2020	Finance & Policy	To agree F&P spending plans for 2021/22 and review recommendations from budget holding committees and any recommendations from non-budget holding committees (i.e. Staffing-Sub Committee). Prepare recommendation for FTC on 14 December
Monday, 14 December 2020	Full Town Council	Recommendation to FTC for agreement for 2021/22 budgets and precept figure to levy to Wiltshire Council
Monday, 18 January 2021	Full Town Council	Reserve date should there be delays in setting precept (this still leaves time to confirm figure to WC)

All budget holding committees will be given the 2020/21 budget figures for the end of September. At this six-monthly point in the financial year, Members will have a better idea of overall expenditure on which to base estimates for 2021/22. The Staffing-Sub Committee (non-budget holding) will arrange to meet ahead of 7 December to make a recommendation about salary budgets to F&P.

## ITEM 9

### 2. Working Party

Members may like to consider appointing a small number of Councillors (possibly chairs of budget holding committees) to a Working Party to consider 2021/22 budgets as soon as possible so that draft budgets can be presented to committees in line with the timetable above. The impact of Coronavirus, Wiltshire Council's likely council tax increase, the future of devolution of services, large upcoming projects (external works to the Town Hall, new Workshop at the Common, etc.) and changes to local government will all influence the way the precept is set.

### 3. Points to Note

- The percentage increase in recent years for Marlborough Town Council has been:

Year	% Rise over previous year
2020/21	5.76%
2019/20	3.81%
2018/19	2.91%
2017/18	16.55%
2016/17	4.96%

### Town Clerk's Recommendation

The Town Clerk recommends that Members note this report and consider the process for precept setting for 2021/22.

**Town Clerk**

**17 September 2020**

## General Data Protection Regulation (GDPR)

**Summary** - To consider a report on Data Protection Compliance received from the Town Council's Data Protection Officer Support Service (One West), note updates made based on its recommendations and recommend revised policies to Full Council for approval

### Current Situation

One West, the Town Council's appointed Data Protection Officer (DPO) is responsible for advising on the implementation of policies, monitoring compliance with data protection law, providing support and developing related policies and guidelines where applicable, in amongst other data protection related functions. They provide an annual report on compliance directly to the Council and, where relevant, provide the Town Council with advice and recommendations on data protection issues.

Compliance reports, usually following an onsite visit, however due to the pandemic this was not possible this year. The 2020 compliance assessment was therefore conducted remotely, based on information supplied, content on the town council website and the previous years' report.

The Executive Summary within the report concludes that the Town Council has made 'outstanding progress with their compliance position'.

The Assistant Town Clerk has been working closely with the DPO to address areas of weakness and has subsequently revised existing and drafted new policies based on templates supplied by the DPO.

Updates on progress in relation to the 'Progress & Improvement Plan' within the report can be found below:

#### 1. Governance

- Current Data Protection Policy revised to include specific information on Subject Access Request guidance and new legislation – attached at **Appendix 1**
- Current Data Retention Policy revised - attached at **Appendix 2**
- Supporting policies drafted to include:
  - Data Breach Policy – attached at **Appendix 3**
  - Information Security Policy – work in progress/ongoing

#### 2. Record of Processing Activities (RoPA)/Information Audit

- Special Categories of Personal Data and Criminal Offences Data Policy drafted – attached at **Appendix 4**

#### 3. Privacy Notices

- Privacy Notice for website revised – attached at **Appendix 5**
- Privacy Notice for workforce drafted – attached at **Appendix 6**
- Privacy Notice for Job applicants – attached at **Appendix 7**
- Privacy Notice for visitors to town council offices – attached at **Appendix 8**

#### 4. Legal Basis & Use of Consent

- Work ongoing

**5. Third Party Processing**

- Work ongoing

**6. Unauthorised disclosure/excessive processing**

- Pend onsite visit when permissible, although no immediate concerns raised at site visit in 2019.

**7. Training and Awareness**

- Councillors were invited to attend training back in Sept 2019, however not all took up the opportunity. All staff, employed at the time, undertook training also. *Consideration to be given to issuing training for new members of staff and councillors following the elections in May 2021.*

**8. IT Security**

- Clarification to be sought from Excalibur. Work ongoing.

**9. Physical Security & CCTV**

- CCTV Policy now in place.

**10. Disposal**

- The town council do not currently record the destruction of records, however, a template is available for use and will be drafted. Appendix 1 within the Data Retention Policy details the specific types of records/data which require secure disposal.

**Financial Implications**

There are none.

**Recommendation**

Members are requested to note the information contained within the report and recommend the following policies (new and revised) for adoption by Full Council on 2 November 2020:

- Data Protection
- Data Retention
- Data Breach
- Special Categories of Personal Data and Criminal Offences Data

**Author – Assistant Town Clerk**

**15<sup>th</sup> September 2020**

## Website Accessibility Requirements

**Summary** – This report asks Members to note that the Town Council must comply with accessibility regulations to public sector websites (The Public Sector Bodies (Websites and Mobile Applications) Regulations 2018)

### 1. Background

Members should be aware that the Town Council must comply with accessibility regulations to public sector websites (The Public Sector Bodies (Websites and Mobile Applications) Regulations 2018). Guidance to this is at **Appendix 1**.

A statement confirming compliance needs to be posted on the Town Council's website by 23 September 2020. If full compliance is not reached (as is the case with many town and parish councils due to other priorities in recent months) then the statement should refer to the work that is in progress (e.g. testing of the site). Examples of compliance statements can be found at:

<https://www.wiltshire.gov.uk/accessibility>

and

<https://www.chippenhamtowncouncil.co.uk/accessibility>

The Town Council Council's Administrator/Webmaster has been working on this for some time and we will be in a position to issue a statement for 23 September.

An important part of compliance is that councillors and staff are aware of the legislation requirements.

### 2. Financial Implications

The cost of a screen reader plug-in was £45.51p. If professional testing of the website is needed this will incur further expenditure, but this could possibly be done using local groups with minimal cost.

### Town Clerk's Recommendation

The Town Clerk recommends that Members delegate to the Town Clerk to issue a compliance statement to meet the 23 September 2020 deadline and that associated work continues around testing of the site to ensure its full compliance with the new regulations as soon as possible.

**Town Clerk**

**17 September 2020**

## Remembrance Sunday and Armistice Day

**Summary** – This report asks Members to note a report by the Town Clerk about arrangements for Remembrance Sunday and Armistice Day and consider any changes necessary following recent changes in government guidance around COVID restrictions

### 1. Background

At the Full Council meeting of 7 September 2020, Members discussed the arrangements around Remembrance Sunday and Armistice Day in view of the restrictions around the pandemic. Here is an extract from the minutes and the resolution:

#### **177/20 REMEMBRANCE PARADE AND ARMISTICE DAY 2020**

Councillors noted a report from the Civic Secretary that provided information and government guidance, outlining the impact that Coronavirus social distancing requirements would have on arrangements for Remembrance Day and Armistice Day. It was a great disappointment to all that the usual Remembrance Parade and Armistice Day commemorations would not be possible this year. The discussion included:

- Current guidelines meant that no gatherings of more than 30 people were allowed
- No road closures had been applied for
- Concerns that residents might try to attend the cenotaph even though there would not be safe space to accommodate them
- Whether any actions could be taken to prevent people attending
- Whether the commemorations could be filmed and/or live streamed, although publicising this prior to the day might attract people to attend in person
- Whether an appeal could be made prior to the event to ask people to stay away
- That a gallery of photographs could be made available online as soon as possible after the commemorations

**RESOLVED:** that the format for Remembrance Day and Armistice Day is changed to reflect COVID restrictions and government guidance as follows:

#### Remembrance Sunday

- Organisations to collect wreaths from the Town Hall. As numbers are restricted due to social distancing, this will take place in the Assembly Room
- A Mayoral Party consisting of the Town Clerk, officers of Dignity, Revd. Smith, one representative each of Royal British Legion and 4MI Battalion will convene in the Court Room
- The Mayoral Party will be the first of several small groups to approach the War Memorial and lay a wreath
- The Mayor will be present at the War Memorial for the 11.00am two minute silence and Last Post and Reveille
- The Mayoral party will leave the memorial and members of each organisation will attend in small groups to lay wreaths
- Departures from the Town Hall and arrivals at the War Memorial will be timed and co-ordinated by Town Council staff to ensure social distancing can be maintained at all times
- No road closure will be required

#### Armistice Day

The usual format will still be possible, including the laying of wreaths at the 7<sup>th</sup> Wilts War Memorial although there will be a limit on numbers attending. Representatives of the Town Council will be limited to 6 with one each representing 4MI and Royal British Legion. School students may not be able to attend although it was hoped the Head Boy and Girl from St John's could be included. In addition, the laying of wreaths at Commonwealth War Graves can be organised to take place as usual with a small group in attendance.

The report submitted to Full Council by the Civic Secretary is at **Appendix 1**.

**2. Point to Note**

Since the 7 September meeting, the government has announced more restrictions around COVID and Members will want to re-visit the arrangements. At the time of writing this report, no guidance had been issued about the new restrictions (the rule of 6) will apply to these commemorative events. The Town Clerk will give a verbal update at the meeting.

**Town Clerk's Recommendation**

The Town Clerk recommends that Members consider what changes need to be made to the arrangements for commemorations around Remembrance Sunday and Armistice Day.

**Town Clerk**

**17 September 2020**