

Marlborough Town Council

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COUNCIL OFFICES
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4 December 2019

Dear Councillor,

I hereby summon you to a meeting of **Marlborough Town Council**, which will be held on **Monday, 9 December 2019** in the **Council Chamber, Town Hall at 7.00pm.**

Yours faithfully

A handwritten signature in black ink, appearing to read 'Shelley Parker'.

Mrs S A Parker, PSLCC
Town Clerk

- a) **Prayers**
- b) **Public Question Time** - not to exceed 10 minutes and limited to 1 question per person unless time permits otherwise
- c) **Crime and Disorder** – a member of Wiltshire Police will be invited to give a report and answer questions from Councillors and members of the public (not to exceed 10 minutes)
- d) **To receive Questions to and from Wiltshire Councillors** (not to exceed 10 minutes)

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest and Requests for Dispensations**
 - a) To receive any Declaration(s) of Interest under Marlborough Town Council's Code of Conduct issued in accordance with the Localism Act 2011
 - b) To consider any dispensation requests received by the Town Clerk
3. **Mayor's Announcements**
4. **Minutes**

To approve and sign as a correct record the minutes of the Full Town Council meeting held on Monday, 4 November 2019
5. **Town Clerk's Report**

To note the Town Clerk's report

6. **Casual Vacancy - Co-option of Town Councillor (East Ward)**

Following the resignation of Councillor Harry Forbes, Wiltshire Council has formally confirmed that no requests were received to hold a by-election and that the Town Council is able to co-opt a new Town Councillor to represent the East Ward. The process for co-option will follow the same one that was agreed by Members at the Full Town Council meeting of 22 May 2017 (Minute 39/17).

This casual vacancy has been advertised and 3 candidates have come forward:

Mr Simon Bell
Mrs Vanessa Hillier
Mr Charles Johnston

Each candidate is qualified under the Local Government Act 1972 s.79

The following process will take place:

- i) Each candidate will be brought into the Council Chamber and invited to make a short presentation (3-5 minutes) about how their membership of the Town Council would benefit the Council itself and their community
- ii) The Mayor will invite Councillors to ask questions (not to exceed 10 minutes)
- iii) Once each candidate has been through this process then Councillors will vote to determine the successful candidate.

7. **Play Area at Jubilee Field, Manton**

To consider feedback from recent consultations and to agree the final design

8. **Community Governance Review**

To consider a letter from Savernake Parish Council about the recent call for expressions of interest from Wiltshire Council for a Community Governance Review

9. **Action Plan 2017 - 2021**

To consider the adoption of the Town Council's Action Plan

10. **Britain in Bloom**

To note a report by the Assistant Town Clerk and consider Marlborough's entry into the national Britain in Bloom competition

11. **Outside Bodies**

Members to offer updates on their representational roles to external organisations

12. **Committee Minutes** - In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: **Planning** – 7 and 28 October and 18 November, **Finance & Policy** – 23 September, **Property** – 7 October and **Amenities & Open Spaces** – 2 September. These minutes have been approved by committees and circulated to Members and are available to download from www.marlborough-tc.gov.uk or from the Town Council offices. Other meetings have taken place but, minutes are not yet approved so remain in draft form

13. **Member's Question Time**

Questions to be submitted to the Town Clerk by midday on the day of the meeting and not to exceed 10 minutes

14. **To authorise the fixing of the Common Seal of the Marlborough Town Council to all documents necessary to give effect to the decisions of the meeting**