Marlborough Town Council

17 March 2026

Dear Councillor

Full Town Council

I hereby **summon** you to a meeting of **Marlborough Town Council** which will be held on **Monday, 23 March 2026 at 7pm** in the **Court Room, 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.

If members of the public wish to attend and ask a question they should also notify the Town Clerk of this by noon 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.

Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate. Some people may not be allowed to attend if all the allocated seats are taken.

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MOMENT OF QUIET REFLECTION

PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Council. 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

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)

PRESENTATION ON THE CEMETERY EXTENSION PROPOSAL

TO RECEIVE QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Not to exceed 10 minutes

AGENDA

1. Apologies for absence

2. Declarations of interest

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

Members are reminded that they are obliged to notify the Monitoring Officer of a change to disclosable interests, or a new interest as defined in Appendices A and B of the Code of Conduct within 28 days of becoming aware of it. These should be passed on to the Town Clerk to register online.

3. Mayor's Announcements

4. Minutes

To approve and sign the minutes of the meeting held 26 January 2026

5. Action Log

To review the Action Log

6. Mayor 2026-27

To select the Town Mayor for the forthcoming municipal year 2026/27

7. Deputy Mayor 2026-27

To select the Deputy Town Mayor for the forthcoming municipal year 2026/27

8. Council Meeting dates 2026-27

To note and agree the Council's calendar of meeting dates for 2026-27

9. Internal Audit Report

To note and consider the second interim internal audit report for 2025-26

10. Community Fridge

To note the report on the Community Fridge

11. Kennet Place Waterfront Garden

To note and consider the update report on the Kennet Place Waterfront Garden

12. Standing Orders

To consider the proposal to amend the standing orders to include allowing a representative of the Youth Council to participate in Full Council discussions

13. Safeguarding Sub-Committee

To consider the proposal to form a safeguarding sub-committee

14. Outside Bodies

An opportunity for Members to provide verbal updates on their representational roles to outside bodies

15. Committee Minutes

In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: **Planning** – 12 January and 16 February 2026, **Amenities and Open Spaces –** 19 January 2026, **Property Committee** 27 October 2025 and 5 January 2026, and **Finance and Policy Committee** 24 November 2025. These minutes have been approved by committees and circulated to Members and are available to download from https://www.marlborough-tc.gov.uk/council/meeting-dates-agendas-and-minutes-2025-26 or from the Town Council offices. Other meetings have taken place, but minutes are not yet approved so remain in draft form.

16. Exclusion of the Press and Public

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

17. Community Champion Awards

To consider the nominations received for Town Council Community Champion Awards

18. Nomination for Honours

To consider the request for the Council to endorse a nomination for an honours award

19. Common Seal

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

Marlborough Town Council

Full Town Council

Minutes of a meeting of Marlborough Town Council held Monday, 26 January 2026 in the Court Room, Marlborough Town Hall at 7pm

PRESENT	Councillor Emily Trow	Town Mayor
	Councillor Nicholas Fogg	
	Councillor Lisa Farrell	
	Councillor Mervyn Hall	
	Councillor Mark Cooper	
	Councillor Kelvyn Shantry	
	Councillor Susannah O'Brien	
	Councillor Caroline Sadler	
	Councillor Peter Morgan	
	Councillor Caroline Wrench	
	Councillor Nicholas Awbery	
	Councillor Kim Wakeham	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
ALSO PRESENT	Councillor Jane Davies	Wiltshire Councillor – Marlborough West
	Sgt. Deborah Laycock	Wiltshire Police
	Mathilde Scheepers	Chair, Marlborough Youth Council
	Neil Goodwin	Marlborough.News
	Three members of the public	

MOMENT OF QUIET REFLECTION

PUBLIC QUESTION TIME

On behalf of the **Jubilee Centre, Jane Davies** asked whether the Town Council would write to Wiltshire Council to ask them to withdraw the proposal in the forthcoming budget that would see the community transport budget line removed. Without that budget, services such as Link and Kennet Community Transport will be jeopardised and may be unable to continue. The impact to the Jubilee Centre would be dire as it relies on these services to bring members in. Although the centre can continue to provide lunches and assistance to members, with no transport options people will

not be able to use it: she feared that if the budget goes through it could mean the end of the Jubilee Centre.

Mark McFarland, **Secretary, Marlborough Link** reinforced Jane's question, and had already written to Wiltshire Council. In 2025 Marlborough Link (one of 43 Link schemes across Wiltshire) made 3,939 trips, using 3,254 volunteer hours and covering 39,267 miles. Over 70% of the trips were related to health appointments. Although Marlborough Link could probably survive with a reduction in funding, the background support that comes with it is vital (e.g. DBS checks, liaison with other Link groups). He asked for these issues to also be raised with Wiltshire Council.

Mr McFarland agreed to provide a copy of the letter from Link to Wiltshire Council to the Mayor.

Andrew Tatum, Kennet Community Transport (KCT) also asked the Town Council to write to Wiltshire Council on behalf of all the organisations represented at the meeting. The KCT minibus mainly provides services to the elderly, all focused on the Jubilee Centre. The service is staffed by volunteers and operates 3 days per week, providing about 12 hours of journeys between the Jubilee Centre and homes in Marlborough and surrounding towns and villages. It just about breaks even for fuel costs as the Jubilee Centre pays KCT £90 per week for the service provided, but is reliant on the bus grant to cover other costs. KCT also provides services for Mercy homes and other care/nursing homes. Without the KCT service, housebound or care home residents may not have any other opportunity to get out.

Councillors asked questions for clarification and discussion points included:

- There are two grants at risk: the community transport scheme (current budget approx. £115,000 covering 43 areas) and the Link scheme funded separately. Wiltshire Council's budget was over £500M.
- Wiltshire Council had not provided a reason for the proposed withdrawal of funding for community transport; Community First had signalled it may be related to meeting a shortfall in the overall transport budget
- KCT receives about £3,000 per annum from Wiltshire Council – about a third of its overall income
- Community First hosts the Wiltshire Link scheme, with 43 member groups
- There was already signposting to the Wiltshire Connect bus service by Community First
- The Jubilee Centre has a passenger assistance escort who is able to enter homes to help people get to the KCT minibus – this is not available with Wiltshire Connect
- Whether Wiltshire Council should audit all services and work out which offers the best value
- Whether Wiltshire Council realises the impact this budget cut will have on so many vulnerable people
- Whether to co-ordinate with neighbouring parishes to respond to Wiltshire Council

- The Town Clerk would raise the matter through the Wiltshire Association of Local Councils (WALC) which communicates with all parishes

The Mayor agreed to write to the Cabinet Member and Leader of Wiltshire Council on behalf of the town and all organisations represented at the meeting.

Three members of the public left the meeting

CRIME AND DISORDER

Sergeant Laycock summarised the quarterly report that had been provided by **PC Steele**. Discussion points and answers to questions included:

- The 'Further Action Taken' (FAT) statistics for Marlborough were above average for the county
- A good Shop Watch meeting had taken place in the previous week
- People should remain vigilant to high value burglaries in rural areas
- To contact the team to suggest any locations or groups for community engagement visits
- The Neighbourhood Harm Reduction unit had the sole purpose of talking to young people about drugs and related criminal activities. The Swift programme was for children coming to the attention of police but not yet with a record, where a PCSO mentor would work with them to help them make good choices, especially where there may not be a good adult role model in their home environment
- The NPT does what it can in terms of neighbourhood policing, within the funding available.

Sergeant Laycock left the meeting

QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Councillors Shantry expressed frustration with highways – both the condition, with many potholes causing damage to vehicles, and massive holdups caused by poorly executed utility works. Rather than being asked to continually report highway faults he would like to see a more proactive approach and asked whether a delegation from Marlborough could meet with a named officer to discuss the issues.

Councillor Davies shared his frustration and offered to send him a link to the Council's intervention standards. The Council had spent £10M and £12M on road repairs in previous years and Cllr Davies believed it would add an additional £5M above the money provided by National Highways in the next budget. Some roads had benefitted from full resurfacing (e.g. the Pewsey road). The combination of rain and frost turns cracks in the highway into potholes: Parish Steward teams work with contractors to patch potholes but proper repairs require warm and dry weather. She described the Council's recent 'green' rating for road maintenance as laughable. All areas of the county had similar problems, both with potholes and traffic congestion (Devizes was given as another example). She encouraged Cllr Shantry to meet with Martin Smith, the Cabinet Member for Highways. She and Cllr Cleasby had already done so, as well as meeting with Ian Thorn (Leader of the Council). Both had also

intervened with Thames Water during the recent traffic problems caused by a lane closure.

Marlborough sat at a crossroads of two major routes (A4 east/west, A346 north/south). Although a study[1] had shown that nothing could be done locally to improve traffic flow it did provide evidence that a broader strategy was required. Dualling the A350 may help take traffic off Marlborough's roads, and a National Highways study had indicated there may be some mitigation money to help Marlborough. Cllr Davies would continue to lobby for depriming the A346. She was also campaigning to introduce a lane rental scheme, whereby utility companies would pay up to £2,500 per day when they work on the highway. This should encourage them to work efficiently rather than using the lowest cost contractors, which often caused delays in handovers between tasks.

Councillor Farrell asked what checks were made by officers following roadworks, and whether works by utility companies were signed off by Wiltshire Council. There were particular risks for cyclists and motorcyclists due to the current poor condition of roads. **Councillor Davies** confirmed that officers did check, but don't have the manpower to check every job. Nationally, about 40% were inspected: she could ask what the figure is for Wiltshire.

Councillor Farrell asked whether Wiltshire Councillors could help with the proposed closure of Ramsbury Fire Station, which was a great concern. This was a decision for Dorset & Wiltshire Fire Service: Councillor Davies suggested that Councillor Farrell contact **Councillor Sheppard** who is the Wiltshire Councillor for Aldbourne and Ramsbury and may be able to intervene.

Councillor Morgan asked whether Wiltshire Council would take account of residents needs and ensure that waste and recycling services were fit for purpose? He also asked whether the Mayor would be prepared to write to Wiltshire Council to submit the feedback from residents. A poll of Manton residents about the proposed changes had highlighted:

- That council tax bills were going up above inflation but critical services were being cut
- Concerns that a 3-weekly collection would result in rubbish piling up, a detrimental impact on the street scene and attract rats
- Residents did not want a booking system for the Household Recycling Centre (HRC)
- Scepticism about a 3-weekly food waste collection

Councillor Davies replied that the introduction of food waste collections was a national requirement and it was not possible for Wiltshire Council to get out of its obligations. She agreed that closing two HRC sites without offering alternatives was a mistake, although Cabinet was still open to discussions with Hills. She hoped they could find a way to keep sites open or settle their differences. The Lower Compton

[1] https://www.marlborough-tc.gov.uk/council/traffic-study

HRC attracted about 8,000 visits per year, raising concerns of the impact this would have on traffic if these journeys came to Marlborough in future. She could see the benefits to officers from centralising the system but was personally opposed to the proposed changes as they did not represent the needs of residents. She would continue to try to work constructively to get changes made to the proposals.

The **Mayor** agreed to write a letter to the leader of Wiltshire Council to submit the Town Council's feedback about the proposed changes to kerbside and HRC waste management systems, and the closure of two HRCs.

Councillor Davies left the meeting

352/25 APOLOGIES

Apologies for absence were received from **Councillors Cleasby, Sheppard, Luson** and **Beaumont. Councillor Wrench** would need to leave the meeting at 8pm.

353/25 DECLARATIONS

There were no declarations of interest.

354/25 MAYOR'S ANNOUNCEMENTS

The nomination window for the 2026 Community Champions Awards would go live on 27 January. The deadline for nominations was 6 March, with decisions to be made at the Full Council meeting on 27 March. The awards would be presented at the Annual Town Meeting on 27 April. All relevant information would be circulated to Councillors.

355/25 MINUTES

RESOLVED: that the minutes of the meeting held 15 December 2025 were approved as a true record and signed by the Town Mayor.

356/25 ACTION LOG

Members noted the action log: there were no updates available for outstanding actions.

357/25 TOWN PROMOTIONS AND CULTURE COMMITTEE

Members considered a proposal by **Councillor Wrench** to form a new committee to oversee the development and management of the positive promotion of the town and cultural experiences within it, to be named Town Promotions and Culture Committee. Discussion points included:

- Support for the proposal
- Suggested matters that it could address included assessing what Marlborough could offer to the recently announced 'Town of Culture' award, and assistance with acquiring cultural assets for the town
- Membership: Committee membership was limited to Town Councillors so it would not be possible for the Youth Council to have membership. However, although it would not have any voting rights, any Committee agendas could be

shared with the Youth Council providing an opportunity for them to provide feedback

RESOLVED: (i) to create a Town Promotions and Culture Committee

Proposed by **Councillor Farrell** and seconded by **Councillor Wrench** and
RESOLVED: (ii) that members of the Town Promotions and Culture Committee for 2025-26 would be **Councillors Fogg, Farrell, Hall, Wrench** and **Wakeham**

Councillor Wrench left the meeting

358/25 MARTYNS LAW

Members noted the Deputy Town Clerk's report outlining the purpose, current status and considerations of Martyn's Law and the implications it would have on town-council run events to ensure compliance.

359/25 CEMETERY EXTENSION CONSULTATION

Members noted the Town Clerk's update report on the consultation to extend the cemetery. Key dates were on-site consultation events on 28 March (10:00-12:00) and polling day on 16 April (08:00-20:00). **Councillors Hall** and **Cooper** would both be attending on 28 March. More help would be appreciated, and any Councillors available to help at either event were asked to make this known to the Town Clerk.

Of the members present, **Councillors Shantry** and **O'Brien** agreed to help on 28 March and **Councillor Farrell** on 16 April.

ACTION: any Councillors able to support consultation events on 28 March or 16 April to contact the Town Clerk

360/25 OUTSIDE BODIES

Marlborough Business Network – a meeting took place the previous week and Matt Powell, the Town Council's Youth Worker, had given a well-received presentation to the group about the work experience scheme. This had also been circulated to all members: the scheme presented a great opportunity to find work experience placements for local young people.

361/25 COMMITTEE MINUTES

In accordance with para 3.1 of the Scheme of Delegation, members noted the approved minutes of the following committee meetings: Planning on 8 December 2025; Amenities and Open Spaces on 13 October 2025 and Property on 29 September 2025.

PART 2

362/25 HERBERT LEAF CHARITY

All members of the Council are Trustees of the Charitable Trust.

Trustees noted the Town Clerk's report and considered the recommendation by the Finance and Policy Committee to draft a policy that provides extra detail on the Herbert Leaf Trust, to which the Council can refer when making decisions.

RESOLVED: to form a working party to develop the policy or policies that enable clear decision making about funds in the Herbert Leaf Charitable Trust comprising **Councillors Hall, Sadler** and **Wakeham**

363/25 **COMMON SEAL**

Proposed by **Councillor Fogg** and seconded by **Councillor Farrell** and
RESOLVED: that the Common Seal of Marlborough Town Council be affixed to all documents necessary to give effect to the decisions of the meeting

The meeting closed at 8.20 pm

ITEM 5 ACTION LOG

To note and review the Action Log

Ref	Action	Owner	Minute No. & status	Meeting date	Notes
293	Wiltshire Councillors to investigate whether a parking compromise can be reached for future years re summer solstice at Avebury	Cllrs Cleasby and Sheppard	Questions to and from Wiltshire Councillors In Progress	23 Jun 25	
316	Investigate changes in parking at Kennet Avenue (B4003)	Cllr Cleasby	249/25 In Progress	3 Nov 25	

ITEM 6 MAYOR 2026-27

To select the Town Mayor for the forthcoming municipal year 2026/27

Nomination: Cllr Luson

Members are asked to support the proposal by Cllr Fogg, and seconded by Cllr Hall, and instruct the Town Clerk accordingly.
Town Clerk 9 3 26

ITEM 7 DEPUTY MAYOR 2026-27

To select the Deputy Town Mayor for the forthcoming municipal year 2026/27

Nomination: Cllr Trow

The Council are asked to support the proposal by Cllr Hall, and seconded by Cllr O'Brien, and instruct the Town Clerk accordingly.
Town Clerk 9 3 26

ITEM 8 COUNCIL MEETING DATES 2026-27

To note and agree the Council's calendar of dates for 2026-27

The following are proposed as the Council's meeting dates for 2026-27. Members are asked to consider and agree the dates as stated:

Full Town Council Meetings 7-9pm

Monday 11 May 2026 – Annual Council Meeting (Annual Governance matters)

Monday 1 June 2026 – Mayor Robing (see separate itinerary or timings)

Monday 22 June 2026 (AGAR)

Monday 7 September 2026

Monday 9 November 2026

Monday 14 December 2026 (Budget / Precept)

Monday 25 January 2027

Monday 22 March 2027

Monday 26 April 2027 – Annual Town Meeting (6-7pm) / 7-9pm Community Awards

Monday 10 May 2027 – Annual Council Meeting

Mayor Robing 7th June 2027

Planning Meetings 7-9pm

Monday 18 May 2026

Monday 8 June 2026

Monday 13 July 2026

Monday 3 August 2026

Monday 24th August 2026

Monday 14 September 2026

Monday 5 October 2026

Monday 26 October 2026 (Budget)

Monday 16 November 2026

Monday 7 December 2026

Monday 4 January 2027

Monday 15 February 2027

Monday 8 March 2027

Tuesday 30 March 2027

Monday 19 April 2027

Monday 17 May 2027

Finance & Policy Meetings 7-9pm

Monday 20 July 2026

Monday 19 October 2026

Monday 23 November 2026 (Budget & Precept)

Monday 1 February 2027

Monday 12 April 2027

(to coincide with qtr. finance reporting)

Amenities & Open Spaces 7-9pm

Monday 29 June 2026

Monday 12 October 2026 (Budget)

Monday 18 January 2027

Monday 15 March 2027

Property 7-9pm

Monday 27 July 2026

Monday 28 September 2026 (Budget)

Monday 11 January 2027

Monday 1 March 2027

Staffing 6.00-7.0pm

Monday 6 July 2026 6-7pm (Budget or developments)

Monday 25 January 2027 6-6.45pm (before Full Council)

NB Other meetings can be scheduled if required.

Town Promotion and Culture Committee 7-9pm

Tuesday 16 June 2026

Tuesday 1 September 2026 (Budget)

Tuesday 8 December 2026

Tuesday 23 March 2027

ITEM 9 INTERNAL AUDIT REPORT

To note and consider the second interim internal audit report for 2025-26

Please refer to Appendix 1

ITEM 10 COMMUNITY FRIDGE

To note the report on the Community Fridge

Purpose

The purpose of this report is to update the council on the work of the Community fridge

Status

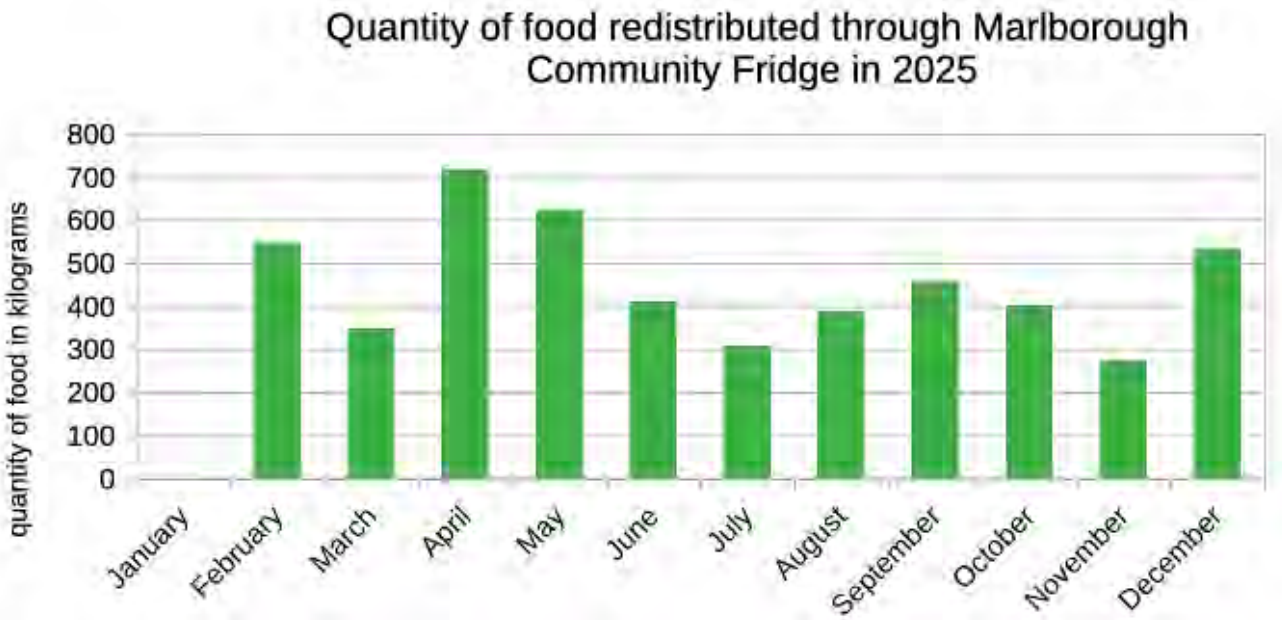
Marlborough Community Fridge will be 5 years old in June, and we continue to grow in strength and numbers, saving and sharing on huge amounts of food otherwise destined for the bin.

Our team has just increased again with a couple of new volunteers joining us, which brings us up to a core of 17 active volunteers who cover the fridge when it is open and collect the food from the shops in the evenings.

The amount of food moved through the fridge remains steady, with occasional highs and lows. We collect each week as follows:

- TUESDAY – Gail's Bakery & Waitrose
- WEDNESDAY – Gail's Bakery & Waitrose
- THURSDAY - Gail's Bakery & Tesco

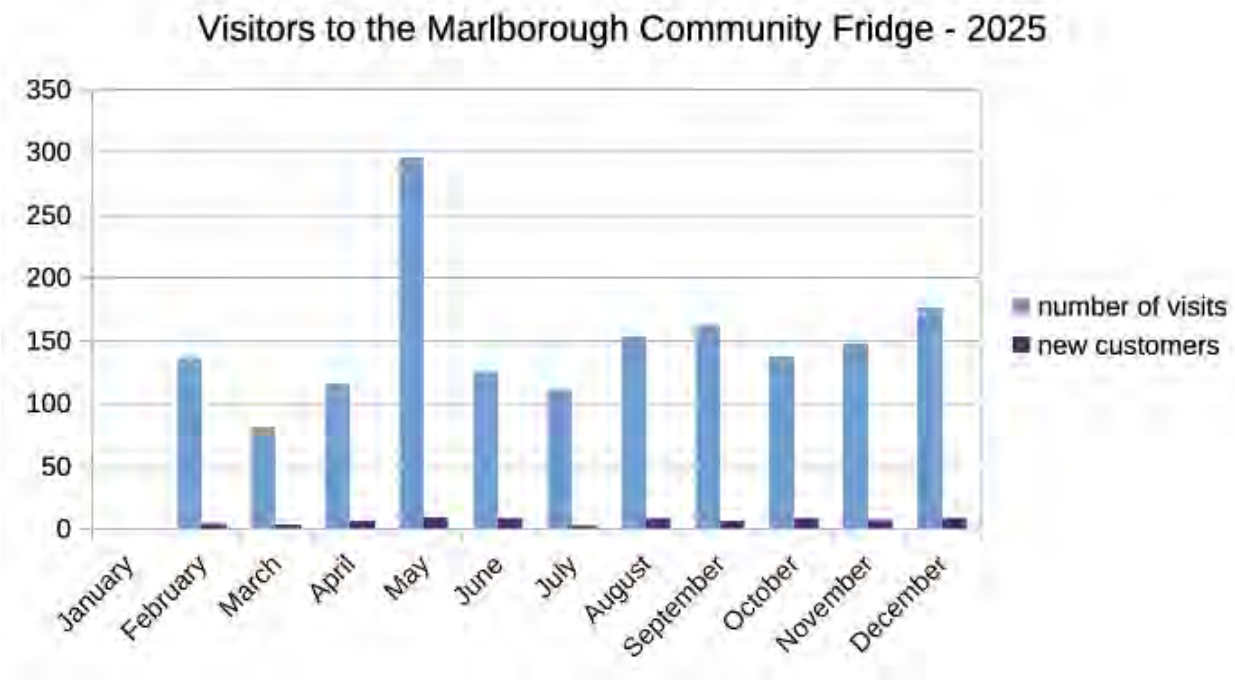
Please see below stats for the whole year in two graphs:



The total amount of food distributed last year was **5 tonnes and 6 kilograms!!!**

About the weight of a **large bull African Elephant**.

Quite a staggering amount of food!



The total number of visits (not visitors as we have so many regular customers) was 1,637 and we welcomed 69 new people to the fridge. We have been quite fortunate also that two recent applications for funding were successful. One grant of £3,000 from Hubbub (a UK charity and the umbrella organisation for Community Fridges and other environmental projects) and another of £800 from the Wiltshire Food Insecurity Support Fund (delivered through Wiltshire Council). These grants will enable us to further develop the project both in the fridge room itself, and out in the community garden area.

Work in the garden is progressing well, with space cleared for two new raised beds along the fence line and improvements to the irrigation system planned. We have a very large water container on site, harvesting the water coming off the roof as part of the rainwater planter project as this will make life so much easier during the 'watering months'.

Contact has been made with Marlborough St Mary's, and we will be taking an assembly very soon to seek the help of the young students to design colourful displays and pictures that we can use to jolly up both the space in the fridge room and out in the garden.

We have plans also to purchase an additional freezer and improve our storage and display areas which are tired and in need of replacement.

So, all in all, 2025 was another really busy year for the fridge. Our volunteers have been consistently brilliant and supportive as ever and we hope 2026 will bring yet more opportunities for growth and development.

Clare Williams & Milly Carmichael - Fridge Co-ordinators
10 2 26

ITEM 11 KENNET PLACE WATERFRONT GARDEN

To note and consider the update report on the Kennet Place Waterfront Garden

Purpose

The purpose of this report is to update Full Council on the request by Val Compton for the council to assume responsibility for the Kennet Place Waterfront Garden.

Status and Considerations

Kennet Place Waterfront Garden has been supported by local volunteers and is seen as a valued community asset. To formalise permissions for ongoing planting, upkeep and small-scale improvements, in support for Val Compton's request, the Council could apply for a Section 96 licence under the Highways Act 1980, enabling authorised groups to maintain areas within the public highway.

The garden adjoins the frontage of Krumbz Café, which has separately applied for a pavement licence for outdoor seating (for the left hand side of the verge as you look at it).

Section 96 Licence Preparation

If a Section 96 application were applied for it would include:

- A defined map of the garden area to be included in the licence.
- A draft maintenance and planting schedule (developed with volunteer input).
- Confirmation of insurance, risk-management measures and operational protocols.

Interaction With Other Public-Realm Uses

The preparation process includes ensuring that the proposed licence does not conflict with other uses or proposals affecting the immediate area. As part of this, the Council and Wiltshire Council would need to consider the pavement-licence application submitted by Krumbz Café.

Krumbz Café Pavement-Licence Application

Krumbz Café has lodged an application for a pavement licence covering space immediately outside the premises. Consultation is being undertaken in line with statutory requirements.

While the café's proposed seating area is separate from the community garden, the two spaces are close enough that:

- Pedestrian flow, access and sightlines must be considered together.
- Clear boundaries between the pavement-seating area and the garden space are needed.
- Future improvements to the garden should complement, not conflict with, café activity.

Officers have confirmed that an application for the right hand 'half' section of the verge (where the main area of the Waterfront Garden is situated) would be accepted.

Water supply

Water supply is a consideration to ensure the good upkeep of the plants. Currently Val Compton uses her personal supply and waters the plants. Assistance with this task may be required in the future. If the council were to assume this responsibility, it would require use of the water bowser (on the back of the pick-up) and form part of the Council's watering schedule; and this would be manageable during times of reasonably warm weather.

It should be noted though, that at times of drought, and if a hose pipe ban were in force, the council would not be in a position to practically hand water this site.

NB Most of the council's planters have water reservoirs in their bases which help with maintaining a water source over a few days.

Riverbank Maintenance

As part of the section 96 application the council would not be in a position to assume any maintenance of the riverbank on the water side of the flood wall.

Sustainability

In the event of the current resident involvement withdrawing, the Council could either rescind its application, or review how the verge area is designed (e.g. could it become a rain garden?). It should be noted that to do resident engagement work over a sustained period of time has implications for (and requires dedicated) officer time.

Proposal

Members are asked to note the update report and consider whether the council should apply for a Section 96 licence application for Kennet Place Waterfront Garden ('right hand' side/ as described), and instruct the Town Clerk accordingly.

Town Clerk 11 3 26

ITEM 12 STANDING ORDERS

To consider the proposal to amend the standing orders to include allowing a representative of the Youth Council to participate in Full Council discussions

Purpose of the Report

To ask the Council to grant the Chair, or a nominated representative, of the Youth Council a formal place at Full Council meetings, enabling meaningful participation and contribution **without the need to suspend standing orders**.

Background

The Council has a commitment to enhancing youth participation and ensuring that the voices of young people inform decision-making. The Youth Council plays a vital role in representing the views, interests, and priorities of young residents.

Status

Currently, when the Youth Council wishes to address Full Council, **standing orders must be suspended**, which is procedurally cumbersome and creates an unnecessary barrier to meaningful youth involvement. A formalised, constitutionally recognised role would remove this barrier and strengthen the relationship between Full Council and the Youth Council.

Enhancing Democratic Participation

Providing a place for a Youth Council representative fosters early engagement in democratic processes and encourages lifelong civic participation among young people.

Improving Policy Insight

The Council benefits from direct input on issues impacting children and young people, including such things as:

- council services
- events
- parks and open spaces
- employment and skills
- community safety
- climate and environment

A formal representative ensures that policies are informed by lived experiences and current youth perspectives.

Streamlining Council Procedure

Amending standing orders avoids the need for repeated suspension motions, making meetings more efficient and predictable.

Equality and Inclusion

Welcoming youth representation aligns with the Council's duty to promote equality and community engagement. Young people form a significant portion of the local population yet are often underrepresented in decision-making forums. This proposal directly addresses that imbalance.

Proposal

It is proposed for the creation of a non-voting Youth Council Representative role at Full Council meetings, and to amend Standing Orders to permit the Youth Council Representative to:

1. Attend Full Council meetings as a standing invitee, and as a non-voting participant
2. Speak on agenda items at the discretion of the Chair and as standing orders allow
3. Submit items for consideration through the appropriate constitutional channels
4. Present Youth Council motions, questions, or statements through the approved reporting process.

The Youth Council Chair or representative would:

Receive the agenda and supporting documents in the same timeframe as elected members and be expected to report back to the Youth Council on relevant Council decisions and discussions.

This arrangement preserves the decision-making authority of elected councillors while valuing the contributions of youth representatives.

Constitutional Implications

To give effect to this proposal, the following amendments are recommended:

1. **Inclusion of a new paragraph** within Standing Orders specifying that "The Youth Council Representative shall be entitled to attend and speak at meetings of Full Council as a non-voting participant."
2. **Addition to the list of Standing Invitees** within the Council's Constitution.
3. Clarification that the role does not count toward the legal quorum of the meeting.

These amendments ensure clarity, transparency, and procedural integrity.

Financial Considerations

The proposal has minimal financial impact. Any costs associated with the role—such as printing, travel allowances, or officer support—are expected to be absorbed within existing budgets.

Legal Considerations

The Local Government Act 1972 allows councils to include non-voting participants at meetings, provided they are explicitly authorised through standing orders. The proposal respects the statutory requirement that only elected members may vote or hold office.

Recommendation

Members are asked to consider the matter and instruct the Town Clerk accordingly.
Town Clerk 11 3 26

ITEM 13 SAFEGUARDING SUB-COMMITTEE

To consider the proposal to form a safeguarding sub-committee

Purpose

The purpose of this report is to ask the Council to consider a proposal to form a Safeguarding Sub-committee.

Status and considerations

The Town Council has a Safeguarding Policy (MTC_Safeguarding_Policy_Adopted_25_March_2024_web.pdf). This policy is currently under review to ensure the context is relevant now that the Council directly employs a Youth Development Worker, and consequently holds a direct responsibility for working with young

people, as well as the provision of buildings used by hirers working with children and young people.

The Designated Safeguarding Officer (DSO) is the Town Clerk (gifted by the Town Clerk, who is a qualified youth and community worker, with practice and managerial experience working with young people).

The Youth Development Worker is also line managed by the Town Clerk. Currently any safeguarding considerations in relation to practice developments (e.g. policy reviews, risk assessments) fall to the judgment of both practitioners, but ultimately are the responsibility and at the direction of the Town Clerk.

Should a safeguarding concern be raised with the council it would currently fall to the sole judgment of the Town Clerk, as the DSO, of whether or how to respond. This could leave the Town Clerk unsupported in what would be a sensitive and precarious situation.

Other officers and councillors are involved in work with young people on behalf of the council (e.g. Cllr Farrell and The Civic, Cemetery and Engagement Officer work with the Youth Development Worker to run the Youth Council; the Deputy Town Clerk, other staff, and the caretakers in particular engage with children and young people at council events and when facilitating venue hire; and the grounds team have a profile and regular presence in the play areas and parks).

As this area of work and service delivery is developing it would support the Town Clerk, as well as protect the Council's broad interest if there was a component within its governance structure that could assist and share in the key decisions and judgments that involve safeguarding considerations. This could be in relation to the development of relevant policies, practices or new provision. It could also serve to support the Youth Development Worker and/or the Town Clerk in the unfortunate event of managing a safeguarding concern.

Additionally, an added safeguarding component in the council's structure could act as an advisory body to the Mayor and Staffing Committee should there be a safeguarding concern about the Town Clerk.

Proposal

It is proposed that a 'Safeguarding Sub-Committee' (SgSC) is formed. The sub-committee would meet as needed, and most likely no more than 2-3 times a year in relation to reviewing policy and practice development, or meet as required in relation to any safeguarding issues.

It would report to the Full Council as required or as appropriate on developments; and if necessary as an excluded 'sensitive item' if the report involved a safeguarding issue with a corporate implication.

NB Should there be a specific safeguarding issue about a young person brought to the sub-committee's attention, this would not be widely reported within the council and would remain confidential (although there would be a record of the case, and by definition would mean sharing the information with Wiltshire Council MASH team. Contact children's services - Wiltshire

Council). In this eventuality, if appropriate, if would be reported (with relevant employment information shared) to the Staffing Committee, where disciplinary procedures were implicated.

It is proposed that the membership of the Sub-Committee would be two councillors, and the Town Clerk, with other members of staff 'called-in' if relevant and appropriate.

All members of the SgSC would be required to undergo Enhanced DBS checks and also undertake basic safeguarding training (and keep this up to date).

To ensure the SgSC, and in turn the council, are up to date with safeguarding policy and practice, an external third party advisory support could be 'bought in' if needed e.g. Youth Connect Southwest have stated they could assist if required (as the council currently does for other areas of service delivery e.g. data protection and information management, or website compliance).

NB To ensure the integrity of the sub-committee, the councillor members should not be a councillor who holds a direct interest working with children and young people due to the potential conflict of interests.

Recommendation

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

Town Clerk 10 3 26

ITEM 14 OUTSIDE BODIES

An opportunity for Members to provide verbal updates on their representational roles to outside bodies

ITEM 15 COMMITTEE MINUTES

In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: **Planning** – 12 January and 16 February 2026, **Amenities and Open Spaces –** 19 January 2026, **Property Committee** 27 October 2025 and 5 January 2026, and **Finance and Policy Committee** 24 November 2025. These minutes have been approved by committees and circulated to Members and are available to download from https://www.marlborough-tc.gov.uk/council/meeting-dates-agendas-and-minutes-2025-26 or from the Town Council offices. Other meetings have taken place, but minutes are not yet approved so remain in draft form.

ITEM 16 EXCLUSION OF THE PRESS AND PUBLIC

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

ITEM 19 COMMON SEAL

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

AUDITING SOLUTIONS LTD

Marlborough Town Council

Internal Audit Report 2025-26 (Interim Update)

Stuart J Pollard

Director
Auditing Solutions Ltd

Background

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report incorporates the work undertaken at our first review visit and includes detail of the further work undertaken during our second interim visit for the 2025-26 financial year, which took place on 11th February 2026, together with our off-site preparatory and subsequent work. We again thank Officers for providing the requisite records to facilitate our review. This report will be further updated following our final review which we have agreed will be undertaken remotely following closedown of the year's Omega accounts in April 2026.

Internal Audit Approach

In conducting our review, we have continued to pay due regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR.

Overall Conclusion

Based on the work undertaken to date, we are pleased to record that the Council continues to maintain effective internal control arrangements. Detail of the work undertaken in the areas examined to date are set out in the following detailed report with any issues identified also set out accordingly with resultant recommendations reiterated in the appended Action Plan.

We have discussed any issues arising with the Town Clerk and Office Manager also reminding them of the additional Box 10 disclosure requirements in the 2025-26 AGAR Governance Statement relating, inter alia, to the publication of appropriate information on the Council's website and will review the Council's standing in that respect at our final review. We have agreed that we will provide any further information in that respect as and when we have further detail to hand.

In line with best practice, the report should be presented to Council and, ideally, also be posted on the Council's website.

This report has been prepared for the sole use of Marlborough Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Rialtas Omega software to maintain its accounting records with two operational bank accounts in place with Barclays (Business Current and Saver Accounts) with transaction detail on each recorded in a single combined account cashbook in Omega.

A further account is in place with the CCLA Public Sector Deposit Fund with the Council's surplus reserves held therein with the monthly earned interest automatically transferred / deposited in the Barclays Current account.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbooks or financial ledgers. Consequently we have to date this year: -

- Agreed the opening trial balance detail for 2025-26 as recorded in Omega to the closing detail contained in the 2024-25 accounts and AGAR;
- Ensured that the cost centre and nominal ledger income and expenditure coding structure remains appropriate for purpose;
- Checked and ensured that the Omega accounts remain "in balance" on 31st January 2026;
- Checked and agreed detail in the combined Barclays account cashbooks, examining and agreeing transactions for April and September 2025, plus January 2026 to supporting bank statements;
- Agreed the combined Business Current and Business Saver Account bank reconciliations as of 30th April and September 2025, plus 31st January 2026; and
- Noted that members of the Finance and Policy Committee review bank reconciliations during the course of the year.

Conclusions

We are pleased to record that no issues arise in this area currently warranting formal comment or recommendation: we shall examine account transactions for March 2026 at our final review ensuring the accurate disclosure of the combined cash and bank account balances in the AGAR at Section 2 Box 8.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust series of corporate governance documentation and controls in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation, although it is for the Council to determine the legality of its transactions.

We have continued our examination of the Council's minutes, examining those for the Full Council and its Standing Committee meetings (except for Planning) held during the financial year to date in 2025-26 with a view to identifying whether any issues exist that may have an adverse effect on the Council's future financial stability, both in the short and longer term.

We are again pleased to note that the Council continues to keep its corporate policies under review with the Full Council adopting revised Standing Orders and Financial Regulations at the Meeting held in May 2025 both being in line with the latest NALC model documents. We also note that the General Power of Competence has been re-adopted.

We note that the Council continues to post detail of all payments over £500 on the website, also noting the appropriate posting of the 2024-25 Notice of Public Rights for the requisite 30 working days and the completed and signed AGAR together with the "clear" external audit certificate for that year.

Conclusions

No issues arise in this area currently warranting formal comment or recommendation. We shall continue to review the Council's approach to Corporate Governance issues, also continuing our review of minutes, at our final review for 2025-26.

Review of Expenditure

Our aim here is to ensure that:

- Council resources are released in accordance with the Council's approved procedures and approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- That Members are provided with, and approve, the regular schedules of payments made;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

At our first visit for the year, we checked the controls over the processing of payments which we consider continue to operate effectively: at both that and this update review visit, we have selected a total sample of 67 payments individually in excess of £3,000 plus every 40th payment made in the year to 31st January 2026 to ensure compliance with the above criteria. Our test sample totals £573,035 equating to 65% by value of non-pay expenditure to that date. We are pleased to record that all payments in the test sample were appropriately supported.

We have also confirmed that VAT due for recovery from HMRC at the end of 2024-25, together with that due for the first three quarters of 2025-26 has been reclaimed and repaid accordingly.

Conclusions

We are pleased to record that no issues arise in this area currently: we shall extend our test sample to include payments over the last two months of the financial year at our final review also ensuring the appropriate preparation and submission of the year's final VAT reclaim.

Management of Risks

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

We noted in our first report for the year that the Council's Risk Management Scheme and register of assessed risks was reviewed and re-adopted by the Council in May 2025: we have reviewed the resultant document and considered that it remained appropriate for the Council's present requirements.

We also examined the Council's current year insurance schedule, as provided by Zurich, and were pleased to record that appropriate cover remained in place relating to buildings, vehicles and equipment, with Public and Employer's Liability standing at £15 million and £10 million respectively, together with Hirers Liability at £2 million and Fidelity Guarantee cover also set at £2 million, all of which we consider appropriate for the Council's present requirements.

As in prior years, the insurance includes an inspection contract to ensure the safety of plant such as play equipment.

Conclusions

No issues arise from our work in this area this year: we shall continue to monitor the Council's approach to risk management at future visits reporting our findings accordingly.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the Unitary Authority: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure.

We are pleased to note that the 2026-27 budget and precept requirements were considered and formally approved and adopted at the December 2025 full Council meeting, setting the latter at £980,772.

We are also pleased to note that members continue to receive regular detailed budget monitoring reports quarterly together with income and expenditure reports and a balance sheet. We have reviewed the latest budget position, as at 31st January 2026 noting one or two hotspots for which

we have examined the Omega detailed transaction reports obtaining appropriate explanations such as the costs of the two new Ford vans (costing almost £46,800) which have been charged against the "Vehicle maintenance" expense code and the costs of the new workshop for which no formal budget is recorded. Overall, at the above date actual income stands at 101% of the approved annual budget whilst expenditure stands at 110%.

Conclusions

No issues arise in this area currently warranting formal comment or recommendation, although we have suggested to the Town Clerk that, going forward, separate nominal account codes be established to record the costs of any capital spending on vehicles, equipment and significant development schemes. We will examine the year-end overall outturn at our final review, also considering the continued appropriateness of the Council's overall reserves to meet ongoing routine spending and potential development aspirations.

Review of Income

The Council receives income in addition to the Precept, primarily from Town Hall lettings, property rents, allotments, burial and associated fees, bank interest and specific grants & donations, together with expended VAT which, as recorded earlier in this report, is recovered quarterly.

At our first and this interim update review, we have -:

- Ensured receipt of the two precept instalments for 2025-26 into the Council's bank account in line with the Council approved value request;
- Checked detail of the 8 burials occurring since 1st August 2025 to the date of our first review visit ensuring that, for each, appropriate interment application documentation had been received, together with the statutorily required burial and / or cremation certificates in each case. We have also ensured that the correct fees had been charged and paid to the Council, noting that the fees relating to the 2nd October 2025 interment, which were outstanding at the time of our first visit for the year, have now been received;
- Verified the timely charging and recovery of monthly rents for the Council's leased premises;
- Examined a sample fortnight's bookings of the Town Hall (Week commencing 3rd November 2025) ensuring that, for each, the appropriate fees were charged and recovered within a reasonable time frame;
- Examined income arising from allotment rents which fall due on 1st February annually noting that a few rents remained unpaid at the date of this update visit: we shall revisit this at our final review checking to ensure that all rents have been paid by the financial year-end;
- Examined the control records relating to the Christmas market stall rents with no issues arising;

- Reviewed detail of unpaid invoices as of 31st January 2026 and are pleased to record that no long-standing debt exists at that date.

Conclusions

As indicated above, no issues arise in relation to the income streams examined in the year to date warranting formal comment or recommendation.

Petty Cash Account

We are required, as part of the AGAR certification process, to consider the effectiveness of the Council's controls over any petty cash account or other cash holding in use.

The Council operates a limited petty cash account to defray sundry administrative expenses. The account is "topped up" as and when required with "round sum" cash withdrawals through the Barclays cash-point card, generally of £50 each, with those cash transfers coded directly to expense code 4022/101 (Petty cash). We note that a monthly record is maintained recording the opening physical cash balance carried over from the previous month, plus any cash transfer received in that month, less detail of any "in month" purchases to arrive at the month-end balance which is then checked and agreed to the physical cash holding.

Whilst the physical cash holding is consequently relatively small (generally less than £100) at each month-end, the value of that holding is not physically recorded in the Omega accounts and is also, consequently not reflected in the combined year-end cash and bank balances in the AGAR at Section 2, Box 8.

During our initial interim review, we checked and agreed the physical cash holding to the maintained record also ensuring that the 11 payments made between 1st July 2025 and our first visit date were appropriately supported by till receipts, etc. We noted that only one payment in the period reviewed included an element of VAT, that amount being regarded as insignificant and, consequently, had not been identified as recoverable. Due to the way the petty cash account transactions are recorded (i.e. only the periodic cash top-ups are recorded in the Omega accounts), the actual physically held cash balance is not identified in either the Omega accounts or, consequently, the AGAR.

Conclusion and recommendation

Appropriate accounting arrangements should be put in place to ensure that, whilst relatively insignificant amounts are involved, the physical petty cash holding is appropriately accounted for throughout the year with the year-end holding included as a cash holding in the AGAR at Section 2, Boxes 7 & 8. This would best be achieved by establishing a separate cashbook in Omega with the year's opening balance, periodic top-ups and monthly transactions duly recorded in the cashbook account. This would also facilitate the identification and recording of any recoverable VAT incurred on purchases during the year.

R1. Appropriate petty cash account recording arrangements should be put in place to record all account transactions during the year resulting in the appropriate disclosure of the year-end petty cash account balance in the AGAR at Section 2. ***This will be addressed in conjunction with Rialtas when they assist with the year-end closedown of the Omega accounts.***

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation relating to the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme with regard to employee contribution percentages. We have previously examined the payroll procedures in place and considered them generally sound.

Consequently, we have at our first review for the year, by reference to the Office Manager's record of staff in post, which identifies the approved point on the NJC pay scale and contracted weekly working hours: -

- Agreed the gross salaries paid to each employee in August 2025, which month's payroll included the national pay award arrears payable from 1st April 2025;
- Checked and agreed detail of overtime enhancements paid with the August 2025 payroll to supporting time sheets;
- Verified the tax and NI deductions applied for the month for each employee;
- Checked and agreed the pension deductions being applied to ensure that they are in line with the nationally agreed percentages based on the gross salary being paid; and
- Agreed the net monthly salaries paid to each employee to the underlying payslips.

Conclusions

We are pleased to record that no issues have been identified in this review area warranting formal comment or recommendation.

Review of Investments and Loans

We seek to ensure surplus funds are invested appropriately to maximise income earning potential whilst also ensuring, as far as is reasonably possible, that funds are invested securely in line with the Council's adopted Investment Policy. £500,000 is currently on deposit in the CCLA Public Sector Deposit Fund with the interest earned monthly duly deposited in the Barclays Current account.

No loans are in place repayable either by or to the Council at the present time.

Conclusions

No issues arise from our work to date in this area: we will ensure appropriate receipt and deposit of the remaining monthly CCLA income in the Barclays current bank account at our final review.

Rec. No.	Recommendation	Response
Petty Cash Account		
R1	Appropriate petty cash account recording arrangements should be put in place to record all account transactions during the year resulting in the appropriate disclosure of the year-end petty cash account balance in the AGAR at Section 2.	***This will be addressed in conjunction with Rialtas when they assist with the year-end closedown of the Omega accounts.***