

Marlborough Town Council



3 December 2024

Dear Councillor

Full Town Council

I hereby **summon** you to a meeting of **Marlborough Town Council** which will be held on **Monday, 9 December 2024 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 and ask a question they should notify the Town Clerk of this by noon on the Friday prior to the meeting and provide their question in writing at the same time. 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 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.

PRAYERS

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 1 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)

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 4 November 2024
- 5. Action Log**
To review the Action Log
- 6. Standing Orders**
To consider the proposal by the Finance and Policy Committee
- 7. Budget 2025-26**
To consider and agree the budget and precept requirements for 2025-26 for submission to Wiltshire Council

8. Members' Question Time

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

9. Outside Bodies

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

10. Committee Minutes

In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: **Planning** – 20 May, 10 June, 15 July and 29 July 2024; **Property Committee** – 29 April 2024; and **Finance and Policy Committee** - 22 April 2024. These minutes have been approved by committees and circulated to Members and are available to download from <https://www.marlborough-tc.gov.uk/council/meetings-agendas-minutes-from-may-2023> or from the Town Council offices. Other meetings have taken place, but minutes are not yet approved so remain in draft form.

11. 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 on Monday 4th November 2024 in the Court Room, Marlborough Town Hall at 7pm

PRESENT Councillor Kym-Marie Cleasby Town Mayor
 Councillor Emily Trow Deputy Town Mayor
 Councillor Lisa Farrell
 Councillor Mervyn Hall
 Councillor Mark Cooper
 Councillor Jane Davies
 Councillor James Sheppard
 Councillor Kelvyn Shantry
 Councillor Susannah O'Brien
 Councillor Bethany Kohrt
 Councillor Caroline Sadler
 Councillor Abi Beaumont

ALSO

PRESENT Richard Spencer-Williams Town Clerk
 Clare Williams Deputy Town Clerk
 Rev. Chris Smith Town Mayor's Chaplain
 PC Steele Wiltshire Police
 Philip Wilkinson OBE Police & Crime Commissioner
 Neil Goodwin Marlborough.News
 Plus, four members of the public

PRAYERS

Rev. Chris Smith opened the meeting with prayers.

INTRODUCTION OF THE MAYORAL SCOUT

The **Town Mayor** introduced **Robbie Upton**, her second Mayoral Scout for the year 2024/25 and presented him with a medal. Robbie's first duty will be accompanying the Town Mayor at the Remembrance Parade on Sunday 10th November 2024. Members welcomed Robbie into his new role.

PUBLIC QUESTION TIME

A question received from **Kate Godley** was read out to Members. Ms Godley asked whether any of the High Street retailers would be holding any late-night shopping

evenings in the lead up to Christmas. **Councillor Shantry**, who represents the Town Council on the Marlborough Business Network agreed that this was a great idea and one which he was more than happy to take forward to the group for consideration.

Mr Peter Morgan, present at the meeting, shared that members of the Manton Residents Association have concerns about the standards of their highway infrastructure in Manton, and will be requesting that Wiltshire Council Highways take steps to bring them up to current standards. In addition, he shared his concerns around the way in which the Local Highways & Footways Improvement Group (LHFIG) operates, in particular in relation to Marlborough Town Council priorities and how these are agreed and taken forward. Mr Morgan made specific reference to the current consultation on proposals for a one-way system at The Parade and the 4G pitch at St John's.

Councillor Sheppard responded as chair of the Town Council's Planning Committee and Chair of the LHFIG to confirm that all requests are considered on their individual merits and decisions are impartial. Advice is sought from experts when required. The Parade is being consulted on and a decision will be made based on the outcome of responses received.

CRIME AND DISORDER

PC Steele, having previously circulated his police report, elaborated on details contained within the report and updated on other issues and activities, to include:

- The two recent Mop Fairs passed with no serious issues, other than the seizure of alcohol and plenty of items of lost property.
- An inaugural Shopwatch meeting was held at the Town Hall with the support of the Town Clerk. This meeting was well received with around a dozen shops and businesses represented. It is hoped to increase the attendance at the next meeting which is due to take place in December with regular meetings thereafter, every couple of months. Issues discussed included improvements to the CCTV network.
- Recent community engagement by officers included a visit to Sixth Form students at St John's and regular drop-in sessions at Nationwide, talking to customers about fraud prevention.
- In the next few weeks, the community engagement vehicle will be visiting Burbage, Pewsey, Ramsbury and The Recreation Ground in Marlborough.
- Hare coursing is a current priority with resources and patrols being increased.
- Rural crime is also a concern, with recent reports of thefts of machinery and equipment etc. Patrols have been increased as a response.
- There has been a recent spate of reported 'overnight' thefts from commercial vehicles in and around Marlborough and these are being investigated. This is not specific to Marlborough but an issue across the whole of the southwest currently.
- Next week, Operation Sceptre, a national knife crime campaign aimed at the reduction of knife-related violence and the education of people on the dangers of carrying bladed weapons will be re-launched.

Questions arising from the report and discussions included:

- Where would the funds come from to make the requested improvements to the CCTV system in Marlborough. It was noted that this would need to be funded by various partners including the Town Council. Budgets within the PCC's control are currently unknown and so a shared approach would be required.

- Knife crime is a concern with two reported incidences in Marlborough which is unacceptable, and it was questioned what is being done to target these drug related crimes.
- Students across Wiltshire and Swindon (36 schools signed up so far) have been taking part in a new initiative called ‘Blunt Truth’ which teaches them about the possible consequences of carrying a knife and what to do if a friend or family member is stabbed. This is a project, part-funded by the Office of the Police and Crime Commissioner involving members of Wiltshire Police and the NHS.
- Of the 118 crimes reported in Marlborough between 1st July and 30th September 2024 it was confirmed that these were made up assaults, criminal damage and theft but that a majority related to shoplifting.
- In terms of detection rates, it was noted that three years ago detection rates were around 4%, however this is now at 16% so whilst still unsatisfactory, it is a big improvement and will continue to rise.
- **Councillor Sheppard** wanted to pass on a thank you from a local farmer who was recently a victim of hare coursing on his land. This incident was responded to very quickly and resolved and he was most grateful.

PRESENTATION BY THE POLICE & CRIME COMMISSIONER

The **Town Mayor** welcomed and introduced **Philip Wilkinson OBE** to the Full Council meeting.

- Wiltshire Police are currently ranked in the top half of high performing forces in the UK despite being the 2nd worst funded (after Lincoln).
- Anti-social behaviour is down 16%.
- Domestic abuse is down to 13%.
- During his term, the rural crime team has trebled, and improvements have been brought in, to include new night vision equipment and the use of drones and helicopters during response.
- In terms of speed enforcement, a PCC priority, during his first year in office, 1324 speeding tickets were issued. This increased to 15,000 as of last year.
- It was questioned whether any enforcement activity has taken place in Marlborough and Mr Wilkinson confirmed that both gateways from Hungerford (Forrest Hill) and Swindon have had enforcement activity as detailed on the PCC website.
- It was stated that accident hot spots areas are a primary driver of speed enforcement activity, but members questioned that response, stating that anti-social and dangerous driving are a major concern and should be taken into consideration to prevent accidents actually happening in the first place.
- A question was asked about the potential to bring back the fixed speed cameras across the county. It was confirmed that this would not be a financially viable option and that mobile speed cameras are a more cost-effective means of tackling this problem.
- There were a number of other town specific questions in relation to speed enforcement and community speedwatch protocol, which needed more detailed discussion. It was therefore agreed to arrange a separate meeting with Mr Wilkinson to discuss these as a separate concern. Contact will be made by the Town Council to formalise arrangements.
- **Councillor Sheppard**, who sits on the PCC committee confirmed that in the three years since Mr Wilkinson’s appointment big strides have been made and they have

seen huge positive changes across the board. The committee are very satisfied with progress and welcome more improvements going forward.

ACTION – Meeting to be arranged with Mr Wilkinson as agreed.

The **Town Mayor** thanked Mr Wilkinson for taking the time to come along and talk to members and looked forward to a future meeting to discuss town specific issues.

Mr Wilkinson and PC Steele left the meeting.

QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Councillor Farrell asked a question in relation to housing allocation by Aster at York Place and the need for protections to be put in place to ensure houses are allocated fairly and to the right people. This needs to be given consideration as we move closer to completion of the build. **Councillor Davies** agreed that this was a reasonable request.

Councillor Beaumont asked a question in relation to the renovation of the Leisure Centre and what was being done to ensure that the café would be back up and running ready for opening. The café was a vital part of the leisure centre and was hugely missed when it closed. This needs to be given full consideration now and not an after thought when the centre re-opens. **Councillor Davies** confirmed that efforts have and continue to be made to find a suitable company to take this franchise on. It was noted that this is potentially a big risk for a small hospitality company to take on in the current climate. It was suggested that Wiltshire Council could offer a short-term rent subsidy to attract interest. Councillor Beaumont suggested approaches are made to local catering companies and cafes who may have an interest in expanding their operations. **Councillor Davies** suggested that the Town Mayor writes a letter on behalf of the Town Council to David Redfern (Director of Leisure, Culture and Communities), addressing the Council's collective concerns around the importance of the leisure centre having an operational café going forward and offer its support in terms of publicising the opportunity.

ACTION – The **Town Mayor** to draft a letter expressing the Town Council's concerns and offer of support in terms of promotion of the franchise opportunity.

171/24 APOLOGIES

Apologies for absence were received from **Councillors Ross, Fogg, Luson & Thomas**.

172/24 DECLARATIONS

Councillor Farrell declared a non-pecuniary interest in Agenda Item 6 – Cemetery Headstone Damage.

173/24 MAYOR'S ANNOUNCEMENTS

The **Town Mayor** confirmed that following earlier reports of water being cut off in some areas of Marlborough, it is now back on!

The town's Christmas Light Switch on Event is taking place on Friday 29th November and this year includes 'The Real Story of Christmas' which will be enacted in the High Street as part of the planned entertainment. Actors, stagehands and behind the scenes volunteers are currently being recruited, and if anyone would like to be involved, they should contact the Town Mayor, Rod Cleasby or the Deputy Town Clerk.

On Sunday 22nd December, the **Town Mayor** is hosting a Civic Christmas Carol Service at St Mary's Church. The time has yet to be confirmed but will be circulated to all councillors when finalised.

174/24 MINUTES

Councillor Farrell sought clarification on an un-answered question in relation to Aster's housing stock in Marlborough.

RESOLVED: that the minutes of the meeting held 2nd September 2024 were approved as a true record and signed by the Town Mayor.

175/24 ACTION LOG

There were no outstanding actions.

176/24 CEMETERY – HEADSTONE DAMAGE

The **Town Mayor** thanked Mrs Rebbeck for coming along and sharing her views on what is a very emotive and sensitive subject.

Standing Orders were suspended to allow Mrs Rebbeck to put forward her comments and concerns for members' consideration.

Standing orders were reinstated, and Members discussed the comments made and concerns raised by Mrs Rebbeck and the detail in the **Town Clerk's** report.

RESOLVED: To gift the full cost of the repair to the headstone as stated in the report but in doing so do not accept liability for the damage caused.

RESOLVED: to carry out a review of the current regulations for the management of the cemetery to ensure they are fit for purpose going forward.

177/24 FLOOD PLAN

Councillor Hall commended the work carried out to update the flood plan and noted its importance.

It was noted that a lot of work has been going on behind the scenes, by council officers post Storm Henk in January 2024. Marlborough Town Council are now recognised as a valuable contributor in terms of flooding and community resilience. The Flood Fair organised by the Town Council in October was very well attended and positive feedback has been received. The Town Clerk & Deputy Town Clerk have been invited to attend and present at the Wiltshire & Swindon Local Resilience Forum Recovery Workshop at County Hall tomorrow (5th November).

RESOLVED: to adopt the Marlborough Town Council Flood Plan 2024

178/24 JUBILEE FIELD TRUST

RESOLVED: To confirm that the Town Clerk will be the main contact for the Jubilee Field Charity with immediate effect.

179/24 BUDGET PROPOSALS

Members discussed the proposal put forward by the Finance & Policy Committee at its meeting on 28th October 2024 and agreed with the proposal in principle going forward, as a means of formalising the process around budget setting.

It was noted however that the timing of this recommendation may not align with the calendar of meetings, in that the Amenities & Open Spaces and Property Committee have already met and agreed their proposed budgets for recommendation to Finance & Policy in late November.

It was noted that the proposal needs to be clarified with a clear explanation as to how members go about formally putting forward requests for new budget.

It was noted that any approved changes to the budget setting process would need to be written into Standing Orders and Financial Regulations going forward.

Members were not clear what the proposal was suggesting that differs to current practice and this needs clarifying in order for them to consider. Finance and Policy Committee members present were unable to offer the clarification required.

RESOLVED: to revise and clarify the proposal at a future meeting of the Finance & Policy Committee.

180/24 BANKING IN MARLBOROUGH

Members noted the report, but, on the whole, were disappointed and dissatisfied with the assessment that identified that Marlborough does not qualify for a banking hub.

The general feeling was that we are at danger of becoming a cashless town and our old and vulnerable residents will suffer as a result of reduced personal service and face to face contact. There is a fear also that the Post Office will be unable to deal with many of the bank account and activity enquiries currently handled in branch. **Councillor Davies** has been doing some research and has found some useful evidence and statistics within the Joint Strategic Needs Assessment, which could help with our 'community request' for re-assessment. Councillor Davies will share this with the **Town Mayor**.

181/24 MARKET UPDATE

Members noted the report, and the extensive anecdotal responses from both customers and traders. The **Town Mayor** extended her thanks to town council officers and councillors who contributed to the survey and the gathering of survey responses.

Discussion points included:

- The survey responses demonstrated clear support within the community for the weekly markets.
- Concerns around the pitch costs and why these are so different to other towns.
- The location of the market and the potential to move it to the north of the High St
- The lack of promotion and advertising
- A lack of drive to expand and grow the markets.
- St Peter's have just launched a monthly market.
- Considerations we would need to look into should we look to run the market in house i.e. resources and budget.

182/24 ANNUAL MEETING OF THE COUNCIL & MAYOR MAKING ARRANGEMENTS 2025/26

Members discussed the report which explained the rationale behind the proposal to change the arrangements for 2025 26.

RESOLVED: to agree the proposed arrangements for the Annual Meeting of the Council and Mayoral Robing Ceremony 2025 26

Councillor Davies left the meeting.

183/24 MEMBERS' QUESTION TIME

There were no questions.

184/24 OUTSIDE BODIES

There were no updates.

185/24 COMMITTEE MINUTES

In accordance with para 3.1 of the Scheme of Delegation, the minutes of the following Committee meetings were noted: **Planning** – 20 May, 10 June, 15 July and 29 July 2024; **Property Committee** – 29 April 2024; and **Finance and Policy Committee** - 22 April 2024.

186/24 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: that under the Public Bodies (Admission to Meetings) Act 1960, members of 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

Mr Goodwin left the meeting.

187/24 LAND AT RABLEY WOOD VIEW

Members discussed the Town Clerk's report and the terms and conditions of the proposed transfer of land.

RESOLVED: to accept the terms of the transfer of sale of land to the rear of properties 15, 16, 17, 18 and 20 Portfield Road, Rabley Wood View.

188/24 COMMON SEAL

Proposed by **Councillor Hall**, 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 9.20pm

ITEM 5

ACTION LOG

To review the Action Log

Ref	Action	Min. No.	Assigned to	Status	Date	Notes
264	Draft a letter expressing concerns and offer of support in terms of promoting franchise opportunity for a café at the Leisure Centre	Questions to/from Wiltshire Councillors	Cllr Cleasby	Complete	4 Nov 2024	3 12 24 Letter sent.

Town Clerk 26 11 24

Background

At Full Council (4 November, Min. No. 266/24) members had considered the recommendation made by the Finance & Policy Committee at its meeting on 28th October 2024, *that all requests for new budget for the forthcoming financial year must be formally considered and agreed by the relevant committee and submitted to the Finance and Policy Committee budgetary meeting (typically in November); and for this process to be ratified by Full Council as a principle to be adopted for 2025-26 and future financial years. At Full Council, Members had not been clear on what they were agreeing to, believing the proposal set out what was already agreed practice and* **RESOLVED: to revise and clarify the proposal at a future meeting of the Finance & Policy Committee.**

Status

At the Finance and Policy Committee on the 25 November the proposal was reconsidered as requested by Full Council and it was resolved that:

RESOLVED: *that all requests for proposed budgets for the forthcoming financial year must be formally considered and agreed by the relevant committee and submitted to the Finance and Policy Committee budgetary meeting held in November; and for this process to be ratified by Full Council as a principle to be adopted for 2025-26 and future financial years*

Proposal

Members are asked to consider the Finance and Policy Committee's resolution as a proposal for ratification and inclusion in the Standing Orders, and instruct the Town Council accordingly.

Town Clerk 28 11 24

To consider and agree the budget and precept requirements for 2025-26 for submission to Wiltshire Council

1. In readiness for the precept setting in January the Council is asked to consider the annual budget for the year 2025-26, considering the existing and possible new budget allocations needed.

Staffing

2. When considering the budget, Members will need to allow for:
 - Inflation, currently predicted at 2.5% (November 2024 / Source: Bank of England)
 - Local Government pay increases (to be agreed, but are assumed to be up to circa 2.5%, and likely to mirror this year's pay award).
 - Staff incremental rises, and on costs, including the Government NI increase of 1.5%.

Projects

3. In addition to maintaining existing services, Members will need to consider commitments to existing projects and new or aspirational projects or areas of service delivery, notably but not definitively as detailed in the table below (costs are detailed the Appendix).

Existing or ongoing projects	New/significant costs	Aspirational projects
Biodiversity improvements to the estate	Wiltshire Council Election charges	The Victorian Cemetery project
Parking management on the Common	Website overhaul and rebuild	
Cemetery extension	A grounds maintenance trailer	
The Workshop Extension		
Kingsbury Street property rear windows and guttering		

Financial Position and General Reserve

4. The Council's cash assets at the time of writing this report are £1,516,261. The *Running Costs* for the remainder of the financial year are projected to be circa. £448,800. The sum of £663,630 (as at the end of month 7) is also held as a set of *Ear Marked Reserves* (EMRs) which support future Council needs (e.g. elections), existing projects (e.g. workshop extension, cemetery extension), and provide some contingency to replace equipment or assets.

5. To calculate the General Reserve¹ figure, we need to factor in (for the remainder of the financial year) the projected running costs, additional income and budget line over spends.
6. The *Running Costs* are projected to be £448,800. The anticipated additional income is projected to be circa £84,000 (including accrued interest £4,500, VAT reimbursement £30,000, anticipated income £50,000). The projected budget line overspend is £9,945, and projected potential underspend is £39,030). Allowing for all these the *General Reserve* at year end is expected to stand at circa £517,410.
7. By comparison the *General Reserve* at the end of March 2024 (year-end, 2023/24) was £540,915. NB As part of the 2024 25 budgeting exercise, £100,000 was moved from the *General Reserve* to the *EMR Property Maintenance* to help pay for the Town Hall boilers and ensure the Property Maintenance reserve was kept to a sufficient level thereafter; so, the *General Reserve* at the start of this financial year was £440,915. The table below shows the reported *General Reserve* held at year end since 2020-21:

<i>Financial year</i>	<i>General Reserve at year end (as reported)</i>
2020 - 21	£305,116
2021 -22	£332,140
2022 - 23	£418,147
2023 - 24	£540,915

Required Contingency Reserve

8. It should be noted that the Council is required to protect 4-6 months of running costs in its general reserve to ensure business continuity. Based on total expenditure, this equates to circa £89,760 pcm. Therefore, currently the Council needs to protect £359,040-£538,560. The projected *General Reserve*, as proposed, provides for just over 5.5 months.

VAT

9. The *General Reserve* is to some degree sustained and replenished over the course of the year, by way of reclaimed VAT. Expenditure that is subject to VAT, but which is reclaimable under HMRC regulations is periodically reimbursed by HMRC. These funds are returned to the Council's *General Reserve*. VAT is reclaimed four times a year (typically in May, July, October, and January).
10. The final VAT reimbursement, and with this the *General Reserve's* position, will not be known until year end. However, given much of the Council's expenditure activity incurs

¹ *General Reserve* The *General Reserve* is not a segregated amount of money set aside in its own account, and our cash assets fluctuate as receipts and outgoings are recorded. Therefore, when we cite the *General Reserve* figure, the value given represents our non-committed cash assets - i.e. those not required to meet our current year budget commitments nor our *EMR* or *CIL* funds and reflects projections of anticipated income and expenditure to the year end.

similar (or more) VAT each year, it is a reasonable assumption that the VAT return sum will at least be similar and keep track with each year's budgeted expenditure. As such the Committee may consider this as a sufficiently reliable factor in its budget considerations. The total VAT reclaimed in 2023-24 was £80,937. To date this financial year, the VAT reimbursement has already been £84,627, with a VAT reimbursement claim for January 2025 pending. The VAT reimbursement received in January 2024 was £29,049. The increase this financial year reflects additional significant expenditure on planned projects, notably the Town Hall heating and the Workshop Extension.

General Reserve and Website

11. The proposed budget seeks to utilise £20,000 from the *General Reserve* for the website overhaul; leaving the equivalent of circa 5.5 months running costs required for business continuity purposes.

Election costs

12. £20,000 has been provided for in the proposed budget to cover the costs of the May 2025 elections in the event both wards are contested. There is a contingency EMR with £9,261 for additional election costs if required. The Council should be advised there is the possibility of subsequent elections be called thereafter. (Circa £700 for an uncontested election per ward, or circa £10,000 for a contested election per ward. NB Marlborough has 2 wards).

CIL Funds and Wall at Jubilee Field

13. Additionally, the proposed budget seeks to use £10k from the *CIL* funds to replenish the planned expenditure on the wall at Jubilee Field, Manton. There is currently £58,997 of *Unallocated CIL* funds. This will leave the *Unallocated CIL* funds with a balance of £48,997².

EMRs and Year End

14. The EMR allocations will be checked and appropriately updated and amended at year end.

Property Maintenance

15. Particular attention should be given to ensuring that the Property EMR is kept to a satisfactory level. This EMR is currently £98,941 (Month 7). Additionally, there is also a budget allocation of £40,000 for *Property Maintenance* which should primarily be sufficient to progress property maintenance concerns, in particular the plan to improve and maintain the rear windows and guttering at the Kingsbury Street property.

Community and Youth Centre

16. There is a scheme of planned works over the course of this year and next to ensure that the Community and Youth Centre is well maintained. There is an *EMR Community and Youth Centre* of £20,000 (Month 7) moved from the *EMR Devolution* (as agreed as part of the 2024-25 budget settlement) and allocated for the purpose of supporting the building works. There is £25,250 remaining in the EMR Devolution.

² *CIL* Updated and amended since last report to the Finance and Policy Committee on 28 October and now accounts for receipt of £4,021, and Manton traffic island commitment £6,000

Precept and Tax Base

17. The Council's precept increase for 2024-25 was agreed at 6.54% on a Band D equivalent which equated to an additional £15.27 per household. The total income received from the 2024-25 precept raised £890,930.

18. Last year's tax base was 3,569.02. The tax base for 2025-26 is 3,591.13.

19. **The Committees have scrutinised the budget needs for 2025-26. On 26 November the Finance and Policy Committee considered the Council's budget requirements for 2025-26 and is recommending a budget that would require a precept rise of 5.00%, equating to an additional £12.34 per household.** (See Appendix for proposed budget)

20. This budget recommendation should also be viewed alongside the proposed use of projected savings, CIL funds, and possible re-allocation of some EMRs to enable the delivery of some projects. It should be noted also that many of the projects agreed last year will run into 2025-26. These projects already have allocated funds as part of the financial planning and budgeting process last year. Where possible new project work has been accounted for within the existing budget provision. The Committees have tried to keep ambitions realistic to not over commit the Council.

21. The table below outlines proposed new or additional costs for 2025-26, and how they could be funded:

Existing Operational Commitments	COST	Funding source
Election Charges	£20,000+	Precept, plus EMR if required
Staffing	£26,434	Precept
Staff contingency fund	£5,000	Precept
Website rebuild	£20,000	General reserve
Walls and fences EMR	£10,000	CIL
General cost increases	£21,288	Precept
Requested operational requirements		
Ground maintenance trailer	£5,200	Precept
TOTAL	£107,922	

Other Councils 2024-25

22. Below are examples of other Town Council precepts set for 2024-25:

- Bradford on Avon 9%
- Chippenham 3.7%
- Devizes 6.5%
- Corsham 9.1%
- Malmesbury 3.7%
- Salisbury 8.7%
- Trowbridge 22.8%
- Calne 5%
- Melksham 4%
- Westbury 4.8%

Proposal

23. Members are asked to consider and agree the recommended budget and precept rise for 2025-26 for submission to Wiltshire Council.

Town Clerk / Cllr Thomas 26 11 24

Legal Power

- i. Local Government Finance Act 1992 s41
- ii. Local Government Act 1972 s112

ITEM 8

MEMBERS' QUESTION TIME

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

ITEM 9

OUTSIDE BODIES

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

ITEM 10

COMMITTEE MINUTES

In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: **Planning** – 19 August and 30 September 2024; **Property Committee** – 22 July 2024; **Amenities and Open Spaces Committee** 17 July 2024; and Finance and Policy Committee 8 July 2024 . These minutes have been approved by committees and circulated to Members and are available to download from <https://marlborough-tc.gov.uk/council/meeting-dates-agendas-and-minutes-2024-25> the Town Council offices. Other meetings have taken place, but minutes are not yet approved so remain in draft form.

ITEM 11

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 Budgets for Precept 2025/26

		2024/25	Actual Year		2025/26			
		Budget	To Date Mth	! YTD %		PROPOSED	% change	
						EXISTING COMMITMENTS		
						Inc Savings		
Finance & Policy								
	INCOME							
1010	INCOME-MISCELLANEOUS	£ -	£ 853					
1176	PRECEPT RECEIVED	£ 890,930	£ 445,465	50%				
1190	BANK INTEREST	£ 3,000	£ 3,784	126%		£ 6,000		
1191	MARKET INCOME	£ 2,000	£ -	0%		£ 2,000	0%	
1194	GRANTS	£ -	£ 1,500					
	EXPENDITURE							
4001	SALARIES/NI/SUPERAN	£ 550,728	£ 206,929	38%		£ 577,162	5%	
4002	YOUTH WORKER	£ 15,000	£ -	0%		£ 30,000	100%	
4005	ELLIS WHITTAM	£ 3,630	£ 3,403	94%		£ 3,757	3%	
4009	TRAVEL	£ 400	£ 113	28%		£ 400	0%	
4010	STAFF MOBILE PHONES	£ 3,500	£ 1,586	45%		£ 4,000	14%	
4011	BUSINESS RATES	£ 32,905	£ 17,570	53%		£ 35,140	7%	
4016	CLIMATE EMERGENCY RESPONSE	£ -	£ 2,279			£ -		
4018	EMERGENCY FUND	£ -	£ 400			£ -		
4022	PETTY CASH	£ 500	£ 250	50%		£ 500	0%	
4023	STATIONERY/PUBLICS.	£ 1,100	£ 385	35%		£ 1,100	0%	
4024	SUBSCRIPTIONS	£ 3,250	£ 2,045	63%		£ 3,785	16%	
4025	INSURANCE	£ 17,000	£ 18,165	107%		£ 18,165	7%	
4026	PHOTOCOPIER	£ 5,000	£ 2,233	45%		£ 5,000	0%	
4028	POSTAGE	£ 300	£ 9	3%		£ 200	-33%	
4033	SERVER CLOUD MIGRATION	£ 10,000	£ 10,578	106%		£ -	-100%	
4038	MAINTENANCE	£ 1,500	£ 1,889	126%		£ 1,800	20%	
4039	PERSONNEL CLOTHING	£ 1,300	£ 82	6%		£ 1,300	0%	
4041	TRAINING STAFF	£ 3,000	£ 2,155	72%		£ 3,000	0%	
4046	TOURISM	£ 1,500	£ 861	57%		£ 1,000	-33%	
4054	LEGAL	£ 14,000	£ 3,629	26%		£ 10,000	-29%	
4055	PROFESSIONAL	£ 10,000	£ 2,844	28%		£ 10,000	0%	
4057	AUDIT FEE	£ 4,000	£ 500	13%		£ 4,000	0%	
4059	BANK CHARGES	£ 250	£ 95	38%		£ 250	0%	
4063	OFFICE GENERAL	£ 500	£ 130	26%		£ 500	0%	
4064	ARCHIVE STORAGE	£ 460	£ 175	38%		£ 460	0%	
4067	CCTV	£ 4,000	£ 2,729	68%		£ 5,400	35%	
4071	OFFICE EQUIPMENT	£ 1,200	£ 507	42%		£ 1,200	0%	
4072	EQUIPMENT	£ 3,300	£ 254	8%		£ 3,300	0%	
4075	SOFTWARE & FEES	£ 10,120	£ 6,541	65%		£ 13,082	29%	
4076	HEALTH & SAFETY	£ 500	£ 64	13%		£ 500	0%	
4079	ELECTION COSTS	£ 3,000	£ -	0%		£ 20,000	567%	
4153	EVENTS	£ 3,000	£ 261	9%		£ 3,000	0%	
4154	SWITCH ON EVENT	£ 6,000	£ -	0%		£ 6,000	0%	
4224	YOUTH COUNCIL	£ 250	£ -	0%		£ 250	0%	
4228	WEBSITE/BROADBAND	£ 2,200	£ 893	41%		£ 2,500	14%	
4301	FIRE EXTINGUISHERS	£ 1,550	£ -	0%		£ 1,600	0%	
4308	IT EQUIPMENT LEASE	£ 5,000	£ -	0%		£ -	-100%	
4309	IT SUPPORT PACKAGE	£ 2,650	£ 120	5%		£ 2,650	0%	
4317	HERITAGE PROJECT	£ 1,000	£ -	0%		£ 1,000	0%	
4152	REMEMBRANCE DAY	£ 2,000	£ -	0%		£ 2,000	0%	
4061	CHRISTMAS LIGHTS	£ 15,000	£ -	0%		£ 15,000	0%	
4151	GRANTS	£ 7,000	£ 2,500	36%		£ 7,000	0%	
4100	MAYORS ALLOWANCE	£ 3,400	£ 1,700	50%		£ 3,400	0%	
4101	MAYORS TRAVEL	£ 300	£ 81	27%		£ 300	0%	
4102	MAYOR MAKING EXPS	£ 2,000	£ 283	14%		£ 2,000	0%	
4078	TRAINING-COUNCILLORS	£ 500	£ -	0%		£ 500	0%	
4103	MEMBERS TRAVEL	£ 200	£ -	0%		£ 200	0%	
4105	CIVIC HOSPITALITY	£ 1,000	£ 116	12%		£ 1,000	0%	
4110	TOWN CRIER/MACE BEAR	£ 1,200	£ -	0%		£ 1,200	0%	
4113	INSIGNIA FUNDS	£ 500	£ 4,464	893%		£ 500	0%	
4012	WATER/SEWERAGE CHGS	£ 4,400	£ 1,269	29%		£ 4,400	0%	
4014	ELECTRICITY	£ 30,396	£ 6,704	22%		£ 30,396	0%	
4015	GAS	£ 35,222	£ 8,146	23%		£ 35,222	0%	
4020	TELEPHONE	£ 7,000	£ 3,258	47%		£ 7,000	0%	
NEW	STAFF CONTINGENCY					£ 5,000		
NEW	WEBSITE UPGRADE							£ 20,000
	Income	£ 895,930	£ 451,602	50%		£ 8,000		
	Expenditure	£ 833,711	£ 318,195	38%		£ 887,119	6%	

2024/25	Actual Year	2025/26	
Budget	To Date Mth £ YTD %	PROPOSED	% change
		EXISTING COMMITMENTS	
		Inc Savings	

AMENITIES AND OPEN SPACES

	INCOME									
1101	INCOME-CEMETERY	£	15,880	£	8,344	53%	£	15,880	0%	
1100	INCOME-ALLOTMENTS	£	1,391	£	86	6%	£	750	-46%	
1102	INCOME-GOLF CLUB									
1103	INCOME OPEN SPACES	£	9,075	£	2,023	22%	£	9,982	10%	
1106	INCOME - SHOWMENS GUILD	£	2,438	£	-	0%	£	2,438	0%	
1111	INCOME - RUGBY CLUB									
	EXPENDITURE									
	CEMETERY									
4036	OLD CEMETERY	£	500	£	144	29%	£	500	0%	
	ALLOTMENTS									
4006	ST JOHNS TRUST	£	250	£	250	100%	£	250	0%	
	WORKSHOP									
4027	INTRUDER ALARM	£	2,100	£	339	16%	£	2,174	4%	
4042	PERSONAL PROTECTIVE EQUIPMENT	£	1,000	£	98	10%	£	1,000	0%	
4043	PICK-UP LEASE	£	600	£	445	74%	£	600	0%	
4044	VEHICLE TAX/INS.	£	400	£	335	84%	£	415	4%	
4045	VEHICLE PETROL/DERV	£	9,000	£	3,386	38%	£	9,315	3%	
4047	WORKSHOP TOOLS ETC	£	3,000	£	1,953	65%	£	3,000	0%	
4048	VEHICLE MAINTENANCE	£	12,000	£	7,099	59%	£	12,420	3%	
4050	WORKSHOP MISC	£	1,000	£	553	55%	£	1,000	0%	
4315	REFUSE COLLECTION	£	4,000	£	2,056	51%	£	4,140	3%	
4320	MOWER	£	4,200	£	1,024	24%	£	4,200	0%	
4323	MISTUBISHI LEASE	£	2,400	£	941	39%	£	2,400	0%	
4332	WESSEX MOWER LEASE	£	7,000	£	2,756	39%	£	7,000	0%	
4339	ISEKI TRACTOR LEASE 2023	£	10,000	£	4,366	44%	£	10,000	0%	
	OPEN SPACES									
4038	MAINTENANCE	£	9,000	£	2,375	26%	£	9,000	0%	
4220	OPEN SPACES PLANTS	£	4,800	£	2,558	53%	£	5,300	10%	
4223	PLAY EQUIP/MAINT/REPLACEMENT	£	3,500	£	115	3%	£	3,500	0%	
4314	AOS PROJECTS	£	10,000	£	24,286	243%	£	10,000	0%	
4318	TREE SURVEY & WORKS	£	17,500	£	1,385	8%	£	17,500	0%	
4324	RTV HUSQVANA	£	3,500	£	1,665	48%	£	3,500	0%	
4325	STONEBRIDGE MEADOW	£	1,000	£	-	0%	£	1,000	0%	
4327	ISEKI TRACTOR TG6490	LEASE	£	7,000	£	1,652	24%	£	7,000	0%
4330	MULTI PURPOSE MOWER	LEASE	£	3,100	£	624	20%	£	3,100	0%
4331	FRONT LOADER/BACK HOE LEASE	£	3,200	£	1,048	33%	£	3,200	0%	
4335	FREES AVENUE TREES	£	1,000	£	-	0%	£	1,000	0%	
4337	SKATE PARK LIGHTING	£	500	£	-	0%	£	500	0%	
4401	NEW WORKSHOP	£	-	£	27,319					
4402	ISEKI RIDE-ON MOWER	LEASE	£	3,000	£	2,078	69%	£	3,000	0%
4403	KAWASAKI MULE 24	LEASE	£	5,360	£	2,269	42%	£	5,360	0%
4404	TRAFFIC MANAGEMENT	£	1,500	£	-	0%	£	1,500	0%	
NEW	TIPPING TRAILER						£	5,200		
NEW	WALLS & FENCES								£ 10,000	
	Income	£	51,862	£	20,406	39%	£	58,075	12%	
	Expenditure	£	131,410	£	93,119	71%	£	138,074	5%	

2024/25 Budget	Actual Year To Date Mth % YTD %	2025/26 PROPOSED EXISTING COMMITMENTS Inc Savings	% change
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PROPERTIES

	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		£ 25,000	£ 13,413	54%	£ 27,500	10%	
1112	INCOME TOILETS	TH	£ 200	£ 98	49%	£ 200	0%	
1112	INCOME TOILETS	GL	£ 3,500	£ 1,154	33%	£ 3,000	-14%	
1329	INCOME MC&YC		£ -	£ 3,404		£ 8,000		
	EXPENDITURE							
	CORP PROPERTIES							
4062	MTCE/ELEC CORP. PROPS.		£ 15,000	£ 3,199	21%	£ 15,000	0%	
4066	MARKETING		£ 250	£ -	0%	£ 250	0%	
4070	DEFIBS		£ 750	£ -	0%	£ 750	0%	
4019	CLEANING MATERIALS		£ 1,000	£ 386	39%	£ 1,000	0%	
4030	INTRUDER ALARM		£ 2,000	£ 336	17%	£ 2,000	0%	
4035	SANITARY DISPOSAL		£ 1,600	£ 494	31%	£ 1,600	0%	
4037	LIFT MAINTENANCE		£ 3,300	£ 1,760	53%	£ 3,415	3%	
	TOWN HALL							
4038	MAINTENANCE		£ 40,000	£ 78,317	196%	£ 40,000	0%	
4300	BOILER MAINTENANCE		£ 900	£ -	0%	£ 930	3%	
4304	LICENCES/PERFORMING		£ 3,000	£ 1,167	39%	£ 3,000	0%	
4305	BROADBAND		£ 2,100	£ -	0%	£ 2,100	0%	
4315	REFUSE COLLECTION		£ 1,500	£ 701	47%	£ 1,550	3%	
4998	MARKETING		£ 200	£ -	0%	£ 200	0%	
4999	PUBLIC TOILETS		£ 7,200	£ 1,744	24%	£ 7,200	0%	
	COOPERS CORNER							
4306	COOPERS CORNER		£ 800	£ 361	45%	£ 800	0%	
4313	PUBLIC TOILETS		£ 17,100	£ 3,154	18%	£ 17,100	0%	
	MC&YC							
4019	CLEANING MATERIALS		£ 400	£ 148	37%	£ 400	0%	
4030	INTRUDER ALARM		£ 2,000	£ 236	12%	£ 2,070	3%	
4035	SANITARY DISPOSAL		£ 750	£ 228	30%	£ 775	3%	
4037	LIFT MAINTENANCE		£ 850	£ 323	38%	£ 880	4%	
4072	EQUIPMENT		£ 500	£ 356	71%	£ 500	0%	
4304	LICENCES/PERFORMING		£ 300	£ 326	109%	£ 330	10%	
		Income	£ 129,330	£ 58,869	46%	£ 140,266	8%	
		Expenditure	£ 101,500	£ 93,236	92%	£ 101,850	0%	

		2024/25	Actual Year			2025/26		
		Budget	To Date	Mth %	YTD %	PROPOSED	% change	
							EXISTING COMMITMENTS	
							Inc Savings	
PLANNING								
	EXPENDITURE							
4017	HIGHWAYS	£ 1,000	£ 70	7%		£ 1,000	0%	
4120	STREET FURNITURE	£ 2,000	£ 702	35%		£ 2,000	0%	
4400	LHFIG	£ 7,500	£ -	0%		£ 7,500	0%	
4405	HIGH STREET PROJECT	£ -	£ 17,156					
	Income	£ -	£ -					
	Expenditure	£ 10,500	£ 17,928	171%		£ 10,500	0%	

SUMMARY TOTALS

	Current	Actual Year		2025 26	
	Annual	To Date		Proposed	
Grand Totals:- Income	£ 1,077,122	£ 530,877	49%	£ 206,341	
Expenditure	£ 1,077,121	£ 522,478	49%	£ 1,137,543	
BALANCE (REQUIRED PRECEPT)		£ 8,399		£ 931,202	
% INCREASE				5.00%	
Per Household				£ 12.34	