

Marlborough Town Council



20th December 2021

Dear Councillor

Full Town Council

I hereby **summon** you to an extra-ordinary meeting of **Marlborough Town Council** which will be held on **Tuesday, 4th January 2022 at 7pm** in the **Court Room, Marlborough Town Hall**.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

This meeting will be held in the Court Room at the Town Hall according to the latest Government Covid Safety Guidelines, and managed according to the Health and Safety at Work Act 1974(2)e.

There will be 20 places for members of the public to attend. 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. Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate.

All those in attendance at the meeting will be required to wear a face mask when moving around the Town Hall, unless or exempt, or when seated.

If members of the public wish to attend and ask a question they should also 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.

PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Full Council. The time allocated for this should not exceed 10 minutes and be limited to one question per person unless directed otherwise by the Chairman. A full response may not be possible without further research, and the Chair may direct that a written or oral response be given.

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. Budget and precept 2022-23

To consider and agree the budget and precept requirements for 2022-23 for submission to Wiltshire Council

5. 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

1. Councillors are asked to agree the annual budget and Precept for the year 2022-23.
2. When agreeing the budget, Members will need to take account of:
 - Inflation at 3-5% (which could exceed this %)
 - significant increases in electricity and gas as an on cost to existing Council goods and services.
 - Local Government Pay increases, to be agreed, but assumed to be up to 3%, although it is not clear if this applies at the time of authoring this report as a settlement has yet to be agreed nationally. If this year's pay settlement is not reached by the end of this financial year it is suggested any underspend in this year's staffing lines are protected to offset the potential additional cost to meet the 2021/22 obligation in 2022/23.
 - Expected rises in employer contributions to national insurance of an additional 1.25%
 - The Council's own recovery from the impact of the pandemic, and reclamation of some council capacity, which was previously reduced to help keep the 2020/21 precept increase as small as possible.
 - Staff incremental rises
3. In addition to maintaining existing services, Members will need to consider new council requirements, or aspirational projects or areas of service delivery, notably but not definitively:
 - Climate action in response to the Climate emergency
 - Biodiversity work, notably on the Common
 - The new workshop
 - Platinum Jubilee Celebrations
 - A new works vehicle
 - Town signage
4. The Council has a required General Reserve of £305,614 and accounted for £507,238 as a set of Ear Marked Reserves (EMRs) which support future Council needs (e.g., new Workshop, or Cemetery), or provide sufficient contingency for equipment or existing assets. The EMRs allocations will be checked and appropriately re-allocated at year end.
5. Where there are developments, additional or extended services not yet identified and agreed, the Council will need to consider associated costs, or strategies for either realising or sustaining these aspirations.
6. The Council's precept increase for 2020/21 was agreed at 3.75% on a Band D equivalent which equated to an additional £7.74 per household. The total income received from the 2020/21 precept raised £744,373.
7. It should be noted that the 2020/21 precept was set to a level that allowed for the impact of the pandemic, and in real terms meant budget cuts, and some reduction in service capacity (e.g., the grounds staff).

8. Last year's tax base was 3476.60. The 2022-23 tax base is 3521.54.
9. Based on preliminary considerations by the Council Committees, it is suggested a 4.9% increase will be needed to support the recommended budget (please see appendix 1)
10. Based on last year's Precept figure of £744,373 a 4.9% increase would be a precept of £790,937 and would account for both the challenge to the Council to not only meet the increased inflationary rises in fuel and employer contributions, but also address some areas of service development such as the re-claiming of grounds staff capacity, climate action work (e.g., insulating/energy saving), biodiversity work, and the Queens Platinum Jubilee celebrations.
11. A 4.9% rise on the current Band D household is £224.11 and would equate to an additional £10.49 per household.
12. By comparison:
 - 0% increase would be a precept of £753,996 and would just allow for the inflationary rises in fuel and employer contributions only. It would not effectively provide for the previous years' service reduction, or any of the envisaged additional areas of service or activities.
 - 3.50% increase would be a precept of £780,373, at an additional cost per household of £7.49, and would mean an adjustment of -£10,564 to the recommended budget
 - 4.00% increase would be a precept of £784,141, at an additional cost per household of £8.55, and would mean an adjustment of -£6,796 to the recommended budget
13. Specifically noting the need to have a budget that supports and enables 'Climate Action,' rather than specifically relying on singular lines per Committee it is suggested a new EMR is created from any budget line savings at year end. It is envisaged this could create a fund in the region of £10,000-£20,000. (The exact figure will be known at the financial year end, when the EMRs will be revisited and re-allocated, and agreed). The advantage of this would mean all aspects of the Council could access the funds by request.
14. Please refer to associated budget spreadsheet for further budget analysis (see appendix 1).
15. For comparative information, the table below sets out the precepts set last year by other town councils, whilst noting it was an exceptional year.

TOWN COUNCIL	2020/21	% INCREASE
Chippenham	270.44	3.2
Bradford on Avon	216.90	0
Calne	215.57	0
Malmesbury	214.62	2
Royal Wotton Bassett	211.62	0
Salisbury	208.00	0
Cricklade	207.72	1.93
Corsham	210.15	5.56
Devizes	179.74	2.06
Trowbridge	167.46	1.50
Melksham	164.08	2.26

16. Members are asked to consider and agree the budget and precept for 2022-23 for submission to Wiltshire Council.

Richard Spencer- Williams – Town Clerk 16.12.21

Legal Power

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

MTC BUDGET 2022-23

	2020-21		2021-22		2022-23		2022-23		2022-23	
	Budget	Actual	Budget	Actual YTD	Budget % Increases Only Fuel and Staff % inc.		Budget % Increases + requests		Budget % Increases plus request compromise	
Finance & Policy										
1010 INCOME-MISCELLANEOUS	100	10,444	100	1664	100		100		100	
1176 PRECEPT RECEIVED	723,257	723,257	744,373	744,373						
1190 BANK INTEREST	1,200	572	1,000	17	100		100		100	
1191 MARKET INCOME	1,500	0	1,500	777	1500		1500		1500	
Total Income	726,157	734,273	746,973	746,831	1700		1700		1,700	
4001 SALARIES/NI/SUPERAN	221,157	209,186	216,896	126,126	227,740 5% INCREASE		227,740 5% INCREASE		227,740 5% INCREASE	
4005 ELLIS WHITTAM	2,700	2,556	2,700	2,681	2,700		2,700		2,700	
4009 TRAVEL	1,000	-36	1,000	54	500		500		500	
4010 STAFF MOBILE PHONES	2,000	3,200	3,000	1,995	3,200		3,200		3,200	
4011 BUSINESS RATES	8,000	6,238	8,200	6,238	8,200		8,200		8,200	
4022 PETTY CASH	1,000	675	1,000	182	700		700		700	
4023 STATIONERY/PUBLICS.	2,500	1,801	2,500	907	2,200		2,200		2,200	
4024 SUBSCRIPTIONS	5,000	4,367	5,000	3,342	5,000		5,000		5,000	
4025 INSURANCE	15,000	13,754	16,000	11,912	16,000		16,000		16,000	
4026 PHOTOCOPIER	5,000	4,487	5,000	2,434	5,000		5,000		5,000	
4028 POSTAGE	600	501	500	282	600 INCREASE		600 INCREASE		600 INCREASE	
4029 NEWSLETTER	1,650	1,630	2,000	600	1,800 DECREASE		1,800 DECREASE		1,800 DECREASE	
4038 MAINTENANCE	1,000	2,703	2,000	540	2,000		2,000		2,000	
4041 TRAINING STAFF	5,000	1,815	5,000	508	5,000		5,000		5,000	
4046 TOURISM	5,000	3,857	5,000	1,023	5,000		5,000		5,000	
4055 PROFESSIONAL	7,000	2,605	7,000	560	7,000		7,000		7,000	
4057 AUDIT FEE	4,000	2,935	4,000	2,505	4,000		4,000		4,000	
4059 BANK CHARGES	500	536	600	306	600		600		600	
4063 OFFICE GENERAL	500	290	500	289	500		500		500	
4064 ARCHIVE STORAGE	460	417	460	245	460		460		460	
4067 CCTV	3,000	504	3,000	2,344	3,000		3,000		3,000	
4071 OFFICE EQUIPMENT	1,000	1,142	1,000	1,121	1,200		1,200		1,200	
4075 SOFTWARE & FEES	7,720	7,964	8,000	4,868	8,000		8,000		8,000	
4076 HEALTH & SAFETY	500	89	500	221	500		500		500	
4153 EVENTS	2,000	1,020	2,000	518 Saving?	2,000	1000	2,000		4,000 INCREASE	
4154 SWITCH ON EVENT	5,000	0	6,000	69	6,000		6,000		6,000	
4224 YOUTH COUNCIL	500	0	500	0 Saving?	500	500	500		500	
4228 WEBSITE/BROADBAND	2,500	300	2,500	1,036	2,500		2,500		2,500	
4301 FIRE EXTINGUISHERS	300	189	300	0	300		300		300	
4308 IT EQUIPMENT LEASE	5,500	2,853	7,000	1,681	5,000		5,000		5,000	
4309 IT SUPPORT PACKAGE	2,500	540	2,500	0	2,500		2,500		2,500	
4311 RECRUITMENT	300	406	300	0 Saving?	300	300	300		300	
4317 HERITAGE PROJECT	1,000	1,000	1,000	0 Saving?	1,000	1000	1,000		3,000 INCREASE	
4336 DARK SKIES	3,000	250	3,000	1,683	0		0		0	
4152 REMEMBRANCE DAY	2,000	91	2,000	467 Saving?	2000	1500	2000		2000	
4061 CHRISTMAS LIGHTS	14,000	12,972	15,000	257	15,000		15,000		15,000	
4151 GRANTS	6,600	6,600	7,000	0 Saving?	7,000		7,000		7,000	
4100 MAYORS ALLOWANCE	3,400	1,700	3,400	1,439	3,400		3,400		3,400	
4101 MAYORS TRAVEL	650	0	650	51 Saving?	650	500	650		650	
4102 MAYOR MAKING EXPS	1,800	0	2,000	2,000	2000		2000		2000	
4078 TRAINING-COUNCILLORS	500	150	1,500	30 Saving?	1500	1000	1500		1500	
4103 MEMBERS TRAVEL	500	0	500	0 Saving?	500	400	500		500	
4105 CIVIC HOSPITALITY	3,000	719	2000	71 Saving?	2000		2000		2000	
4110 TOWN CRIER/MACE BEAR	1,200	486	1200	260	1200		1200		1200	

4113 INSIGNIA FUNDS	2,000	1,616	2000	1,018	2000	2000	2000
4012 WATER/SEWERAGE CHGS	510	182	520	123	530	530	530
4014 ELECTRICITY	2,500	3,368	3000	1,752	3750 25% INCREASE	3750 25% INCREASE	3750 25% INCREASE
4015 GAS	1,000	377	1000	303	1250 25% INCREASE	1250 25% INCREASE	1250 25% INCREASE
4020 TELEPHONE	6,000	6,536	7000	3,708	7000	7000	7000
Total Expenditure	376,547	316,571	374,726	187,749	380,780	380,780	384,780
Amenities & Open Spaces							
1101 INCOME-CEMETERY	12,500	18,648	12,500	5,043	13,125 5% increase	13,125 5% increase	13,125 5% increase
1100 INCOME-ALLOTMENTS	1,150	1,649	1,150	-4	1150	1150	1150
1102 INCOME-GOLF CLUB	22,500	13,125	22,500	9,375			
1103 INCOME OPEN SPACES	3,000	1,406	2,500	2,131	2,500	2,500	2,500
1106 INCOME - SHOWMENS GUILD	2,300	0	2,300	0	2300	2300	2300
1111 INCOME - RUGBY CLUB	500	500	500	500			
Total Income	41,950	35,328	41,450	17,045	42,075	42,075	42,075
4004 SALARIES/NI/SUPERAN			161,284	80,561	169,348 5% INCREASE	181,848 5% INCREASE , PLUS FTE 0.5 FTE P	181,848 5% INCREASE , PLUS FTE 0.5 FTE PERMENENT GROUND STAFF
4011 BUSINESS RATES	410	377	420	434	440	440	440
4036 OLD CEMETERY	1,000	0	1,000	0	1000	1000	1000
4038 MAINTENANCE	4,500	4,062	5,000	2,266	5,000	5,000	5,000
4006 ST JOHNS TRUST	250	250	250	250	250	250	250
4012 WATER/SEWERAGE CHGS	255	166	255	371	500	500	500
4038 MAINTENANCE/ALLOTS	300	0	300	0	200	200	200
4009 TRAVEL	200	0	200	0	200	200	200
4011 BUSINESS RATES	2,647	2,645	2,700	2,645	2,850	2,850	2,850
4012 WATER/SEWERAGE CHGS	900	0	900	0	500	500	500
4014 ELECTRICITY	2,500	2,533	2,500	1,457	3,125 25% INCREASE, plus usage re : electric tools	3,125 25% INCREASE, plus usage re : elec	3,125 25% INCREASE, plus usage re : electric tools
4027 INTRUDER ALARM	1,700	1,162	2,000	825	2000	2000	2000
4038 MAINTENANCE	1,500	457	1,500	847	1,500	1,500	1,500
4039 PERSONNEL CLOTHING	650	193	800	21	800	800	800
4042 PERSONAL PROTECTIVE EQUIPMEI	800	363	800	85	500	500	500
4043 PICK-UP LEASE	600	545	600	445	600	600	600
4044 VEHICLE TAX/INS.	500	265	500	275	500	500	500
4045 VEHICLE PETROL/DERV	6,000	4,355	6,500	4,028	6,500	6,500	6,500
4047 WORKSHOP TOOLS ETC	6,500	1,183	2,000	452	2,000	2,000	2,000
4048 MOWER MAINTENANCE	1,500	2,145	4,000	740	4,000	4,000	4,000
4049 TRACTOR MAINTENANCE	2,500	2,473	5,000	750	5,000	5,000	5,000
4050 WORKSHOP MISC	200	236	200	201	200	200	200
4301 FIRE EXTINGUISHERS	300	369	300	0	300	300	300
4315 REFUSE COLLECTION	2,000	2,616	2,800	1,584	3,000	3,000	3,000
4320 MOWER	1,900	803	4,200	2,389	4,200	4,200	4,200
4321 PICK UP MAINTENANCE	800	2,826	3,000	170	3,000	3,000	3,000
4322 RIDE ON LEASE	3,598	1,965	0	0	0 DELETE	0	0
4323 MISTUBISHI LEASE	2,259	2,259	2,259	1,318	2,259	2,259	2,259
4024 SUBSCRIPTIONS	200	170	200	140	200	200	200
4038 MAINTENANCE	3,000	3,277	3,000	4,028	5,000	5,000	5,000
4054 LEGAL & PROFESSIONAL	5,000	1,525	7,000	4,573	7,000	7,000	7,000
4072 EQUIPMENT	1,500	751	1,500	0	1500	1500	1500
4220 OPEN SPACES PLANTS	5,500	3,196	5,500	2,967	5,500	5,500	5,500
4223 PLAY EQUIP/MAINT/REPLACEMEN	2,500	1,199	2,500	313	2,500	2,500	2,500
4314 AOS PROJECTS	10,000	514	10,000	3,130	10,000 Queens Jubilee, Bio Diversity,	15,000 Queens Jubilee, plus Bio Diversity,	10,000 Queens Jubilee included, Bio Diversity work from EMR
4318 TREE SURVEY & WORKS	3,000	1,375	15,000	395	15,000 FREES AVENUE ASH TREES	15,000 FREES AVENUE ASH TREES	15,000 FREES AVENUE ASH TREES
4324 RTV VEHICLE	3,500	3,720	3,500	1,470	3,500	3,500	3,500
4325 STONEBRIDGE MEADOWS	1,000	2,278	1,500	455	1,500	1,500	1,500
4326 BRITAIN IN BLOOM	600	0	300	282	300	300	300
4327 NEW TRACTOR LEASE	7,000	6,880	7,000	4,028	7,000	7,000	7,000
4330 MULTI PURPOSE MOWER	2,818	3,097	3,100	1,806	3,100	3,100	3,100

4331 FRONT LOADER/BACK HOE	2,856	3,144	3,200	1,834	3,200		3,200	3,200
4335 FREES AVENUE TREES	1,000	0	1,000	0	1,000 PLANTING		1,000 PLANTING	1,000 PLANTING
4337 SKATE PARK LIGHTING	0	0	500	0	500		500	500
Total Expenditure	265,111	210,839	276,068	127,535	286,572		304,072	299,072
Properties								
1000 INCOME-HIGH ST SHOP	22,200	22,000	17,500	12,833				
1002 INCOME-HIGH ST FLAT2	6,900	6,900	6,900	3,568				
1003 INCOME-1 KINGSBURY	17,500	17,813	17,500	9,167				
1004 INCOME-1A KINGSBURY	6,600	6,600	6,600	3,850				
1005 INCOME-2A KINGSBURY	6,600	6,615	6,600	3,850				
1006 INCOME-3 KINGSBURY	5,250	2,625	5,250	2,625				
1007 INCOME-REC GND COT 1	10,800	5,300	10,800	4,800				
1008 INCOME-REC GND COT 2	9,600	9,600	9,600	4,800				
1011 INCOME - 3A KINGSBURY ST	5,220	5,220	5,220	3,045				
1012 INCOME - 3B KINGSBURY ST	5,220	3,573	5,220	1,305				
1050 INCOME-TOWN HALL	30,000	5,782	20,000	13,137	20,000		20,000	20,000
1112 INCOME Toilets TOWN HALL	1,000	474	800	468	500		500	500
1112 INCOME TOILETS	4,000	3,143	3,250	3,923	4,000		4,000	4,000
1329 MY & MC INCOME	8,250	809	6,100	4,415	7000		7000	7000
Total Income	139,640	96,454	121,340	71,786	127,190		127,190	127,190
4054 LEGAL & PROFESSIONAL	10,000	8,000	10,000	3,500	10,000		10,000	10,000
4062 MTCE/ELEC CORP. PROPS.	15,000	11,223	15,000	7,239	15,000		15,000	15,000
4066 MARKETING	250	0	250	0	250		250	250
4070 Defibs	1,000	305	1,000	219	1,000		1,000	1,000
4073 WORKSHOP	12,000	1,050	0	0	0		0	0
201/4004 WAGES/NI/SUPERANN	61,403	40,357	60,933	25,162	63,979 5% INCREASE		63,979 5% INCREASE	63,979 5% INCREASE
4011 BUSINESS RATES	16,525	16,467	16,900	16,467	17,300		17,300	17,300
4012 WATER/SEWERAGE CHGS	1,606	297	1,000	0	1000		1000	1000
4014 ELECTRICITY	5,100	3,534	5,200	1,657	6,500 25% INCREASE		6,500 25% INCREASE	6,500 25% INCREASE
4015 GAS	12,000	5,032	12,000	2,079	15,000 25% INCREASE		15,000 25% INCREASE	15,000 25% INCREASE
4019 CLEANING MATERIALS	800	279	800	151	800		800	800
4030 INTRUDER ALARM	1,500	1,527	2,000	787	2,000		2,000	2,000
4035 SANITARY DISPOSAL	1,000	1,462	1,500	1063	1,500		1,500	1,500
4037 LIFT MAINTENANCE	2,550	2,594	3,000	1,741	3,000		3,000	3,000
4038 MAINTENANCE	50,000	55,854	50,000	25,603 Saving?	50,000	10,000	55,000 INCREASE	68,000 INCLUDES INSULATION
4039 PERSONNEL CLOTHING	500	183	800	0	500		500	500
4072 EQUIPMENT	1,000	0	800	0	800		800	800
4300 BOILER MAINTENANCE	900	390	900	390	900		900	900
4301 FIRE EXTINGUISHERS	450	694	450	0	700		700	700
4304 LICENCES/PERFORMING	2,600	526	2,600	1,559	2,600		2,600	2,600
4305 BROADBAND	1,500	2,069	2,000	1,085	2,100		2,100	2,100
4315 REFUSE COLLECTION	800	443	800	423	1,000 Recycling		1,000 Recycling	1,000 Recycling
4998 MARKETING	500	652	500	0	500		1000 INCREASE	750 INCREASE
205/4999 PUBLIC TOILETS	7,000	4,771	7,000	4,770	7,000		7,000	7,000
4011 BUSINESS RATES	1,900	1,572	2,000	-1,572	1,000		1,000	1,000
4306 COOPERS CORNER	6,500	182	2,000	75 Saving?	1000	1500	1000	1000
4313 PUBLIC TOILETS	11,500	15,848	16,000	9,241	16,000		16,000	16,000
206/4004 WAGES/NI/SUPERANN	14,200	9,913	14,286	6,698	12,000		12,000	12,000
4011 BUSINESS RATES	2,805	2,794	2,900	2,794	2,900		2,900	2,900
4012 WATER/SEWERAGE CHGS	1,200	0	1,200	663	1000		1000	1000
4014 ELECTRICITY	1,550	1,500	1,900	991	2,375 25% INCREASE		2,375 25% INCREASE	2,375 25% INCREASE
4015 GAS	1,550	1,327	1,600	537	2,000 25% INCREASE		2,000 25% INCREASE	2,000 25% INCREASE
4019 CLEANING MATERIALS	1,000	452	1,000	83 Saving?	1000	500	1000	1000
4030 INTRUDER ALARM	1,500	1,207	2,000	787	2000		2000	2000
4035 SANITARY DISPOSAL	500	578	750	400	750		750	750

