

Marlborough Town Council



16 June 2026

Dear Councillor

Full Town Council

I hereby **summon** you to a meeting of **Marlborough Town Council** which will be held on **Monday, 22 June 2026 at 7pm** in the **Assembly 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.

MOMENT FOR PRAYERS OR QUIET REFLECTION

With the Mayor's chaplain Reverend Mark Nightingale

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)

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 meetings held 23 March and 11 May 2026

5. Action Log

To review the Action Log

6. Internal Audit 2025 26

To note the final internal audit report for 2025 26

7. Asset Register

To approve the register of insured land and assets (as amended)

8. AGAR 2025/26 Section 1 Annual Governance Statement

To consider and approve the Annual Governance Statement at Section 1 of the Annual Governance and Accountability Return (AGAR)

9. AGAR 2025/26 Section 2 Annual Accounting Statements

To consider and approve the Annual Accounting Statements at Section 2 of the Annual Governance and Accountability Return (AGAR)

10. Young People’s Digital Communication and Social Media Policy

To consider for adoption the Young People’s Digital Communication and Social Media Policy

11. Safeguarding Policy (Revised)

To consider for adoption the revised Safeguarding Policy

12. Police and Crime Commissioner

To note the response from the Police and Crime Commissioner to the Freedom of Information Request regarding the PCC’s Legal position in respect of the sale of police assets

13. Outside Bodies

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

14. 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 April 2026. 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.

Part 2

15. Herbert Leaf Charity

To note the financial position of the Herbert Leaf Charity and to receive a verbal update report from the Herbert Leaf Working Party

16. 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

To approve and sign the minutes of the meeting held 23 March and 11 May 2026

Marlborough Town Council



Full Town Council

Minutes of a meeting of Marlborough Town Council held Monday, 23 March 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 James Sheppard	
	Councillor Susannah O'Brien	
	Councillor Caroline Sadler	
	Councillor Abi Beaumont	
	Councillor Caroline Wrench	
	Councillor Nicholas Awbery	
	Councillor Kim Wakeham	
	Councillor Jane Davies	Wiltshire Councillor – Marlborough West
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
ALSO		
PRESENT	Mathilde Scheepers	Chair, Marlborough Youth Council
	Neil Goodwin	Marlborough.News
	Eight members of the public	

MOMENT OF QUIET REFLECTION

PUBLIC QUESTION TIME

There were several questions relating to Lower Prospect, and photographs were tabled for Councillors:

- What can the Council do to stop illegal and inconsiderate parking that blocks garages
- Residents are often kept awake by car horn alarms not knowing who the owners are
- The level of conflict is growing due to parking at the end of the cul-de-sac: tyres have been let down, tempers are frayed

- On 8 March an ambulance was called for an emergency at an address in Lower Prospect but the vehicle was unable to get near the house due to the whole area being clogged by badly parked cars
- Some vehicles appear to be 2nd cars and are left for days or weeks without moving
- The double parked cars do not belong to residents of Lower Prospect
- For clarity, **Val Compton**, who successfully campaigned for a resident parking scheme at Kennet Place, had been supporting residents of Lower Prospect. Since the introduction in Kennet Place while occasionally residents may have to wait a while for another vehicle parked legally for the 2-hour limit to move, the resident parking scheme was working and had made life much easier.

The **Town Clerk** had visited the road the previous week with a resident, ahead of an application for a resident parking scheme appearing on the Planning Committee agenda for 30 March. The issue with parking at the end of the cul-de-sac is a separate matter to the application for residents parking. The garages are mostly owned by Aster Group (some privately owned) with the added complication of rights of way/access through the area. As such, the Town Clerk was not sure that Wiltshire Council would be able to resolve the problems, or that the issues with parking near the garages was a suitable candidate for the Local Highway & Footway Improvements Group to consider. The main conversation should be with Aster Group. While having no power over highways, the Town Council does have a duty to promote public safety, and as such he was happy to contact Aster Group to start a conversation for the residents to try to avoid any further conflict; he would also check with the police whether they would view the issues as a civil matter or something they could help with.

ACTION: Town Clerk to contact Aster Group about parking issues at Lower Prospect

Neil Goodwin (Marlborough.News) and **Pauline Berryman (resident)** asked questions about York Place: what was happening with the development as the building was deteriorating; and what would the Town Council do once the development was complete, where there would likely be double the number of cars for the available parking spaces, which would put even more pressure on on-street parking in St Martins, Lower Prospect and other nearby streets?

The Mayor had already replied by email to Pauline Berryman, and forwarded her comments to Kym-Marie Cleasby, the Wiltshire Councillor for Marlborough East as well as Planning Officers. The **Town Clerk** would ask for a status update on the planning application for York Place, and he confirmed that the Town Council were very aware of the potential parking issues and the point had been made very strongly at the time the planning application was submitted.

ACTION: Town Clerk to request an update on York Place

CRIME AND DISORDER

No officer was available to attend the meeting, but an update report had been provided and was tabled for Councillors.

Councillor Fogg asked that congratulations be passed back to Wiltshire Police on the success of Operation Scorpion (tackling drug supply and creating a hostile environment for organised crime groups): it had demonstrated the value of co-operation between the South West's five police forces.

Councillor Farrell asked whether the police take any action when arresting people for drug offences in terms of offering support to help them get off drugs

ACTION: Councillor Farrell to email her question via the **Town Clerk**

PRESENTATION ON THE CEMETERY CONSULTATION PROPOSAL

A video outlining the proposal to extend Marlborough Cemetery onto part of Marlborough Common was shown. As this involved Common land, DeFRA requires the Town Council to provide alternative common land in compensation, and to gain public agreement. The video explained all of this, as well as in-person consultation events on 28 March and the voting day on 16 April. Leaflets were available at the meeting for members of the public, and the video and further information was available on the Town Council website¹.

Discussion points included:

- The proposed new common land at Hawthorn Meadow was intended strictly for public amenity: no burials were proposed there. The current Cemetery would be extended from its current border to Frees Avenue
- The importance of tradition and heritage in Marlborough, in keeping generations of family burials in one location
- The proposal highlighted the wonderful work that had been done in Marlborough over the years to support nature
- It was not possible to re-use spaces in the closed Victorian Cemetery: it was a 'closed' cemetery (the new cemetery opened in 1924); the rights to reuse spaces had not been legal before 1955; all grave spaces in both cemeteries had been sold in perpetuity prior to 1977²
- It was known that ashes had previously been interred at the Victorian Cemetery by lifting the turf and scattering them, but the sites were not marked or known; meaning it may be difficult to offer this location for future similar ashes interment without unknowingly disturbing a grave
- There were many government bodies involved in the Cemetery project: while a projection of 6-10 years before it was full felt like a long time, this would be a complicated project that would take several years to complete and it was important to start now
- Whilst not in scope for this project, the new playground at Hawthorn Meadow was progressing, with the Town Council grounds team assisting with tending the grass areas, despite the fact that the playground along with Hawthorn Meadow remain in the ownership of GreenSquareAccord HA. There was now

¹ <https://www.marlborough-tc.gov.uk/news/news-articles/3205-cemetery-extension>

² <https://www.legislation.gov.uk/uksi/1977/204/contents/made>

an agreed plan in place; hopefully all work would be over by June so the play area would be open for the summer

QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Councillor Farrell asked whether there was any way that the Police and Crime Commissioner (PCC) could work with the Town Council to find the right solution for the town when considering the sale of the former police station in George Lane.

Councillor Davies noted that Philip Wilkinson had attended the recent Area Board meeting where people could ask him questions. The PCC had a duty to sell the site at the highest price: the money would go back into policing services. She wasn't sure there was legally any leeway on this, but Councillors were welcome to write to him again. She also reinforced that separately, **Wiltshire Council Planning Officers** did have the ability to balance applications against social benefit and refuse unsuitable planning proposals, as had been the case with the unsuccessful application to build luxury retirement apartments at the site.

ACTION: Town Clerk to clarify with the PCC if their stated legal position on the sale of the former police station site was the case, or whether there is any leeway to take into account the needs of the community, via the Town Council's solicitor if necessary.

On a related point, **Cllr Davies** had been reassured that Wiltshire Council, which owns the former resource centre site at Cherry Orchard, wouldn't just sell it off. While the Stone Circle proposal was no longer going ahead as they were focusing on buying 1 and 2 bed flats rather than new build, the future of the site was still within the gift of Wiltshire Council – as an example, it could decide to build a scheme that would be 100% social housing.

Councillor Davies asked whether Councillors were aware that Wiltshire Council had passed its budget at the end of February, and she highlighted a number of elements of the budget and recent council discussions including the political make up of Wiltshire Council, decisions on funding community transport, potential closure of household recycling centres, whether to introduce lane rental for utility companies and whether to harmonise car parking charges across the county.

Councillor Davies and five members of the public left the meeting

437/25

APOLOGIES

Apologies for absence had been received from **Councillors Cleasby, Luson, Shantry** and **Morgan**.

438/25

DECLARATIONS

Councillor Cooper – agenda item 11 – Kennet Place Waterfront Garden – non-pecuniary.

439/25 MAYOR'S ANNOUNCEMENTS

The Mayor thanked everyone who had provided input to Wiltshire Council proposals to close household recycling centres and stressed that Cabinet does listen when Parish and Town Councils contact them, as Marlborough had done on this issue. Wiltshire Council had now confirmed that both the Purton and Lower Compton Household Recycling Centres will stay open while they progress plans for a new facility in the north of the county. They recognised how strongly residents feel about this issue and acknowledged the important role the community's voice had played throughout the process.

The Gala Dinner on 20 March had been a fabulous evening, and the Mayor thanked everyone who came along and/or helped to support it, especially the Civic, Cemetery & Engagement Officer. So far it looked like at least £6,000 had been raised for Prospect. The Mayor's other charity was Marlborough Area Youth Forum, and she would now focus her support there, especially at the fundraiser in May.

As this was the last Full Council meeting the Mayor would chair, she expressed her gratitude to Members for their patience, for representing their community, and to the Town Clerk for his support.

The Annual Town Meeting would take place on 27 April between 6-9pm, when the Community Champion Award winners would be announced, and she hoped everyone would attend.

440/25 MINUTES

RESOLVED: that the minutes of the meeting held 26 January 2026 were confirmed as a true record and signed by the Town Mayor

441/25 ACTION LOG

Members noted the action log. **Councillor Cleasby** was taking the lead on actions related to parking at Avebury, and **Councillor Sheppard** would be happy to reinforce the questions if required.

442/25 MAYOR 2026-27

Proposed by **Councillor Fogg** and seconded by **Councillor Hall** and

RESOLVED: that the Town Mayor for 2026-27 will be **Councillor Mark Luson**

443/25 DEPUTY MAYOR 2026-27

Proposed by **Councillor Hall** and seconded by **Councillor O'Brien** and

RESOLVED: that the Deputy Town Mayor for 2026-27 will be **Councillor Emily Trow**

444/25 COUNCIL MEETING DATES 2026-27

RESOLVED: that the calendar of meeting dates for municipal year 2026-27 is agreed

445/25 INTERNAL AUDIT REPORT

Members noted the second interim internal audit report, and that no issues had been found.

446/25 COMMUNITY FRIDGE

Members noted the update report on the Community Fridge. The **Town Mayor** extended the Council's thanks to Transition Marlborough, Milly Carmichael and the Deputy Town Clerk Clare Williams for an exceptionally successful collaboration.

447/25 KENNET PLACE WATERFRONT GARDEN

Councillor Cooper did not participate in the discussion and did not vote

Members noted the Town Clerk's report and considered whether to apply for a Section 96 licence, which grants permission for planting, upkeep and small scale improvements to the Wiltshire Council grass verge; and whether to agree to a request from resident Val Compton for the Town Council to assume responsibility for the Kennet Place Waterfront Garden.

Discussion points included:

- A S96 licence gives the holder permission to work on an area in the public realm but does not provide any obligation to do so. The licence can be given up at any time with responsibility for the area handed back to the owner, Wiltshire Council
- The Waterfront Garden was regarded as one of the little gems of the town, and had been recognised with multiple awards
- There was general support to keep the garden going and support the request
- Whether residents would continue to look after the garden if the Town Council did not take it on
- Whether there would be an ongoing cost to the Town Council, and whether it was prudent to take on the licence and responsibility without this being fully understood
- Whether to apply for the licence but retain the status quo, i.e. with residents maintaining the garden
- Whether, if the Town Council took over responsibility, at worst case/lowest cost it could be returned to a grass verge and strimmed a few times each year which presented little risk to the Council
- Whether, if residents ceased their involvement, the Town Council could maintain the garden with the same style of planting. It requires hand watering and water supply would be an issue for the Grounds Team, especially in times of drought. A different style of planting, or perhaps a rain garden, could be considered. In addition, while Mrs Compton currently maintains the river side of the flood wall the Town Council team would not do this
- Whether there would be negative public reaction if the Town Council took it on and changed the style of the garden
- Whether to apply for the licence now, recognising there was little risk or cost to the Town Council at this point, noting that in future decisions could be taken on whether to retain the licence and style of garden (open to review at any time) should circumstances change

RESOLVED: to apply for a Section 96 licence for Kennet Place Waterfront Garden

448/25 **STANDING ORDERS**

Members considered the Town Clerk's report and the proposal to amend standing orders to allow a representative of the Youth Council full non-voting participation in Full Council discussions. Several Members expressed enthusiastic support for the proposal.

RESOLVED: to amend Standing Orders to allow a representative of the Youth Council non-voting participation at Full Council meetings

449/25 **SAFEGUARDING SUB-COMMITTEE**

Members noted the Town Clerk's report and considered whether to create a small safeguarding sub-committee to meet as required to review policy and practice development, or in relation to safeguarding issues. This would provide support to the Town Clerk in his role as Safeguarding Officer.

RESOLVED: (i) to create a Safeguarding Sub-Committee

RESOLVED: (ii) that members of the Safeguarding Sub-Committee for 2025-26 would be **Councillors Trow, Awbery** and the **Town Clerk**

450/25 **OUTSIDE BODIES**

Councillors provided verbal updates on their representational roles with outside bodies:

Marlborough Sports Forum – Cllr Wrench reported plans were going well in preparation for the event on 4 May (Bank Holiday Monday) between 10am-4pm at the Recreation Ground. Sponsorship had been obtained for T-shirts and Marlborough College was providing food for the event. **Cllr Trow** had already volunteered her time, any other Councillors able to help out for a few hours were asked to contact **Cllr Farrell**.

The Merchant's House – Cllr Beaumont reported the new Chair had taken over from Alison Galvin Wright, and the Committee members were all very committed and driven. It was considering whether to apply for Museum status. The shop was still empty and available to rent. **Cllr Wrench** had been invited to attend the meeting in her capacity as a representative of the Town Council's Promotions & Culture Committee.

Marlborough Youth Council – Cllr Farrell would not always be able to attend every meeting: **Cllr Wrench** agreed to join to provide support and/or cover

ACTION: Remove Cllr Farrell from the representatives to the Patients Participation Group

451/25 **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 12 January and

16 February 2026, **Amenities & Open Spaces** on 19 January 2026, **Property** on 27 October 2025 and 5 January 2026 and **Finance & Policy** on 24 November 2025.

452/25 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 consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

Neil Goodwin and all remaining members of the public left the meeting

453/25 COMMUNITY CHAMPION AWARDS

Members considered nominations received for the 2026 awards.

454/25 NOMINATION FOR HONOURS

Members considered a letter received from a member of the public, and agreed this was a matter beyond the scope of the Town Council, but individual council members could make personal representations of support if they considered this appropriate.

455/25 COMMON SEAL

Proposed by **Cllr Fogg** and seconded by **Cllr 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 8.55 pm

Marlborough Town Council



Full Town Council

Minutes of the Annual Town Council Meeting held Monday, 11 May 2026 in the Court Room, Marlborough Town Hall at 7pm

PRESENT	Councillor Emily Trow	Town Mayor
	Councillor Mark Luson	Deputy Town Mayor
	Councillor Nicholas Fogg	
	Councillor Mervyn Hall	
	Councillor Mark Cooper	
	Councillor Kym Marie-Cleasby	Also Wiltshire Councillor, Marlborough East
	Councillor Kelvyn Shantry	
	Councillor Susannah O'Brien	
	Councillor Caroline Sadler	
	Councillor Abi Beaumont	
	Councillor Caroline Wrench	
	Councillor Nicholas Awbery	
	Councillor Kim Wakeham	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
ALSO		
PRESENT	Mathilde Scheepers	Chair, Marlborough Youth Council

MOMENT OF QUIET REFLECTION

PUBLIC QUESTION TIME

There were no questions.

QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Councillor Beaumont would send an email to **Councillor Cleasby** for her to follow up on a blocked gully. Wiltshire Council had referred it to external contractors but it had not been cleared for two years.

1/26

APOLOGIES

Apologies for absence had been received from **Councillors Farrell, Morgan and Jane Davies, Wiltshire Councillor for Marlborough West**

2/26

DECLARATIONS

There were no declarations of interest.

3/26 **MAYOR'S ANNOUNCEMENTS**

Councillors were reminded of the 4MI Freedom Parade taking place on 4 June.

Councillor Trow thanked everyone for being so supportive during her Mayoral year. Her thanks extended to the Town Clerk and officers.

4/26 **MINUTES**

RESOLVED: that the minutes of the meeting held 23 March 2026 were approved as a true record and signed by the Town Mayor.

5/26 **ELECTION OF TOWN MAYOR FOR 2026-27**

Proposed by **Councillor Fogg** and seconded by **Councillor Hall** and

RESOLVED: that **Councillor Mark Luson** is elected Town Mayor for 2026-27

Councillor Luson took the Chair

6/26 **ELECTION OF DEPUTY TOWN MAYOR FOR 2026-27**

Proposed by **Councillor Cleasby** and seconded by **Councillor Hall** and

RESOLVED: that **Councillor Emily Trow** is elected Deputy Town Mayor for 2026-27

7/26 **SCHEME OF DELEGATION**

RESOLVED: that the Scheme of Delegation (updated 26 January 2026) is re-adopted for 2026-27

8/26 **MEMBERSHIP OF STANDING COMMITTEES**

In accordance with Standing Order 6(k)iv Members considered nominations to Committees and **RESOLVED:**

- (i) that the Planning Committee will comprise **all Town Councillors**
- (ii) that the **Finance & Policy** Committee will comprise **Councillors Shantry, Hall, Sheppard, Morgan, Awbery, Beaumont** and the **Town Mayor**, with two vacancies
- (iii) that the **Property** Committee will comprise **Councillors Hall, Cooper, Sadler, Beaumont, Trow** and the **Town Mayor** with three vacancies
- (iv) that the **Staffing** Committee will comprise **Councillors Fogg, Farrell, Hall, O'Brien, Wrench** and the **Town Mayor**
- (v) that the **Town Promotions and Culture** Committee will comprise **Councillors Fogg, Wakeham, Cleasby, Wrench** and the **Town Mayor** with four vacancies
- (vi) that, following a paper ballot to select eight Members from the oversubscribed list, the **Amenities and Open Spaces** will comprise **Councillors Shantry, Trow, Cooper, Sadler, Awbery, Farrell, Wakeham, O'Brien** and the **Town Mayor**

9/26

ELECTION OF CHAIRS AND VICE CHAIRS

In accordance with Standing Order 4(d)vii, Members considered nominations for Chairs and Vice Chairs of Standing Committees. All Councillors voted for Chairs whereas only elected Committee members (see 8/26 above) voted for Vice Chairs, and **RESOLVED:**

Planning Committee

- (i) that **Councillor Cleasby** is elected Chair of the Planning Committee for 2026/27 and
- (ii) that **Councillor Hall** is elected Vice Chair

Finance and Policy Committee

- (iii) that **Councillor Beaumont** is elected Chair of the Finance and Policy Committee for 2026/27 and
- (iv) that **Councillor Shantry** is elected Vice Chair

Property Committee

- (v) that **Councillor Hall** is elected Chair of the Property Committee for 2026/27 and
- (vi) that **Councillor Sadler** is elected Vice Chair

Amenities and Open Spaces Committee

- (vii) that **Councillor Trow** is elected Chair of the Amenities and Open Spaces Committee for 2026/27 and
- (viii) that **Councillor Awbery** is elected Vice Chair

Staffing Committee

- (ix) that **Councillor O'Brien** is elected Chair of the Staffing Committee for 2026/27 and
- (x) that **Councillor Hall** is elected Vice Chair

Town Promotions and Culture Committee

- (xi) that **Councillor Wrench** is elected Chair of the Town Promotions and Culture Committee for 2026/27 and
- (xii) that **Councillor Fogg** is elected Vice Chair

10/26

STANDING ORDERS

RESOLVED: that Standing Orders (updated 27 April 2026 to include Youth Council representation at Council Meetings) are adopted for 2026-27

11/26

FINANCIAL REGULATIONS

RESOLVED: that Financial Regulations (adopted 8 April 2025) are re-adopted for 2026-27

12/26

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED: that representatives to organisations and voluntary groups for 2026-27 are:

OUTSIDE BODY	TOWN COUNCIL REPRESENTATIVE/S
Wiltshire Council Operational Flood Working Group	James Sheppard, Town Clerk or Deputy Town Clerk
Wiltshire Area Localism and Planning Alliance	VACANCY / TO CHECK ACTIVE
Transition Marlborough	Susannah O'Brien
Emergency Planning Working Party/Snow Warden	Kym-Marie Cleasby, Mervyn Hall
Local Highways & Footpath Improvement Group	Peter Morgan, Mervyn Hall
Marlborough Business Network	Kelvyn Shantry, Kymee Cleasby
Wiltshire Association of Local Councils	Town Clerk
Marlborough Area Board	Mayor, Caroline Wrench
Marlborough and District Link Scheme	Caroline Sadler
Marlborough Fire Station Liaison	James Sheppard, Abi Beaumont
Kennet Community Transport	Caroline Sadler
Marlborough Sports Forum	Lisa Farrell, Caroline Wrench
Stonebridge Management Committee	Kelvyn Shantry, Susannah O'Brien
Marlborough Community Support Forum	Kym-Marie Cleasby, Emily Trow
Marlborough Youth Council	Caroline Wrench
Allotment Association	Mark Cooper, Mark Luson
Tree Officer	Susannah O'Brien
Speedwatch	Caroline Sadler, Emily Trow
The Merchants House Trustees	James Sheppard, Abi Beaumont
Museum Committee	Mayor, James Sheppard, Mark Cooper
Patients Participation Group	Mervyn Hall
24/7&WC Bus strategy liaison	Nick Fogg
Jubilee Centre	Susannah O'Brien, Caroline Wrench

13/26 APPEALS PANEL

RESOLVED: that the **Appeals Panel** for 2026/27 will comprise **Councillors Sadler, Cleasby, Awbery and Shantry**

14/26 ASSET REGISTER

RESOLVED: that the register of insured land and assets (updated 31 March 2026) is approved

15/26 INSURANCE RENEWAL

Members noted a report by the Town Clerk about insurance cover in respect of all insured risks.

16/26 MEMBERSHIPS AND SUBSCRIPTIONS

Members noted a report by the Office Manager about staff memberships and subscriptions to other bodies and

RESOLVED: that subscriptions and memberships are approved for 2026/27

17/26 RISK MANAGEMENT SCHEME

RESOLVED: that the Risk Management Scheme (reviewed 28 April 2026) is re-adopted for 2026/27

- 18/26 INTERNAL AUDITORS**
RESOLVED: that Internal Auditors, Auditing Solutions Ltd, will continue to carry out the Town Council's internal audits in 2026/27
- 19/26 BANK MANDATE**
RESOLVED: that the Bank Mandate is amended to record the changes of Mayor, Deputy Mayor and Chair and Vice Chair of the Finance and Policy Committee all of whom together with the Town Clerk/Responsible Finance Officer or Office Manager (as authorised officer) will be signatories and always requiring that 2 Councillors and one officer sign all cheques and other orders for payment
- 20/26 CALENDAR OF MEETINGS AND CIVIC EVENTS**
RESOLVED: that the Calendar of Meetings and Civic Events is re-adopted for 2026/27
- 21/26 YEAR END BUDGET REPORT 2025/26**
Members noted the budget report for March 2025/26
- 22/26 GENERAL POWER OF COMPETENCE**
RESOLVED: that Marlborough Town Council adopts the General Power of Competence
- 23/26 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 9 and 30 March 2026, **Property** on 2 March 2026, **Finance & Policy** on 2 February 2026 and **Town Promotions & Culture** on 17 February 2026
- 24/26 COMMON SEAL**
Proposed by **Councillor Fogg** and seconded by **Councillor Hall** 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 7.44 pm

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/from Wiltshire Councillors In Progress	23 June 2025	
316	Investigate changes in parking at Kennet Avenue (B4003)	Cllr Cleasby	249/25 In progress	3 November 2025	
351	Town Clerk to contact Aster Group about parking at garages in Lower Prospect	Town Clerk	PQT In progress	23 March 2026	<p>Aster and Police contacted by Town Clerk.</p> <p>31 3 26 Police replied to state 'Any vandalism to vehicles can obviously be reported to us through the correct channels as criminal damage and will be investigated accordingly. The Traffic Management Act 2004 places a network management duty on local authorities to manage their road network to reduce congestion and disruption. The TMA also provides specific powers for parking enforcement to be undertaken by local authorities rather than the Police. The TMA allows for parking contraventions to be enforced by local authorities as a civil matter, instead of as a criminal matter by Police'.</p> <p>9 4 26 Aster replied to state 'The road is adopted with Aster owning the Garages and forecourt at the end of the road where there are also 4 (I think) spaces which are not allocated. We recently had a complaint from one of our customers who was unhappy that non-customers were parking along the road which meant they couldn't park outside of their property. They did request that we impose parking</p>

					<p>enforcement for the area which we had considered but we aren't able to do so when we don't own the land and there is now a cost associated with this service which would be payable by our customers via a service charge. We don't feel that it would be fair or helpful to impose this for the limited number of spaces available as this would mean that not everyone with a permit would be able to park in one of the bays, and likely only increase the tension. We do know that parking is an issue along the road and that some people park on the garage forecourt even though we don't allow this, but the main issue seems to be too many cars for the number of households. This isn't uncommon as more households now have more than one car which increases the pressure on the limited parking along the road.'</p>
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ITEM 6

INTERNAL AUDIT 2025 26

To note the Final Internal Audit report for 2025 26

Purpose

Members are asked to note the Final Internal Audit Report for 2025 26 (please see Appendix 1).

Town Clerk 19.5.26

To approve the register of insured land and assets (as amended)

The Asset Register has been amended according to the advice of the internal auditor (please see Appendix 2)

Points to note:

- £24,500 has been added for the Ford Ranger pick up
- £23,000 has been added for the Ford Tipper truck
- £5,000 has been added for the tipper trailer
- £15,000 has been added to boundary signs as we have 4 new ones
- £1,000 to notice boards sum to reflect the new one in Manton.

These omissions were due to a systematic/administration oversight in producing the version presented at the Annual Council Meeting.

- RE: Workshop and barn – further to the internal auditor’s observation, the totals have been left as they were, as they already included the ‘barn’. When the extension was completed, the property (workshop and barn) was valued on 18 3 26 at £212,500. This came in significantly less than we had it down for in the previous year, and even before the barn was built and added to the register; which is hard to reconcile, so it seemed the most reasonable and sensible thing to do was to leave the totals as they were.

I can confirm the AGAR at section 2 Box 9 has been amended accordingly.

The internal auditor has been advised of all the above points.

Recommendation

The Council is asked to approve the amended version.

Town Clerk 26 5 26

ITEM 8 AGAR SECTION 1 ANNUAL GOVERNANCE STATEMENT 2025 26

To consider and approve the Annual Governance Statement at Section 1 of the Annual Governance and Accountability Return (AGAR)

Please see Appendix 3

Town Clerk 19.5.26

ITEM 9 AGAR SECTION 2 ANNUAL ACCOUNTING STATEMENTS 2025 26

To consider and approve the Annual Accounting Statements at Section 2 of the Annual Governance and Accountability Return (AGAR)

Please see Appendix 4

Town Clerk 19.5.26

ITEM 10

YOUNG PEOPLE'S DIGITAL COMMUNICATION AND SOCIAL MEDIA POLICY

To consider for adoption the Young People's Digital Communication and Social Media Policy

Purpose

The purpose of this report is to ask the Council to consider for adoption the reviewed draft *Young People's Digital Communication and Social Media Policy* (please see Appendix 5)

Status

The Finance and Policy Committee reviewed this policy on 13 4 26.

Proposal

The Council is asked to consider for adoption the reviewed draft *Young People's Digital Communication and Social Media Policy* and instruct the Town Clerk accordingly.

Town Clerk/Youth Development Worker 19 6 26

ITEM 11

SAFEGUARDING POLICY (REVISED)

To consider for adoption the revised Safeguarding Policy

Purpose

The purpose of this report is to ask the Council to consider for adoption the revised *Safeguarding Policy* (please see Appendix 6)

Status

The Finance and Policy Committee reviewed this policy on the 13 4 26.

Proposal

The Council is asked to consider for adoption the revised *Safeguarding Policy* and instruct the Town Clerk accordingly.

Town Clerk/Youth Development Worker 19 6 26

ITEM 12

POLICE AND CRIME COMMISSIONER

To note the response from the Police and Crime Commissioner (PCC) to the Freedom Of Information Request regarding the PCC's Legal position in respect of the sale of police assets

On 7 April a FOI request was sent to the PCC as follows:

FOI Request

On behalf of Marlborough Town Council, please could you clarify the legal position; requirement, duties and responsibilities, of the PCC when considering the sale of an asset (such as a redundant police station)?

After acknowledgement, a response was received on 29 April as follows:

Please see below, a consolidated summary of the legal framework, statutory roles and relevant guidance that apply to the Police and Crime Commissioner (PCC) when considering the disposal of police assets, such as a redundant police station.

The PCC holds police land and buildings as the policing body for the police area under the Police Reform and Social Responsibility Act 2011 (PRSRA 2011). The PCC therefore has the legal power and responsibility to acquire, hold and dispose of property for policing purposes, subject to compliance with public law duties and relevant statutory requirements.

In exercising this function, the PCC must act in accordance with:

- The PRSRA 2011, which places responsibility on the PCC to secure the maintenance of an efficient and effective police force and to hold the Chief Constable to account. Property decisions must support these overarching statutory duties.*
- The PCC's fiduciary duty to manage public assets properly, ensuring value for money, transparency and propriety in decision-making.*
- Section 3 of the PRSRA 2011, which requires the PCC to have regard to the Police and Crime Plan when making decisions, including estate and asset rationalisation.*
- The requirement to consult the Chief Constable where a disposal may have operational policing implications, recognising that operational independence rests with the Chief Constable, while ownership and disposal decisions rest with the PCC.*

In addition, the PCC must comply with wider public law principles, including:

- Acting reasonably, proportionately and for a proper purpose.*
- Taking into account all relevant considerations (for example operational need, financial implications, community impact and alternative options), and disregarding irrelevant considerations.*
- Ensuring decisions are properly documented, with a clear audit trail demonstrating how the decision was reached.*

The PCC is also required to follow relevant financial and governance guidance, including:

- The Home Office Financial Management Code of Practice for the Police Service of England and Wales, which sets expectations for asset management, disposal processes and achieving value for money.*
- Local OPCC governance arrangements, including the Scheme of Delegation and Financial Regulations, which may set thresholds or procedural requirements for approval of disposals.*
- Any applicable best consideration requirements under section 123 of the Local Government Act 1972 (applied by analogy), ensuring that assets are disposed of for the best consideration reasonably obtainable, unless a lawful exemption applies.*

In summary, the decision to dispose of a police asset is a matter for the PCC as the legal owner of the estate, informed by operational advice from the Chief Constable, and taken within a clear statutory, financial and governance framework. The PCC must be satisfied that the disposal supports policing objectives, represents proper stewardship of public assets, and has been reached following legislation and the Wiltshire PCC Scheme of Governance..

I trust this provides clarity, but please let me know if you would like this expanded further or aligned more explicitly to a specific property or disposal decision.

With kind regards

Naji Darwish
Chief Executive
Office of the Police and Crime Commissioner

Town Clerk 19 6 26

ITEM 13

OUTSIDE BODIES

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

ITEM 14

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 April 2026. 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 15

HERBERT LEAF CHARITY

To note the financial position of the Herbert Leaf Charitable Trust and to receive a verbal update report from the Herbert Leaf Working Party

Purpose

The purpose of this report is to ask the Council to note the Herbert Leaf Charitable Trust's financial position and receive a verbal update report from the Herbert Leaf Working Party.

Status

Constitutional position

The funds are held in a simple charitable 'trust'. Currently all members of the Council are 'trustees' of the charitable trust as a corporate body. As such this matter has come to the Council for consideration.

Financial position

The Herbert Leaf Trust has £72,604.89 (as of 31 3 26) held in a Barclays account, which benefits from circa 1.25% interest. No funds have been spent from this fund to date.

Proposal

The Council is asked to note the financial position for the Herbert Leaf Charitable Trust, and the verbal report by the working party.

Town Clerk 19 6 26

ITEM 16

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

Internal Audit Report 2025-26 (Final 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 and second review visits and includes detail of the further work undertaken during our final update review that has been undertaken remotely. We again thank Officers for providing the requisite records to facilitate our review.

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 this year, we are pleased to record that the Council continues to maintain effective internal control arrangements. Detail of the work undertaken in the areas examined 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 the requirements for provision of a positive response to the new, for 2025-26, Assertion 10 in the AGAR Governance Statement relating, inter alia, to the publication of appropriate information on and overall security of the Council's website. We are pleased to acknowledge the quality of documentation retained thereon, which we consider facilitates the provision of a positive response to the assertion for 2025-26.

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" at the financial year-end;
- Checked and agreed detail in the combined Barclays account cashbooks, examining and agreeing transactions for April and September 2025, plus January and March 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 and March 2026;
- Noted that members of the Finance and Policy Committee review bank reconciliations during the year; and
- Ensured the accurate disclosure of the combined cash and bank account balances in the AGAR at Section 2 Box 8.

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment or recommendation.

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 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 /or 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 have discussed and reviewed the Council's approach to the management of data security noting the existence of a raft of appropriate policies and procedures which we consider suitable and afford the Council the opportunity to provide a positive assurance of compliance with the requirements of the new Assertion 10 in the 2025-26 AGAR Governance Statement.

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 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 future visits during 2026-27.

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 81 payments individually in excess of £3,000 plus every 40th payment made in the financial year to ensure compliance with the above criteria. Our test sample totals £662,580 equating to 64% by value of non-pay expenditure. 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 four quarters of 2025-26 has been reclaimed and repaid accordingly.

Conclusions

We are pleased to record that no issues arise in this area this year.

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 consider that it remains 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.

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 year-end budget outturn noting one or two hotspots and have examined the Omega detailed transaction reports obtaining appropriate explanations (e.g. 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 year-end actual income stands at 105% of the recorded annual budget whilst expenditure stands at 132%.

Conclusions

We are pleased to record that no residual issues arise in this area 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.

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 interim update reviews, 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 (Weeks commencing 3rd November 2025) ensuring that, for each, the appropriate fees were charged and recovered within a reasonable period;
- Examined income arising from allotment rents which fall due on 1st February annually noting that a few rents remained unpaid at this final update visit: we will check for subsequent recovery at the time of our 2026-27 first interim review;
- Examined the control records relating to the Christmas market stall rents with no issues arising;
- Reviewed detail of unpaid invoices as of 31st March 2026 and are pleased to record that no long-standing debt exists.

Conclusions

As indicated above, no issues arise in relation to the income streams examined in the year 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 VAT had not, consequently, 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 has been addressed in conjunction with Rialtas when completing year-end closedown of the Omega accounts including the year-end physical petty cash holding as a cash balance.

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.

Fixed Asset Register

The Governance and Accountability Manual requires all Councils to maintain a record of all assets owned. We note the Council has an asset register in place which also includes photographic information of the specific assets and that assets are valued at cost for the purposes of the disclosure in the AGAR as required by the accounting regulations. The asset register categorizes them, for example into land and buildings, infrastructure assets etc.

We have reviewed expenditure in the financial year and checked for consistency with the additions to the Fixed Asset Register. In doing so, we noted that the total value recorded in the 2025-26 asset register and AGAR at Section 2, Box 9 is recorded as having increased from £9,042,060 to £9,094,560. Further examination of the 2025-26 register revealed that the total value recorded was £5,000 greater than the sum of the four constituent elements. We also noted that the cost of the new Workshop did not appear to have been considered as the two entries (Workshop and Car Park and Workshop Barn) remained unchanged from the values in the 2024-25 asset register. We also noted that the cost of the two new vehicles purchased during 2025-26 were not recorded in the register.

Conclusions

Consequent on the above findings from our review of the asset register at 31st March 2026, we urged that the detail recorded therein be reviewed and amended appropriately to reflect the cost of the new workshop and two vehicles, plus any other assets acquired during the year with the value of any disposals duly removed. We are pleased to have been advised that appropriate action has been taken prior to the Council adopting the year's AGAR with the asset register duly updated to reflect the new additions in the year, which total value is now recorded in the AGAR at Section 2, Box 9.

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 in this area this year.

Statement of Accounts and AGAR

The Governance and Accountability Manual requires all Councils to prepare annually a Statement of Accounts, which is now embodied in the AGAR and subject to external audit review and certification.

We have checked and agreed the detail in Section 2 of the draft AGAR to the underlying accounting records, subject to the above comments relating to the asset register values. Consequently, we have agreed the draft AGAR to the underlying Rialtas records.

Conclusions

We have duly signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area.

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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.	<i>This has been addressed in conjunction with Rialtas when completing year-end closedown of the Omega accounts including the year-end physical petty cash holding as a cash balance.</i>

ASSET REGISTER - 31st March 2026	
5 High Street	£ 955,700.00
132 High Street (Merchants House)	£ 1,923,899.00
Shops and Flats - Kingsbury Street (*including purchase of 2 flats 2016/17)	£ 1,109,113.00
Recreation Ground Cottages	£ 722,771.00
Workshop and Car Park	£ 258,109.00
Workshop Barn	£ 59,850.00
Bowls Club and Pavilion	£ 397,905.00
George Lane Toilet Block	£ 1.00
Community & Youth Centre	£ 1.00
	£ 5,427,349.00
Notice Boards	£ 2,113.00
Equipment in Office	£ 11,774.00
Ground Equipment	£ 15,865.00
Town Hall Equipment	£ 21,378.00
Ford Ranger	£ 24,500.00
Ford Tipper Truck	£ 23,000.00
Tipper Trailer	£ 5,000.00
	£ 103,630.00
Boundary Signs	£ 15,000.00
Play Equipment (6 sites)	£ 403,121.00
Recreation Ground Walls	£ 3,853.00
Various Sheds	£ 7,430.00
	£ 429,404.00
The Common/Portfields	£ 1.00
The Town Hall	£ 2,823,754.00
Seats	£ 2,786.00
Bus Shelters	£ 8,487.00
Civic Insignia	
Commemorative Plaques	£ 3,006.00
Stonebridge Meadows	£ 76,678.00
Elcot Lane Allotments	£ 1.00
Elcot Lane Playing Fields	£ 1.00
St. John's Close Allotments	£ 1.00
Plume of Feathers Garden	£ 1.00
Salisbury Road Recreation Ground	£ 1.00
The Green	£ 1.00
The Cemetery	£ 1.00
Tin Pit	£ 1.00
Coopers Meadow	£ 1.00
Skatepark lighting	£ 15,323.00
SUB TOTAL	
TOTAL	

MARLBOROUGH TOWN COUNCIL
Property Portfolio

REINSTATEMENT COST ASSESSMENT

August 2023

Property Name	Post Code	Property Type	Listed?	Carter Jonas Day One Reinstatement Costs
5 High Street	SN8 1AA	Residential & Commerical - 1 shop & 2 flats & 1 office	Y - Grade II	£1,830,000.00
132 High Street (Merchants House)	SN8 1HN	Residential & Commerical - 1 shop & 1 flat	Y - Grade II*	£6,130,000.00
1&2 Kingsbury Street (1 shop & 2 flats)	SN8 1HU	Residential & Commercial - 1 shop & 2 flats	N	£1,590,000.00
3 Kingsbury Street (1 shop & 2 flats)	SN8 1HU	Residential and Commerical - 1 shop & 2 flats	N	£790,000.00
Recreation Ground Cottages	SN8 4AE	Residential - A pair of semi 3 bedroom houses	N	£450,000.00
Workshop and Car Park	SN11BE	No picture	N	£490,000.00
Bowls Club Pavilion	SN8 4AE	A club house, green & ancillary areas	N	£640,000.00
George Lane Toilet Block	SN8 1BE		N	£230,000.00
Town Hall	SN8 1AA		Y - Grade II	£8,730,000.00
Elcot Lane Pavilion	SN8 2BG	Sports Facility	N	£310,000.00
Desktop & Inspection RCA's Sub-Total				£21,190,000.00

Prepared by Carter Jonas LLP

Classification L2 - Business Data

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

MARLBOROUGH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

01/06/2026

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

<https://www.marlborough-tc.gov.uk/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

MARLBOROUGH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	1,287,292	1,100,157	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	890,930	931,251	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	273,194	264,032	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	571,257	633,566	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	780,002	872,712	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,100,157	789,162	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,131,863	779,738	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	9,042,060	9,106,691	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?		✓	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

01/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

01/06/2026

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

DRAFT

Marlborough Town Council Young People's Digital Communication and Social Media Policy



1. Introduction

In an increasingly digital world, where young people access, share, and engage with information online, Marlborough Town Council (MTC) recognises the role that strong, effective digital communication plays in supporting the work of Marlborough Youth Council (MYC). Digital and social media platforms are essential tools for amplifying young people's voices, promoting MYC's work and projects, and strengthening engagement with young people across the Marlborough area.

These platforms will be used to raise awareness of MYC, encourage participation, and create accessible communication channels that enable MYC to better understand the needs, interests, and views of the young people it represents.

MTC recognises its duty of care to safeguard and promote the welfare of children and young people engaging with MYC through digital channels. This policy is underpinned by the statutory duties established within the Online Safety Act 2023 and the safeguarding principles set out in Working Together to Safeguard Children 2023, and reflects MTC's commitment to creating safe, supportive and well-managed digital environments for young people. While digital platforms can offer significant benefits, MTC also recognises that digital and social media platforms can present risks to young people's safety, health, and wellbeing, through the sharing of harmful content, mis and disinformation, online harassment and bullying. This policy sets out the principles and procedures that will ensure digital engagement through MYC remains safe, inclusive, and responsible. It defines how digital communication platforms will be used and provides clear guidance for staff, MYC members, and young people to ensure all online interaction is respectful and appropriate.

It is important to note that the Youth Council operates as a branch of MTC and as such this policy should not be read on its own but in conjunction with the council's wider Electronic Communications Policy, Safeguarding Policy and Data Protection and GDPR policies.

All policies can be found on the [Marlborough Town Council website](#).

2. Scope

This policy applies to everyone - staff, MYC members, and young people who use any of the council's or MYC's online platforms and digital tools. It covers all forms of digital and online communication used to connect, share information, and engage with MYC.

3. List of Online Platforms in Use

The following is the list of all the online platforms MYC uses; with information on how the platforms listed aid MYC's ability to promote, voice and debate the views of young people in Marlborough and create positive change.

If any new online or social media platforms are proposed for use by the MYC, the platform will first be reviewed to ensure compliance with this policy. The policy will then be updated to include the new account, and any necessary amendments will be made prior to the account's launch, ensuring all activity remains consistent with MYC's and MTC's safeguarding, governance, and communication standards.

3.1 @MarlboroughYouthVoice Instagram Account

Instagram is one of the most popular social media platforms among young people as highlighted by MYC members, who requested the use of Instagram as a key tool to:

- Promote the Youth Council's aims, initiatives, and achievements.
- Provide young people with relevant and accessible information about local opportunities, events, and support.
- Engage with young people to understand their views, interests, and concerns, helping to shape future projects and priorities.
- Raise awareness of issues affecting young people in the Marlborough area.

Instagram offers MYC and MTC an effective way to connect directly with young people. By maintaining an active Instagram presence, they can build stronger relationships, gain insight into youth perspectives, and ensure future decisions

and projects reflect the needs and aspirations of Marlborough's young community.

3.2 Facebook

MYC will use the @MarlboroughYouthCouncil Facebook page to share news about the Youth Council's work, promote information and events, celebrate young people's achievements, and encourage greater community engagement.

The account will be linked directly to the official MTC Facebook page - @MarlboroughTC, and as such, posts may also be shared on the @MarlboroughTC Facebook to reach a wider audience and strengthen links between the Youth Council and the local community.

4. Terms Of Use

The Terms of Use outline the standards and expectations for all digital platforms used by MYC to help keep everyone safe online.

For clarity, the Terms of Use are divided into two sections: Online Presence and Closed Communication Channels.

- Online Presence refers to the use of public platforms, such as social media and webpages, which enable communication with other young people and the wider community.
- Closed Communication Channels refer to the use of private platforms within the Marlborough Youth Council (MYC), such as email and Microsoft Teams, used for internal communication and collaboration.

4.1 Online Presence

The following terms must always be followed when posting, communicating and monitoring publicly viewed online platforms. This relates to the use of social media accounts and MYC webpage.

- All posts, comments and other interactions must be respectful.
- Inappropriate language/ images, bullying, hate speech, discrimination or any harmful content will not be tolerated.
- Users should not post links (unless approved by the council) to external sites or content. Any posts including unapproved links will be removed.

- All social media posts or website articles must always be respectful and truthful.
- Age restrictions are to be followed on social media platforms (for most platforms the requirement is aged 13 or over). Any young person known to be under the required age should be removed from following the account.
- No personal information or identifying details such as a young person's home address, school or telephone number will be posted or shared on any platforms.
- No images or videos of young people will be posted without explicit parental/guardian permission.
- Council social media accounts will not follow any young people.
- Appropriate settings are to be used on all platforms. Where possible, options such as the ability for people to tag or mention others on posts and comments will be disabled on all MYC social media platforms.
- All platforms will be supervised and moderated by multiple staff members, primary duty for this will fall to the Youth Development Worker.
- All staff and young contributors involved in creating and managing content must abide by this policy's terms and the Town Council's Electronic Communications Policy.
- Comments or content that breach the terms of use will be removed. Repeated or serious breaches may result in users being blocked from the platforms.

4.2 Closed Communication Channels

The following terms apply to the use of closed (private) communication channels, these can include applications such as Microsoft teams, email, text messaging and phone calls.

- MTC will seek parental permission to collect and contact members through email and by mobile phone.
- The primary means of contact with young people will be through interactions that can be viewed by multiple staff members.
- We will avoid contacting young people by text or phone call, unless absolutely necessary.
- All communication from staff members will be sent from an official MTC device and account (including Laptops, Mobile Phones and Email accounts).
- All communication both from Staff and young people must be respectful.
- Any inappropriate language/ images, bullying, hate speech, discrimination or any harmful content will not be tolerated.

- Members' personal information should not be shared through any channel, other than with relevant staff and this should be done through a secure channel.

5. Code of Conduct

5.1 What is expected of Staff and Volunteers

Everyone working with MYC (including MTC staff, volunteers, and council representatives) has a responsibility to keep young people safe and to use digital tools responsibly.

To do this, we expect all adults involved with MYC to:

- Always implement this policy when using any of the digital communication platforms.
- Seek timely advice from the designated safeguarding lead if they have any concerns about the use of any of the digital platforms.
- Always act in an inclusive and anti-discriminatory manner.
- Never engage in or tolerate any abusive and hateful speak.
- Never engage in or tolerate the sharing of indecent, obscene, or threatening images.
- Only communicate with young people through official MYC or the Town Council's accounts or platforms, such as email and social media.
- Staff must obtain parental permission to contact young people through any of the digital platforms used; including, email and mobile phone.
- Avoid contacting a young person by phone unless it is strictly necessary.
- Use only official MTC devices (such as phones and laptops) for contacting young people and parents.
 - In an emergency where only a personal phone can be used (e.g. to contact a parent about an accident), staff must withhold their number by changing phone settings or dialling 141 before the number.
- Ensure MYC social media accounts are not used to follow or directly message any young people.
- Check that all content and messages posted on MYC platforms is accurate, respectful, and appropriate.
- Do not "friend," "follow," or message young people from personal social media accounts.

- Avoid contacting young people outside of normal working hours.
- When emailing, copy in at least one other staff member.
- Any messages or posts made by staff should be accurate and respectful, ensuring that all messages are signed off professionally.
- Treat any disclosure of abuse made online in the same way and as seriously as any face-to-face disclosure — follow [Town Council's Safeguarding Policy](#) procedures.
- Do not take or share photos or videos of young people, on any of MYC's digital platforms, without the permission of the young person and their parents' permission.
- Never share photos or videos of MYC members and other young people from personal accounts.

By following these expectations, staff and volunteers help keep MYC's online spaces safe, professional, and positive for everyone involved.

5.2 What is Expected from Young People

The following is the code of conduct that MYC members and all young people are expected to follow when using any of MYC digital platforms:

- All young people should be made aware of this policy and agree to its terms.
- It is expected that young people's behaviour is consistent with the guidelines surrounding terms of use and behaviour set out in this policy.
- Always act in a way online that is respectful of others and their views.
- Never use hate speech, bullying or abusive language online.
- Never share indecent, obscene, or threatening images.
- Report any concerns to a MYC staff member – contacts details can be found under the Reporting and Managing Concerns section.
- Members should be mindful of their digital footprint and understand that online behaviour may reflect on the reputation of MYC.
- MTC respects the members right to privacy outside of the MYC, however, young people must be aware that where they are identifiable as members of MYC they should act in a way that upholds MYC's core values.
- If a young person's behaviour breaks these expectations MYC and MTC retains the right to remove and block the individual

6. Managing and Monitoring Online Communication Channels

- All social media accounts will be password protected with at least 3 members of staff having access to each account and passwords at all times.
- All digital platforms used, including social media, website and TEAMs will be created, managed and monitored by MTC staff.
- The Youth Development Worker will be responsible for the daily monitoring of all social media channels – when unavailable this duty will fall to another MTC member of staff.
- Any staff member who identifies content that breaches this policy must remove it immediately and take appropriate further actions if necessary.
- Staff will inform the parents of any MYC member affected by inappropriate or hurtful post and offer support to the affected member.
- If the monitoring staff member is ever unsure or is worried about a young person's safety, they will seek the immediate advice of the Designated Safeguard Officer (DSO).
- For all "Public" social media accounts; moderation settings will be used to full advantage in order to monitor and control what is being posted, the ability for non-admins to post on the wall will be suspended, posts not from admin will need to be approved before they go live, where possible controls will be used to block harmful words and profanity.
- We will ensure that all young people involved in MYC are made aware of who manages our social media accounts and who to contact if they have any concerns about the running of these accounts.
- Staff members that manage these accounts should ensure that all communications comply with the council's data protection policy.

Please note that MTC do not take responsibility for the use of social media platforms, groups or any other forms of communication used to make contact between youth council members (young people) outside of MYC's official means of communication and contact.

MYC encourages building and maintaining positive relationships amongst members of the council and understands the need for young people to socialise or maintain contact outside of planned meetings that are facilitated by staff members, but do not take responsibility for and will not be monitoring these sites or groups.

Reporting and Managing Concerns

The following are the steps that should be taken for a young person or parent/ carer to report any concerns arising from any of the digital communication platforms.

If any young person:

- Feels unsafe online
- Experiences or witnesses inappropriate communication
- Receives concerning or harmful messages
- Receives inappropriate images

They should immediately report it to a staff member who will manage any concerns working with the Designated Safeguarding Officer (DSO), following the [Town Council's Safeguarding Policy](#).

If the concern involves a member of staff, the report should be directed immediately to the DSO (Town Clerk) who will seek advice and guidance from the Local Authority Designated Officer (LADO) and make a referral where appropriate.

Contact details:

MYC staff details:

- Youth Development Worker - mpowell@marlborough-tc.gov.uk
- Civic Engagement Officer - civic@marlborough-tc.gov.uk
- Affiliated Town Councillor - lfarrell@marlborough-tc.gov.uk
- Marlborough Town Council Safeguarding Officer Details:
- The Town Clerk - townclerk@marlborough-tc.gov.uk

8. Policy review

- This policy will initially be reviewed after 6 months to assess effectiveness and identify any required adjustments
- Following the initial period the policy will be reviewed annually or sooner if new legislation or safeguarding risks arise.
- Before any new online communication or social media platforms are launched the policy will be reviewed to check the platform meets the policy's

requirements and if so, the policy will be updated with the new platform and the account's handle.

- Any updates will be shared with all MYC members, parents, and staff with the policy being available on the town council's website.

Town Clerk/ Youth Development Worker 31 3 26

REVISED.

Marlborough Town Council

Safeguarding Policy



Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults. Marlborough Town Council takes its responsibility very seriously to protect children, young people and vulnerable adults who use Marlborough Town Council premises, parks, open spaces, facilities, and direct or indirect services, and sets the principles we expect from our staff, Councillors and volunteers.

Purpose

The purpose of this policy is to outline the Marlborough Town Council's commitment to safeguarding and protecting children, young people, and vulnerable adults who come into contact with the council or use its facilities or services. The council aims to promote the welfare and wellbeing of individuals and to ensure that all staff and volunteers are aware of their responsibilities and obligations to safeguard those they come into contact with.

Policy Statement

Marlborough Town Council recognises its responsibility to ensure that children, young people, and vulnerable adults are safeguarded from harm and that their welfare is promoted. We are committed to ensuring that all staff and volunteers understand their role in safeguarding, promoting the welfare of individuals and that they are provided with appropriate training, support, and supervision. We will:

- Ensure all council facilities, provision, events, and services, promote, and facilitate a safe experience for all who use them.
- Ensure that all individuals who come into contact with the council are treated with dignity and respect and are safeguarded from harm.

- Ensure that all staff, councillors, and volunteers understand their role in safeguarding, promoting the welfare of individuals and that they are provided with appropriate training, support, and supervision.
- Ensure that all staff, councillors, and volunteers are aware of their responsibility to report any concerns or suspicions they may have about the welfare of a child, young person, or vulnerable adult.
- Ensure that all staff, councillors, and volunteers are aware of the council's procedures for reporting and responding to concerns or allegations of abuse.
- Take appropriate action to investigate any concerns or allegations of abuse and to support individuals who may be affected.
- Ensure that all staff, councillors, and volunteers are subject to appropriate recruitment procedures, including obtaining relevant criminal record checks.
- Ensure that all staff, councillors, and volunteers are aware of and comply with the council's code of conduct and policies and procedures relating to safeguarding.
- Ensure that individuals who come into contact with the council are made aware of the council's safeguarding policies and procedures and how to raise concerns or make a complaint

To whom this policy applies

This Policy applies to anyone working for or on behalf of Marlborough Town Council whether paid, voluntary, or commissioned, all hirers and users of our facilities, or services, or those within the remit of the duties and responsibilities of Marlborough Town Council.

Definitions

Child or young person is anyone under the age of 18 years. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

Vulnerable adult is someone who by reason of mental or other disability, age, or illness is unable to take care of themselves or unable to protect themselves against significant harm or exploitation. An adult for the purpose of this policy is anyone over 18 years of age.

Safeguarding and promoting the welfare of children and adults (as defined for the purposes of this policy) : protecting children and adults from maltreatment, or harm preventing impairment of children's and adult's health or development ensuring that children and adults are participating in experiences, using services, or facilities

consistent with the provision of safe and effective care and provision taking action to enable all children and adults to have the best life chances, or user experience.

Abuse: A form of maltreatment of a child or adult. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children or adults may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. There are many types of abuse including but not limited to: Physical, emotional, sexual, online and criminal exploitation.

Neglect: Neglect is the persistent failure to meet a child's or adult at risk's basic physical and/or psychological needs, which is likely to result in the serious impairment of their health, development, or wellbeing. Neglect may include a failure to:

- Provide adequate food, clothing, or shelter
- Protect from physical or emotional harm or danger
- Ensure appropriate supervision (including the use of unsuitable caregivers)
- Provide access to necessary medical care or treatment

Neglect may also include emotional neglect, where there is a persistent lack of care, attention, or responsiveness to an individual's emotional wellbeing.

Radicalisation is the process by which an individual comes to support or be drawn into extremist ideologies, and is recognised as a form of safeguarding harm.

Extremism involves the promotion or support of ideologies based on violence, hatred or intolerance that seek to undermine rights, freedoms, or democratic systems.

Exposure to such ideologies can place children, young people and adults at risk, even where it does not meet the threshold for terrorism.

Substantial Access: This policy defines substantial access as; Where an individual is regularly caring for, training, or supervising a child, young person or vulnerable adult. Where an individual has sole charge of children, young people and venerable adults.

Roles and Responsibilities

All staff, councillors, and volunteers have a responsibility to safeguard the welfare of children, young people, and vulnerable adults who come into contact with the council and its services.

This includes:

- Reporting any concerns or suspicions they may have about the welfare of an individual.
- Complying with the council's policies and procedures relating to safeguarding.

- Undertaking appropriate training and supervision to ensure they are able to carry out their role effectively.

The Designated Safeguarding Officer (DSO)

The Designated Safeguarding Officer (DSO) is responsible for:

- Ensuring that all staff and volunteers are aware of their responsibilities and obligations to safeguard individuals.
- Providing advice, guidance, and support to staff and volunteers on safeguarding matters.
- Ensuring that the council's policies and procedures relating to safeguarding are up to date and are being implemented effectively.
- Ensuring that concerns or allegations of abuse are reported and responded to appropriately.
- Liaising with external agencies, including the local authority and police, as required. The DSO for Marlborough Town Council will be the Town Clerk, unless otherwise agreed by the Full Council.

Promoting a Safe Environment

In order to promote a safe environment for children, young people and vulnerable adults, Marlborough Town Council wishes to promote a safeguarding culture across its services, premises and play areas, and open spaces. We will achieve this by:

- a. Providing safe facilities and undertaking regular health and safety assessments
- b. Ensuring that employees, Councillors, volunteers and group leaders of activities are aware of our safeguarding culture
- c. Work in partnership with other agencies and community organisations and groups to promote an anti-bullying environment
- d. Requiring all employees, Councillors, volunteers and group leaders of activities are aware of the safeguarding culture, and report or make appropriate interventions
- e. Provide effective management for staff and volunteers through supervision, support, training and quality assurance
- f. Ensuring all staff, councillors and volunteers regularly working with Children and vulnerable adults hold enhanced DBS checks, safeguarding training and are able to recognise and report any concerns they might have.
- g. Recruit all staff and volunteer safely, ensuring all necessary checks are made
- h. Requiring hirers will follow good practice procedures in relation to Child and Vulnerable Adult Safeguarding

Online Safety

Marlborough Town Council uses the same principles set out in this document to safeguard Children, young people and vulnerable adults online as reflected in both:

- Electronic Communications and Social Media Policy
- Young People’s Digital Communication and Social Media Policy

Which set out the principles and procedures for keeping online spaces the Council uses safe for children, Young People and Vulnerable adults.

Creating a Culture of Safeguarding & Equality statement

Some children have an increased risk of abuse and additional barriers can exist for some children with respect to recognising or disclosing it. Marlborough Town Council recognises and supports anti-discriminatory practice and how this can inform the development of a safe environment for beneficiaries of council provision.

All Marlborough Town Council staff, councillors, and volunteers have a role and responsibility to safeguard Members and should maintain an attitude of ‘it could happen here’ where safeguarding is concerned. They should;

- ✓ be alert to risks and issues affecting children’s, young peoples, and vulnerable adult’s welfare.
- ✓ identify concerns early.
- ✓ be aware of the process and principles for sharing information within the Town Council.
- ✓ bring any concerns promptly to the attention of the Forum’s Designated Safeguarding Lead (DSL).

Hiring of facilities to groups for use with children, young people or vulnerable adults

When group leaders have a regular and substantial access to children, young people and vulnerable adults, and parents/carers are not present Marlborough Town Council will require the hirer to:

- a. Have membership of a National Governing Body (NGB) or similarly recognised body.
- b. Have public liability insurance
- c. Have a suitable safeguarding child, young people and vulnerable adults’ policy.
- d. Ensure group leaders have valid DBS checks
- e. Do Risk assessments for individual activities

f. Have a register for use in emergencies with any details of allergies or medical conditions

g. Ensure group leaders have first aid provision

h. Notify Marlborough Town Council of any safeguarding concerns or alerts.

Marlborough Town Council reserves the right to request the evidential provision of any of the above and refuse a booking if the conditions above are not met.

Supervision of children and young people under the age of 18yrs

Town Council staff, volunteers and Hirers of town council facilities whose work involves children and young people must ensure adequate adult supervision at all times.

Lone working should be avoided.

The following are the minimum adult to children ratios that the town council follows in its work with Children and young people to help keep both children and staff protected.

0 - 2 years - 1 adult to 3 children

2 - 3 years - 1 adult to 4 children

4 - 8 years - 1 adult to 6 children

9 - 12 years - 1 adult to 8 children

13 - 17 years - 1 adult to 10 children

The town council recommends this adult to children ratios for all hirers of council facilities. If the outlined ratios are considered not appropriate for the purposes of the hirers activities where the activity has a governing body, then adult to child ratios should be adopted as stated by the governing body of the specific related activity. Also, where hirers activities encompass mixed age ranges, and people with additional or special needs, then hirers should consider their staff ratios and amend them appropriate to the combined need.

Staff

Staff (including councillors and Volunteers) whose role specifically means they will come into with children, young people or vulnerable adults will be required to undertake a DBS check and undergo safeguarding training. Details of these staff, the DBs check, and training undertaken will be held on record.

Examples of these might include the DSO (Town Clerk), Youth Development Worker, caretakers, grounds staff who regularly inspect and tend to play areas, councillors with allocated council roles related to work with children, young people or vulnerable adults, and who would be perceived as a person of trust by these groups.

Preventing radicalisation

Protecting children/ young people from the risk of radicalisation is part of Town Council's safeguarding duties and is similar in nature to protecting children and young people from other forms of harm and abuse. Like all other safeguarding matters, staff and volunteers should use their judgement in identifying concerns and must report any concerns about a child or young person promptly to the Designated Safeguarding Officer (DSO). The DSO will always act proportionately, and this may include making a referral to the Channel programme or to the MASH.

Training

Marlborough Town Council is committed to providing training to support the effective implementation of this policy. Marlborough Town Council will ensure that all staff and volunteers are provided with appropriate training and support to enable them to carry out their role effectively.

This will include training on:

- Recognising and responding to signs of abuse or neglect.
- The council's policies and procedures relating to safeguarding.
- The importance of confidentiality and information sharing.
- The council's code of conduct and expectations of behaviour.

Staff who work regularly with children and young people will receive prevent training to recognise the signs of radicalisation.

Responding to Incidents of concern or disclosures - Dos and don'ts For Staff

Concerns

If an incident of concern is observed or brought to the attention of a member of staff, Councillor or volunteer they should report this to the DSO without delay.

Disclosures Do

- Create a safe environment by offering the child, young person, or vulnerable adult a private and safe place if possible.
- Stay calm and reassure the child, young person, or vulnerable adult and stress that he/she is not to blame.
- Tell the child, young person, or vulnerable adult that you know how difficult it must have been to confide in you.
- Listen carefully and tell the child, young person, or vulnerable adult, what you are going to do next.

- Tell only the DSO without delay, using the child's own words where possible.

DO NOT:

- Take photographs of any injuries.
- Postpone or delay the opportunity for the pupil to talk.
- Take notes while the pupil is speaking or ask the pupil to write an account.
- Do not ask leading questions
- Try to investigate the allegation yourself.
- Promise confidentiality e.g. to say you will keep 'the secret'.
- Approach or inform the alleged abuser.

Making a complaint / raising an alert

Marlborough Town Council Safeguarding Officer: is Richard Spencer-Williams (Town Clerk) Whistle blowers are given protection under the Public Interest Disclosure Act 1998.

Whistleblowing

All staff, councillors and volunteers can raise concerns about poor or unsafe practice and potential failures in the Forum's safeguarding regime and the Whistleblowing policy should be followed to raise concerns about poor or unsafe practices.

Such concerns will be reviewed by the Staffing Committee. If a staff member feels unable to raise an issue with the Staffing Committee or feels that their genuine concerns are not being addressed, they can approach The NSPCC whistleblowing helpline (see front page) or Wiltshire Council MASH team or LADO.

CONTACT

Children If there is a believe a child or young person is at risk of significant harm, neglect or injury, report your concerns to;

Wiltshire Council's Integrated Front Door (IFD) which includes Multi-Agency Safeguarding Hub (MASH) on 0300 456 0108 or mash@wiltshire.gov.uk

Out of Hours Service on 0300 456 0100 - Phones are diverted to the Social Work Standby Service from midnight - 9am (7 days a week).

If you believe a child or vulnerable person is in immediate risk of significant harm, injury or danger, phone the Police on 999

If you have significant safeguarding concerns about someone who is working or volunteering with children and young people, contact the Designated Officer for Allegations (DOFA) on 0300 456 0108 or dofaservice@wiltshire.gov.uk

Adults

If you have concerns about a vulnerable adult contact Adult MASH:

Telephone: 0300 456 0111 textphone:01225 712501

Email: adviceandcontact@wiltshire.gov.uk

Monday to Thursday: 08:30-17:20 and Friday: 08:30 – 16:20

If you need urgent help or advice outside of these hours, you can call 0300 456 0100

USEFUL LINKS

[Contact children's services - Wiltshire Council](#)

[Comprehensive child safety guide | NSPCC](#)

UK legislations and Statutory guidance relevant to this policy:

- Children’s Act 1989 and 2004
- Care Act 2014
- Safeguarding Vulnerable Groups Act 2014
- Protection of Freedoms Act 2012
- GDPR and Data Protection Act 2018
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2025

Appendix

Types of Abuse

Physical abuse involves causing physical harm to an individual. This may include actions such as hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical injury. It also includes situations where a carer fabricates or deliberately induces illness.

Emotional abuse is the persistent emotional maltreatment of an individual which causes severe and lasting adverse effects on their emotional development. This may involve making someone feel worthless, unloved, or inadequate, imposing inappropriate expectations, preventing normal social interaction, exposing them to the abuse of others, or subjecting them to serious bullying, including online. Emotional abuse is present in all forms of abuse, although it may also occur independently.

Sexual abuse and exploitation involve forcing or enticing an individual to take part in sexual activities, whether or not they understand or consent. This can include physical contact, such as penetrative or non-penetrative acts, as well as non-contact activities

such as involving individuals in sexual images, conversations, or online activity. It also includes sexual exploitation, where abuse occurs in exchange for money, status, or goods, including through online means.

Sexual harassment refers to unwanted sexual behaviour that causes distress, fear, humiliation, or offence.

Neglect is the persistent failure to meet an individual's basic physical and/or psychological needs, likely to result in serious impairment of their health or development. This may include failing to provide adequate food, clothing, or shelter, failing to protect from harm or danger, not ensuring appropriate supervision, failing to provide access to medical care, or neglecting emotional needs.

Bullying, including cyberbullying, is repeated behaviour intended to hurt, intimidate, or harm an individual. It can be physical, verbal (including discriminatory language), emotional (such as exclusion or humiliation), or take place online through digital platforms.

Self-harm is the intentional act of injuring oneself and may indicate underlying safeguarding concerns. It should always be taken seriously and responded to appropriately.

Online abuse refers to any form of abuse that takes place via digital platforms. This includes online sexual abuse, such as sharing sexual images, coercing individuals into online sexual activity, or engaging in sexual conversations. It also includes cyberbullying, which may involve threatening or abusive messages, sharing humiliating content, exclusion from online groups, or the misuse of fake or stolen identities. Online grooming occurs where an individual builds a relationship with a child or young person to exploit or abuse them, often by pretending to be someone else or using social media and gaming platforms. Sexting, also known as youth-produced sexual imagery, involves the sharing of sexual images or messages and is illegal where it involves individuals under the age of 18. It may also involve coercion or exploitation.

Peer-on-peer abuse occurs when children or young people abuse other children or young people. This can take many forms, including bullying, physical abuse, sexual violence, sexual harassment, emotional abuse, and the sharing of sexual images.

Criminal exploitation, including county lines, involves individuals being coerced or manipulated into criminal activity, such as drug trafficking or transporting money or goods.

Cuckooing is a form of exploitation where criminals take over the home of a vulnerable person to use it for illegal activities.

Female Genital Mutilation (FGM) is a criminal offence involving the removal or injury of female genitalia for non-medical reasons. It causes severe physical and psychological harm and is subject to mandatory reporting requirements.

Forced marriage is a marriage conducted without the full and free consent of both parties and involves coercion. It is a form of abuse and must always be treated as a safeguarding concern.

Trafficking involves the movement of individuals for the purpose of exploitation, including sexual exploitation, forced labour, or criminal activity. Where exploitation is present, consent is not considered valid.

Town Clerk / Youth Development Worker 31 3 26