

Marlborough Town Council



14 January 2025

Dear Councillor

Full Town Council

I hereby **summon** you to a meeting of **Marlborough Town Council** which will be held on **Monday, 20 January 2025 at 7pm** in the **Court Room, Marlborough Town Hall**.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

If members of the public wish to attend and ask a question they should notify the Town Clerk of this by noon on the Friday prior to the meeting and provide their question in writing at the same time. Some members of the public may not be allowed to attend if all the allocated seats are taken.

If members of the public wish to ask a question, but not attend, they can provide the question in writing to the Town Clerk by noon on the day of the meeting, and a written response will be provided.

PRAYERS

PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Council. The time allocated for this should not exceed 10 minutes and be limited to 1 question per person unless directed otherwise by the Chair. A full response may not be possible without further research, and the Chair may direct that a written or oral response be given.

CRIME AND DISORDER

A member of Wiltshire Police will be invited to give a report and answer questions from Councillors and members of the public (not to exceed 10 minutes)

TO RECEIVE QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Not to exceed 10 minutes

AGENDA

1. **Apologies for absence**
2. **Declarations of interest**
 - a) To receive any Declaration(s) of Interest under Marlborough Town Council's Code of Conduct issued in accordance with the Localism Act 2011
 - b) To consider any dispensation requests received by the Town Clerk
Members are reminded that they are obliged to notify the Monitoring Officer of a change to disclosable interests, or a new interest as defined in Appendices A and B of the Code of Conduct within 28 days of becoming aware of it. These should be passed on to the Town Clerk to register online.
3. **Mayor's Announcements**
4. **Minutes**
To approve and sign the minutes of the meeting held 9 December 2024
5. **Action Log**
To review the Action Log
6. **Standing Orders**
To consider the proposed amendment to Standing Order 12
7. **Youth Development Report**
To note and consider the update report by the Youth Development Worker
8. **Youth Council**
To note and consider the update report on the Youth Council

9. Community and Youth Centre Management Committee

To consider the proposal for a Community and Youth Centre Management Committee

10. Civic Working Party

To note and consider the update report from the Civic Working Party

11. Members' Question Time

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

12. Outside Bodies

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

13. Committee Minutes

In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: **Planning** – 21 October, 11 November, 2 December 2024; **Amenities and Open Spaces Committee** 7 October 2024; and Finance and Policy Committee 28 October 2024 . These minutes have been approved by committees and circulated to Members and are available to download from <https://www.marlborough-tc.gov.uk/council/meeting-dates-agendas-and-minutes-2024-25> or from the Town Council offices. Other meetings have taken place, but minutes are not yet approved so remain in draft form.

14. Common Seal

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

Marlborough Town Council



Full Town Council

Minutes of a meeting of Marlborough Town Council held Monday, 9 December 2024 in the Court Room, Marlborough Town Hall at 7pm

| | | |
|----------------|------------------------------|----------------------------|
| PRESENT | Councillor Kym-Marie Cleasby | Town Mayor |
| | Councillor Emily Trow | Deputy Mayor |
| | Councillor Nicholas Fogg | |
| | Councillor Andrew Ross | |
| | Councillor Lisa Farrell | |
| | Councillor Mervyn Hall | |
| | Councillor Mark Cooper | |
| | Councillor Jane Davies | |
| | Councillor James Sheppard | |
| | Councillor Caroline Thomas | |
| | Councillor Kelvyn Shantry | |
| | Councillor Susannah O'Brien | |
| | Councillor Caroline Sadler | |
| | Richard Spencer-Williams | Town Clerk |
| | Dawn Whitehall | Corporate Services Officer |
| ALSO | | |
| PRESENT | Rev. Chris Smith | Mayor's Chaplain |
| | Neil Goodwin | Marlborough.News |
| | One member of the public | |

PRAYERS

Rev. Chris Smith opened the meeting with prayers.

PUBLIC QUESTION TIME

The **Mayor** read out a question on behalf of **Rob Williams**: Why is the street lighting in the High Street not being repaired? The High Street has 25 streetlamps and only 8 of them work! As someone who travels through the High Street daily this is a serious safety issue and needs to be addressed. I've been reporting the faulty lamps for nearly 10 years, but they never get fixed.

The **Town Clerk** reminded people that they could report issues through the MyWilts app and Town Council officers would also be happy to do this on behalf of residents.

A Wiltshire Council (WC) Officer had been contacted and had offered to investigate, but the **Town Clerk** had not received a recent update from them. **Councillor Davies** believed there may be complications related to ownership of some of the buildings with light fittings; she would try to find out the status of streetlight maintenance within WC. **The Town Mayor** confirmed that a written response would be provided after further investigation.

ACTION: Councillor Davies to pursue within Wiltshire Council and the Town Clerk to respond in writing to the resident

CRIME AND DISORDER

PC Steele had sent his apologies. A written report had been provided and was tabled for Members.

ACTION: circulate the report

Councillor Thomas reported that in the previous week the Area Board meeting had been about 'all things policing': three Wiltshire and one Town Councillor had attended this great opportunity to talk directly to senior police officers. A lot of questions had been dealt with which would be of interest to Members: she encouraged everyone to read the minutes once published.

QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

Councillor Farrell knew of two 3-bed houses at St Margaret's Mead and one at Rabley Wood which had been empty for over a year and were now being sold by housing associations. Whilst it was perfectly legal for housing associations to do this where it was not economically viable for them to bring them up to EPC standard, concerns about the housing crisis in Marlborough especially for 3-bed family properties had been raised with the Housing Associations by **Councillor Clewer** and **Cllr Farrell** asked whether information that had been promised subsequent to this was yet available. **Cllr Davies** confirmed that HAs usually cite the costs of raising standards to EPC.

ACTION: Town Clerk to write to Cllr Clewer seeking an update

Councillor Sadler asked whether an update was available on completing the new path near the Business Park. **Councillor Thomas** reported the delay was caused by ongoing legal discussions between four parties (Sainsburys, Beechcroft, Tesco and WC) to work out a land transfer of a 1²M parcel of land owned by Sainsburys. Sustrans, which maintains the existing cycle path, had submitted a feasibility study and costs for joining up the two: no significant obstacles had been identified. In terms of completing the MARL30 section of the path, there was some progress being made but there were issues about the rough section with a pipeline beneath it and funding to cover this. The existing S106 funding for this work would run out by January 2026 so the work would need to be completed by then.

Councillor Davies asked whether Members were aware that a recent government inspection by Ofsted and the Care Quality Commission had given WC top marks and concluded that children and young people with SEND are valued and prioritised in

Wiltshire: one of only five authorities to receive this top grading. An adult social care inspection had also taken place, with the results expected early in the new year.

The **Mayor** noted that it was fantastic to know those who needed these services were getting looked after so well, and thanked **Councillor Davies** and her team.

Councillor Thomas asked whether Members were aware that Marlborough Area Poverty Action Group (MAPAG) and the Youth Forum had between them benefitted from over £7,000 from the Household Support Fund, supporting the provision of 2 x hot meals per week at the Youth Club (50-60 children per week) and vouchers for families before Christmas. The **Mayor** noted that Love Marlborough Kids Meals had also received funding.

Councillor Sheppard asked whether Members were aware that Wiltshire has the equivalent of nine year' building supply already committed, with over 18,000 permissions for houses already granted.

313/24 APOLOGIES

Apologies for absence had been received from **Councillors Luson and Beaumont**.

314/24 DECLARATIONS

There were no declarations of interest and no requests for dispensation had been received. The Mayor encouraged Members to familiarise themselves with the Code of Conduct.

315/24 MAYOR'S ANNOUNCEMENTS

There will be an in-person event at St Mary's Church Hall, Silverless Street on Wednesday, 11 December, 3-7pm, for people to view plans for and provide feedback on McCarthy Stone proposals for the former Police Station. An online consultation was also ongoing. Details were available on the Town Council website.

The Mayor had recently completed a government survey seeking views on remote attendance and proxy voting at local authority meetings and encouraged others to do the same. Links were available on the Town Council website (*the survey closes on 19 December*).

Members should have received invitations for the Civic Carol Concert at St Mary's Church on Sunday, 22 December at 5pm; robing would be at the Town Hall. She hoped all would be able to attend.

316/24 MINUTES

RESOLVED: that the minutes of the meeting held 4 November 2024 were confirmed as a true record and signed by the Town Mayor

317/24 ACTION LOG

There were no outstanding actions.

318/24 **STANDING ORDERS**

Members considered a proposal to add a paragraph to Standing Orders, which had been considered at the previous meeting (*Min. No.179/24*) but sent back to the Finance & Policy Committee for clarification.

Members were satisfied that any extraordinary budget proposals not falling within a Committee remit would be considered by Full Council.

RESOLVED: that all requests for proposed budgets for the forthcoming financial year must be formally considered and agreed by the relevant committee and submitted to the Finance and Policy Committee budgetary meeting held in November, and this principle should be adopted for all future years, and that this should be written into Standing Orders

319/24 **BUDGET 2025-26**

Members considered the budget and precept requirements for 2025-26 as proposed by the Finance and Policy (F&P) Committee. Discussion points included:

- Questions raised at the most recent F&P meeting about the accuracy and presentation of figures had been resolved offline to the satisfaction of the Chair.
- The budget considered at F&P would have seen a precept rise of just over 6%; two adjustments had been made to budgeted income bringing the increase to 5% equating to an additional £12.34 per household per year for a Band D property.
- Election costs: 2025 would be an election year for both Town and Unitary Council seats; casual vacancy or other unpredicted election costs were also provided for within the budget.
- The Council is required to protect 4-6 months running costs in its general reserve. The current proposal provides for just over 5.5 months.
- The General Reserve position at year end had increased each year over the past 4 years.
- Whilst the actual general reserve figure for 2024-25 would not be known until year end, it was currently forecast to be £517,000.
- Some funds had been moved to Ear Marked Reserves to cover the costs of significant projects, e.g. extending the Grounds Team workshop and upgrading equipment.
- While accepting that it was laudable to keep the precept rise as low as possible, questions were raised about whether general reserves were decreasing year-on-year leaving the Town Council exposed to unplanned large costs in future. Examples given were the Town Hall heating system that had failed in the previous year with an unbudgeted high cost (over £150K) taken from general reserves; also costs for providing services which may be devolved from or reduced by Wiltshire Council.
- The people of Marlborough expect the Town Council to maintain its services: the Town Clerk/Responsible Financial Officer must be provided with the right funds to manage services over the year: if financial resilience is reduced and

there is another unforeseen high costs (e.g. related to a building) it could have a negative impact.

- Whether the way accounts were being presented was masking the overall financial status of the Town Council.
- Whether setting a cap of 5% was politically driven; an additional 1% would equate to an additional precept rise of £3 per year so would not place a great financial burden on the taxpayer but would allow the Town Council to build up its reserves.
- That a 5% increase broadly placed Marlborough in the median position when compared to other similar sized Wiltshire town councils.
- A reminder that the budget being considered was for a single year only (2025-26). If there were questions about the process of preparing the budget, or there were serious concerns that the Council's financial situation was deteriorating over a longer period then these were topics that could and should be discussed at the F&P Committee.
- It was important to remember the impact of the cost of living situation on council taxpayers.

RESOLVED: that Committee Budgets are agreed as proposed, and that a net budget precept requirement to levy to Wiltshire Council for 2025/26 be £931,202

The precept increase is equivalent to 5% for a Band D property (an increase of £12.34)

320/24 MEMBERS' QUESTION TIME

No questions had been submitted.

321/24 OUTSIDE BODIES

Councillor Shantry thanked Mr Goodwin for publicising a recent Kennet and Avon Medical Partnership patient survey: prior to his intervention only 115 people out of a population of 17,000 patients had responded. Since then, five times as many had submitted their feedback.

322/24 COMMITTEE MINUTES

In accordance with para 3.1 of the Scheme of Delegation, Members noted the approved minutes of the following committee meetings: **Planning** 19 August and 30 September; **Property** 22 July; **Amenities & Open Spaces** 17 July and **Finance & Policy** 8 July 2024

323/24 COMMON SEAL

Proposed by **Councillor Fogg** and seconded by **Councillor Ross** 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 7.51 pm

To review the Action Log

| Ref | Action | Owner | Status | Date | Notes |
|-----|---|-------------------|-------------|-----------------|--|
| 268 | Resident question: only 8 out of 25 street lights in the High Street are working: investigate within WC what the issue is | Councillor Davies | In Progress | 9 December 2024 | |
| 269 | Resident question: only 8 out of 25 street lights in the High Street are working: TC to respond in writing | Town Clerk | In Progress | 9 December 2024 | |
| 270 | Circulate police report to all members | Town Clerk | Complete | 9 December 2024 | Updated report sent 8 1 25 |
| 271 | Write to Cllr Clewer seeking update on HA sale of 3-bed houses | Town Clerk | Complete | 9 December 2024 | 6 1 25 Email sent to Cllr Clewer to enquire on status of engagement with WC and HAs on the issue |

Town Clerk 7 1 25

To consider a proposed amendment to Standing Order 12

Purpose

The purpose of this report is to ask the Council to consider a proposed amendment to Standing Order 12.

Status

Currently Standing Order 12 reads as:

12. Questions

- a. A Councillor may seek an answer to a question concerning any business of the council provided notice of the question has been given to the Proper Officer by noon on the day of the meeting*
 - b. Questions not related to items of business on the agenda for a meeting shall only be asked during the 10 minutes of the meeting set aside for such questions*
 - c. Every question shall be put and answered without discussion*
 - d. A person has a right not to answer a question at the meeting but shall provide an answer within a reasonable time*
-

Proposal

It is proposed that Standing Order 12 is amended to:

12. Questions

- a. A Councillor may seek an answer to a question concerning any business of the council*
- b. Every relevant & reasonable question shall be considered without discrimination*
- c. Questions of clarification regarding agenda items may be raised at the relevant meeting*
- d. Councillors with questions that may require significant due consideration, should in the first instance approach the Proper Officer to seek advice on the most appropriate way forward. Where possible, the Proper Officer will provide an answer.*
- e. Where a more detailed and considered response is required, the Proper Officer will request that the Councillor prepares a written outline report and supporting motion for submission to the relevant committee. In this instance, this information would need to be submitted by a date confirmed by the Proper Officer to ensure that the report and motion is included within the appropriate agenda and published in accordance with the legal timeframe.*
- f. Questions not related to items of business on the agenda for a meeting shall only be asked during the 10 minutes of the meeting set aside for such questions*
- g. A Councillor or Officer has a right not to answer a question at the meeting but shall provide an answer within a reasonable time*

Recommendation

Members are asked to consider the proposal for ratification and inclusion in the Standing Orders, and to instruct the Town Clerk accordingly.

Town Mayor Cllr Cleasby / Town Clerk / Deputy Town Clerk 7 1 25

ITEM 7

YOUTH DEVELOPMENT REPORT

To note and consider the update report by the Youth Development Worker

Purpose

The purpose of this report is to appraise the Council of the work of the new Youth Development Worker.

Current Work

Marlborough Area Youth Forum

I am working in conjunction with the Marlborough Area Youth Forum providing youth sessions at the Community and Youth Centre on Wednesday and Friday evenings. This includes engaging the young people utilising sports and games.

Sessions are currently averaging approximately 40 young people.

Future work is aiming to offer sessions aimed at exploring young people's perspectives and priorities and provide occasional structured sessions using group games and activities to help develop skills such as, teamwork and leadership.

Creation of new social media accounts

Social media accounts on *Snapchat* and *Instagram* have been created under the name of *Marlborough Youth* to engage with young people. These are currently being used to promote upcoming sessions and events, and helping to keep young people informed about activities that may interest them.

In future these may be used to extend the *Youth voice* to offer a platform for discussions exploring what young people want to see in the local community. If successful this could be further developed to encourage more young peoples' engagement, promote digital skills, and ensure youth safety online.

Community and Youth Centre Management Committee

I have been working with the Town Clerk to develop terms of reference for the proposed Community and Youth Centre Management Committee (CYCMC). If supported I will assist in the facilitation of this subcommittee. (Please see Agenda item 9).

Youth Council

In collaboration with Councillor Lisa Farrell, I will be assisting with the development of a Youth Council for the Marlborough area. (Please see Agenda item 8).

University Course

My level 3 apprenticeship course has begun, and I attend weekly online Youth Working degree lectures run by Captiva learning.

Networking

With a view to building a professional network, and to observe other delivery to young people and get ideas I have begun networking, including:

- Attended a youth club in Calne
- Attended a detached youth working session in Chippenham run by the Rise Trust
- In the process of contacting St Johns to develop a relationship with the school

Youth Development Worker 7 1 25

ITEM 8

YOUTH COUNCIL

To note and consider the update report on the Youth Council

Purpose

The purpose of this report is to update the Council on the progression of re-establishing a Youth Council.

Status

- Cllr Farrell and the Youth Development Worker aim to re-form a monthly youth council meeting from February onwards.
- The Youth Council's role will be to:
 - Feedback to Marlborough Town Council on its services and provision
 - Advocate young people who live in Marlborough parish
 - Identify needs and ideas for young people's provision in Marlborough parish
 - To act as a consultation body on behalf of young people from the Marlborough Parish
- The initial aim will be to recruit a mixed group of young people from Marlborough, between the ages of 10yrs and 17yrs to represent the views of their peers.
- The Youth Council will meet primarily in the Community and Youth Centre, and occasionally in the Council Chamber. The group will aim to meet on either a Tuesday or Thursday for an hour. Times to be agreed; but these are likely to be 4-5pm or 6.30-7.30pm.
- Additional officer support will initially be given by the Civic, Cemetery and Engagement Officer, to help assist on the administration and promotion of the Youth Council.
- There is currently an annual budget of £250 allocated to support this initiative. This may need revision in the future if the Youth Council proves successful.

- Councillors are invited to assist.

Proposal

Members are asked to note this report, and in particular any Councillors who may want to assist are asked to make themselves known to Cllr Farrell and the Youth Development Worker.

Cllr Farrell & Youth Development Worker 9 1 25

ITEM 9 COMMUNITY AND YOUTH CENTRE MANAGEMENT COMMITTEE

To consider the proposal for a Community and Youth Centre Management Committee

Purpose

The purpose of this report is to ask the Council to consider for ratification the establishment of a *Community and Youth Centre Management Committee (CYCMC)*, reporting to the Property Committee.

Background

At the Property Committee, as part of its consideration of the Community and Youth Centre's maintenance and operational needs, it resolved to '*establish a Marlborough Community and Youth Centre Management Committee (CYCMC) and formulate a 1–3-year management and development plan*'.

This was in response to the recognition that structural governance and management could be firmed up, in terms of overseeing the Community and Youth Centre and ensuring the needs of the users and the Council are accounted for as a whole. A CYCMC would be to support and assist in the effective and efficient running and development of the centre and ensure that all stakeholders' perspectives are considered in this process.

The Committee considered a CYCMC '*should comprise one or more Officers, one or more Councillors and one or more service users. They also discussed whether a budget should be allocated to be managed within the Town Clerk's delegated authority. The group would need to begin by electing a Chair and drawing up terms of reference to be agreed by the Town Council*'

Draft Terms of Reference – Community & Youth Centre Management Committee

Role and purpose

The CYCMC will be a subcommittee of the Property Committee. The CYCMC's role will be to assess, prioritise, and recommend actions regarding the maintenance, development, and optimisation of the Centre and the skate park, ensuring they meet the needs of the community, and in particular the young people it serves.

Following each committee meeting, outcomes and proposed spending priorities will be submitted to the Property Committee for consideration, or approval, or further action.

Committee Composition

The **Community & Youth Centre Management Committee** will consist of the following members:

- **Town Clerk**
- **Youth Development Worker**
- **1 Town Councillor** (not affiliated with any specific stakeholder)
- **Key Stakeholders:** Representatives from youth organisations actively involved in the centre, including **Marlborough Area Youth Forum** and **Barnardo's**
- **Youth Representatives:** Up to **five young people**. The council sees the need for the input of the young people in the development of the community and youth centre, helping to lead to changes that are in their best interest, empowering our young people to make a positive impact on future development.
- **Additional stakeholders** (other organisations currently using the youth centre) may be invited to attend meetings, but it is requested that only one representative per organisation participates.

Objectives of the Committee

The committee will have the following key objectives:

- **To Identify Maintenance and Development Needs:** Assess the physical environment of the centre, including the surrounding outdoor spaces (e.g. skate park, concrete areas), and any equipment issues.
- **Prioritise Actions:** Discuss and prioritise proposed improvements and upgrades, such as:
 - updating kitchen facilities or redecoration
 - Equipment upgrades or replacements
- **Optimise Centre Use:** Review how spaces within the centre are being utilised and marketed. Suggest ways to optimise room usage for all stakeholders, ensuring that all groups, including young people, have access to appropriate facilities.
- **Youth Empowerment and Engagement:** Involve young people in the decision-making process to ensure that their needs and preferences are directly reflected in the Centre's development. The committee will seek to create an inclusive and unbiased environment by including a broad range of young voices.
- **Submit Proposals for Council Approval:** Following each meeting, the committee will provide a **prioritised action list** and where possible costs for the Property Committee to consider.

Committee Agenda

The following areas will be discussed:

- **Maintenance Issues** - Identifying repairs required within the centre or its outdoor areas.
- **Modernisation and Improvement Projects** - e.g. discussing proposed updates or renovations, such as upgrading kitchen cabinets or refreshing paintwork.
- **Optimising spaces** - reviewing how the centre's spaces are being used and making recommendations for optimisation (e.g. making the space more welcoming or functional for different age groups).

- **Equipment and Resources** - Identifying needs for new equipment or resources and addressing any equipment shortages or malfunctions.

Each issue discussed will be **prioritised** according to its urgency or benefit. A costed proposal will be drafted and submitted via the Town Clerk for consideration at the Property Committee (or Full Council, or another relevant Committee).

Meeting Frequency

The committee will meet on a quarterly basis.

Decision-Making Process

- **Inclusive and Transparent:** The aim will be for all members of the committee, including young people, to have an equal voice in discussions. The goal is to ensure that decisions are made with input from both stakeholders and the community, particularly those who use the centre regularly.
- **Priority Setting:** The committee will focus on addressing immediate needs first (e.g. building repairs or health and safety issues) and then move on to long-term development projects. This will help the committee make practical and achievable recommendations.

Expected Outcomes

By establishing this committee, Marlborough Town Council aims to achieve the following outcomes:

- A **well-maintained, safe, and welcoming space** for young people and the wider community.
- A more **efficient and effective use of the Centre's spaces**, catering to the diverse needs of all stakeholders.
- A **clear, transparent process** for prioritising and managing the centre's maintenance and development needs.
- Increased **youth engagement and empowerment** in decision-making regarding the centre's future.

Next Steps

The next steps are as follows:

1. Approval of this proposal by Marlborough Town Council.
2. Formation of the committee and appointment of members.
3. Scheduling the first committee meeting and setting an agenda.

Proposal

Members are asked to consider the proposal for a CYCMC reporting to the Property Committee and the *draft Terms of Reference* for adoption and instruct the Town Clerk accordingly.

Town Clerk & Youth Development Worker 7 1 25

To note and consider the update report from the Civic Working Party.

The Civic Working Party (CWP) met on 9 January 2025. Key points to note are:

- **Armistice Day & Remembrance Sunday** was reviewed, and it was considered that all went generally very well.
- It would be good to add the **Savernake Explosion Memorial Anniversary** to the Civic Calendar.
- **Christmas Lights Event** was reviewed; general feeling that all went very well in all respects. It was noted that next year continue to improve the traffic management at St Peter's end of the High St. A review is being done of the 'Real Story of Christmas'. Also to aim to include the schools more next year, inviting as many children as possible to come dressed up (encouraged by a Mayoral visit to the schools to promote the idea).
- **The Christmas lights** were discussed, and this is on the next Town Centre Working Party agenda. It was noted that a public consultation would be needed in support of any new lighting scheme.
- **VE Day** was discussed. The Royal British Legion and the Rugby Club would like to get involved in the VE Day commemorations. The Council will arrange an initial planning meeting inviting both parties. It was noted it would be good to invite any survivors of WWII.
- **VJ Day** was discussed. It was noted the Council usually follows national guidelines for national events. The Council office is checking with the Pageant Master to see if there are any plans for VJ day; none have been sent through to the Council to date.
- **Mayor's Gala Dinner 14 February.** A black tie fundraising Mayoral event is planned in aid of Love Marlborough Kids Meals and The Jubilee Centre, serving a roast chicken or vegetarian dinner (i.e. the meal usually delivered by Love Marlborough Kids Meals) as well as a starter and a dessert.
- **Council Community Awards** were discussed and will run as part of the Annual Town Meeting on 28 April. The CWP has a planning meeting on Wednesday 19 February at 2pm to detail the plan and prepare in good time.
- The **Civic Service** is planned for 27 April 2025
- The **Marlborough Town Carol Service** was a success, and it was agreed this should be put on the Civic calendar.

- Date of next meeting
Wednesday 26 March at 3.30pm in the Council Chamber

Town Clerk 10 1 25

ITEM 11

MEMBERS' QUESTION TIME

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

ITEM 12

OUTSIDE BODIES

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

ITEM 13

COMMITTEE MINUTES

In accordance with para 3.1 of the Scheme of Delegation, to note the approved minutes of the following committee meetings: **Planning** – 19 August and 30 September 2024; **Amenities and Open Spaces Committee** 7 October 2024; and **Finance and Policy Committee** 28 October 2024. These minutes have been approved by committees and circulated to Members and are available to download from <https://marlborough-tc.gov.uk/council/meeting-dates-agendas-and-minutes-2024-25> the Town Council offices. Other meetings have taken place, but minutes are not yet approved so remain in draft form.

ITEM 14

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