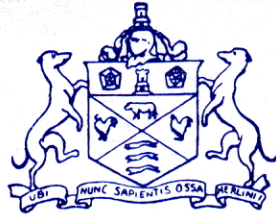


Marlborough Town Council

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Council Offices
5 High Street
Marlborough
Wiltshire
SN8 1AA

Tuesday 22nd February, 2005.

Dear Councillor,

You are summoned to a **Special** meeting of the **Full Town Council**, which will take place on **Monday 28th February 2005** in the Council Chamber, Town Hall, Marlborough at **6.30 p.m.**

PRAYERS

A G E N D A

1. Chairman's Announcements
2. Apologies for Absence
3. Declaration(s) of Interest(s)

To receive declarations of interest in accordance with the Parish Council's (Model Code of Conduct) Order 2001.

Members are also reminded of the need to observe paragraphs 14 and 15 of the Code.

14 – A Member must within 28 days of becoming aware of any change to the Interest specified in the Register of Member's Interests, provide written notification to the Monitoring Officer.

15 – A Member must within 28 days of receiving any gift or hospitality over the value of £25.00 whilst in their official capacity under the Code provide written notification to the Monitoring Officer of the existence and nature of that gift or hospitality.

4. Minutes

To confirm the Minutes of the Meeting of the Special Full Town Council which was held on the 14th February, 2005.

5. HMS Marlborough

HMS Marlborough is being decommissioned and the Ships Company have requested a Civic Ceremony to be held in Marlborough on Sunday 3rd July, 2005. The Deputy Town Mayor has been requested to set up a working group and due to the shortage of time requests Marlborough Town Councillors to vote on the following –

- 1 Terms of Reference for the Working Group (see attached)
- 2 Budget allocation for the ceremony – Recommend £5,500.00
- 3 Delegated Powers for spending of £250.00 and above (see attached sheet)

6. Workshop Heating – referred from R & A Minute No.500/04

Marlborough Town Councillors to vote on the Recommendation of the R & A Committee to accept the quotation for renewing the Workshop heating immediately using supplier A in the sum of £826.66 + V.A.T.

Yours faithfully,

Graham Gittins.
Town Clerk

To – The Worshipful the Mayor and Members of the Marlborough Town Council