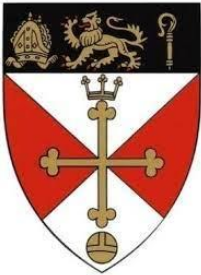
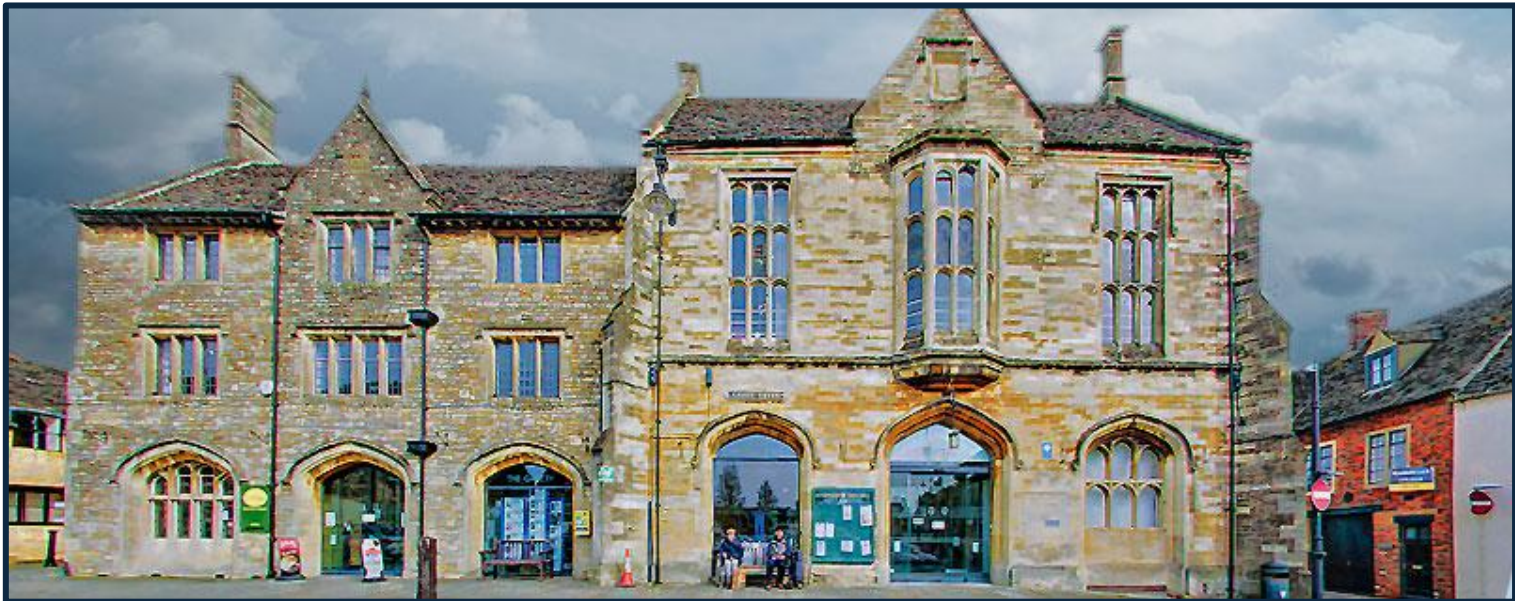


# Malmesbury Town Council Business Plan



2026/27



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# 1. Introduction

Our Business Plan is a statement by Malmesbury Town Council (MTC) of a vision for Malmesbury and how MTC can help achieve that vision.

It summarises MTC's vision, aims, and objectives, and establishes a framework that describes what the Town Council wants to achieve.

This document sets out what MTC itself can do, either directly or by working to increase its influence on relevant delivery bodies, such as Wiltshire Council, or working with other public, private and voluntary organisations and our residents, and summarises the key issues it must navigate to deliver positive outcomes.

It will be used as a tool by Malmesbury Town Councillors and staff to define:

- 1) Strategic questions and issues which need to be considered and addressed by MTC.
- 2) Actions, activities and projects that will deliver MTC's objectives over each four-year council cycle or other time periods as agreed.
- 3) Identify, maintain, and ensure effective reporting, as agreed, on appropriate performance measures
- 4) Appropriate committee and staffing structures and responsibilities
- 5) Annual actions, activities and budgets to support the achievement of our objectives and longer-term plans for the coming year.
- 6) Financial and operational progress reports and update plans and objectives as agreed
- 7) Communication approach in what we are doing with our community.

## 1.1. What does this document contain?

This document contains the core elements of MTC's business Plan — our vision and objectives and the key principles about how we govern ourselves and communicate effectively. It is complemented by some key additional information, which includes a summary of our statutory powers and responsibilities, our staffing structures and the roles and responsibilities of each our committees. All parts of this document will be reviewed and updated on an annual basis.

## 2. Responsibilities and Operation of Malmesbury Town Council

### 2.1. Responsibilities

MTC is one of around 10,000 local councils in England and serves a population of approximately 7,000. Our 17 Councillors and 10 staff manage an annual budget of £575,000 to deliver local facilities and services.

Its statutory powers and functions are defined in law. However, it also has a wider role contributing to the wellbeing and success of the community it serves. A map of the current Town Council Boundary is shown in section 2.2.

Councillors and staff often find that residents are not clear on what MTC does and what Wiltshire Council (WC) or other local organisations do in the town. The following sections clarify this split in responsibilities.

#### 2.1.1. Buildings:

- MTC owns, maintains and repairs the Town Hall and runs its services.
- MTC has responsibility for the 15th-Century Market Cross and its use for performances and charity stalls.
- WC owns the Activity Zone and the Library and leases the Riverside Centre.

#### 2.1.2. Parks, Public Spaces, Car Parks, Cemeteries and Allotments:

- MTC owns and maintains Cuckingstool and St Aldhelm's Meads, the White Lion Recreation Park, Filands Community Park, Newnton Grove Park, and leases the play area at Reeds Farm. It provides and maintains all the play equipment at these parks.
- MTC owns the Flying Monk playing field which it leases to local clubs.
- The Cloister Gardens are owned by Abbey House but leased and maintained by MTC.
- Conygre Mead is owned and managed by the Malmesbury River Valleys Trust. The small park on Holloway Hill is maintained by MTC.
- MTC rents Birdcage Walk from the Abbey.
- The Jubilee Gardens on Abbey Row and the River Walk from the Town Bridge towards Truckle Bridge are maintained by the Civic Trust.
- MTC owns the area of pavement and garden to the east of the Town Hall; the Monk in Meditation statue is on permanent loan to MTC.
- MTC owns and runs the Tetbury Hill Cemetery.
- The Warden and the Freemen own and allocate the allotments in Harpers Lane.

### 2.1.3. Highways and Parking:

- WC is responsible for all the public highways (roads, pavements and public footpaths) in the town.
- It is WC's responsibility to maintain these, including repairs, street cleaning, litter collection and cutting the grass on verges and roundabouts.
- WC is also responsible for street lighting, street furniture and road signs.
- WC owns the Station Road, Cross Hayes, Burnham Road and Market Cross Car Parks. It is responsible for all temporary or permanent waiting restrictions and highway closures.

### 2.1.4. Refuse and Gritting

- WC is responsible for all refuse matters: household waste collection, and for some of the litter bins and dog waste bins and their emptying. MTC also provides and empties some litter bins.
- Both WC and MTC own and maintain grit bins around the town.

### 2.1.5. Planning

- WC is the Local Planning Authority for Wiltshire and decides on all planning applications and enforcements in the county.
- MTC is the statutory consultee for these matters for Malmesbury and provides WC with its comments on planning matters concerning the town.

### 2.1.6. Emergencies

- MTC has established a Flood Plan, including a Flood Warden scheme, and an Emergency Plan. Town Councillors and volunteers will seek to advise the community in case of flood or emergency and will liaise with WC and the Emergency Services.
- Neither WC nor MTC has any responsibility to provide flood protection equipment to householders.

### 2.1.7. Decorations, Events and Publicity

- MTC organises and maintains the distinctive 'Malmesbury in Bloom' flower baskets around the town and provides Christmas Lights in the centre of town.
- It organises community events, including Late Night Shopping (in conjunction with the Town Team), the Citizen of the Year Awards, the Mayor's fund-raising events and other events from time to time.
- The Twinning Association manages Town Twinning with support from MTC.
- The Carnival Committee organizes and runs the Carnival events.
- MTC runs the John Bowen Gallery.

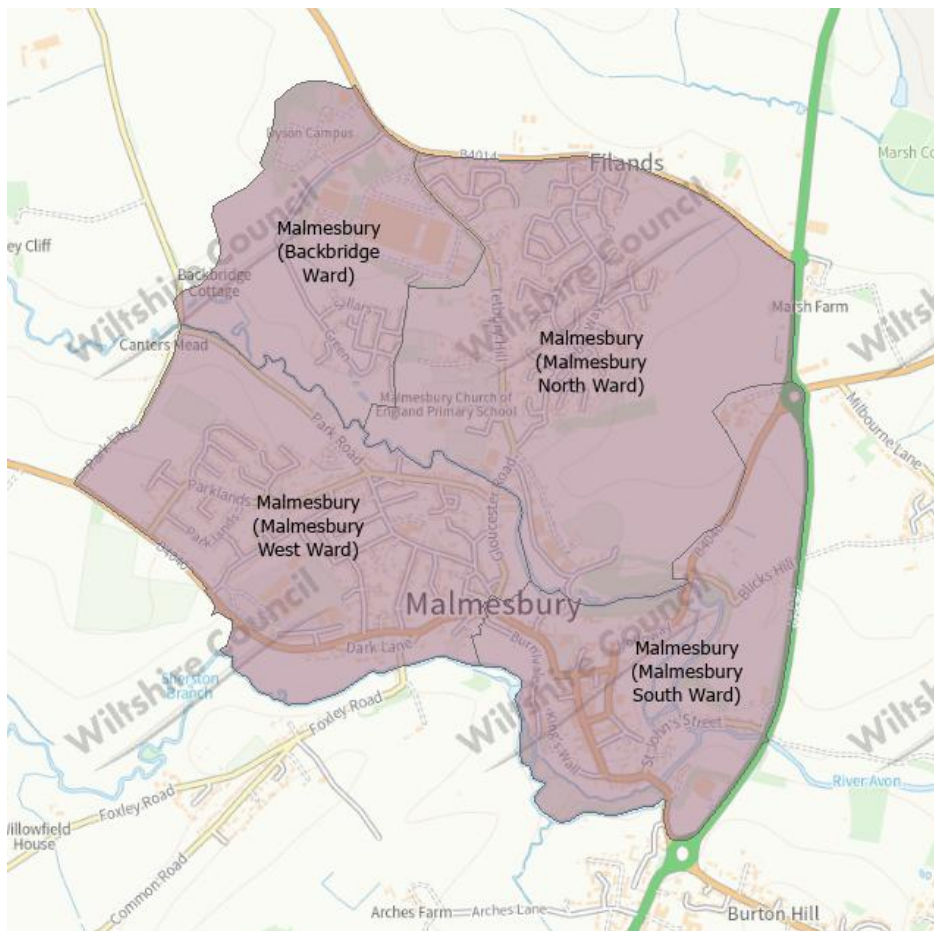
- The Artisan and Farmers' Market is run by MTC.
- Movies@Malmesbury is run by a volunteer group under the umbrella of MTC.
- MTC runs the Town Council website and publicises the Town and its attractions and events locally and nationally, both on its own accord and in conjunction with the Town Team's "Discover Malmesbury" brand and website.
- MTC runs the Tourist Information Centre in the Town Hall which greets over 20,000 visitors a year.

### 2.1.8. Buses

- WC subsidises bus services in the town and to neighbouring towns. MTC is not involved.

## 2.2. MTC Boundary Map

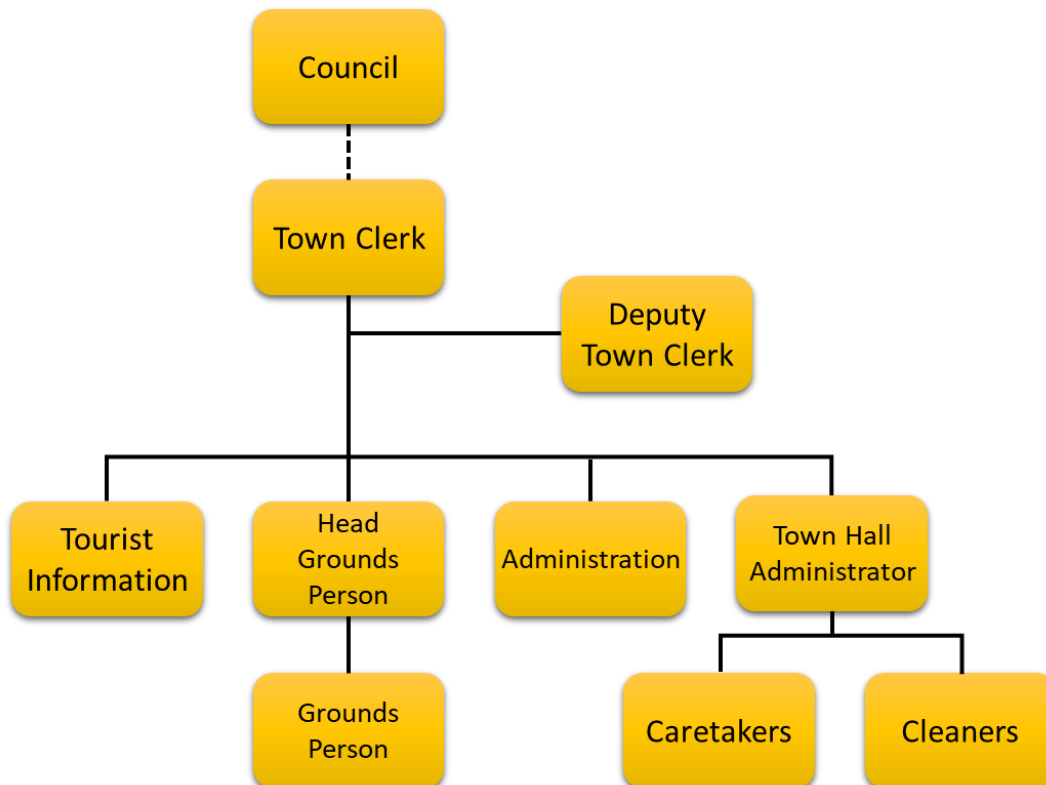
Malmesbury is divided into 4 wards



Ward	Number of elected Councillors
Malmesbury South Ward	2
Malmesbury West Ward	7
Malmesbury North Ward	6
Malmesbury Backbridge Ward	2

### 2.3. Staff Structure

The Town Council currently employs ten staff on a mix of full and part time contracts (equating to around 7 full time equivalent staff). Bank staff are used to cover periods of absence. The current staffing structure is shown below. The Council's officers and staff routinely manage activities on a day-to-day basis, ensuring the delivery of services to residents and visitors.



Malmesbury Town Councillors are unpaid and receive no allowance for their duties. The Mayor is given a small allowance to help meet the expenses involved in fulfilling the mayoral duties.

### 2.4. Governance

MTC seeks to be a professional, competent and caring Council which is open and accountable in all it does to ensure the sound financial management of Town Council resources.

**MTC aims to**

- Be well-informed about the needs and opinions of the town's residents and businesses by communicating and, where appropriate, consulting on major issues.
- Improve services to the public by encouraging councillors to develop their skills, by undertaking appropriate training.
- Maintain financial prudence and effective financial management.
- Apply relevant current legislation and properly anticipate and prepare for changes in legislation.
- Work effectively with Wiltshire Council and other public agencies (such as the Emergency Services, Police, Environment Agency, NHS).
- Maintain and operate effective emergency and flood plans.
- Maintain an appropriate committee and decision-making structure. (The current committee structure, with the key responsibilities of each committee, is shown in Appendix B).
- Ensure councillors are given the opportunity to keep abreast of new opportunities and policy.
- Be a good and fair employer by providing fulfilling work, training and other appropriate professional development opportunities and conditions for its staff.
- Promote relevant public participation in all Town Council meetings and initiatives.
- Deal with enquiries and fault reports from members of the public speedily and efficiently.
- Be an effective custodian of the Council's property and documents.
- Maintain positive relationships with the public and with non-statutory organisations that provide services in the town (for example, the Town Team, Heals, Malmesbury Food Bank, Malmesbury Community Transport, Residents' Association, Conservation Group, Athelstan Museum, River Valleys Trust and sporting and leisure groups).

## 2.5. Communication

MTC will work to provide effective channels of communication to all members of the community. Including, but not limited to:

- Maintaining a useful and engaging Town Council website
- Using other methods of distribution for Town Council news, such as newsletters, local press (Mayor's column), and an appropriate use of social media.
- Providing an opportunity at each Town Council meeting for relevant public questions and comments.
- Making the Town Council Business Plan and supporting documentation available on the Town Council website.
- Presenting Town Council activities to electors at the Annual Town Meeting.

- Inviting representatives of external organisations to address the Council on key matters of interest and maintaining open communication with other statutory and voluntary bodies, businesses, residents and other stakeholders as appropriate, to facilitate coordinated effort.
- Appointing representatives to appropriate external organisations and committees.
- Attending relevant conferences and meetings.

### 3. A Vision for Malmesbury

Our vision is that Malmesbury is a successful, vibrant, inclusive, and sustainable town, which is a great place to live, grow up, work, do business and visit.

Headline objectives for MTC to deliver on this vision are provided in the following categories:

#### 3.1. Environment and Climate

- Delivering our services in a sustainable way that protects the local environment and supports long-term ecological health.
- Maintaining our green spaces and surrounding rivers to reduce flood risk, protect natural habitats, and provide amenities for the health and wellbeing of the whole community.

#### 3.2. Transport and Highways

- Making best use of modern transport strategies to reduce congestion and support ease of travel across (and around) the whole town.
- Encourage safe walking and cycling – active travel – In town and surrounding area
- Links to larger towns and cities and other transport networks
- Promote sustainable transport (EV charging, cycling infrastructure)

#### 3.3. Business and the Economy

- Delivering the services that are the Town Council's responsibility efficiently and effectively taking account of available resources.
- Supporting and promoting the success of existing and potential retailers, producers and service providers - big and small - based in Malmesbury working in partnership with the Town Team.
- Working to make Malmesbury a great destination and experience for local, national and international visitors.

### 3.4. Community Wellbeing

- Providing a democratic, fully representative, and representational voice for the community and promoting and representing the community's views and aspirations.
- Make best use of all the Town and Wiltshire Council owned or funded buildings and resources in Malmesbury.
- Supporting, encouraging and assisting local community and voluntary organisations to thrive.
- Helping the community shape its future, sustain and administer the Neighbourhood Plan, and allocate as usefully as possible the Community Infrastructure Levy that new developments in Malmesbury will contribute.
- Actively supporting the inclusion of every Malmesbury resident in community life.

### 3.5. Cultural support and development

- Promoting the historic and cultural heritage of Malmesbury and using its influence to help safeguard its unique identity and its natural and built environment.
- Seeking and securing the best possible provision of services and investment from Wiltshire Council and other publicly funded delivery bodies, responding actively and appropriately to the devolution of services to the Town Council where this has benefit and can be supported on a sustainable basis.
- Helping to create a socially inclusive, sustainable, healthy, vibrant, and caring community which embraces all its residents, neighbours and visitors and which seeks to develop well-being, knowledge, understanding and mutual co-operation.

## 4. Finance

### 4.1. Overview

MTC is mainly funded by the residents of Malmesbury through what is known as the 'precept'. This is levied by MTC and collected on its behalf by Wiltshire Council as part of the Council Tax bill. In the ordinary course of events and subject, of course to Government policy, this precept is expected to increase by around the rate of inflation each year.

In addition, MTC generates revenue through its own activities, for example hire charges at the Town Hall, sales at the Tourist/Town Information Centre and a contribution from running the cinema. It will also receive Community Infrastructure Levy funding as new developments in the town are completed.

To ensure that it is a sustainable and secure organisation MTC allocates, maintains and manages a sufficient level of reserves. It has a well-developed Reserves Policy, which will be updated from time to time.

It is an inescapable fact that the overwhelming proportion of MTC's expenditure is allocated to supporting continuing activities. This means that any new activities or facilities which require additional spending will either replace an existing activity or be funded from reserves or an increase in the precept

Having a clear vision and objectives will help us use and develop our financial resources, and make essential decisions, as effectively as possible

### 4.2. Precept Income

As housing development delivers more households in Malmesbury, the precept received by the Town Council will increase to provide support for the increase in population. An annual increase to the precept is also likely as the Council needs to cover inflationary cost increases in goods and services. By forecasting future precept flows, expenditure associated with continuing activities can be controlled to ensure the financial integrity of the Council.

<b>Precept Income</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>
Precept per household	£244.04	£255.86	£260.98	£266.20
Precept inflation increase			2%	2%
New Band 'D' Households			21	0
Total Households	2346	2350	2371	2371
Precept Income	£572,454	£601,253	£618,785	£631,160

*Three-year precept forecast based on approved housing developments and inflation assumptions*

### 4.3. CIL Income

The Community Infrastructure Levy (CIL) is a charge levied by local authorities on new development in their area. It is an important tool for local authorities to use to help them deliver the infrastructure needed to support that development.

House development in Malmesbury results in significant CIL payments, of which MTC receives 25% and Wiltshire Council receives 75%.

CIL income is received in one-off payments, which are subject to restrictions in how they can be spent. In general, CIL income must not be used for continuing activities (i.e. running costs) but should instead be used *‘to support the development of the local area by funding*

- a) *The provision, improvement, replacement, operation or maintenance of infrastructure; or*
- b) *Anything else that is concerned with addressing the demands that development places on an area.’*

CIL funding is lost if it is not used within 5 years of receipt, so it is important for MTC to carefully plan development opportunities that utilise 100% of the CIL funding available to the greatest benefit of the community.

Development Location	Planning Reference	New Houses	Forecast				Total
			2023/24	2024/25	2025/26	2026/27	
Backbridge Farm	16/06401/FUL	201		58,596			58,596
Land at Filands Road	PL/2023/00958	132		79,383	185,228		264,611
Punters Farm	PL/2023/09930	21			11,514	13,433	24,947
Park Road A	PL/2023/05471	26		16,248	54,161		70,409
<b>Total</b>				<b>154,228</b>	<b>250,903</b>		<b>418,563</b>

*Historic (unspent) and forecast CIL income*

The Town Council is opposed to other on-going development applications, which, should they be approved, would result in further CIL payments.

### 4.4. S106 Income

Section 106 agreements are legal agreements between a planning authority (Wiltshire Council) and a developer, or undertakings offered unilaterally by a developer, that ensure that certain extra works related to a development are undertaken.

S106 payments usually relate to specific projects agreed between the planning authority and the developer, and as such will not form part of this plan. However, MTC will endeavour to take part in, and influence any such agreement to

maximise funds available and ensure the agreements offer real benefit to the community.

#### 4.5. Earmarked and General Reserves

The Town Council holds reserve funds of around £400,000 to withstand unexpected events while continuing to deliver services to the community.

A portion of the reserves are 'earmarked' for specific purposes such as the replacement of equipment with an uncertain lifetime. Earmarked reserves may be increased each year up to a maximum value to match the increased level of risk that the intended expenditure will occur.

## 5. 2026/27 Development Objectives

This section describes high priority projects from Appendix A are primary candidates for development in 2026/27.

Development responsibility can be assigned to a committee or working group, but summary progress will be reviewed at Full Council meetings.

### 5.1. Take Riverside into MTC Ownership

Wiltshire Council and MTC are working to agree an MoU, which will outline an intention for MTC to complete an outright purchase of the building within a two-year period. we will work with Wiltshire Council, and other parties, to develop a funding solution that supports this acquisition and secures the long-term availability of this facility for community activity.

In parallel with the fund-raising activity, MTC will develop an operational model for Riverside that provides a sustainable future for its use by the local community.

This project is delegated to the **asset acquisition working group**, reporting to **Full Council**.

### 5.2. Develop Parkland Amenities

The Town Council will seek to develop and exploit opportunities to improve parkland amenities.

A funding campaign may be required to reduce the financial burden on MTC.

Specific projects will need to consider ongoing costs, as well as the operational aspects of management and maintenance of the land. This is likely to require partnership arrangements with one or more local organisations.

This activity is delegated to the **asset acquisition working group**, reporting to **Full Council**.

### 5.3. Market Cross power supply

For community events in the centre of town such as Late-Night Shopping, the Market Cross is often the focal point for food outlets, which require significant power for commercial cooking equipment. In the past we have relied on the generosity of local retailers to allow electrical connections, but even with this support, events have been restricted by the lack of available power.

Installing a cabinet in the Market Cross area with a dedicated power supply for community events will allow existing events to expand their offering and will open the possibility of new events being held in the future.

This project is delegated to the **Town Hall & Facilities** committee.

#### 5.4. Community engagement strategy (research & survey etc.)

Developing a comprehensive community engagement strategy based on existing census data and enhanced with targeted surveys and further research will inform all aspects of MTC engagement with all stakeholders in the community.

This activity is delegated to **CE&TP**

#### 5.5. Skate Park and Pump Track

A Community Interest Company (CIC) was formed by Malmesbury residents in 2024 with the aim of developing and managing Community Park facilities in the Town. The planned outdoor facilities would include:

- A skate park
- A pump track (cycling track)
- A Multi-Use Games Area (MUGA)

The Town Council has already engaged with the Malmesbury Community Park group to support this exciting and valuable community facility.

The aim of this project is to continue this work leading to the realisation of the skate park and pump track in 2026/27, and the MUGA as a phase II project afterwards.

This project is delegated to the **Community Park working group**, reporting to the **Town Hall & Facilities committee**.

#### 5.6. Town signage overhaul

An audit of signage throughout Malmesbury was commissioned by the Town Team in early 2024 for Malmesbury's Heritage Signage Project (HSP). The report highlighted several issues, including (but not limited to) instances where signs are faded to a point they can no longer be read, are broken, slanted, missing or overgrown, or in some cases are just poorly positioned. It was also noted that the style of signs can be inconsistent, suggesting installation has evolved rather than being planned.

The conclusion of the audit was that a more detailed audit should be conducted, leading to an update plan that will deliver a consistent, modern (but sympathetic) style of signage that will lift the look of the Town, and provide a template for future development.

This project is delegated to the **Policy & Resources committee**.

## Appendix A Candidate development projects for future consideration

This appendix contains a non-exhaustive list of candidate developments projects that support the Town Council vision for Malmesbury. The annual business planning process will involve a full review of this list and a selection of priority projects that are earmarked for delivery in the coming year. Selected projects are listed as annual objectives in section 5 of this document.

Each project is assessed for its contribution to the key areas of the Town Council Vision for Malmesbury:

1. Environment and Climate
2. Transport and Highways
3. Business and the Economy
4. Community Wellbeing
5. Cultural support and development

<b>Project</b>	<b>Criticality (1 - 4)</b>	<b>Time to deliver</b>	<b>Cost Range</b>	<b>#Residents that benefit</b>	<b>Resourcing</b>	<b>Start now?</b>	<b>Who?</b>	<b>Relevant vision statements</b>
<b>Take Riverside into MTC Ownership</b>	4	1 yr	500 - 600k	1000's	High	Yes	FC + Asset Acquisition	3, 4, 5
<b>Develop Parkland Amenities</b>	4	6 mths	£100k	1,000's	Medium	Ongoing	FC + Asset Acquisition	1, 3, 4, 5
<b>Market Cross power supply</b>	4	3 mths	£20k	1,000's	Medium	Ongoing	TH&F	3. 5
<b>Community engagement strategy (research &amp; survey etc.)</b>	4	1 yr	?	1,000's	High	Yes	CE&TP	4, 5
<b>Skate Park and Pump Track</b>	3	2 yrs	£1m	Young people	High	Ongoing	TH&F + WG	4, 5

<b>Project</b>	<b>Criticality (1 - 4)</b>	<b>Time to deliver</b>	<b>Cost Range</b>	<b>#Residents that benefit</b>	<b>Resourcing</b>	<b>Start now?</b>	<b>Who?</b>	<b>Relevant vision statements</b>
<b>Land at Park Lane</b>	3	1 yr	£120k	100's	High	Yes	FC + Asset Acquisition	1, 2, 3, 4, 5
<b>EV Charging Points</b>	3	3 yrs	?	1,000's	Medium	No	P&E	1, 2, 3
<b>Town Signage</b>	2	3 yrs	£50k	1,000's	Low	Ongoing	P&R + WG	2, 3, 5
<b>Town Hall theatre development</b>	2	2 Yrs	£150k	100's	High	No	TH&F	3, 4, 5
<b>Asset transfer options</b>	2	3 yrs	£100k	?	Low	No	P&R	1, 3, 4, 5
<b>Station Yard Development</b>	2	6 mths	£20k	1,000's	Low	No	P&R then TH&F	1, 4, 5
<b>Jubilee gardens</b>	2	1 yr	£30k	100's	Medium	Yes	P&R then TH&F	4, 5
<b>Cloister Gardens</b>	2	1 yr	£20k	1,000's	Low	No	FC +WG	4, 5
<b>Bird Cage walk/Market Cross (area)</b>	2	2 yrs	£20k	1,000's	Medium	Ongoing	FC +WG	1, 4, 5
<b>Chapel refurbishment</b>	1	1 yr	£25k	Low	Medium	No	Burial	3, 4, 5
<b>Engage with non-MTC Malmesbury development</b>	1	3 yrs	?	?	Low	Ongoing	Needs allocation	3
<b>Relocate football club, support development of sports facilities across Malmesbury</b>	1	3 yrs	?	1,000's	Medium	Ongoing	Football: P&R	4, 5

## Appendix B Committee Responsibilities and Objectives

This appendix requires further review by Council members to update the responsibilities and objectives for each committee. The current committee descriptions are taken from Standing Orders. They do not show Committees' more formal governance rules.

Committees described in this section are:

- Full Council
- Policy and Resources
- Planning and Environment
- Town Hall and Facilities
- Community Engagement and Town Promotion
- Burial

When complete and approved the MTC Business Plan will be published by the Town Council

## B1 Full Council

### B1.1 Overview

Full council overview description.

### B1.2 Objectives and Responsibilities

Objectives	Responsibilities
<ul style="list-style-type: none"><li>• To deliver the services that are the Town Council's responsibility efficiently and effectively taking account of available resources.</li><li>• To agree the Precept and make such financial decisions as are in the best interests of council taxpayers.</li><li>• Formally to deal with accounting and legal matters as required by legislation.</li><li>• To nominate a Mayor, Deputy Mayor and membership of Council committees.</li><li>• To administer a structure of and resources for standing committees and to consider the adoption of recommendations from those committees.</li><li>• To be an effective custodian of the Council's property and documents.</li><li>• To maintain positive relationships with the public and with organisations that provide services in the town.</li></ul>	<p>The following matters shall be reserved for decision by the Council itself, but the appropriate committee(s) may make recommendations for the Council's consideration:</p> <ol style="list-style-type: none"><li>1. Agreeing the Precept</li><li>2. Borrowing money</li><li>3. Making, amending or revoking Standing Orders, Financial Regulations Duties and Powers and proper office provisions</li><li>4. Making, amending or revoking bye laws</li><li>5. Making of Orders under any statutory powers</li><li>6. Important matters of principle or policy that have been referred directly by committees or officers</li><li>7. Nomination or appointment of representatives of the Town Council on any authority, organisation or body (except approved conference or meetings).</li><li>8. Prosecution or defence in a court of law</li><li>9. Nomination or appointment of representatives of the Town Council to any enquiry on matters affecting the town</li></ol>

Objectives	Responsibilities
<ul style="list-style-type: none"> <li>• To provide a democratic and representational voice for the community and promoting and representing the community's views and aspirations.</li> <li>• To encourage interaction with and input from residents through opportunities for relevant public questions at Town Council meetings.</li> <li>• To make the Town Council Business Plan and other statutory and financial documents available on the Town Council website.</li> <li>• To hold an Annual Meeting at which electors can hear about the Council's work in the previous year.</li> <li>• To invite representatives of external organisations to address the Council.</li> <li>• To elect Councillors as members of external organisations to receive information on and influence their activities.</li> <li>• Communicate with other statutory and voluntary bodies, businesses, residents and other stakeholders as appropriate, to facilitate coordinated effort.</li> <li>• To deal with enquiries and fault reports from members of the public speedily and efficiently.</li> <li>• To secure the best possible provision of services and investment from Wiltshire Council and other publicly funded delivery bodies, responding actively and appropriately to the devolution of services to the Town Council where this has benefit and can be supported on a sustainable basis.</li> </ul>	<ol style="list-style-type: none"> <li>10. To receive and adopt the Annual Accounts</li> <li>11. To receive and sign off the Annual External Audit and return</li> <li>12. To receive reports referred to the Town Council from the various committees, or members of the Town Council.</li> <li>13. To set up Working Groups as necessary</li> <li>14. To authorise the sealing of various documents with the Common Seal</li> <li>15. To select the Town Mayor and Deputy Town Mayor</li> <li>16. To confirm the schedule of meetings of the Town Council and Committees for the ensuing year.</li> <li>17. To receive petitions and deputations from members of the public or any organisations.</li> <li>18. Any other matters not delegated to a committee or referred to the Town Council by a Committee.</li> </ol>

<b>Objectives</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• To help make the best use of all the Town and Wiltshire Council owned or funded buildings and resources in Malmesbury.</li><li>• To update and operate the Town's Emergency Plans.</li></ul>	

## B2 Policy and Resources

### B2.1 Overview

The Policy and Resources Committee meets monthly and manages the Town Council's budget to ensure that expenditure is authorised and income collected. The Committee is responsible for preparing and recommending policies to be adopted by the Town Council and commenting upon existing policies.

### B2.2 Objectives and Responsibilities

Objectives	Responsibilities
<ul style="list-style-type: none"><li>• To authorise or recommend budget and expenditure that delivers value for residents while ensuring the Council's financial health.</li><li>• To allocate judiciously the Community Infrastructure Levy monies received from new development for the benefit of the Town.</li><li>• To support the work of the other Town Council committees by providing appropriate and timely knowledge, expertise, guidance and co-ordination.</li><li>• To recommend new and amended policies for the best financial operation and governance of the Council.</li><li>• To be responsible through the Personnel Panel for all personnel issues affecting staff and the recruitment of staff.</li><li>• To help the Town Council be a good and fair employer by providing fulfilling work, training and other appropriate professional development opportunities and conditions for its staff.</li></ul>	<ol style="list-style-type: none"><li>1. Approve payments and receipt accounts.</li><li>2. Approve special urgent items of expenditure not included in the approved budget, to be limited to £2,000.</li><li>3. Sanction expenditure within the approved budget in relation to the repair and maintenance of Council property up to the value of any contingency sum allocated in the budget.</li><li>4. Monitor income and expenditure within the agreed budget estimates approved by the Town Council and make necessary recommendations to the Town Council.</li><li>5. Approve Service Level Agreements.</li><li>6. To respond to consultation documents and projects generated by other organisations (unless the nature of the consultation falls directly within the operational remit of another committee).</li><li>7. Crime Prevention and Community Safety</li></ol>

Objectives	Responsibilities
<ul style="list-style-type: none"> <li>• To consider requests for Community Grants.</li> <li>• To authorise expenditure on Council-owned property including the Town Hall, Market Cross and Flying Monk Playing Field.</li> <li>• To inform residents through a useful and engaging Town Council website and to exploit other methods of distribution of Town Council news, such as newsletters and social media.</li> </ul>	<ol style="list-style-type: none"> <li>8. To make grants in accordance with agreed Town Council policy and within the approved budget</li> <li>9. Communication and website</li> <li>10. Flying Monk Playing Field</li> <li>11. Market Cross</li> <li>12. Recommending new policy and amendments to existing policies to the Town Council</li> <li>13. Recommending amendments to Standing Orders or Financial Regulations to the Town Council.</li> <li>14. Consider and, if deemed appropriate, approve requests submitted by other committees for virement between approved budget headings.</li> <li>15. To be responsible through the Personnel sub-committee for all personnel issues affecting staff and the recruitment of staff. The sub-committee shall contain both male and female members of Council.</li> </ol>

## B3 Planning and Environment

### B3.1 Overview

The Planning and Environment Committee meets every three weeks or when deemed necessary to consider all planning applications made in respect of premises or land within the town of Malmesbury and those applications made within the surrounding area which may have a major impact upon the town. Comments from the Committee are submitted to Wiltshire Unitary Council as part of their consultation process. The aim is to use Planning Law, Policy and Periodic Planning Guidance notes to preserve and enhance the town's character whilst encouraging its commercial and social vitality. It will also consider the content of the Neighbourhood Plan.

### B3.2 Objectives and Responsibilities

Objectives	Responsibilities
<ul style="list-style-type: none"><li>• To safeguard and enhance Malmesbury's unique built environment and character and the amenity of residents by investigating and reviewing and where relevant commenting to Wiltshire Council on planning applications and planning matters.</li><li>• To liaise with other Town and local bodies as required.</li><li>• To monitor the application of the adopted Neighbourhood Plan to maintain its protection against unwanted developments and take action to sustain the Plan when necessary.</li><li>• To oversee the maintenance and where possible improvements to the safety, condition of and cleanliness of Malmesbury's roads, streets, street furniture and footpaths by directing Town Council action and liaising with Wiltshire Council.</li></ul>	<ol style="list-style-type: none"><li>1. Comment on all planning applications received for Malmesbury or impacting upon the town.</li><li>2. To comment on behalf of the Council on all planning matters including Local Plans, Structure Plans, Mineral Plans, Waste Plans, regional Plans and any other Plans or Studies as considered appropriate.</li><li>3. Highway and traffic matters.</li><li>4. Matters which generally affect the built or rural environment of the town.</li><li>5. To report to the relevant authorities any breach of planning within the Conservation Areas.</li><li>6. To recommend policies to Council on all matters affecting traffic management, public transport, flooding and emergency environmental issues.</li></ol>

Objectives	Responsibilities
<ul style="list-style-type: none"> <li>• To suggest street names to developers.</li> </ul>	7. Bus Shelters and Street Furniture
<ul style="list-style-type: none"> <li>• To seek improvements to road and pedestrian traffic flows and to reduce the impact of heavy vehicles.</li> </ul>	8. Street naming
<ul style="list-style-type: none"> <li>• To work for the best achievable parking and public transport arrangements for the Town.</li> </ul>	
<ul style="list-style-type: none"> <li>• To protect the Town through projects and process concerning environmental matters including flooding and public health.</li> </ul>	

## B4 Town Hall and Facilities

### B4.1 Overview

The Town Hall and Facilities Committee meets regularly throughout the year and is responsible for overseeing the management of the Town Hall and other facilities owned or operated by the Town Council. The committee is authorised to set such charges as thought necessary subject to the decision not having a detrimental impact upon the agreed projected level of income included within the approved budget.

### B4.2 Objectives and Responsibilities

Objectives	Responsibilities
<ul style="list-style-type: none"><li>• To secure suitable grounds maintenance of those open spaces and play areas owned or managed by the Town Council and monitor the performance.</li><li>• To ensure adequate general maintenance of play equipment at all existing play areas that are managed or owned by Council.</li><li>• To monitor the regular cleaning of the Town Hall and ensure that regular maintenance is undertaken within the agreed budget.</li><li>• Regularly assess the use of the Town Hall and review the charging policy and conditions of hire.</li><li>• To meet with Movies @ Malmesbury and other similar groups to ensure that services provided are in accordance with the objectives of the Town Council.</li><li>• To advise the Planning and Environment Committee and Wiltshire Council on any identified requirements for additional or improvements to existing play facilities.</li></ul>	<ol style="list-style-type: none"><li>1. Management of local amenities such as open spaces, town hall, and playgrounds, excluding the cemetery.</li><li>2. Maintenance and development of assets to meet the needs of hirers and the Town Council.</li><li>3. Accessibility, safety, and environmental sustainability of assets and amenities.</li><li>4. Support Town Council events, community events, and projects led or sponsored by the Council.</li><li>5. Implement the approved budget of the Committee, and, following recommendation from the mayor, prepare a budget for the subsequent year for presentation to the Policy and Resources Committee.</li></ol>

Objectives	Responsibilities
<ul style="list-style-type: none"> <li>• Prioritise the development of assets according to need and available resources.</li> </ul>	

## B5 Community Engagement and Town Promotion

### B5.1 Overview

The Community Engagement and Town Promotion Committee meets regularly throughout the year and is responsible for overseeing the Town Council involvement in the promotion of the town and community events.

### B5.2 Objectives and Responsibilities

Objectives	Responsibilities
<ul style="list-style-type: none"> <li>• To enhance the appearance of the Town by organising floral displays including the Malmesbury in Bloom competition.</li> <li>• To support and promote the success of retailers, producers and service providers based in Malmesbury and encourage the work of the Town Team.</li> <li>• To promote the historic and cultural heritage of Malmesbury and its surroundings.</li> <li>• To promote and make Malmesbury a great destination and experience for residents and national and international visitors and tourists.</li> <li>• To organise community events for the enjoyment of residents and visitors.</li> </ul>	<ol style="list-style-type: none"> <li>1. To help to create a socially inclusive, sustainable, healthy and caring community which embraces all its residents, and which seeks to develop their well-being, knowledge, understanding and mutual co-operation.</li> <li>2. To organise and administer the Malmesbury in Bloom competition and other similar events for which budgetary provision has been approved.</li> <li>3. To secure by competition an annual contract to supply plants and other adornments related to floral displays within the town centre.</li> <li>4. To work with other organisations to promote tourism for the benefit of Malmesbury</li> </ol>

Objectives	Responsibilities
<ul style="list-style-type: none"> <li>To maintain the Tourist Information Centre to provide information and advice to residents and visitors</li> <li>To encourage and support local community and voluntary organisations.</li> </ul>	<ol style="list-style-type: none"> <li>To work with other organisations to support and encourage the economic vitality of the town</li> <li>To seek to ensure that all sectors of the community are engaged in leisure and other activities promoted or organised by the Town Council</li> </ol>

## B6 Burial

### B6.1 Overview

The Burial Committee meets quarterly unless otherwise required and is responsible for overseeing the management of Malmesbury Cemetery, including the Chapel and Lodge within the approved annual budget. The committee is authorised to set burial charges as well as hire charges for the Chapel and Lodge.

### B6.2 Objectives and Responsibilities

Objectives	Responsibilities
<ul style="list-style-type: none"> <li>Set burial/cremation fees at a level that maximises the return to the Council</li> <li>Maintain the Cemetery as a safe and sympathetic environment all year round for interment services and visitors</li> <li>Maintain the Cemetery as an environment that supports wildlife, promotes biodiversity, and favours the use of natural materials</li> </ul>	<ol style="list-style-type: none"> <li>Directing the operation of the Cemetery in compliance with legal regulations ensuring the safety, dignity, and ongoing use of the facilities.</li> <li>To ensure that the Clerk has effectively documented procedures in place to take day to day operational decisions on the management of the cemetery. Procedures will include</li> <li>Keeping records of all burials and interment of ashes and their locations.</li> </ol>

Objectives	Responsibilities
<ul style="list-style-type: none"> <li>• Ensure that facilities at the Cemetery are fit for purpose to support activities undertaken by all users</li> <li>• Maintain the structural integrity of the Cemetery Chapel</li> </ul>	<ol style="list-style-type: none"> <li>4. Liaising with funeral directors appertaining to all interments.</li> <li>5. Facilitating the purchase of plots</li> <li>6. Preservation of gravestones and grounds including trees.</li> <li>7. To review the procedures and fees annually.</li> <li>8. To determine how to spend money within the budget of the Burial Committee on projects agreed by the Committee and where necessary, by P&amp;R.</li> </ol>