

Malmesbury Town Council

Minutes of the
Full Council Meeting
Held via Zoom on **Tuesday 16th June 2020** at 7.00pm.

PRESENT: Mayor Councillor C M Ritchie

Councillors: S D'Arcy, C Doody, J M Exton, P Exton, L G Grant, C Hardwick, W Jones, K Power, D Rogers, P Smith, F Vandelli

MAYORS ANNOUNCEMENTS

Mayor Ritchie welcomed Councillor J Exton back to the Council meeting. He also reported that he had formally thanked both Calcot Manor and the drivers involved for their contribution to the recent meals' delivery service.

- 1. DECLARATIONS OF INTEREST:** None.
- 2. APOLOGIES:** None
- 3. PUBLIC QUESTION TIME:** There were no public questions
- 4. To receive and adopt the Minutes of the Full Council Meeting held on the 21st April 2020.**

Resolved the Minutes of the Full Council Meeting held on the 21st April 2020 were received and adopted as a true record.

Proposed: Cllr Ritchie **Seconded:** Cllr Grant

- 5. To receive and adopt the Minutes of the Full Council Meeting held on the 19th May 2020.**

The Town Clerk reported that the 6 laptops would be delivered on Friday 19th June. He also reported that the advertisement for the Councillor vacancy had been posted with a closing date of July 3rd.

Resolved the Minutes of the Full Council Meeting held on the 19th May 2020 were received and adopted as a true record.

Proposed: Cllr P Exton **Seconded:** Cllr Grant

- 6. To receive and adopt the Minutes of the Extra-ordinary Policy and Resources Committee Meeting held on the 11th March 2020**

Resolved the Minutes of the Extra-ordinary Policy and Resources Committee held on the 11th March 2020 were received and adopted as a true record.

Proposed: Cllr Jones **Seconded:** Cllr Grant

7. To receive and adopt the Minutes of the Policy and Resources Committee Meeting held on the 1st April 2020

Resolved the Minutes of the Policy and Resources Committee Meeting held on the 1st April 2020 were received and adopted as a true record

Proposed: Cllr Jones **Seconded:** Cllr P Exton

8. To receive and adopt the Minutes of the Planning and Environment Committee Meetings held on the 14th April and the 12th May 2020

The April meeting had been a short meeting. The May meeting had a presentation on the 20mph zone, considered several planning applications which have mostly been accepted by Wiltshire Council, considered the need for the tree warden who will be continuing on a voluntary basis

Resolved the Minutes of the Planning and Environment Committee Meetings held on the 14th April and 12th May 2020 were received and adopted as a true record

Proposed: Cllr P Exton **Seconded:** Cllr Jones

9. To receive and adopt the Minutes of the Community and Town Promotions Committee Meeting held on the 24th March 2020

This was an extra meeting to apportion the remaining funds of £500 to the Town Team to produce the Town Guide

Resolved the Minutes of the Community and Town Promotions Committee Meeting held on the 24th March were received and adopted as a true record

Proposed: Cllr Vandelli **Seconded:** Cllr Power

10. To receive and adopt the Minutes of the Burial Committee Meeting held on the 19th February 2020

This meeting reviewed the income and expense position which is fine, considered the work needed to bring the cemetery buildings up to scratch, to create a new storage area and then renovate the chapel, to review the cemetery regulations particularly with regard to the management of headstones, drainage needs by the hedge area, refurbishment of the toilets and the new cemetery software. Work on improved vehicle access and extension of space is on hold. Amalgamating the two bank accounts is work in progress. The current Covid 19 crisis has had an impact on the environmental management plan

Resolved the Minutes of the Burial Committee Meeting held on the 19th February 2020 were received and adopted as a true record

Proposed: Cllr Smith **Seconded:** Cllr Jones

11. To receive and adopt the Minutes of the Town Hall and Facilities Committee Meeting held on the 27th May 2020

Thanks were given to Cllr D'Arcy and the Town Hall Administrator for their work on ensuring the Town Hall could be re-opened in a safe way. The Committee members were also thanked for the guidance and advice given on PPE, screens etc needed to maintain a safe environment within the Town Hall. It was recorded that the use of the Town Hall for the meals delivery provision has been an exemplary use of a civic building and appreciation was expressed of the work of all the Town Hall staff in the provision of this service.

Resolved the Minutes of the Town Hall and Facilities Committee Meeting held on the 27th May 2020 were received and adopted as a true record

Proposed: Cllr Grant **Seconded:** Cllr Vandelli

12. To consider and note the Internal Audit Report for 2019/20

The Town Clerk reported the improvements that had been made in the last year in both financial controls and the banking process and this was recognised in the report. Councillors congratulated both the Town Clerk and the Deputy Town Clerk on the improvements that had taken place in the last 12 months.

The Town Clerk explained the current position with the Risk Register and suggested it should be revisited systematically twice a year at the Policy and Resources Committee Meetings.

Resolved: That the risk register should be a standing item twice a year for review at the Policy and Resources Committee Meetings

Proposed: Cllr Ritchie **Seconded:** Cllr Jones

Resolved: To recognise the progress marked in the Internal Audit report particularly the work of the Town Clerk and the Deputy Town Clerk

Proposed: Cllr Ritchie **Seconded:** Cllr Grant

14. To agree the assertions and sign the Governance Statement of the 2019/20 Annual Governance and Accountability Return

The Deputy Town Clerk instructed that this point should be considered before Item 13 on the Agenda.

The Town Clerk explained the portion of the form relevant for the Council which if approved would be signed by the Mayor.

Resolved: To say Yes to Points 1-8 on the form

Proposed: Cllr Grant **Seconded:** Cllr Vandelli

13. To approve the Accounting Statement of the 2019/20 Annual Governance and Accountability Return

The Town Clerk explained the importance of the Accounting Statement as a summary of the income and expenditure for the year. The Deputy Town Clerk stated production of the statement had been a more straightforward process this year as the figures had been produced from the financial system.

A question was raised on the fixed assets portion of the return and it was explained that a re-evaluation had not been undertaken this year.

Resolved: To approve the Accounting Statement of the 2019/20 Annual Governance and Accountability Return

Proposed: Cllr Grant **Seconded:** Cllr Jones

15. To receive verbal updates on the Covid 19 Partnership work from the Mayor and Town Clerk and consider further funding support for HEALS.

The Town Clerk updated the Council on the opening of the Jackdaws café as a takeaway on Monday 15th June which went well, and the opening hours have already been extended to 9am – 4.30pm.

PPE and Sanitisers have been ordered and installed.

The toilet in Cross Hayes is on track to be open at the end of June as a contactless facility.

Resolved: The Chairs of the Town Hall and Facilities Committee and the Community and Town Promotions Committee to meet to agree which Committee will be responsible for the Cross Hayes Toilets.

Proposed: Cllr Ritchie **Seconded:** Cllr Power

A discussion followed over the extension of support to the Jackdaw café.

Resolved: To extend the rent review period for the Jackdaw café until the end of July

Proposed: Cllr Jones

Seconded: Cllr Smith

Cllr Ritchie updated the Council on the work of the MTC/ HEALS partnership work as outlined in his report. This has stabilised but calls to the helpline indicate there is still a need for support. Meals delivery service will change now that Calcot Manor have withdrawn from the service. but they have made a significant contribution providing 1850 free meals to Malmesbury residents.

The Council contributed £5k to staff costs for HEALS up to the end of June. Demand has increased and with the economic impact of Covid 19 it is anticipated this will continue. It is proposed to maintain the work of the partnership over the next three months by allocating £3k to cover HEALS staff costs from July 1st to September 30th, to be reviewed at the Policy and Resources Committee Meeting on September 2nd and if required full Council on September 22nd.

It is also proposed that the Mayor writes to thank Calcot Manor on behalf of the Council. Work must continue to encourage Wiltshire Council to release the funding share it has received for lower tier councils to its lower tier councils and also to continue to identify and apply for other grants Malmesbury Town Council may be eligible to receive

Cllr Grant provided an update on the provision of IT equipment for children which should be complete by the weekend and paid tribute to the Co-op for their involvement in this scheme. The next stage will be to look at provision of bikes for families. The hardship fund has raised £17.5k to support individuals in difficulty.

The letter from Malmesbury PCT was noted.

Cllr Grant abstained from the Resolution due to his interest in HEALS of Malmesbury

Resolved: To extend the Partnership with HEALS until September 30th with a further contribution of £3k

Proposed: Cllr Ritchie

Seconded: Cllr P Exton

Resolved: To write to Calcot Manor, to encourage Wiltshire Council to release funds and to continue to pursue grants

Proposed: Cllr Ritchie

Seconded: Cllr J Exton

Cllr Ritchie updated the Council on the work of the Town Team, and the work it is doing to support local businesses through the Covid 19 situation, as outlined in his report. The council noted and recognised the work of the Town Team in providing support to local businesses and noted the success of the Task Force in enabling the safe and welcoming lifting of lock down restrictions on retailers, hospitality businesses and business in general in Malmesbury and the support received from Wiltshire Council.

Attention was drawn to the comments on social media about the changes to parking arrangements and Cllr Ritchie confirmed that more information needed to be communicated in the following 48 hours.

Resolved to recognise the work of the Town Team, and the success of the work to make the High Street a safe environment

Proposed: Cllr Ritchie, **Seconded** Cllr Grant

Cllr Ritchie updated the Council on the upcoming Council events as outlined in his report and commented on the success of the St Aldhelm's Day and the Citizen of the Year.

Resolved: To note and agree the revised event arrangements as proposed in Cllr Ritchie's report

Proposed: Cllr Ritchie, **Seconded:** Cllr Vandelli.

16. To note the outcome of the planning application by Gleeson's at Filands South and consider the immediate implications for Malmesbury's Neighbourhood Plan

Cllr Ritchie informed the council that the Secretary of State is considering calling in the application and that Wiltshire Council is keen to get the review of the planning application completed. Cllr Grant explained the actions being taken within Wiltshire Council to redress the procedures undertaken at their meeting. Cllr Ritchie stated this is a regional/national matter concerning the legality of Neighbourhood Plans. 20 Councils across the County will be involved in a telephone conversation this week to review the implications for the County.

Resolved: To note and consider the implications of the recent planning decisions and the actions being taken to address this

Proposed: Cllr Ritchie **Seconded:** Cllr Grant

17. To receive an update from the Wiltshire Councillor Gavin Grant

Cllr Grant updated the Council on the following Wiltshire Council matters.

- Area Board is continuing to function.
- Cllr Grant has been appointed Chair of the Local Youth Network
- Current financial position of Wiltshire Council
- Current position on Abbey House Gardens
- Ollie Phipps has returned as Community Engagement Manager

The meeting ended at 9.21pm

Date of next Full Council Meeting: **21.7.20**