

Malmesbury Town Council

Minutes of the **Policy & Resources Committee** held on Wednesday 3rd June 2020
commencing at 7.00pm via zoom

Present: Councillors S Darcy, P Exton, L G Grant (Vice-Chair), W R Jones (Chair), K Power,
M Ritchie, P Smith, F Vandelli

Others Present: Gill Davie (Minutes), Richard Spencer Williams (Clerk)

- 1. Declarations of Interest:** There were no declarations of interest
- 2. Apologies for Absence:** None
- 3. Public Question Time:** There were no public questions
- 4. To receive and adopt the minutes of the extraordinary Policy and Resources Committee meeting held on 11th March 2020**

An update was requested on what progress had been made on the tendering process for the Council's IT services given the Covid 19 disruption. The Town Clerk confirmed requests for more detailed information had gone out. Clear responses and a full investigation of these replies needs to take place particularly regarding the cost and viability of internet fibre provision to the Town Hall and cloud-based storage.

Resolved that the minutes of the Policy and Resources Committee held on the 11th March 2020 be received and adopted

Proposed Cllr Jones **Seconded** Cllr Grant

- 5. To receive and adopt the minutes of the Policy and Resources Committee meeting held on the 1st April 2020**

A verbal update on **Abbey House Working Group** was given with Councillor Grant explaining the expressions of interest that had been received and the outstanding offer which might have conservation/planning implications.

Resolved that the minutes of the Policy and Resources Committee meeting held on the 1st April 2020 be received and adopted

Proposed Cllr Jones **Seconded** Cllr Power

- 6. To receive and adopt the minutes of the Policy and Resources Committee meeting held on the 5th May 2020**

This was the appointment of Councillors to serve on the Policy and Resources Committee agreed at the full Council meeting

Resolved that the minutes of the Policy and Resources Committee meeting held on the 5th of May 2020 be received and adopted

Proposed Cllr Jones **Seconded** Cllr Grant

7. To consider the impact of the Covid 19 situation on the Council's budget and agree any consequential amendments or actions (Report No 1)

The Town Clerk provided an overview of the financial position and explained that at the moment the medium to long term position is not clear due to the uncertainty over the income stream. Equally additional costs such as PPE and an amended cleaning regime may need to be considered. It was suggested that spending on Covid 19 related issues should be visible in the accounts so that the impact of these costs could be considered in future decision making. Creation of a Covid 19 cost code was suggested

A discussion took place on how the Council's tenants (Athelstan Players, Football and Boxing Clubs) might be supported and signposting available grants such as Wilts Community Foundation in the first instance was considered to be a good option

An update on the status of the work with HEALS was given along with a separate update on the income and expenditure position within HEALS, including provision of meals, recycling IT kit and help for families with financial difficulties. This included the ongoing operational challenge of trying to replace expected funding this year. HEALS are actively seeking grants to replace this lost income.

The matter of upgrading the Council server was raised, needing attention to ensure business continuity at this time when the operation is very dependent on home working.

The matter of the Lodge tenancy was raised and the need to progress refurbishment work on the Lodge as soon as possible to ensure the rental income.

Resolved that the Town Clerk should instigate the maintenance work needed on the IT server up to a maximum of £2k to ensure continuity of IT service, maintaining consideration of future plans for cloud-based storage after Covid 19

Proposed Cllr Jones **Seconded** Cllr Power

Resolved that the Town Clerk should instigate the maintenance work needed on the Lodge including a new kitchen to make it available for rent at a good commercial rate asap

Action Town Clerk to make clubs aware of the possible grants that could help replace their lost income

8. To consider and agree the Committee's support for Malmesbury and District Community Transport

A request has been received for someone with business experience to work with MDCT to review their current business model, look at future options and produce an

action plan for them. This is not a long-term project. They are just seeking objective help on how best to move forward now.

Resolved that Councillor Grant would be their primary contact and once he has identified what is needed, he will involve Councillor Power if required

9. To consider and agree the Committee's support for the Malmesbury Climate Action Network (including Malmesbury Against Plastics)

Resolved that Councillors Grant, Ritchie and Vandelli would continue as representatives of this Committee with the Malmesbury Climate Action Network.

10. To elect members for the Personnel Committee

Resolved that Councillor Exton would join Councillors Vandelli and Jones on this committee, with Councillor Power as a first reserve.

Proposed Cllr Grant **Seconded** Cllr Vandelli

Action the Town Clerk will set up a meeting of the Personnel Committee.

The meeting ended at 21.02pm

Signed:

Date: