

Malmesbury Town Council

Minutes of the **Policy & Resources Committee** held in Malmesbury Town Hall on Wednesday **4th December 2019** commencing at 7.00pm.

Present: Councillors J E Exton, G Grant (Vice- Chair), K Power, Cllr Ritchie, F Vandelli, P Exton

Apologies: Councillor Jones, Wallace

Other Present: Richard Spencer Williams (Clerk), Claire Mann (Deputy Clerk)

Declarations of Interest: None.

41. APOLOGIES FOR ABSENCE

Councillors Jones, and Wallace

42. PUBLIC QUESTION TIME

There were no public questions.

43. To receive and adopt the minutes of the Policy and Resources Committee held on the 9th October 2019.

Resolved that the minutes of the Policy and Resources Committee held on the 9th October 2019 be received and adopted.

44. To consider renting the Old School Room office to the HEALS charity.(Report 1, Cllr J. Exton)

Cllr J exton gave a report on the request by HEALS of Malmesbury to rent the office in the Old School Room. The Committee considered the implications of renting the room including rental charge, heating, decoration and repair, the electrical works need on the fuse box sited in the room, security, and legal and insurance costs.

Resolved to principally agree to rent the room to HEALS of Malmesbury, subject negotiation and agreement on the matters outlined above.

Resolved for the Town Clerk to investigate and report back to the Committee.

45. To receive and update on the budget position of the Cross Hayes Toilet project. (Report No 2. Town Clerk)

The Town Clerk gave an update on the Cross Hayes toilet refurbishment. Notably the project completion date pivots on the diagnostic work of the electrician on the remedial work needed for the power supply.

The proposed cleaning arrangements were discussed, and the merits of an extended contract for Cross Hayes toilets as well as St Aldhelms mead and Tetbury Hill Cemetery. It was noted that the warranties of the new toilet fixtures ran for one year and that it made good business sense to ensure the toilet provider was involved for this period at least to ensure the new toilet ran effectively, and ensure the satisfactory operation of the electrical fixtures and entry system.

Resolved to commission the services of the toilet provider for the maintenance of the Cross Hayes, St Aldhelms mead and Tetbury Hill Cemetery; and to review this after a one year period.

46. To consider the proposal for the Council to fund a mobile phone for the Town Clerk. (Report No 3. Cllr J. Exton).

Cllr J Exton presented a case, as outlined in Report No. 3, for the Town Clerk to have a mobile phone to support the business needs of the Council and the functions of the Town Clerk. It was noted this was not for personal use.

Resolved to provide a mobile phone for the Town Clerk.

Action Town Clerk

47. To consider the request form the Community and Town Promotions Committee for £1307 for eight new replacement planters for Malmesbury in Bloom 2020 (Report No 4. Town Clerk)

The committee noted the need for new planters and considered the merits of different types of planters.

Resolved to allocate a budget of £2000 (with a target spend of £1500) for the provision of a new set of planters, and to include wooden external containers.

Action Deputy Town Clerk

48. To consider and agree for proposal to Full Council the Annual Budget and Precept for the financial year 2020/21. (Report No 5a and 5b. Town Clerk)

The Committee considered the budget in full and the budget needs for 2020/21.

Resolved to propose to Full Council an increase of 2.5%, with a precept of £457587.

49. Update on the Neighbourhood Plan Review and to consider the membership and Terms of Reference for the Neighbourhood Plan Review Group (Report No 6. Cllr Power)

Cllr Power reported on the case for a Neighbourhood Plan Review, notably the need to ensure the Neighbourhood Plan is robust and remains relevant given the changes in National Planning Framework

Resolved for the Town Clerk to contact Wiltshire Council to make arrangements for drawing up a 'statement of agreement /common ground'.

Resolved to propose to Full Council to form a Neighbourhood Plan Review Group.

50. To consider the next steps on the recruitment of a Town Crier.

Resolved for the Personnel Committee to form a draft Job Description and report back to the Policy and Resources Committee.

51. To nominate and agree x2 Bank account signatory and authorisers

Resolved Cllr Ritchie to be a signatory, and Cllr P Exton to be an authoriser.

52. To nominate a Personnel Committee representative.

It was noted this was an additional representative to ensure three Councillors can support the Personnel Committee function.

Resolved Cllr P Exton to be a the fourth personnel committee representative

53. To exclude the press and public for item 14. on business on the grounds of commercial confidentiality.

Resolved To exclude the press and public for item 14. on business on the grounds of commercial confidentiality

54. To receive a verbal update report from the Abbey House Working Group (AHWG).

Cllr Grant updated the Committee on progress of the AHWG.

Resolved a budget allocation of £1500 to commission the services of specialist professional support to assist the Council on feasibility and business planning work in respect of Abbey House and Gardens.

The meeting ended at 21.20pm
Next Meeting: 5th February 2020

Signed:

Date: