

Malmesbury Town Council

Minutes of the
Policy & Resources Committee Meeting
Held in Malmesbury Town Hall on **Wednesday 2nd June 2021** at 7.00pm.

PRESENT: Councillors P Exton, Grant, W Jones, Power, Ritchie, F Smith, P Smith,

ALSO PRESENT: Claire Mann (Acting Town Clerk), Gill Davie (Minutes)

PR/21/03 **To receive declarations of interest:** None

PR/21/04 **To receive apologies:** Cllr Vandelli

PR/21/05 **Public Question Time in respect of items included in this Agenda.**

There were no public questions

PR/21/06 **To approve minutes of meetings held on April 7th and May 20th.**

Resolved: the Minutes of the P&R Committee Meeting held on 7th April 2021 were received and adopted as a true record.

Proposed: Cllr W Jones

Seconded: Cllr Grant

Agreed: to approve the minutes of the meetings held on May 4th and 20th at the next meeting

PR/21/07 **To note income & expenditure report.**

The Acting Town Clerk explained the up-to-date figures in the accounts, pointing out the anomaly in the budget figures for the precept and the adjustment for the Great West Way. Further adjustments for budget allocations for the Town Team and the Lodge rental were also discussed.

Agreed: the Acting Town Clerk to check the C&TP budget allocations, to ensure the extra £2k allocation for the Town Team is kept under P&R control, and to break down the parking subsidy to show the long stay and bank holiday costs

PR/21/08 **To consider grant request from Malmesbury Climate Action Network**

This is the request deferred from last year. Malmesbury Climate Action Network need to understand this will be their only allocation in this financial year.

Resolved: to approve the grant request

Proposed: Cllr W Jones

Seconded: Cllr Grant

PR/21/09 To form the Personnel Sub-Committee

Resolved: Cllrs P Exton, W Jones, F Smith will form the Personnel Sub-Committee, with Cllr Power as the reserve member

Proposed: Cllr W Jones

Seconded: Cllr Grant

Agreed: to convene a meeting to move forward on outstanding work

PR/21/10 To consider whether any further action should be taken on the Covid 19 emergency funding (FC resolution 25th May)

Cllr Ritchie provided a useful update on actions to date. No answer had been received from Wiltshire Council to the letter sent by Malmesbury Town Council and now that the Government has changed its position on the funds there is no longer any requirement for WC to distribute these funds. The partnership between MTC and the Town Team has demonstrated that they can take on and deliver projects at speed and further funding would enable further plans to be progressed. The Market Town Forum was created to benefit all market towns in Wiltshire. The Mayor and the Chair of the Town Team could be a strong team to showcase ideas and bring this forum back to life.

Resolved: to write a joint letter between the Mayor and the Chair of the Town Team to Wiltshire Council noting the extra funding available to market towns encouraging their regeneration and to share the proposals and ideas from Malmesbury with a view to encourage WC to reinstate the Market Town Forum

Proposed: Cllr Grant

Seconded: Cllr Ritchie

Cllr Ritchie also explained the Welcome Back for the High Street funding which had given Wiltshire Council £450k, but that so far no information was available to market towns about how that fund would operate. He provided a summary of ideas which had been generated by a walk around Malmesbury with the design company, City Dressing.

Resolved: to re-instate the High Street Regeneration Working Party to consider these ideas and report back to the P&R Committee. The Working Party to consist of Cllrs P Exton, Grant, Power, Ritchie, F Smith, P Smith

Proposed: Cllr W Jones

Seconded: Cllr Vandelli

Resolved: to delegate authority to the Working Party to proceed with the ideas for regenerating the High Street, making appropriate representations to Wiltshire Council about Government funding and that 2 members of the Town Team should be invited to join the Working Party

Proposed: Cllr Grant

Seconded: Cllr W Jones

PR/21/11 To consider the comments made by James Gray MP on the conduct of Malmesbury Town Council in Para 3 of his email of 15.55pm on May 20th to Cllr Ritchie (FC resolution May 25th)

The Full Council asked this Committee to consider whether any further action should be taken following James Gray's comments about MTC's alleged politicisation of the planning issue.

The Council refutes the comments that have been made by James Gray and believe them to be groundless.

Resolved: the Acting Town Clerk to write to James Gray to explain that the matter has been fully discussed by the Town Council, the points he has raised are not correct and to ask him to retract his statement. This letter should recognise the support he has given in the past and reiterate the desire to meet with him to discuss the concerns around planning. Cllr Ritchie will work with the Acting Town Clerk to draft this letter, which will be circulated for comment before being sent, when it will be shared with the press.

Proposed: Cllr W Jones

Seconded: Cllr Grant

PR/21/12 To consider a review of the procedure(s) for calling meetings and presentation of report (Verbal report from Cllr W Jones)

Agreed: Cllr W Jones will review the notification period for Councillors and the public about when meetings will be held and the length of time before a meeting when reports must be circulated. He will present this review at a future meeting for agreement.

PR/21/13 To review documentation and file identification to support meetings (Verbal report Cllr W Jones)

Agreed: Cllr W Jones to work with the Acting Town Clerk to propose standard naming conventions for all meetings, agenda and minutes, setting up templates to support these. These proposals to be brought back to a future meeting for agreement.

PR/21/14 To note findings of Parking Survey and determine course of action.

The findings of the survey were reviewed and the relevance for the regeneration of the High Street was discussed. The bollards and the planters could be removed on June 21st if social distancing no longer applies. So, discussions with Wiltshire Council need to take place asap and this survey data should be used to support the discussions regarding parking restrictions, disabled and loading bays.

Agreed: to go back to Wiltshire Council Highways Dept asap with the findings from the survey and to agree what is going to happen after June 21st. This to be co-ordinated by the High Street Regeneration Working Party. Cllr Grant will contact Wiltshire Council to determine their likely approach to the decisions on June 21st and what information they require from MTC about the planters. He will also explore what funding is available to cover the costs involved. Cllr P Smith will share the results of the survey with the Full Council where it will be decided how these should be communicated to the town. Planning & Environment Committee to make representations for a Park & Ride service as part of the Public Transport Survey.

PR/21/15 On the grounds of Commercial & Personnel Sensitivity, to exclude Press & Public for remaining items on the agenda.

Resolved: to exclude Press & Public for the remaining items of the agenda

Proposed: Cllr W Jones

Seconded: Cllr Grant

PR/21/16 To consider Jackdaws rent charge & utilities contribution (report CM)

Resolved: that the rent for this quarter (April-June) should be £600 and the utilities contribution should be charged at the prevailing rate to include the Climate Change Levy (CCL)

Proposed: Cllr W Jones

Seconded: Cllr Power

PR/21/17

To consider Council cleaning arrangements – Town Hall and all Toilet blocks (report CM)

Resolved: to ask the Personnel Sub- Committee, including Cllr Power to review these arrangements and report back

Proposed: Cllr W Jones

Seconded: Cllr Grant

PR/21/18

To consider making a stipend payment to the Mace Bearer (report CM)

Resolved: no interruptions to payment should take place so the usual stipend should be paid.

Proposed: Cllr Ritchie

Seconded: Cllr Power

The meeting closed at 10.19pm