

Malmesbury Town Council

Minutes of the
Policy & Resources Committee Meeting
Held in Malmesbury Town Hall on **Wednesday 2nd March 2022** at 7.00pm.

Present: Councillors Exton, Grant (Vice Chair), Ritchie, P & F Smith

Also present: Claire Mann (Town Clerk), Gill Davie (Minutes)

PR/22/19 To receive declarations of interest

None

PR/22/20 To receive apologies

Cllrs W Jones (Chair), Power, Vandelli,

PR/22/21 Public Question Time in respect of items included in this Agenda.

There were no public questions.

PR/22/22 To approve minutes of the meeting held on February 2nd, 2022

Resolved: the Minutes of the P&R Committee Meeting held on 2nd February 2022 were received and adopted as a true record.

Proposed: Cllr Grant

Seconded: Cllr P Smith

PR/22/23 To note income and expenditure report

Questions were raised over the motor vehicle expenses. The Committee has already given approval (December 2020) for a replacement vehicle to be purchased. The Town Clerk will now seek a suitable replacement considering both conventional and electric vehicles

The income & expenditure report was noted

PR/22/24 To review the MTC Business Plan

No feedback has been received from Councillors or staff. Following comments from the Internal Auditor the Town Clerk has reviewed the Business Plans of neighbouring Councils. Cllr Ritchie explained that the document was not complete, and he would provide the full document for circulation to Councillors.

Agreed: to hold a briefing session at the next Full Council meeting on the Business Plan covering what exists, how it should be used and what needs to happen next. The Town Clerk will make this an agenda item. After this each Committee would be asked to review the document with a final discussion at a future Full Council meeting.

PR/22/25 To consider the grant funding request from Malmesbury & District Foodbank

The Area Board has approved the request made to them by the Foodbank.

Resolved: To approve the grant application for £300 given the exceptional circumstances that it refers to use of the Town Hall facilities

Proposed: Cllr Ritchie

Seconded: Cllr Exton

PR/22/26 To receive an update from the Personnel Committee

Cllr F Smith informed the Committee that recent interviews for the position of Deputy Town Clerk had been successful. It is hoped that the new member of staff will be in post by April 1st. Cllr F Smith will work with the Town Clerk to draw up an induction and training programme.

Two applications have been received for the position of Grounds Person.

After discussion it was also agreed to re-advertise the Councillor vacancies including a reference to the planned Open Information Sessions for potential new Councillors which Cllr W Jones and the Town Clerk are organising. Cllr F Smith offered to take part in these sessions to comment on her experiences as a new Councillor

PR/22/27 To consider a quote for a Detailed Energy Audit (£625 + VAT)

The Town Hall is a major consumer of energy and so professional support to undertake a complete review of the systems in the Town Hall to identify where savings can be made is appropriate.

Resolved: to approve the expenditure as this is a reputable company who are currently working for MTC

Proposed: Cllr Ritchie

Seconded: Cllr P Smith

PR/22/28 To consider activities to provide support for Ukraine

Cllr W Jones (Chair) had given approval for an additional item to be added to the agenda. Cllr Grant explained the logistical and organisational challenges of providing aid for Ukraine and he explained that their needs were changing rapidly. Some symbolic gestures had already taken place such as the Ukrainian flag flying on the Town Hall. It is planned for people to meet at the Abbey on Saturday morning (March 5th) to demonstrate their support. Cllr Grant will also be following up a potential contact within Ukraine to identify what practical measures could be taken to support them.

Agreed: to advertise Saturday's event on the website and on the noticeboards. To make a room available in the Town Hall on Saturday for anyone who wants to continue the discussion about how to provide practical help. MTC to direct anyone wishing to make donations to the DEC appeal which will be match-funded by the Government. Wherever possible MTC will help with fund-raising initiatives.

The meeting closed at 7.55pm

