

Malmesbury Town Council

Minutes of the **Policy & Resources Committee** held on **Wednesday 3rd March 2021** commencing at 7.00pm via zoom.

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

Others Present: Gill Davie (Minutes), Claire Mann (Acting Town Clerk)

- 1. Declarations of Interest:** None
- 2. Apologies for Absence:** None
- 3. Public Question Time:** There were no public questions.
- 4. To receive and adopt the minutes of the Policy and Resources Committee meeting held on 3rd February 2021.**

Resolved that the minutes of the Policy and Resources Committee held on the 3rd February 2021 be received and adopted as a true and accurate record of the meeting.

Proposed Cllr Jones

Seconded Cllr Grant

- 5. To note the income and expenditure report**

The Acting Town Clerk reported that the Auditors had been in the office this week. She also confirmed that the grant of £5k had been approved by the Area Board for the Cloister Gardens.

Resolved: To receive and note the income and expenditure report.

Proposed: Cllr Jones

Seconded: Cllr Grant

- 6. To consider a request of grant funding from Malmesbury Climate Action Network**

The request was for the printing costs of a special supplement relating to the film 2040 to be inserted in the next edition of the Jackdaw. There was warm support in principle for this but as the Grant's policy only allows one grant to be awarded in any financial year it was not possible to award the grant at this stage.

Resolved: to ask Malmesbury Climate Action Network to resubmit their request in the next financial year (up to a limit of £200) once they have explored other sources of income

Proposed: Cllr Jones

Seconded: Cllr Grant

- 7. To consider the purchase of a shed for the Lodge (Report CM)**

The Acting Town Clerk confirmed that tenants had moved into the Lodge on Feb 26th. To meet their commitments to maintain the open space they have asked for a shed in which to store their garden equipment.

Resolved: To provide a wooden shed. The Acting Town Clerk to investigate options and purchase a reasonably priced shed within a budget of £400. Cllr Jones will advise on the positioning of the shed.

Proposed: Cllr Jones

Seconded: Cllr Grant

8. To consider additional expenditure of £4.99 p/m to enhance the offering from Peninsula Business Services.

Questions were asked over what is covered by these costs and whether the costs were charged per employee.

Action: the Acting Town Clerk will do more investigation on what is involved in these costs and bring the information to the next Personnel Sub-Committee

9. To consider the action plan for the High Street in the event that social distancing is no longer imposed.

It was agreed that a conversation with Wiltshire Council needs to be instigated as soon as possible covering parking restrictions, location of the planters, and condition of the road. Retailers should also be involved with these discussions once the High Street reopens. It was agreed to set up a working group of Cllrs P Exton, Grant, Power, Ritchie, Smith to begin these discussions and to report back to this committee.

Resolved: to ask the Working Group to open a channel of communication with Wiltshire Council to understand the process involved in reopening the High Street including booking contractors, clarifying ownership of the planters and the refurbishing and refurnishing of the High Street

Proposed: Cllr Jones

Seconded: Cllr Smith

10. To note the offer from Wessex Water to use/maintain land at St John's Street & agree next steps.

Cllr Jones has replied to the email from Wessex Water asking for clarification of their offer but has not had a reply yet. It was felt that this is a steep piece of land offering limited use, but it could be used possibly as a community orchard.

Resolved: Cllr Jones to chase for a reply from Wessex Water and to appraise the committee members in full with the nature of the offer from Wessex Water

Proposed: Cllr Jones

Seconded: Cllr P Exton

11. To discuss the IT infrastructure and future provision including email accounts and document sharing

CLlr Jones explained that this piece of work had been delayed by the pandemic but that now it was sensible to review the software, wi-fi and hardware in use in the Town Hall with recommendations on how to move forward including document storage and brand identity.

Action: The Acting Town Clerk to investigate the availability of social media training.

Resolved: CLlr D'Arcy to work with the Acting Town Clerk to survey what is in place both software and hardware, to specify what is needed for communications, data control and security and to recommend how to progress by reporting back to this committee

Proposed: CLlr Jones

Seconded: CLlr Power

12. To exclude the press and public for items 13,14 and 15 on the grounds of commercial sensitivity

Resolved: To exclude the press and public for items 13,14 and 15 on the grounds of commercial sensitivity

Proposed: CLlr Jones

Seconded: CLlr Power

13. To note the requirements and agree policy/quotes for staff eye test and Display Screen Equipment Issues (report CM)

Resolved: to accept Option 1 in the report and to ask the Acting Town Clerk to implement this as soon as possible

Proposed: CLlr Ritchie

Seconded: CLlr Jones

14. To consider quotes received for Casement Window replacements in OSR Office (report CM)

A question was raised over what consents would be necessary before continuing with the replacement.

Action: the Acting Town Clerk to speak to the Planning Officer to confirm whether consent is needed

Resolved: to accept the quote from the company who replaced previous windows, seeking lead times from them, and keeping CLlr Grant informed so he can report back to Heals

Proposed: CLlr Jones

Seconded: CLlr Smith

15. To consider quotes for CCTV

Three quotes have been received with a complete variation in cost. Not all points have been included in each quote. After discussion it was agreed to include a fourth supplier and to ask each one to cover all the aspects of the requirements including footfall.

Resolved: the Acting Town Clerk will follow up the outstanding aspects of the quotes and then organise presentations from each company hopefully within the next two weeks. A decision on how to proceed to be taken after the presentations.

Proposed: Cllr Jones

Seconded: Cllr Grant

The meeting ended at 21.27pm

Signed:

Date: