

## Malmesbury Town Council

Minutes of the **Policy & Resources Committee** held in Malmesbury Town Hall on Wednesday 5th February 2020 commencing at 7.00pm.

---

**Present:** Councillors L G Grant (Vice- Chair), W R Jones (Chair), K Power, Cllr Ritchie, F Vandelli,

**Apologies:** Councillor J E Exton, P Exton, H Wallace

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

**Declarations of Interest:** Cllr Grant declared his interest in HEALS of Malmesbury, and excluded himself from items 7 and 10 on the agenda.

### 55. APOLOGIES FOR ABSENCE

Mayor J Exton and Cllrs P Exton, and Wallace

### 56. PUBLIC QUESTION TIME

There were no public questions.

### 57. To receive and adopt the minutes of the Policy and Resources Committee held on the 4<sup>th</sup> December 2019.

**Resolved** that the minutes of the Policy and Resources Committee held on the 5<sup>th</sup> December 2019 be received and adopted.

### 58. To receive and consider the Qtr 3 financial report 2019/20.

The Committee considered and noted the Qtr 3 Financial Report 2019/20 as outlined in Report No 1.

### 59. To consider the application to release funds for the purchase of EPOS system for TIC.

The Deputy Town Clerk presented to the committee the current practices for stock and finance handling in the TIC, and need for an EPOS system to enable a more secure and sure method of Sales in the TIC, and for events, as outlined in Report No 2, Deputy Town Clerk. Wider need to replicate this in the bar was also highlighted. Four quotes had been received, offering varying lease and subscription agreements. Saleability, support, system flexibility, and connectivity were considered.

**Resolved** to delegate to the Deputy Clerk the authority to purchase an EPOS system that offers best value in support of the operational needs of the Council, within the budget parameters of the quotes offered (circa. £3000).

### 60. To consider the grant application by HEALS.

61. **Resolved** to award HEALS £200 as a contribution towards the HEALS Annual Community Christmas Lunch. (as outlined in Report No 3)

**62. To consider Malmesbury History societies request for excavation in Cloister Gardens.  
(Report No 4, Town Clerk)**

The Committee considered the request by Malmesbury History Society as outlined in Report No 4. The Committee identified a number of considerations, notably;

- Time of year when the excavation may take place and timescale
- Location of excavations
- Impact on the Community
- Safety / site management
- Site reparation after the evacuation

**Resolved** to principally support the request subject to assurances on the consideration points stated.

**63. To consider the proposed partnership agreement with Malmesbury Live Arts (MLA).**

Cllr Ritchie reported to the Committee the proposal for the Council to work with MLA as outlined in Report No 5. The proposal was based on an understanding arrived at as a result of meeting between Cllr Ritchie, Cllr Jones and MLA. Cllr Jones reinforced the proposal, based on assurances provided by MLA, notably the moved to establish clear CIC status.

**Resolved** to support and adopt the proposed agreement as outlined in Report No 5.

**64. To consider implications, and agree terms, for renting the office in the Old School Room to HEALS.**

The implications, and terms, for renting the office in the OSR to HEALS as stated in Report No 6 were considered. Additionally the need for demarcation signage in the entrance area of the Market Lane entrance of the Old School Room was suggested.

**Resolved** to charge HEALS a rent of £90 PCM on a 12 month review basis, with a 3 month notice period each way; and for the lease agreement matters to be delegated to the Town Clerk and the Chair of Policy and Resources Committee as required.

**65. To consider the purchase of a new projector bulb for Movies @ Malmesbury for £1100.**

The Committee considered this request. It was stated that this in future should be dealt with as an operational matter by the Town Clerk, and that future budget should account for this potential spend.

**Resolved** to purchase a new bulb for the Cinema Projector.

**66. To consider support for CCTV in the Malmesbury.**

Cllr Grant reported that he had spoken with the Deputy Police and Crime Commissioner Jerry Herbert on the matter of CCTV, and that a county wide strategy for the use of CCTV was a working progress. This would include footage gained from;

- Individual Home owners



- Commercial operators
- Public CCTV

It was noted there may be opportunities to work with the High Street proprietors, and build on the partnership with the Police. It was noted a new Inspector was expected for the area (but not yet in post), and that they could be invited to meet the Council to discuss the matter. It was considered there would probably be community support for CCTV coverage in Cross Hayes, Station Road Car Park, and Cloister Gardens.

**Resolved** to principally support CCTV in Malmesbury town and to engage with the Police and interested parties to form a Town Strategy for its use.

**Action** to write to Jerry Herbert to ask how MTC could best support the Wiltshire initiative, and to invite the new Inspector to the Policy and Resources Committee.

#### **67. To consider proposals for the Citizen of the Year 2019/20**

The proposal put forward by the Citizen of the Year Working Group for the Citizen of the Year 2019/20, was presented to the Committee by Cllr Ritchie, as outlined in Report No. 7. The definition of eligibility (4.2) was considered and it was agreed that;

3.0 Re: award criteria should be amended to 'a significant and sustained contribution to Malmesbury Town'.

4.2 This should be amended to '10 years' voluntary service with one or more organisations'.

**Resolved** to adopt the Citizen of the Year Award proposal subject to amendments on matters of eligibility.

#### **68. To exclude the press and public for items 15-18 on business on the grounds of commercial sensitivity and confidentiality.**

**Resolved** To exclude the press and public for items 15-18 on business on the grounds of commercial sensitivity and confidentiality.

#### **69. To consideration of the tendering process for the Councils IT services**

The Town Clerk reported he has been in contact with two new service providers to compare against the existing provider, and that there are varying ways these services are offered and costed. He raised with the Committee a suggested tendering specification for IT services to the Council, as outlined Report No 8. The suggested specification was endorsed by the Committee as a basis for the service providers to come and present to the Committee how they would best meet the specification.

**Resolved** To invite the identified and current IT providers to present to an extra-ordinary meeting of the Policy and Resources Committee; and to extend an invitation to the Full Council to attend this meeting.

#### **70. To receive an update report from the Personnel Committee (Report No 9, to be circulated at meeting – Town Clerk).**

The Committee received a report from the Personnel Committee on its current work, which was principally endorsed by the Committee.

**71. To receive a verbal update report from the Abbey House Working Group.**

Cllr Grant reported he was meeting with the consultants shortly with an aim to identify dates for the feasibility workshop.

**72. To receive an update report and consider the next steps proposal from Environment and Climate Change subcommittee.**

Cllr Grant conveyed Malmesbury Climate Action Groups gratitude for the use of the Town Hall as a venue for the Climate Action Day conference. He requested the use of the Town hall for x14 more follow up sessions to support the seven working groups, which would take place at times the Town Hall was already open so as to not incur additional costs.

**Resolved** to allow the use of the Town hall for x14 more follow up sessions to support the seven working groups in support of the Malmesbury Climate Action group work.

The meeting ended at 10.27pm

Next Meeting: 1st April 2020

Signed:

Date:



A handwritten signature consisting of a stylized 'K' shape with a horizontal line through it, and the date '21.4.20' written below it.