

## Malmesbury Town Council

Minutes of the **Policy & Resources Committee** held on **Wednesday 7<sup>th</sup> April 2021** commencing at 7.00pm via zoom.

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**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 3<sup>rd</sup> March 2021.**

The Acting Town Clerk confirmed the shed would be arriving at the end of April. Cllr Jones reported that the Personnel Sub-Committee had approved the additional monthly spend with Peninsula Business Services. A reply had been received from Wessex Water regarding their land, but no action has been taken yet. The Estates Officer is progressing the work on the casement window replacement.

**Resolved:** that the minutes of the Policy and Resources Committee held on the 3<sup>rd</sup> March 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 & expenditure report**

**Action:** the Acting Town Clerk will review the postings to the grant codes

The report was received and noted.

- 6. To confirm expenditure for a screen for the Malting Hall, prices in the region of £550.00**

Cllr Jones explained the background to the request to take the projector out of the Malting Hall and replace it with a display screen, while the decorating work is proceeding in the Hall. The aim would be to have a large screen TV, secure in the cabinet which could be accessed from smart devices.

**Resolved:** the Estates Officer is to purchase an appropriate screen with input from Cllr D'Arcy to ensure it is suitable for wireless projection and zoom calls, with a budget of £650 to be taken from reserves

**Proposed:** Cllr Jones

**Seconded:** Cllr Ritchie

**7. To agree expenditure up to £12k, as recommended by TH&F (10<sup>th</sup> March 2021) to sand & lacquer all wooden floors from the stairs from ground floor upwards with the exception of the Malting Hall & Hobbes Room**

Cllr Grant explained this had been discussed at TH&F and then the Estates Officer had acquired quotes for the work. The quality of sealant used is important and a budget for on-going maintenance should be set up once the work is complete.

**Resolved:** To allocate £12k to refurbish the floors while the Town Hall is closed ensuring a harder more durable varnish is used

**Proposed:** Cllr Grant

**Seconded:** Cllr P Exton

**8. To discuss and adopt proposed Safeguarding Policy.**

Discussion took place around the policy drafted by Cllr Vandelli. All agreed a consolidated overarching approach was required without specifying any activity. Names should be replaced by positions to enable the policy to remain current. A few updates are required and the section on the cinema should be removed.

**Resolved:** Cllrs Vandelli, Jones and D'Arcy will make the final changes as per the discussion before referring the policy to Full Council

**Proposed:** Cllr Jones

**Seconded:** Cllr P Exton

**9. To discuss & adopt proposed CCTV policy.**

Cllr Smith presented the draft policy and explained the reasoning behind it. He explained the policy would need to be checked with the police before its adoption. A question was raised over the level of anti-social behaviour in the town, and it was explained that the Police have reported an increase in this. Questions were also raised over subject access reports.

**Action:** the Acting Town Clerk to check whether the previous CCTV was registered for Data Protection under the 1998 Act.

**Resolved:** Cllrs P Exton and Jones will work with Cllr Smith to build on the work done so far and to validate the policy against those of Chippenham and Marlborough, before bringing the policy back to this committee prior to taking it to Full Council

**Proposed:** Cllr Jones

**Seconded:** Cllr Smith

**10. To consider High Street Regeneration Strategy (Cllr Ritchie)**

Cllr Ritchie explained this covered the pavement widening and bollards, the planters, and the parking restrictions. Wiltshire Council are reluctant to plan the changes until Government intentions about social distancing are known. Removing the bollards can be done quickly. Removal of the planters is not linked to the bollards and a plan of action to do this should be put in place by TH&F. The parking restrictions are under a temporary traffic order which expires in Jan 2022. Making

a change to the previous restrictions has timing and cost implications. So, consultation with residents and businesses should take place mid-May/beginning of June.

**Resolved:** to survey residents and businesses to collect their views on parking restrictions on the High Street in early June

**Proposed:** Cllr Ritchie

**Seconded:** Cllr Grant

#### **11. To consider ICT Review and determine way forwards (Cllr D'Arcy)**

Cllr D'Arcy provided a brief overview of his report, including the specification outlined in Appendix A.

**Resolved:** that a timetable for a supplier selection process be determined by the Acting Town Clerk along with Cllr D'Arcy: that a competition to refresh the MTC IT be advertised, with potential suppliers invited to submit expressions of interest: that the specification at Appendix A be adopted as the means of scoping supplier proposals and for marking the proposals during a selection process ; that the specification be used to record the current level of IT services as a baseline for the selection process and that current IT costs are analysed and recorded, and budgets for initial capital expenditure and ongoing annual operational expenditure for a new solution be prepared for approval at the next P&R meeting.

**Proposed:** Cllr D'Arcy

**Seconded:** Cllr Jones

#### **12.To note Personnel Committee Proposal for recruitment of Town Clerk**

Cllr Jones explained the process used had been reviewed and comparable salaries in other councils were now being compared to ensure MTC was competitive. This would be examined at the end of April and the post would be readvertised after the new Council is appointed, with Full Council being asked to sign off the process.

This report was received and noted.

#### **13.To consider leaving public toilets open until 6pm during BST.**

This has arisen following a request from the bus company, and it was felt opening hours should be kept under review.

**Resolved:** to open the public toilets until 6pm and to keep these hours under review

**Proposed:** Cllr Grant

**Seconded:** Cllr Power

**14. To confirm re-opening of the Town Hall to hirers subject to Government guidelines (Cllr D'Arcy)**

Cllr D'Arcy explained the Town Hall was receiving many enquiries for bookings. In his report he had mapped the Government roadmap over the activities in the Town Hall. It was suggested that Welfare provision should be added to Appendix A. Guidance was requested on Slimming World and business meeting bookings. It was agreed business meetings came under Step 2 as long as there was a risk assessment, and Slimming World under Step 3.

**Resolved:** that amendments should be made as discussed, and then the event timings described in this report are accepted as an accurate interpretation of Government guidelines, and that they may be used by Town Hall staff to manage future event bookings. A signage review should also be undertaken.

**Proposed:** Cllr D'Arcy

**Seconded:** Cllr Jones

**15. To confirm proposed meeting dates for the coming year**

**Action:** the Acting Town Clerk to change the September date for Full Council to September 14<sup>th</sup> and send out a copy to all Councillors and nominated candidates in the coming election.

**Resolved:** to accept the document as dates for meetings in 2021/22

**Proposed:** Cllr Jones

**Seconded:** Cllr Grant

**16. To discuss MTC participation at WOMAD 2021 if the event takes place.**

This was brought to the meeting by the Acting Town Clerk. The stall has been reserved but it can be cancelled if necessary. All agreed to work with the WOMAD event team, national guidelines, and the staff to make it a successful event. No one should be forced to take part.

**Action:** C&TP are asked to look at a safe way to make it a good event.

**17. To exclude the press and public on the grounds of Personnel confidentiality**

**Resolved:** To exclude the press and public on the grounds of Personnel confidentiality

**Proposed:** Cllr Jones

**Seconded:** Cllr P Exton

**18. To receive a report from Personnel Committee/Acting Town Clerk**

The report was noted by the Committee.

The meeting ended at 21.50pm

Signed:

Date: