

## Malmesbury Town Council

Minutes of the  
**Policy & Resources Committee Meeting**  
Held in Malmesbury Town Hall on **Wednesday 7th July 2021** at 7.00pm.

---

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

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

**PR/21/19**      **To receive declarations of interest:** None.

**PR/21/20**      **To receive apologies:** Cllr Grant.

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

There were no public questions.

**PR/21/22**      **To approve minutes of meetings held on May 4<sup>th</sup> and 20<sup>th</sup> and June 2nd.**

**Resolved:** the Minutes of the P&R Committee Meeting held on May 4th 2021 were received and adopted as a true record.

**Proposed:** Cllr W Jones

**Seconded:** Cllr Vandelli

**Resolved:** the Minutes of the P&R Committee Meeting held on May 20<sup>th</sup> were received and adopted as a true record

**Proposed:** Cllr W Jones

**Seconded:** Cllr Vandelli

When reviewing the minutes of the meeting on June 2<sup>nd</sup>, Cllr P Smith provided an update on his recent meeting with James Gray MP, who gave an unreserved apology about his comments on the recent visit of Ed Davey to Malmesbury. He confirmed his comments were not directed at the Town Council. The meeting covered a range of topics and James Gray confirmed he would write to Wiltshire Council both about the Welcome Back Fund and also about the lack of a plan to reinstate the High Street once restrictions are removed.

**Action:** following a question about the need for James Gray's apology to be in the public domain, Cllr Smith will present his report on the meeting at the next Full Council meeting

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

**Proposed:** Cllr W Jones

**Seconded:** Cllr Vandelli

**PR/21/23**      **To note income & expenditure report.**

The Acting Town Clerk explained the up-to-date figures in the accounts, answering specific questions on budget allocation.

The income & expenditure report was noted.

**PR/21/24 To consider request from TH&F (16<sup>th</sup> June) that payment for decorating is transferred from reserves (£3636.00)**

**Agreed:** to keep the cost of the decorating in the Town Hall maintenance budget line and to review the impact of this decision on the figures as the year progresses

**PR/21/25 To consider request from TH&F (16<sup>th</sup> June) that quote from Playdale (£6866.98) is agreed and comes from Play Area Earmarked Reserves**

Questions were raised about the identical repairs needed to both roundabouts and whether this indicates a design fault which should be discussed with the manufacturer.

**Agreed:** the repairs should take place, but the issue of a design fault should be followed up. The costs should be allocated to the budget line rather than taking them from reserves at this stage of the year.

**Action:** ask TH&F to discuss the concerns raised about commercial use of the council's equipment and to look at producing signs to be displayed to stop this.

**PR/21/26 To consider Grant Application from the Rise Trust**

The application for the grant is to cover the cost of hiring the Old School Room

**Resolved:** to approve the grant request

**Proposed:** Cllr P Smith

**Seconded:** Cllr P Exton

**PR/21/27 To agree, in principle, the use of the Town Hall for the Community Banker Pilot for Lloyds Bank**

Cllr Ritchie provided a verbal update about the proposed pilot scheme which would involve one day per week over a three-month period.

**Resolved:** to support the trial by offering accommodation within the Town Hall at no cost for the duration of the pilot.

**Proposed:** Cllr Ritchie

**Seconded:** Cllr Power

**Action:** Cllr Ritchie to liaise with Lloyds Bank to set up the pilot scheme

**PR/21/28 To receive report detailing request of support from MTC for maintenance/adoption of defibrillators x6 (Report CM)**

The Acting Town Clerk reported that a request had been received for the Town Council to adopt 6 defibrillators and take over responsibility for their maintenance and the purchase of parts as required. A report was presented on when parts would need replacing. A question was raised about how many times the defibrillators are used. The need for a process to manage the maintenance of the defibrillators was also discussed.

**Resolved:** to adopt the 6 defibrillators and fund their on-going maintenance. The Acting Town Clerk and Cllr Sanderson to discuss and agree a process for siting and maintaining the equipment. Information about the siting of the defibrillators to be included on the Town Council website.

**Proposed:** Cllr Ritchie

**Seconded:** Cllr W Jones

**PR/21/29 To consider CPR & Defibrillator training 4x per year in the Town Hall for members of the community (Report CM)**

Community Heartbeat Trust should be contacted to see if they will allow Cllr Sanderson to provide the training. Several training sessions will be required as the numbers attending will be limited.

**Resolved:** to support CPR & Defibrillator training within the community

**Proposed:** Cllr Ritchie

**Seconded:** Cllr Jones

**PR/21/30 To nominate further members for Online Delegate User status for MTC account (issue with salaries being late this month)**

**Agreed:** Cllrs F Smith and P Smith to be additional members for the Online Delegate User status for MTC account.

**PR/21/31 To review Risk Management Scheme (due July 2021)**

**Resolved:** to defer this item to the next meeting of the P&R Committee

**Proposed:** Cllr Ritchie

**Seconded:** Cllr W Jones

**PR/21/32 To exclude Press & Public on the grounds of commercial sensitivity.**

**Resolved:** to exclude Press & Public on the grounds of commercial sensitivity

**Proposed:** Cllr W Jones

**Seconded:** Cllr P Exton

**PR/21/33 To consider rent from Jackdaws for July onwards**

**Resolved:** to ask the Acting Town Clerk to negotiate a suitable rent with Jackdaws based on the discussion in the meeting

**Proposed:** Cllr Ritchie

**Seconded:** Cllr F Smith

**PR/21/34 To receive report based on quote for secure doors at Cemetery & St Aldhelm's Mead toilets**

All agreed a solution was needed to make the doors secure.

**Resolved:** to refer the quote for secure doors back to TH&F. Cllr W Jones to explain the background to the request for the quote to Cllr Grant (Chair of TH&F)

**Proposed:** Cllr W Jones

**Seconded:** Cllr Vandelli

The meeting closed at 8.25pm

