

## Malmesbury Town Council

Minutes of the  
**Policy & Resources Committee Meeting**  
Held in Malmesbury Town Hall on **Wednesday 1<sup>st</sup> September 2021** at 7.00pm.

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

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

**PR/21/41**      **To receive declarations of interest:** None.

**PR/21/42**      **To receive apologies:** Cllrs Grant and Power.

**PR/21/43**      **Public Question Time in respect of items included in this Agenda.**

There were no public questions.

**PR/21/44**      **To approve minutes of meeting held on 7<sup>th</sup> July.**

**Resolved:** the Minutes of the P&R Committee Meeting held on 7<sup>th</sup> July 2021 were received and adopted as a true record.

**Proposed:** Cllr W Jones

**Seconded:** Cllr P Smith

**PR/21/45**      **To note income & expenditure report.**

The Acting Town Clerk explained the up-to-date figures in the accounts. The need to bring together key information on the accounts along with potential future income streams prior to the budgeting process was discussed and it was agreed to include this as an agenda item at the next meeting.

**Action:** the Acting Town Clerk to produce the relevant reports and include this item on the agenda for the next P&R meeting

The income & expenditure report was noted.

**PR/21/46**      **To review and confirm Risk Management Policy**

The need to keep this document under review was discussed particularly considering the Government's changes to COVID regulations. The content of the policy needs to be discussed with the Estates Officer to ensure the required procedures have been implemented within the Town Hall.

**Action:** to review this policy formally every three months. In addition, the Acting Town Clerk will provide a list of all other existing policies with their review dates for discussion at the next P&R meeting.

**PR/21/47 To consider response to Climate Strategy Consultation – which goes live on 1<sup>st</sup> September for six weeks – [www.wiltshire.gov.uk/green-economy](http://www.wiltshire.gov.uk/green-economy)**

**Agreed:** to review the questions individually for consideration at the next P&R meeting. Cllrs Ritchie and Vandelli will provide a suggested narrative response for discussion at that meeting. The Acting Town Clerk will then compile the Council's response for agreement during the meeting

**Action:** to publicise this through the website, with suggested links to other documents such as the easy read option, encouraging residents to respond to the consultation. Posters accompanying the consultation to be placed on all the noticeboards. All councillors should be encouraged to respond as well.

**PR/21/48 To consider Grant Funding request from the “Stay Safe Initiative”**

All agreed that it was right to support this initiative

**Resolved:** to approve the grant request

**Proposed:** Cllr W Jones

**Seconded:** Cllr Ritchie

**Action:** the Acting Town Clerk, when confirming this grant payment, should highlight the need for other local parishes to be asked to support this initiative as well

**PR/21/49 To receive an update from the Personnel Sub-Committee (verbal Cllr W Jones)**

Cllr W Jones confirmed an interview for the position of Town Clerk had been organised for next week. The interview panel would be Cllrs P Exton, K Power, F Smith. He confirmed the structure of the interview would be the same as previous interviews to ensure consistency and that the scoring criteria would also remain the same and reflect the requirements of the role

The meeting closed at 7.51pm