

# **Malmesbury Town Council**

Minutes of the  
**Policy & Resources Committee Meeting**  
Held in Malmesbury Town Hall on **Wednesday 2<sup>nd</sup> February 2022** at 7.00pm.

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**Present:** Councillors Exton, W Jones (Chair), Power, Ritchie, P & F Smith

**Also present:** Claire Mann (Town Clerk), Gill Davie (Minutes)  
Maria Marsh & Sarah Wolfenson from Malmesbury History Society

As representatives from Malmesbury History Society were present, items 5 and 12 were taken first.

**PR/22/05      To consider request from the History Society to carry out work in Cloister Gardens (as the lease holder)**

This request follows a previous discussion at Full Council in April 2021. Maria Marsh explained the plan was to excavate a portion of Cloister Gardens in July 2022, ensuring local schools and colleges were fully engaged with the dig. The History Society would be seeking funding from the Heritage Fund and the Area Board, among others. Questions were asked over the long-term impact on the Cloister Gardens and it was confirmed that all the turf would be reinstalled after the dig. Other issues covered were security of the site and access for vehicles and equipment. It was suggested that the C&TP Committee should be involved to help promote the dig

**Resolved:** to support the work in the Cloister Gardens and the link with C&TP to maximise the benefit to the town

**Proposed:** Cllr W Jones

**Seconded:** Cllr P Smith

**PR/22/12      To receive notes from the meeting about the Town Walls & consider further action**

Cllr Power gave a report on the meeting and explained that the land in question is on the Heritage At Risk list. The Diocese is keen for MTC to take over responsibility for the land and its maintenance. Questions exist over access given a recent sale of adjacent land which could impact on maintenance although grazing animals could achieve this. Questions were raised over the cost, implications and risk in taking on responsibility for the Town Walls. Further discussions need to take place to consider the full implications of taking on responsibility for this area.

**Resolved:** to organise an information gathering meeting on site as soon as possible with MTC, Civic Trust, Cllr Ritchie, Historic England, the Diocese, Malmesbury History Society, MRVT and the landowner of the adjacent site.

**Proposed:** Cllr Power

**Seconded:** Cllr Ritchie

**PR/22/01      To receive declarations of interest**

None

**PR/22/02 To receive apologies**

Cllrs Grant (Vice Chair) & Vandelli

**PR/22/03 Public Question Time in respect of items included in this Agenda.**

There were no public questions.

**PR/22/04 To approve minutes of the meeting held on December 1<sup>st</sup>, 2021**

**Resolved:** the Minutes of the P&R Committee Meeting held on 1<sup>st</sup> December 2021 were received and adopted as a true record.

**Proposed:** Cllr W Jones

**Seconded:** Cllr P Smith

**PR/22/06 To note income and expenditure report**

The income & expenditure report was noted

**PR/22/07 To receive a staffing update**

Cllr W Jones provided an update on the recruitment process for the position of Deputy Town Clerk. Some questions were raised over the job description. Interviews are scheduled for February 14<sup>th</sup>. The Grounds person's position will be advertised with a closing date of February 21<sup>st</sup>, to include social media and Abbey News.

**PR/22/08 To identify opportunities for CiL allocation from the Backbridge development**

The first CiL money may arrive within this calendar year from the Backbridge development and the new houses in Filands.

**Resolved:** To request from Wiltshire Council the schedule and expected timing for CiL payments due to be received by Malmesbury Town Council from the Backbridge, Filands North and South (Bloor) developments, along with the s106 agreements agreed and or proposed in respect of the Backbridge and the Filands North and South (Bloor) developments.

To request from Wiltshire Council sight of the drafts of proposed s106 agreements for all future developments before they are concluded, to enable the Malmesbury Town Council and the Malmesbury Neighbourhood Plan steering group to comment to Wiltshire Council on the proposals, in relation to meeting the policies and objectives of the Malmesbury Neighbourhood Plan.

To establish a sub-committee of P&R to consider

- a) the information received from Wiltshire Council and to establish a process so proposals for the utilisation of CiL and any s106 with discretionary elements (for example Arts funding) can be generated and considered.
- b) and to review and comment on draft s106 agreements linked with approved applications and for developments yet to be approved to ensure opportunities to benefit Malmesbury are maximised and to ensure the Malmesbury Neighbourhood Plan is used in the planning process by Wiltshire Council.

**Proposed:** Cllr Ritchie

**Seconded:** Cllr W Jones

**PR/22/09 To consider review of MTC Business Plan**

The Business Plan and Objectives were written in 2018/9, so it is appropriate to review the document to ensure it is fit for purpose. The plan can then be signed off by Full Council in the March meeting. The financial aspects need to be reviewed to take account of CiL and s106 monies along with the impact on the precept of the increased number of houses in the town.

**Action:** the Town Clerk to email a copy of the Business Plan to all councillors, asking them to send in feedback to be included in the next P&R Committee meeting. The Town Clerk to ensure all staff review the plan so that their comments can also be included

**PR/22/10 To investigate and consider the potential risks to Council services from increases in the inflation rate**

The Town Hall is an intensive user of energy, so it is pragmatic to look at how the money is spent and controlled. It is essential that action is taken early to minimise cost and reduce waste wherever possible. Every opportunity should be taken to review contracts in good time.

**Action:** to ask the Estates Officer to scope and undertake a project to identify suggestions for reducing energy usage. This can include professional input to make energy usage as efficient as possible, including such ideas as solar panels on the roof. Investigations should also include any potential funding available. Current contracts should also be reviewed to identify any potential savings.

**PR/22/11 To consider Assembly Room upgrades and improvements (report Cllr D’Arcy)**

Cllr W Jones explained that Cllr D’Arcy’s report was seeking a budget of £1500 to cover the cost of a building surveyor to assess weight bearing capacity in the Assembly Room. This needs to be identified before decisions can be made on a seating system for the room

**Resolved:** to support the request for a budget of £1500 to cover the cost of a building surveyor.

**Proposed:** Cllr W Jones

**Seconded:** Cllr Exton

**Action:** the Town Clerk to email Cllr D’Arcy to confirm budget approval

**PR/22/13 To consider Town Guide contribution (Report from Cllr Ritchie via C&TP)**

The Town Team is planning a 24-page booklet selling more features of the town with a production date of Easter 2022. Circulation could be extended to all residents, and it is proposed that MTC take a full-page advertisement in the booklet promoting the facilities of the Town Hall. The cost for this to be taken from the £2k allocation for Town Team activities. C&TP has approved this proposal

**Agreed:** to support this allocation, provided the advertisement and editorial copy is approved by the Town Clerk

**PR/22/14 To consider request from Cllr Sanderson, Joint Chair of the Queen’s Platinum Jubilee Working group (funding in the region of £2,500 for Jubilee event)**

Plans being considered are lighting a beacon, a party on the Worthies, planting seven native English trees in St Aldhelm’s Mead and a street party. The outline plans sound fine

but a more definitive plan including quotes should be presented to TH&F along with an indication of any available sponsorship.

**Agreed:** to support this outline plan in principle pending more definitive plans including potential sponsorship/support

**PR/22/15 To consider purchase of a lawn mower (report CM)**

The Town Clerk reported that the current mower would cost approx. £500 to repair while a new mower costs £1400.

**Resolved:** to support the purchase of a new lawn mower

**Proposed:** Cllr W Jones

**Seconded:** Cllr P Smith

**PR/22/16 To confirm MTC regulations for hirers/users of Town Hall given new Covid guidance**

This item had arisen because of an event due to be taking place very soon and it was agreed that the event should be managed to meet the current Covid restrictions and all government advice should be followed.

**Action:** the TH&F Committee are asked to review the capacity for the Town Hall.

**PR/22/17 To exclude press and public on the grounds of commercial sensitivity**

**Resolved:** to exclude the press and public on the grounds of commercial sensitivity

**Proposed:** Cllr W Jones

**Seconded:** Cllr Ritchie

**PR/22/18 To consider the rent from Jackdaws, reverting to the original agreement**

An invoice has been sent for the first quarter of 2022.

**Agreed:** to revert to the full fee from April 1 2022

The meeting closed at 9.40pm