

Malmesbury Town Council

Minutes of the
Policy & Resources Committee Meeting
Held in Malmesbury Town Hall on **Wednesday 6th April 2022** at 7.00pm.

Present: Councillors Cllrs W Jones (Chair), Grant (Vice Chair), Exton, Ritchie, P & F Smith , Power, Vandelli,

Also present: Claire Mann (Town Clerk), Lisa Dent (Deputy Town Clerk)

PR/22/29 To receive declarations of interest.

None.

PR/22/30 To receive apologies.

None.

PR/22/31 Public Question Time in respect of items included in this Agenda.

There were no public questions.

PR/22/32 To approve Minutes of meeting held 2nd March 2022.

Resolved: the Minutes of the P&R Committee Meeting held on 2nd February 2022 were received and adopted as a true record.

Proposed: Cllr Grant

Seconded: Cllr P Smith

PR/22/33 To note income and expenditure report.

The income & expenditure report was noted.

PR/22/34 To consider Committee responsibilities/objectives with regard to the MTC Business Plan 2022-25

All councillors agreed the content and direction of the business plan is the responsibility for Malmesbury Town Council. The independent internal auditor appointed by the Council to examine the financial accounts and statements is not and will not be required to comment or review this document. This document does require some updating through in-put of committees alongside the Council's Standing Orders as follows:-

Agreed: - Cllr Exton to forwarding work on Standing Orders amendments to all Committee Chairs

- Committee Chairs use the updated Standing Orders to assist with changes to Business Plan and incorporate at Committees and also an opportunity to include collaborative and partnership working in our service delivery narrative.
- Return to P&R to feed these changes to Standing Orders.
- Updates to Business Plan to be co-ordinated through Town Clerk/Committee Clerk to be reviewed at a single item agenda meeting for all councillors (timescale approx. 3 to 4 months).
- Request Full Council Meeting in June 2022 to review vision and objectives for Business Plan.

PR/22/35 To receive report from Cllr Sanderson and Whatton for Platinum Tree Jubilee Planting

Report was noted and no action required.

Agreed: CM to arrange meeting with Cllrs Whatton and Sanderson (prior to scheduled Zoom Jubilee working party meeting on 11th April at 7 pm) to discuss several items that require clarification. Mayor to be sent invite to 11th April meeting by CM, Cllr Jones will also try to attend.

Further clarification required on financial matters required from the working party: costing for possible fencing for Road Closure to Market Cross to be confirmed and donation and expenditure for beacon to be included in accounting.

PR/22/36 To consider request from Jackdaws tenants to extend the kitchen and make interim alterations/purchases

Jackdaws tenants had requested additional equipment to be made available, repairs and maintenance to be completed as detailed 12th May 2021 food health and safety inspection by Wiltshire Council and possible extension to their kitchen area.

Structural changes to this listed building would require further investigation and possible survey.

Use of upstairs kitchen and Old School Room kitchen was discussed and the loss of income for these spaces.

Agreed: Increase in space and facilities is a significant change to the lease and would require renegotiation of rent, updated lease and a revised, sustainable business plan. Repairs and maintenance of their kitchen is detailed in the lease to be a responsibility of the tenants and should be completed asap to meet compliance of food health inspection. If we can incorporate some requests and agree to an updated lease MTC will not cover the expenditure for these improvements and Town Clerk will advise tenants of this.

PR/22/37 Update from the Personnel Sub Committee

Interviews for the Groundsman position will take place tomorrow 07/04/22 and two applicants will attend interview with Town Clerk and Peter Roach.

The meeting closed at 8.52pm