

## Malmesbury Town Council

Minutes of the extraordinary **Policy and Resources Committee Meeting**  
Held in Malmesbury Town Hall on **Wednesday 7<sup>th</sup> September 2022** at 7.00pm.

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**Present;** Councillors: W Jones, G Grant, P Exton, K Power, S D'Arcy & C Doody

**Also present:** Claire Mann (Town Clerk)

**PR/22/67 To receive declarations of interest**

None received

**PR/22/68 To receive apologies**

Apologies received from Cllrs F Smith, P Smith & C Ritchie

**PR/22/69 Public question time in respect of items included in this agenda**

None received

**PR/22/70 To approve minutes of meetings held on the 6<sup>th</sup> July & 4<sup>th</sup> August**

The minutes of the meetings held on the 6<sup>th</sup> July & 4<sup>th</sup> August were approved and signed as a correct record.

**PR/22/71 To note income & expenditure report**

The report was noted. The Mayor stated that the Mayoral Allowance for this year is to be paid through payroll rather than as expenses.

**PR/22/72 To appoint Photographer for Civic events**

It was resolved to appoint Richard Harris as the official Town Council photographer for a period of thirteen months. This will ensure that every event has been covered by Richard at least once.

**PR/22/73 To appoint Councillor/s to be signatory/ies**

It was resolved that Cllrs Doody & D'Arcy will become signatories & delegated online users of the Town Council bank account.

**PR/22/74 To note Earmarked Reserves and consider adjustments ahead of budget planning for 2023/24**

Following discussion and scrutiny of the existing earmarked reserves, it was resolved to make the following alterations;

To remove

- |           |                  |           |
|-----------|------------------|-----------|
| • EMR 322 | Town Hall Assets | £20,000   |
| • EMR 324 | Grit Bins        | £750      |
| • EMR 326 | Street Furniture | £4,803.49 |

- EMR 328 Assets £62,136.03
- EMR 333 Walls, Gates & Fences £5,000
- EMR 335 Tree Work £8,000
- EMR 337 Planters/Troughs £2,000
- EMR 341 WiFi System £900

To create

- Retractable Seating £45,000
- CCTV Grants £5,000 (Area Board)

To rename

- EMR Market Cross – EMR Listed Buildings
- EMR Leisure Projects – EMR Youth Engagement

**PR/22/75 To note report from member of public following examination of accounts and to consider action to take**

The report was noted by Members. It was agreed that there is a process in place for minor purchases and that it was occasionally necessary for Cllrs to make purchases to be reimbursed & this is scrutinised by the Town Clerk & Deputy Town Clerk.

Other points were considered and the Town Clerk will contact the member of public to assure them that correct procedures are being followed.

**PR/22/76 To agree Flying Monk rents**

It was resolved that the rents for 2022/23 would revert to those charged in 2019/20.

**PR/22/77 To agree Flag Policy**

The report was noted which mainly outlined national guidance. It was agreed that when it is agreed to fly another flag from the Town Hall flag pole, an end date will be agreed at the same time.

The town Clerk with Cllr W Jones will work on another version of the Policy for approval at a future meeting.

**PR/22/78 To consider purchase of identity cards for all Councillors**

It was agreed that up to £250 could be spent on ID cards and enamel badges for all Councillors and members of staff.

**PR/22/79 To consider the Town Council website with a view to updating and improving the content**

Following discussion which included examination of the Town Council website on mobile telephones and laptops, it was agreed that a working group would be set up comprising Cllrs D’Arcy, Ritchie & Power together with the Town Clerk & Deputy Town Clerk.

Meeting closed at 9.05pm