

## Malmesbury Town Council

Minutes of the **Policy & Resources Committee** held on **Wednesday 2<sup>nd</sup> September 2020**  
commencing at 7.00pm via zoom

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**Present:** Councillors S D'Arcy, P Exton, L G Grant (Vice-Chair), W R Jones (Chair), K Power,  
M Ritchie, P Smith

**Others Present:** Gill Davie (Minutes), Richard Spencer Williams (Clerk)

The meeting was chaired by Councillor Grant (Vice-Chair)

- 1. Declarations of Interest:** None
- 2. Apologies for Absence:** Cllr F Vandelli
- 3. Public Question Time:** There were no public questions
- 4. To receive and adopt the minutes of the Policy and Resources Committee meeting held on 8<sup>th</sup> July 2020**

**Resolved** that the minutes of the Policy and Resources Committee held on the 8<sup>th</sup> July 2020 be received and adopted as a true and accurate record of the meeting

**Proposed** Cllr Grant **Seconded** Cllr Smith

- 5. To receive an update on the Cemetery Lodge Refurbishment (Report No 1, Town Clerk)**

The Town Clerk provided an update, confirming the refurbishment was continuing as planned. Additional expense had been incurred with the repair needed to the boundary wall which cost £6k. In total work in progress should be £30k. Completion is due at the end of September. The plan then is to use a rental agent with the Council being responsible for repairs, with a regular schedule of reviews.

Cllr Ritchie had visited the site and was impressed with the quality of workmanship on display.

Cllr Power raised a question over the lithograph that had been purchased previously of the cemetery lodge. The Town Clerk will follow that up.

**The update was received and duly considered**

- 6. To consider for Full Council adoption the Model Standing orders 2018 and Model Financial Regulations 2019 (Report No 2, Town Clerk)**

The Town Clerk explained that the standing orders and financial regulations in place currently needed to be updated to ensure the Council operated with best practice. There are three possible ways to do this:

- Line by line discussion at this meeting

- Setting up a working group to look at this, with the aim to bring forward recommendations to the full Council
- The Town Clerk to review the standing orders and regulations and bring recommendations to this committee and then the full Council

Consideration was given for a time limit for the work. It was agreed that any recommendations should be discussed by this committee at the March 3<sup>rd</sup> 2021 meeting before taking the recommendations to Full Council on March 23<sup>rd</sup>, 2021

**Resolved** To form a working group to review the standing orders and financial regulations. The group to consist of Cllrs Jones & Exton, along with the Town Clerk and Deputy Town Clerk

**Proposed** Cllr Power **Seconded** Cllr Grant

**7. To exclude the press and public for item 8 on the grounds of confidentiality and commercial sensitivity**

**Resolved** to exclude the press and the public

**Proposed** Cllr Grant **Seconded** Cllr Power

**8. To receive an update from the Personnel Committee and agree the recommendations resulting from the Town Hall Administrator job review (Report No 3, Town Clerk)**

The Town Clerk reported that there had been a previous lack of clarity around the job description for the Town Hall Administrator's post (THA). A Job Review has been undertaken in respect of the THA post. A new role of Estates Officer has been identified. This will be an extension of the facilities management to include all Council facilities. This is supported by the Personnel Committee who have brought the recommendation here for final agreement.

**Resolved** To create the full-time post of Estates Officer, to officially start from Sept 1<sup>st</sup>, 2020. The post holder will automatically move into the role.

**Proposed** Cllr Jones **Seconded** Cllr Grant

Thanks were given to the Town Clerk and all the Town Hall staff for the way they have responded to the challenges presented this year. Recognition was also expressed for the leadership shown by the Town Clerk and the impact he has made on managing the team through challenging times.

The meeting ended at 20.05pm

Signed:

Date: