

Malmesbury Town Council

Minutes of the **Extraordinary Policy and Resources Committee Meeting** Held
in Malmesbury Town Hall on **Wednesday 5th July 2023** at 6.30pm.

Present; Councillors: S D'Arcy, G Grant, P Exton, L Wood, W Jones, F Smith & C Ritchie

Also present: Claire Mann (Town Clerk)

PR/23/94 To receive declarations of interest

None received

PR/23/95 To receive apologies

Apologies received from Cllr R Hastings.

PR/23/96 Public question time in respect of items included in this agenda

None received.

PR/23/97 To approve the minutes of the meetings held on the 7th & 21st June

The Minutes of both meetings were approved and signed a correct record. It was noted that Cllr Exton was not present at the meeting on the 21st June.

PR/23/98 To note income & expenditure report & accompanying summary

The report was noted and the Town Clerk gave a summary and explanation of items that were over 25% spent at the end of the first quarter.

PR/23/99 To receive report from the Town Clerk on compliance with adopted Climate Strategy

The report was noted. Cllrs Ritchie, Grant and Vandelli were on the original working group and with the resignation of Fran Vandelli, it was agreed that membership of this working group would be added to the next Full Council agenda.

PR/23/100 To consider conference capability options in the Malting Hall

Following discussion it was agreed that Cllr Jones will investigate what is used by the Fire Service as it appeared reasonably priced and successful. A working group was made up of Cllrs D'Arcy, Exton & Jones will come back to P&R with a recommendation and will arrange a demonstration from potential suppliers.

PR/23/101 To consider amended Terms of Reference for the Green Open Spaces W/Group

It was agreed to remove the words 'Station Yard' from paragraph 3.

PR/23/102 To consider grant funding application form Malmesbury School

The application was considered and it was agreed that the grant for £500 would be made but with the stipulation that it would be to support families facing financial hardship and that similar grant requests should go to other Parishes within the School's catchment area.

PR/23/103 To consider whether a CIC organisation should be included in the definition for Community Rate

It was resolved that Community Interest Companies should be included in the statement referring to the qualification for Community Rate for room hire.

PR/23/104 To note aspirations of Burial Committee as agreed on the 14th June (verbal report, Cllr Ritchie)

Cllr Ritchie reported that the Burial Committee intends to reinstate the Chapel for Community Hire. This will require significant investment which could be funded by CIL receipts. A firm proposal will come to future P&R meeting.

PR/23/105 To consider request to have the fees for the Craft Fair maintained at the pre April level for the rest of the year.

Members considered the request and it was resolved that the Big Craft Fair should pay the new rate as from the 1st April 2023 in line with all other bookings that have been made. The Town Clerk was also asked to get confirmation from the Big Craft Fair that they are a not-for-profit organisation to comply with Community Rate status.

PR/23/106 To consider granting permission to Scott Media to access facebook, Twitter & Instagram accounts of MTC.

It was agreed that Scott Media should have access to the Town Council Social Media pages with administration rights rather than owner/manager rights.

PR/23/107 To consider cleaning contracts (report PR)

Following discussion, it was agreed that the Town Clerk would look into the implications of TUPE and whether it is relevant. Once the quotes and advice have been received, the Town Clerk will bring to a future meeting for consideration.

PR/23/108 To review MLA Agreement (first booking December 2021 – report CM)

It was agreed that the agreement should remain the same. The Estates Officer had raised concerns over the Caretaker being the Fire Marshall and being responsible for the isolation of zones when the haze machine is in use. Cllr Jones stated that he believed fire safety regulations state that the roles must be carried out by an Officer or Council member by proxy, he will check this information. The Haze Machine Policy will require review.

PR/23/109 To consider request from Malmesbury History Society

Members agreed that the History Society could carry out their archaeological excavation subject to the satisfaction of the Town Council insurers and no objection from the owners of Cloister Gardens. It was also noted that the Town Council would prefer this to take place in 2024 to tie in with Athelstan 1100.

The meeting was closed at 8.20pm