

MALMESBURY TOWN COUNCIL

Minutes of the **Policy and Resources** Committee Meeting

Held in Malmesbury Town Hall on **Wednesday 4th October 2023 at 7 pm**

Present; Cllrs S D'Arcy, G Grant, F Smith, C Ritchie, L Crawford-Price & P Exton

Also present: Claire Mann (Town Clerk)

PR/23/129 To receive Declarations of Interest

None declared.

PR/23/130 To receive apologies

Apologies received from Cllrs Jones, Slade & Hastings

PR/23/131 Public Question time in respect of items on the agenda

None

PR/23/132 To approve minutes of the meetings held on the 6th September 2023

The minutes of both meetings were approved and signed as a correct record.

PR/23/133 To note income & expenditure report and accompanying summary

The report was noted and the Town Clerk was asked to arrange for the Parking subsidy to be split into amounts for Cross Hayes and Station Yard.

Cllr Grant arrived

PR/23/134 To note and consider quote form Playdale for all play equipment repairs (£42,642.89 nett)

Following discussion it was resolved that any 'Red Flag' issues arising from the ROSPA report would be addressed but that other, less urgent, items would be postponed until a planned programme for financing repairs/replacements has been approved.

PR/23/135 To consider proposal for Kitchen refurbishment (from last meeting)

It was agreed that authority would be delegated to the Town Clerk, as advised by the Working Group, to instruct the contractor to commence the work, quote received for £24,776.00 net.

PR/23/136 To approve amended Communications Policy (from P&R 6th September)

It was agreed that minor amendments would be made and to include the Deputy Town Clerk in the absence of the Town Clerk.

PR/23/137 To note appointment of Mindvision for website work and to note progression

Members noted the report. The proposals were agreed as follows;

- a) To seek agreement of Tender No.2 for the website refresh as described above £2,000.
- b) To seek agreement to progress the What's On/ Events work to the Discover Malmesbury website with the same provider.
- c) If b) agreed, then to seek further agreement that the spending of funds up to £2,500 are the delegated to the Working Party together with the Town Clerk to be able to progress this specialist work in a timely manner and to include relaunch publicity.

PR/23/138 To consider the reply received from Wiltshire Council to MTC's letter concerning the future of funding for Visit Wiltshire and to decide next steps

It was resolved that the Mayor would write to Cllr Clewer thanking him for response but stating that the question remained unanswered. The Mayor will also write to other Town Councils asking if they have the same concerns and to request their support.

PR/23/139 To consider provision of additional days' holiday over Christmas period subject to staff use of two days.

It was agreed that this was acceptable for this year but that the Personnel Sub Committee will review for next year.

PR/23/140 To consider potential upgrade to sound and lighting systems in the Assembly Room

It was agreed to accept the proposals as follows;

- A. That we work with local technicians to form a specification for the additional sound and lighting equipment.
- B. That we use the specification as the basis for an Invitation to Tender for the supply of the equipment.

Expenditure anticipated is in the region of £5k.

Meeting closed at 8.05pm