

## **Malmesbury Town Council**

Minutes of the Policy & Resources Committee held in Malmesbury Town Hall on Tuesday 18<sup>th</sup> June 2017 commencing at 7.00pm.

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**Present:** Councillors: R E Budgen, J E Exton, L G Grant, A J Gundry (Chair)  
W R Jones, C M Ritchie and H Webb

**Apologies for absence:** Councillor F E Vandelli

**In attendance:** Councillor P J Exton and P Newman

**Public Question Time:** None.

**Declarations of Interest:** None.

### **08. Minutes**

Resolved that the minutes of the Policy & Resources Committee meeting held on the 7<sup>th</sup> June 2017, as circulated, be received and adopted.

### **09. Income and expenditure**

The Town Clerk produced the monthly report showing income and expenditure against the agreed budget and answered questions raised by the committee. The report was noted.

### **10. Ill health retirement**

The Town Clerk presented an information report outlining the approach taken by the fund managers responsible for the Wiltshire Pension Fund. The report was noted.

### **11. Lawn mowers**

The Town Clerk presented a report requesting authority to purchase two replacement lawnmowers for reasons stated within the report. It was proposed by Councillor Jones, seconded by Councillor Webb and RESOLVED that authority be granted to the Town Clerk to purchase two replacement lawnmowers without delay.

### **12. Safety surfacing**

The Town Clerk presented a report on the damage caused to the safety surfacing around play equipment in St Aldhelm's Mead. The committee considered the three quotations received and it was proposed by Councillor Grant, seconded by Councillor Jones and RESOLVED that the contract be awarded to Redlynch, shown as Company A in the report with a request that the work be undertaken as soon as possible.

### **13. Projects**

The Chair has previously circulated a report issued by the Town Clerk in September 2015 in order to inform the committee of what had previously been considered. Discussion ensued about the advisability of using available CIL funding for appropriate projects before considering use of Town Council reserves. It was proposed by Councillor Gundry, seconded by Councillor Exton and RESOLVED that committees be invited to submit proposals for capital projects, in priority order, for consideration at the September and October meetings of the Policy and Resources Committee.

**14. Risk register**

The Town Clerk presented a report together with three different versions of a Risk Register for adoption by the Town Council. Councillor Webb volunteered to work with the Town Clerk to produce a suitable document and format for consideration by the committee. It was proposed by Councillor Gundry, seconded by Councillor Jones and RESOLVED that Councillor Webb's offer of assistance be accepted

**15. Business Plan**

The Chair has previously circulated reports prepared in July 2013 identifying the then objectives of the Town Council together with a copy of the Wiltshire Council plan. The Chair and Town Clerk identified the need for a plan to be produced by the new Town Council covering the next four years. It was proposed by Councillor Gundry, seconded by Councillor Ritchie and RESOLVD that a working group led by Councillor Ritchie and comprised of Councillors Grant, Gundry and Webb would produce a business plan for consideration by the committee.

**16. Live Arts at the Town Hall**

The Chair presented a verbal report informing the committee of progress made by the Working Group and it was agreed that a written report would be submitted to the September meeting of the committee identifying options to be considered and indicative costs.

**17. Police and Crime Commissioners Community Action Fund**

Councillor Ritchie presented a report seeking authority to make an application for grant funding to facilitate a workshop meeting and a survey of young people. Discussion ensued about the likely impact on the workload of the staff of the Town Council. It was agreed that Councillor Ritchie would work with the Town Clerk to submit a bid before the approaching deadline and report to the committee once the outcome of the application had been determined.

**18. Whychurch Hill improvements**

Councillor Budgen presented a report requesting funding from the Town Council to support a CATG substantive bid to fund improvements at Whychurch Hill. He further informed the committee that the tender now received indicated a cost reduction to £30,000 It was proposed by Councillor Grant, seconded by Councillor Webb and RESOLVED that Councillor Budgen be authorised to liaise with the Wiltshire Council officers and negotiate the level of contribution to be made in the region of 25% of the scheme cost to a maximum of £10,000.

**The meeting closed at 21.07 hrs**