

## **Malmesbury Town Council**

Minutes of the Policy & Resources Committee held in Malmesbury Town Hall on Wednesday 7<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)  
C M Ritchie and F E Vandelli

**Apologies for absence:** Councillors W R Jones and H Webb

**In attendance:** Councillor P J Exton

**Public Question Time:** None.

**Declarations of Interest:** None.

### **03. Minutes**

Resolved that the minutes of the Policy & Resources Committee meeting held on the 4<sup>th</sup> April 2017 and 9<sup>th</sup> May 2017, as circulated, be received and adopted.

### **04. Personnel Sub-Committee**

The Chair advised that the composition of the sub-committee included the Chair and Vice-Chair of the Policy and Resources and one other councillor. It was proposed by Councillor Budgen, seconded by Councillor Grant and RESOLVED that Councillor Ritchie be appointed. It was also proposed by Councillor Grant, seconded by Councillor Budgen and RESOLVED that Councillor Vandelli be appointed as a deputy.

### **05. Internal Auditor Report**

The committee received and noted the draft report of the Internal Auditor. The Town Clerk advised that further work was required to the risk register and assets register and it was agreed that the approach would be discussed at the next meeting.

### **06. Infrastructure of the Town Hall**

The Chair outlined his proposal for a working group to be established to consider any suggested infrastructure improvements to the Town Hall which would then be considered together with other projects. He proposed that a working group of councillors be established to report on a timely, cost effective and phased programme of infrastructure development likely to encourage income from arts performances in the Town Hall. The proposal was seconded by Councillor Grant and RESOLVED by a majority decision.

It was proposed by Councillor Gundry, seconded by Councillor Vandelli and agreed that the membership of the group would include Councillors J E Exton, L G Grant, A J Gundry (Chair) and W R Jones. Three councillors would constitute a quorum for the group and it was anticipated that a report would be submitted to the next meeting of the Policy and Resources Committee.

## **07. Purchase of Marquee**

The Town Clerk presented a report outlining the case for the Town Council to purchase a marquee for use at external events. Councillor Exton advised that two new marquees were due to be sold after a local festival and the Town Council would be offered first refusal. Councillor Ritchie expressed a desire to see any marquees to be available for use by community groups. The concept was accepted by the committee with the terms and conditions were to be considered at a future meeting.

It was agreed that a new marquee be ordered and that the Town Clerk authorised to seek to acquire a second marquee after the local festival up to a value of £400. An application to be made to the Area Board for a community grant to assist with the costs involved.

The Chair requested that the date of the next meeting be changed to the **18<sup>th</sup> July 2017** and this was agreed by the committee.

**The meeting closed at 20.10 hrs**