

Malmesbury Town Council

Minutes of the Policy & Resources Committee held in Malmesbury Town Hall on Tuesday 11th February 2014 commencing at 7.00pm.

Present: Councillors: R E Budgen, C C Doody, A J Gundry, S J Poole, and K Power (Chair)

Apologies: Councillor V L Penfold who had a work engagement and Councillors Killane and Woodcock ill health.

Also in attendance: Councillor J E Exton.

Public Question Time

No questions raised.

.Declarations of Interest

No declarations on interest

42. Minutes

Resolved that the minutes of the Policy & Resources Committee meeting held on the 12th December 2013 as circulated, be received and adopted.

43. Income and Expenditure

The Chair presented a report previously circulated as Report No.1 providing information in respect of income and expenditure for the period April 2013 to January 2014. The committee noted the report.

44. Future Structure of the Council

The Chair presented a report, previously circulated, on proposals for restructuring the Town Council to meet new challenges. Members debated changes to the suggested titles of the new committees and the differentiation between single issue working parties and task groups. It was agreed that the report be RECOMMENDED for acceptance by the Council with the deletion of reference to Task Groups and the following changes to the names of committees:

Planning & External Affairs Committee to Planning & Environment Committee
Community & Town Economy Committee to Community & Town Promotion Committee.

Further that a definition of a Working Party be included within Standing orders.

45. Community Assets

The Chair updated the committee on the results of enquiries into the process and agreed to circulate the information about the Wiltshire Council Toolkit to all members in order to aid discussion at a future meeting about how to proceed.

46. Terms of Reference for Town Team and MNSG

The Chair informed the committee that funding for the above projects would be received through Wiltshire Council, through government linked grants or from other sources and administered by the Town Council. In order to facilitate a clear understanding of the support to be given by the Town Council resources clear terms of reference or a memorandum of understanding would need to be produced for the benefit of all concerned. The committee authorised the Chair to work with the Town Clerk in producing suitable documents and agreed that the Town Council would provide a level of administrative support to the Town Team to facilitate their meetings.

47. Roles of Leader and Town Mayor

Councillor Gundry presented a report on the outcome of his investigations into the roles of Council Leader and Town Mayor. After considerable discussion it was agreed to RECOMMEND to the Council that there should be no separation of the two roles for the Town Council and that applicants for the office of Town Mayor should be made aware that support would be available from the Deputy Town Mayor, other councillors and the office staff.

48. Website

The Chair advised the committee that work on the website was progressing and that a launch was anticipated during week commencing 17th February. Once launched information would be updated via the office, especially in respect of minutes, agendas and reports.

49. CCTV

The Town Clerk informed the committee that meetings were being arranged with companies experienced in delivering CCTV systems with a view to providing a new system capable of providing the support required to the police and meeting Home Office standards.

50. Fields in Trust grant application

The Town Clerk informed the committee that an application for grant had been submitted to Fields in Trust under their inclusion scheme. The subject of the grant was the widening of the gates into St Aldhelm's Mead to improve access. The grant scheme had limited funding and the result of the application was expected shortly.

51. Appraisal scheme

Councillor Budgen expressed a view that the appraisal scheme for staff required a complete review and it was agreed by the committee that Councillors Budgen, Poole and Power (being the Personnel Committee) would meet with the Town Clerk to produce an acceptable scheme.

The meeting closed at 21.15 hrs.