

Malmesbury Town Council

Minutes of the Policy & Resources Committee held in the Malting Hall Malmesbury Town Hall on Tuesday 11th June 2013 commencing at 7.00pm.

Present: Councillors: R E Budgen, A J Gundry, V L Penfold, K Power, S Poole and ACR Woodcock

Apologies: Councillor Killane who was attending Wiltshire Council business.

Non attendance: Cllr C C Doody

Also in attendance: Councillors W Blake and J Exton

Public Question Time

Councillor Poole asked why the Council website had not been updated. The Chair advised that the existing site requires programming codes to update and alter. These had been obtained and the update was being arranged.

Councillor Blake asked how the evening's committee meeting had been advertised and was advised by the Town Clerk that agendas had been sent as usual and hard copies displayed on the notice board.

.Declarations of Interest

No declarations of interest

03. Minutes

Resolved that the minutes of the Policy & Resources Committee meeting held on the 9th April 2013 and 28th May 2013, as circulated, be received and adopted.

04. Annual Return

The accounts of the Town Council had been circulated as Report No.1 together with the annual return for the year ending 31st March 2013. Members considered the content of report and requested explanation about some of the areas of expenditure which was satisfactorily explained by the Town Clerk.

It was RESOLVED that the committee approved the accounts and annual return for the year ending 31st March 2013.

Additionally it was RESOLVED that the committee approves the governance statement as set out at Section 2 of the Annual Governance Statement.

The reports from the Internal and External Auditors had been circulated to members within Report No.1. The committee considered the audit report and noted the recommendations contained therein.

The committee RESOLVED that:

- i) the current Internal Auditor be retained for a further year and that he be invited to attend a future meeting of the committee to discuss priorities for the next year.

- ii) the committee is satisfied with the effectiveness of the Internal Audit,
- iii) HMRC to be advised of a potential under declaration of VAT payable and that appropriate payment be offered without further delay
- iv) a Risk Register has been compiled and the methodology will be reviewed during the forthcoming year with the Chair and Vice-Chair of the committee.
- v) the committee is satisfied that the current system of reporting of income and expenditure at each committee meeting is sufficient to guide effective financial management.
- vi) the new Town Council has adopted core objectives and in future the budget process will include an element of allocating some funds to projects aimed at meeting those objectives and with a closer scrutiny of the total budget to avoid levels of underspend.

The Town Clerk was instructed to secure a settlement figure for the loan from the Public Works Loan Board to establish what level of penalty would be applied for early repayment.

The Chair indicated that she was prepared to sign the annual return guided by the Internal Auditor and the Responsible Finance Officer.

05. Income and Expenditure

The Chair presented a report previously circulated as Report No.2 providing information in respect of income and expenditure for the period April 2013 to June 2013

06. Personnel Sub Committee

The Chair invited expressions of interest from members of the committee who would be prepared to serve on the Personnel Sub-Committee. It was RESOLVED that the Personnel Sub-Committee would consist of Councillors Budgen, Power, and Poole. Councillor Penfold offered to provide advice and guidance to the sub-committee as required.

07. Section 137 Grants

The Chair presented the report previously circulated by the Town Clerk identifying the criteria for grant funding using the provisions of section 137 of the Local Government Act 1972. The 1.9% increase in council tax approved by the previous Town Council amounted to some £6,000 and the committee agreed to RECOMMEND to the Council that this year the sum of £6,000 be made available for distribution as grants under the provisions of section 137. The details would be considered at a future meeting if the Town Council agreed to the recommendation.

08. Old School Room

The Town Clerk presented a report identifying the latest proposal for a lease of the Old School Room. The committee resolved not to accept the offer and agreed to RECOMMEND to the Town Council that the Old School Room be withdrawn from consideration for a commercial lease and that the Policy and Resources Committee and the Town Hall Management Committee consider alternative community uses.

The committee also RESOLVED to invite representatives of Wiltshire Council to attend a scoping meeting at the Town Hall to explore the potential of a campus for Malmesbury.

09. Katifer Lane

The Town Clerk presented a report to update the committee on progress on the Katifer Lane project. After considerable discussion it was RESOLVED that the report be noted and that further consideration would be given to the level of charge for parking spaces before circulating local residents to gauge interest.

The meeting closed at 20.50 hrs.