

Malmesbury Town Council

Minutes of the Policy & Resources Committee held in Malmesbury Town Hall on Tuesday 5th November 2013 commencing at 7.05pm.

Present: Councillors: R E Budgen, C C Doody, A J Gundry, S Killane, V L Penfold, K Power,

Apologies: Councillor S J Poole and A C R Woodcock through reasons of ill health

Also in attendance: Councillor J E Exton.

Public Question Time

No questions raised.

.Declarations of Interest

No declarations on interest

30. Minutes

Resolved that the minutes of the Policy & Resources Committee meeting held on the 8th October 2013 as circulated, be received and adopted.

31. 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 October 2013. The committee noted the report.

32. New Computer System

The Town Clerk presented a report on the quotations received for a replacement computer system to be installed as soon as possible. Councillor Killane requested that the committee be informed of the identity of the companies who had quoted. In order to facilitate a full discussion the committee agreed to exclude the press and public for this item.

The Town Clerk identifies the companies concerned and the methodology used in comparing the quotes. The committee wished to be assured that the specification would be sufficient for the current and future needs of the Council and it was RESOLVED that Councillor Penfold would seek advice from an independent IT specialist and that, subject to her being satisfied, the quote from Fireflynetworks would be accepted with work to commence as soon as possible.

The item having been determined the meeting resumed in open session.

33. Business Plan

The committee discussed the Business Plan in conjunction with the budget proposals for the next year and RESOLVED that a Business Plan would be produced once the budget had been agreed. The Town Clerk advised that he had looked at a simplified template and that he would forward this to the Chair.

34. Neighbourhood Plan funding

The Chair explained that the funding set aside for the production of the Neighbourhood Plan was being depleted by the various calls made upon it and whilst a further grant had been applied for there may be a need to utilise the funds earmarked by the Town Council. It was proposed by Councillor Gundry, seconded by Councillor Penfold and RESOLVED by the committee that the existing methodology used to dispense funds for expenditure in connection with the Neighbourhood Plan be continued. The Chair and Responsible Finance Officer would agree the implementation and necessary controls.

35. Budget for 2014/2015

The Chair explained that many councillors found the present budget distribution confusing and not compatible with the manner in which the Council wishes to operate. Considerable discussion ensued including consideration of the need to revise the current committee structure. It was RESOLVED that the budget for 2014/2015 would be simplified and separated into discretionary and non-discretionary areas of expenditure thereby enabling each service committee to have a greater degree of flexibility.

36. Joint Burial request to purchase lawnmower

The Town Clerk presented a request received from the Joint Burial Committee that the Town Council purchase a mulching lawnmower on their behalf for use at the cemetery. The purchase price and associated running costs be amortised over five years and added to the annual payment for the Service Level Agreement.

The committee RESOLVE to agree to the request subject to the Service Level Agreement being accepted for a period of not less than five years.

The meeting closed at 21.05 hrs.