

Malmesbury Town Council

Town Hall
Malmesbury
Wiltshire
SN16 9BZ
3rd June 2014

You are summoned to a Meeting of the Policy and Resources Committee to be held on Tuesday 10th June 2014 in the Malting Hall, Town Hall, Malmesbury, commencing at 7.00pm

Jeff Penfold
Town Clerk

Cllr R E Budgen
Cllr A J Gundry
Cllr K Power (Chair)

Cllr S Cox
Cllr S J Killane
Cllr S Shape

Cllr C C Doody
Cllr V L Penfold

A G E N D A

1. Apologies.
2. Public Question Time.
3. To receive Declarations of Interest.
4. To receive, and adopt the Minutes from the Committee meeting held on the 8th April 2014 and 13th May 2014.
5. To receive and approve the Annual Accounts for the financial year ending 31st March 2014 **(to follow)**.
6. To consider the Income and Expenditure from April to May 2013, **attached** as Report No.2.
7. To select councillors to serve on the Personnel Sub-Committee.
8. To receive an update on projects and actions carried forward from the previous Council Year and if required agree future actions:
 - a) Revision of Standing Orders.
 - b) CCTV.
 - c) WiFi.

- d) Cloister Gardens.
 - e) Communications Policy.
 - f) Community Safety Policy.
 - g) Full structural Survey of the Town Hall.
 - h) Fields in Trust grant application re The Memorial Gates work.
 - i) To approve the signing of the Memorandum of Understanding with the Town Team as **attached** Report No. 3.
 - j) Staff Appraisal System.
 - k) Community Asset Registration.
 - l) Risk Register.
9. Report No.4 (**copy attached**) asks the Committee to consider supporting a WW1 Commemoration Tea Party (up to £250) and the planting of a tree and a plaque (up to £150).
10. Report No.5 (**copy attached**) asks the Committee to consider contributing towards a scroll to be presented to Niebull Town Council to mark The Town Twinning 60th Anniversary (Youth Twinning).
11. To receive an update on Health and Safety issues relating to the Town Hall and Wesleyan Room and any budgetary implications following works to the roof.
12. Report No.6 (**to follow**) asks the Committee to consider the employment of a general Administration Assistant.