

Malmesbury Town Council

Town Hall
Malmesbury
Wiltshire
SN16 9BZ
8th July 2014

You are summoned to a Meeting of the Policy and Resources Committee to be held on Tuesday 8th July 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 10th June 2014
5. To consider the income and expenditure from June to July 2014, attached as Report No.1
6. To receive an update on projects and actions carried forward from the previous meetings and if required agree future actions:
 - a) CCTV
 - b) WiFi
 - c) Cloister Gardens
 - d) Community Safety Policy
 - e) Full structural Survey of the Town Hall
 - f) Staff Appraisal System

- g) Community Asset Registration
- h) Risk Register
- i) Employment of Administration Assistant
- j) Newsletter

7. Communications Policy – working party update and to consider the need for a review of website after the soft launch
8. To discuss the setting up of a working party to consider Standing Orders revision
9. To receive a verbal report as to the Health and Safety issues re the Town Hall and Wesleyan Room and any budgetary implications following works to the roof.