

Malmesbury Town Council

Minutes of the Policy & Resources Committee held in Malmesbury Town Hall on Tuesday 8th July 2014 commencing at 7.00pm.

Present: Councillors: R E Budgen, S Cox, C C Doody, S Killane, V L Penfold, and K Power (Chair)

Apologies for absence: Councillors A J Gundry, S Shape and S Poole.

Public Question Time

Cllr Penfold enquired when the decision had been made to enclose Cloister gardens. Cllr Power replied that the issue was still being discussed by a working party and a recommendation had yet to be made to the Town Council.

Declarations of Interest

No declarations of interest

12. Minutes

Resolved that the minutes of the Policy & Resources Committee meeting held on the 10th June 2014 as circulated, be received and adopted.

13. 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 2014 to June 2014.

14. Update on projects:

(a) CCTV – The Town Clerk advised that a meeting had been held with a supplier to investigate potential costing based upon a recorded system covering the Market Cross, Cross Hayes and the High Street. Some of the existing system may be capable of being reused and it is hoped that an estimate of cost will be available for the next committee meeting.

(b) WiFi – The Town Clerk reported that the control unit had been installed but problems were being experienced with the Bt cabling installed during the refurbishment of the Town Hall. The contractor had ordered the necessary components and these would be installed as soon as possible.

(c) Cloister Gardens – The Chair advised that the issue is still under investigation and a meeting of the Working Group would soon be called to look at options. Members felt that it would be appropriate to keep a log of the actions taken by staff within the gardens.

(d) Community Safety – Councillor Gundry would be taking this forward.

(e) Survey of Town Hall – The Town Clerk reported on the results of a survey undertaken by a local stonemason, concentrating on the condition of the external stonework of the Town Hall. Two major areas of concern had been identified and the Town Clerk sought consent to suspend the need for three quotations as this was specialist work. The committee instructed that three quotations were required to be obtained as soon as possible. The Chair instructed that a full structural survey of the Town Hall should be commissioned without delay, the work to be undertaken by a suitably qualified surveyor. The schedule of dilapidations previously obtained was not considered appropriate for the purpose of forward budgeting.

(f) Staff Appraisal Scheme – The Personnel Sub Committee are to produce a scheme.

(g) Community Asset Registration – The Chair reported that together with Councillor Doody she had prepared a list of premises suitable for inclusion which would be submitted to the Town Council for ratification before forwarding to Wiltshire Council. Councillors will be invited to add to the list at the Council meeting.

(h) Risk Register – The Chair advised that she will be meeting with the Town Clerk in the next few weeks to commence the assessment and register.

(i) Employment of Administration Assistant – The Town Clerk reported that the advertisement had been placed on the notice boards and on the website.

(j) Newsletter – The Town Clerk reported that work on the newsletter was nearing completion.

15. Communications Policy

The Chair spoke on the need to ensure a robust communications policy was introduced without delay. The Working Group would meet as soon as possible to produce a draft policy to be offered for acceptance by the Town Council. In the interim, and after considerable discussion, it was RESOLVED that information on services operated or controlled by the Town Council would be restricted to the official Town Council website and Town Council Facebook. The operators of other sites currently in use providing this information and badged as if Town Council sites or associated to the Town Council should be requested to close them down with immediate effect now that the Town Council has a new website and staff suitably trained to update.

16. Standing Orders

The Chair suggested that a Working Group be formed to consider revisions to Standing Orders. It was RESOLVED that a Working Group be formed comprised of Cllrs Power, Doody and one other councillor.

17. Health and Safety Issues in Town Hall

The Town Clerk advised the committee that the Wesleyan Hall had been reopened following the essential clearance and cleaning work.

The meeting closed at 21. 03 hrs.