

Malmesbury Town Council

Minutes of the Policy & Resources Committee held in Malmesbury Town Hall on Wednesday 17th September 2014 commencing at 7.00pm.

Present: Councillors: AJ Gundry, SJ Poole, S Cox, CC Doody and K Power (Chair).

Apologies for absence: Councillors VL Penfold, RE Budgen and SJ Killane.

Public: There were six members of the public present.

Public Question Time

None.

Declarations of Interest

None.

20. Minutes of the Meetings held on the 8th July 2014 and the 20th August 2014

The Committee noted that they had not been informed of any start date for the scheduled repairs to the Town Hall. **Action: James Whittleton** to inform Councillors when a date is known.

Resolved: to approve the Minutes of the Meetings held on the 8th July 2014 and the 20th August 2014 as correct records.

21. Income & Expenditure

Consideration was given to Report No.1 which detailed Income & Expenditure in 2014/15 up to the end of August.

The Committee noted that sponsorship for Malmesbury in Bloom had been corrected and put against the correct code, but that much of the sponsorship had been entered in the 2013/14 accounts.

The possibility of promoting the small grants scheme was discussed.

The need to utilise the training budget, in order to aid staff development was considered.

Resolved:

- 1) To note the Income & Expenditure Report.
- 2) To produce appropriate wording to promote the small grants scheme on the Council's website (**Action Councillor CC Doody**).

22. No Cold Calling Zones

Consideration was given to Report No.2 which asked the Committee to consider supporting a 'No Cold Calling Zone' in Parklands and to recommend to Full Council that a 'No Cold Calling Zones' policy be adopted.

The Committee noted the efforts of a local resident in getting the Parklands initiative up and running.

The Committee also noted that once in place, the Police would be able to enforce the No Cold Calling Zones.

Resolved:

- 1) To assist with the setting up of a community led 'No Cold Calling Zone' for 1-17 Parklands as detailed, with a sum not exceeding £250 to support this initiative.
- 2) To recommend to full Council a new policy to assist and support the setting up of further 'No Cold Calling Zones', where feasible (outlined in Appendix 2 of this Report).

23. CCTV

Consideration was given to Report No.3 which sought the view of the Committee on further action to improve the CCTV system.

The possibility of asking Wiltshire Council and local businesses to contribute towards any improvements in Station yard.

Resolved: To ask the Town Clerk to investigate improvements (in liaison with the Police) to the CCTV system in Station Yard and to contact Wiltshire Council and Local Businesses to ask them whether they would be willing to contribute towards improvements.

24. Children and Vulnerable Persons Protection Policy

Consideration was given to Report No.4 which asked the Committee to agree to a review of the Council's Children and Vulnerable Persons Protection Policy.

Resolved:

- 1) That a Working Party comprising of Councillors CC Doody, SJ Poole, K Power and the Town Clerk be established.
- 2) That the Working Party investigates the inclusion in the Policy of a reporting procedure and other actions should a case of abuse be reported to a Councillor or member of staff.
- 3) That the Working Party presents their findings and an amended policy, if appropriate, to the Policy and Resources Committee and thereafter to Full Town Council for their approval.

25. External Audit Report 2013-14

Consideration was given to Report No.5, the External Audit Report for 2013-14, which was undertaken by Grant Thornton UK LLP.

The Committee noted the need to carry out a risk assessment on a regular basis.

Resolved:

- 1) To note the contents of the External Audit Report for 2013-14.
- 2) To carry out a full Risk Assessment for this financial year and that the Committee receive regular updates on progress towards this end.

26. Flying Monk Ground and the Malmesbury Victoria Football Club

Consideration was given to Report No.6 which informed the Committee of five complaints about activities at the Flying Monk Ground.

The Committee discussed the frequency of events, the importance of communicating with nearby residents and the storage of potentially hazardous items (it was noted that the Football Club had undertaken steps to remove/address these issues).

Mr J Davies, the Football Club Treasurer stated that the Club was in contact with Wiltshire Council's Environmental Health Officers and was taking steps to address their comments, that he hoped that the 2014-15 events programme would contain a number of daytime events and that he hoped the Council would include members of the Club's Committee in their communications with the Club.

Resolved:

- 1) That the Committee notes the content of this report and receives regular updates from the Town Clerk (or deputy) with regard to the issues and ongoing investigations relating to the lease, usage and maintenance of The Flying Monk Ground and reports the same to Full Council.
- 2) That the Town Clerk (or deputy), the Chair of Policy and Resources and the Wiltshire Councillor continue to liaise with both Wiltshire Council and the Police and any other party considered appropriate in respect of investigating these complaints and other issues relating to licensing, ASB and public nuisance and report an update to Full Council.
- 3) That the Town Clerk (or deputy), the Chair of Policy and Resources and the Wiltshire Councillor, arrange a meeting with the Trustees of the Malmesbury Victoria Football Club who are the responsible lessees of the Flying Monk Ground, to discuss the situation. Also to pass on redacted copies of the residents' complaints to the Club Trustees for consideration in confidence, but only with the agreement of those residents who have made the complaints. Also to attend any meetings with the Football Club Committee or others, should this be requested. Reports of these meetings are to be made to Full Council.

27. Request from Malmesbury Victoria Football Club

Consideration was given to a request from Malmesbury Victoria Football Club (circulated as Report No.7) concerning the exclusive use of land outside the area shown on the current lease.

Mr J Davies, the Football Club Treasurer, stated that some expediency would be appreciated in order that the Club can deal with storage issues at the ground.

Resolved: to defer consideration of the request following the Town Clerk completing his investigations.

28. Remembrance Sunday Organisation

Consideration was given to the organisation of the Remembrance Sunday service at Malmesbury Abbey.

Resolved: that a meeting involving Mr D Tilney, the Town Clerk and Councillors K Power, S Poole and CC Doody take place to determine the invitees.

29. Updates on Projects and Actions

WI-FI - The Committee noted that the WI-FI was now working. They asked that instructions be sent to Councillors and displayed in the Town Hall for visitors – **Action - Town Hall Administrator.**

Community Asset Registration - **Councillor K Power** to circulate the list again for comment.

Administration Assistant - The Committee noted that the advert had been re-written and that the advert is likely to go out in the next few weeks.

Cloister Gardens – The Committee noted that no anti-social behaviour problems had been reported this summer.

Communications Policy – The Committee noted that the Working Party had undertaken a scoping meeting.

The meeting closed at 8:35pm.