

Malmesbury Town Council

Minutes of the Policy & Resources Committee held in Malmesbury Town Hall on Tuesday 11th November 2014 commencing at 7.00pm.

Present: Councillors: R E Budgen, S Cox, CC Doody, AJ Gundry, S J Poole, S J Killane and K Power (Chair).

Apologies for absence: Councillor V L Penfold

Non-attendance: Councillor S J Shape

In attendance: Councillors J Exton, G Grant, W Jones

Public Question Time

Councillor Cox enquired why the mayor is required to pay for the hire of the Town Hall for charity events. He was advised to submit an item to be considered by the Town Council.

Councillor Grant enquired about the usual process for dealing with consultation documents. He was advised by the Chair that consultation documents were normally dealt with by the relevant service committee. However, any member may request that the issue is considered by the Town Council. Members debated the consultation on Car Parking and agreed that this should be considered by the Town Council at the next meeting.

Declarations of Interest

None.

35. Minutes

Resolved that the minutes of the Policy & Resources Committee meeting held on the 14th October 2014 as circulated, be received and adopted.

Councillor Cox requested an update on comments he made during Public Question Time. Councillor Killane informed the committee that Wiltshire Council had agreed to undertake works of resurfacing at Holloway Hill.

Min 30 (2) – Councillor Doody advised that she had prepared a statement to be placed on the website advising on the small grant scheme.

36. Income & Expenditure

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

37. Community assets

Councillor Power had previously circulated a list of premises to be considered for inclusion and advised the committee of the conditions that had to be met before consideration could be given by Wiltshire Council. The Town Clerk suggested that all councillors be invited to submit details of any premises suitable for inclusion to him for consideration as one document at the Town Council meeting. The committee agreed that this would be the appropriate way forward and instructed the Town Clerk to notify councillors accordingly.

38. Commemoration of the Great War

Councillor Doody requested that committee consider the inclusion of £250 in the budget for the next year to support events designed to commemorate the Great War. The Town Clerk suggested that additional funding could be included in the budget for Public Functions to enable a degree of flexibility. The committee supported the suggestion and RESOLVED to increase the Public Functions budget by £300 for the next Civic Year.

39. Malmesbury Hub

No report had been prepared for consideration by the committee and Councillor Budgen, Chair of Town Hall and Facilities Committee, informed the committee that notes of the meetings of the Hub User Group were considered by the sponsoring committee whose minutes were reported at each meeting of the Town Council. Management of the space was dealt with through the office and the charges for use were included on the Town Council website.

40. Updates on Projects and Actions

The Chair invited those involved in the agreed projects to comment on progress made since the last meeting:

Community Safety Policy

Councillor Gundry advised that together with Councillor Poole he had attended an emergency planning seminar and workshop at Sherston which raised more questions than answers. The first stage of the training for Flood Wardens had taken place earlier in the day and had been well received.

Structural survey of Town Hall

The Town Clerk reported that the survey had been completed and he was awaiting receipt of the report. The surveyor had indicated that as the scaffolding was in place he would take the opportunity to make a closer examination and add to his report as necessary. The Town Clerk advised that progress was being made with the stonework repairs although additional urgent repairs were found to be necessary to one of the chimneys and these had now been completed.

Staff Appraisal

The Chair advised that the Deputy Town Clerk was arranging a meeting with Peninsula Services.

Community Asset Registration

The Town Clerk advised that the previous suggested premises agreed by the Town Council did not fall within the criteria but the Town Council would consider others at the next meeting.

Administration Assistant

The Town Clerk reported that interviews were scheduled for next week.

Communications Policy

The Chair advised that a meeting had been held in the summer and arrangements were being made for another meeting.

CCTV

The Town Clerk informed the committee that a more detailed instruction was required before he could commence work on a sensible specification. He had

previously advised the committee of the likely cost of a new system based upon tenders received elsewhere. Considerable discussion took place about the need for a system now that in some of the areas covered there were less incidents of anti-social behaviour. It was proposed by Councillor Doody, seconded by Councillor Poole and RESOLVED that the Town Clerk be requested to obtain a quotation for upgrading the current recording equipment utilising the existing cameras.

Children and Vulnerable persons

The Chair reported that no progress had yet been made on this project.

Risk Register

The Town Clerk reported that he had prepared a first draft and this would be circulated for consideration at the next meeting.

Flying Monk Ground

The Chair reported that the complaints she had received had been passed to the Trustees of the Football Club and forwarded to the appropriate authority for investigation. Councillor Exton informed the committee that the club were working with the officer from Wiltshire Council, a new constitution had been drawn up and letters and questionnaires were to be sent to neighbouring premises.

The Town Clerk informed the committee that he had received an urgent request from the Football Club that they be permitted to install a lean-to at the gable end of the clubhouse in order to protect machinery whilst the question of additional land upon which to site a storage container was being considered. The Chair enquired about the wooden hut situated outside of the demised land and if planning legislation was being broken. Councillor Exton advised that if the temporary lean-to could be constructed then the hut would be relocated. It was proposed by Councillor Doody, seconded by Councillor Cox and RESOLVED that permission be granted for a temporary lean-to to be installed on the gable end as requested. To be reviewed once the request for additional land has been determined by the Town Council.

A Boards around Market Cross

Councillor Gundry reported that he is seeking a resolution and another meeting between interested parties is being planned.

Standing Orders

The Chair advised that progress is being made and the revised document would be circulated for discussion before the end of the February.

Councillor Surgeries

Councillor Budgen reported that no action had yet been taken. Councillor Gundry informed the committee that he could find no examples of existing guidelines on the subject. The town Clerk offered to raise through the Clerk network.

41. Budget Pressures

The Town Clerk presented a report detailing the known budget pressures facing the Town Council for the next financial year which was noted by the committee.

The meeting closed at 8:48pm.