

Malmesbury Town Council

Minutes of the Policy & Resources Committee held in Malmesbury Town Hall on Tuesday 13th January 2015 commencing at 7.00pm.

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

Non-attendance: Councillors R E Budgen, S J Killane and L V Penfold.

In attendance: Councillor W Jones

Public Question Time

None

Declarations of Interest

None.

49. Minutes

Resolved that the minutes of the Policy & Resources Committee meeting held on the 3rd December 2014 as circulated, be received and adopted.

Min 43 – Councillor Doody outlined the actions being taken to secure a copy of the working drawings relating to the installation of a spiral staircase. The Town Clerk undertook to circulate copies of the plans of the building electronically to all members of the committee.

50. Income & Expenditure

Consideration was given to Report No.1 which detailed Income & Expenditure in 2014/15 up to the end of December. The committee RESOLVED to note the report.

51. Risk Register

The Town Clerk referred to the draft copy of a risk register circulated to the committee and explained the rationale behind some of the findings. One of the areas identified the need for councillor training and the Town Clerk indicated that he had secured a suitable training session to be run at the Town Hall. It was proposed by Councillor Poole, seconded by Councillor Gundry and RESOLVED that the draft Risk Register be accepted and that a review be undertaken quarterly within the office and 6 monthly at this committee.

52. A-boards at the Market Cross

Councillor Gundry explained the outcome of discussions held by the A-board Working Party and local traders. All unauthorised A-boards had now been removed with the exception of that advertising Amanda's Bistro and consideration was being given to how businesses situated in the Market Cross could be better identified and advertised. It was proposed by Councillor Gundry, seconded by Councillor Doody and RESOLVED that the Town Clerk write to the proprietor of Amanda's Bistro instructing that the board should be removed from the Market Cross and be advised that the Town Council will support the Enforcement Officer in seeking compliance with the relevant legislation.

53. No Cold Calling Zones

Councillor Power informed the committee that she had been approached by residents wishing to consider another area for inclusion as a “No cold calling “zone. Details would be provided once the preliminary work had been undertaken by the residents.

54. Survey of the Town Hall.

The Town Clerk advised that the survey report had been received earlier in the day and that the majority of the main areas of concern had been identified and funding set aside during the budget setting process. The full report would be considered by the Town Hall and Facilities committee at the next meeting but in the interim an electronic copy will be circulated to all councillors.

55. Appraisal Working Party

The Town Clerk reported that he had contacted the HR advice service as directed but their services were only available by email or telephone. However, the South West Employers organisation had indicated they would be able to assist in helping the Working Party with the introduction of an appraisal scheme and a quote had been obtained. The Town Clerk advised that he had circulated the scheme used by other Town Councils and before seeking external assistance the Working Party should meet to agree the basics of any scheme. The Chair undertook to ensure that a meeting be convened.

The meeting closed at 20.20