

## Malmesbury Town Council

Minutes of the Policy & Resources Committee held in Malmesbury Town Hall on Tuesday 9<sup>th</sup> June 2015 commencing at 7.00pm.

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**Present:** His Worship the Mayor, Councillor A J Gundry  
Councillors: R E Budgen, S Cox, C C Doody, J Exton, W R Jones (Chair)  
V L Penfold and S Poole

**Apologies for absence:** Councillor R F Sanderson at a Twinning meeting..

### **Public Question Time**

No questions raised.

### **Declarations of Interest**

No declarations of interest

### **03. Minutes**

Resolved that the minutes of the Policy & Resources Committee meeting held on the 7<sup>th</sup> April and 12<sup>h</sup> May 2014 as circulated, be received and adopted.

### **04. Annual Return and Statement**

The accounts of the Town Council had been circulated as Report No.1 together with the annual return for the year ending 31<sup>st</sup> March 2015. Members considered the content of report and requested explanation about some of the areas of expenditure which was satisfactorily explained by the Town Clerk.

It was RESOLVED that the committee approved the accounts and annual return for the year ending 31<sup>st</sup> March 2015.

Additionally it was RESOLVED that the committee approves the governance statement as set out at Section 2 of the Annual Governance Statement and authorised the Town Clerk to provide explanations for any boxes marked "No" in sections 2 and 4.

The report from the Internal Auditor had been circulated to members within Report No.1. The committee considered the audit reports, noted the recommendations contained therein and agreed to take the appropriate action.

The committee RESOLVED that:

- i) the current Internal Auditor be retained for a further year and that he be invited to attend a future meeting of the committee to discuss priorities for the next year.
- ii) the committee is satisfied with the effectiveness of the Internal Audit,
- iii) a Risk Register has been commenced and the methodology will be reviewed during the forthcoming weeks with members of the committee
- v) the committee is satisfied that the current system of reporting of income and expenditure at each committee meeting is sufficient to guide effective financial management.

**05. Income and Expenditure**

The Chair presented a report previously circulated as Report No.2 providing information in respect of income and expenditure for the period April 2014 to May 2015. The committee noted the report.

**06. Personnel Sub Committee.**

The Chair requested expressions of interest to serve on the Personnel Sub Committee. It was proposed, seconded and RESOLVED that Councillors Budgen, Jones and Poole form the Personnel Sub Committee for the current year with Councillor J Exton as a substitute should the need arise..

**07. Frequency of committee meetings**

The Chair explained that he did not feel that the committee was required to continue meeting on a monthly cycle as any urgent item could easily be discussed and decided at a meeting of the Town Council. He presented a suggested list of meeting dates for the committee to consider. It was proposed by Councillor Jones seconded by Councillor Penfold and RESOLVED that the schedule of meeting dates presented be adopted by the committee

**09. Revised approach to Mayor Making**

Councillor Doody advised the committee that she had circulated all members of the council seeking to determine when it had been decided that the previously agreed guidelines for the selection of mayor and deputy mayor should be abandoned. Debate ensued about the decision of this administration to dispense with a selection committee and whether any previous guidelines restricted the ability of councillors to vote as they saw appropriate.

The Chair invited the Town Clerk to speak to his report about suggested changes to the process of Mayor Making. The committee accepted the proposed changes and Councillor Penfold suggested that candidates for the office of Town mayor and Deputy Town Mayor should be required to send their details to all members of the council a week before the first meeting in the new Civic Year when the vote would be taken. The proposal of the Town Clerk, as amended by Councillor Penfold was then proposed by Councillor Penfold, seconded by Councillor Exton and approved for RECOMMENDATION to the Town Council for adoption in 2016.

**10. Social media working group**

The Chair advised the committee of his desire to create a working group to look at the interaction between social media and the Town Council website.

**11. Internal Auditor's Report**

The committee considered the report submitted by the Internal Auditor and noted the recommendations. The Town Clerk and Councillors Budgen, Jones and Penfold would look closely at the risk register and review the scoring for each identified risk. The module for recoding assets will be implemented during the year together with commitment accounting in those areas where such action would assist in committee decision making.

**The meeting closed at 19. 52 hrs.**