

Malmesbury Town Council

Minutes of the Policy & Resources Committee held in Malmesbury Town Hall on Wednesday 13th July 2016 commencing at 7.00pm.

Present: His Worship the Mayor, Councillor W R Jones
Councillors: R E Budgen, S Cox, L G Grant, A J Gundry (Chair), S J Poole,
F Vandelli and H Webb

Apologies for absence: Councillor V L Penfold

Public Question Time: None.

Declarations of Interest: None.

9. Minutes

Resolved that the minutes of the Policy & Resources Committee meeting held on the 17th May 2016 as circulated, be received and adopted.

10. Budget

The Town Clerk and Chair gave an explanation of how the council budget is constructed each year and the implications of new build within the area in terms of additional council tax income and relevant CIL payments. The Town Clerk reported that the first CIL payment had now been received from the Burnham Lodge development.

The committee expressed a desire to receive details of previous headings used for "earmarked funds".

11. Income and expenditure

The Town Clerk presented a report previously circulated as Report No.1 providing information in respect of income and expenditure for the period April 2016 to June 2016. The committee noted the report.

The Chair circulated a number of charts showing expenditure in pictorial format which the committee felt assisted with understanding the budget and expenditure.

12. Balances and reserves

The Town Clerk presented a report clarifying the terms of earmarked funds, reserves and balances. The committee felt that the report assisted in their financial understanding of the Town Council and the Town Clerk suggested that in future the current balance sheet be circulated to the committee together with the income and expenditure report.

13. Communications policy

Councillor Jones advised the committee that a draft would be circulated to members of the working group to enable the committee to receive the final draft at the next meeting.

14. Notice boards

The Town Clerk presented a previously circulated report on the subject of notice boards. The committee expressed the view that new boards would assist in the promotion and explanation of the work of the Town Council. It was RESOLVED that the style and location be further investigated by the Town Hall and Facilities Committee and that once a budget figure had been assembled consideration would be given to the use of reserves for the purchase.

15. Exclusion of press and public

It was proposed, seconded and RESOLVED that the press and public be excluded from discussion for the next item on the agenda on the grounds of .commercial sensitivity.

16. Cemetery improvements

The committee received a confidential report from the Town Clerk identifying the shortfall in funding available to undertake the essential development work at the cemetery. It was RESOLVED that in view of the essential and priority nature of the project funding would be taken from reserves to enable the project to proceed without delay and with agreed arrangements to ensure costs being apportioned between the two constituent councils as appropriate.

The meeting closed at 20.50 hrs.