

## **Malmesbury Town Council**

Minutes of the Policy & Resources Committee held in Malmesbury Town Hall on Tuesday 8<sup>th</sup> October 2013 commencing at 7.00pm.

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**Present:** Councillors: R E Budgen, C C Doody, A J Gundry, K Power, S J Poole and A C R Woodcock

**Apologies:** Councillor S Killane, V L Penfold,

**Also in attendance:** Councillor J E Exton, two members of the public.

### **Public Question Time**

No questions raised.

### **.Declarations of Interest**

Councillor Poole declared an interest in agenda item No.7 – Athelstan Players

### **16. Minutes**

Resolved that the minutes of the Policy & Resources Committee meeting held on the 13<sup>th</sup> August 2013 as circulated, be received and adopted.

### **17. Income and Expenditure**

The Chair presented a report previously circulated as Report No.1 providing information in respect of income and expenditure for the period April 2013 to September 2013. The committee noted the report.

Councillor Woodcock left the meeting to attend a prior engagement.

### **18. Town Hall survey**

The Town Clerk presented the maintenance survey which had previously been considered by the Town Hall Management Committee. The survey was the result of a visual inspection and indicated those issues requiring attention, many of which were in hand. The result of a planning application for bird proofing was awaited and if approved the equipment used to install at high level would also be used to enable a closer inspection of high level stonework. The committee noted the report.

### **19. Frequency of committee meetings**

The Chair suggested that the Policy and Resources committee included three additional meetings in the schedule for the remainder of the civic year. The dates suggested were 5<sup>th</sup> November, 7<sup>th</sup> January and 4<sup>th</sup> March. Councillor Gundry proposed that the additional meetings be agreed. Councillor Doody seconded the proposal and explained that if there was insufficient business the Chair was empowered to cancel a meeting. The committee RESOLVED to schedule the additional meetings, the Chair to confirm the dates by email.

**20. Telephone system**

The Town Clerk presented a report on the quotations received for a replacement telephone system to be installed as soon as possible. The committee RESOLVED to accept the quotation submitted by company B for the sum of £1,946.19 plus VAT.

**21. Gel sacks**

The Town Clerk suggested that the Council procure a small quantity of gel sacks in advance of weather warnings as last year supplies were at a premium. The Chair invited members to comment upon the proposed purchase indicating that details about charges and availability would be considered at a future meeting. It was RESOLVED that a total of two hundred sacks be purchased.

**22. Working Party for Emergency Planning Policy**

The Chair presented a report on the need to establish a policy for emergency planning. It was felt that the most appropriate way forward would be to establish a working party to make recommendations that could be considered by the Town Council. It was proposed by Councillor Gundry and seconded by Councillor Doody that a working party be created. The committee RESOLVED to support the proposal and the invitation to join the group would be open to all members of council.

**23. Working Party for Community Safety Policy**

The Chair presented a report on the need to establish a policy for community safety. However, from the outcome of discussions held on the previous item it was proposed by Councillor Poole, seconded by Councillor Grundy and RESOLVED by the committee that the working party agreed for emergency planning should also extend their involvement into community safety.

The Town Clerk advised that the Emergency Planning Officer from Wiltshire Council had agreed to attend a meeting to explain the various roles and committee agreed to accept the invitation.

**24. Community Assets for Malmesbury**

The Chair explained the provisions of the Localism Act that enabled communities to register an interest in important facilities and building within the town and thereby being involved in future disposal plans. The committee supported the concept and RESOLVED that further research be undertaken and proposals come before a future meeting of the committee.

**25. Recruitment**

The Town Clerk reported that an offer had been made for recruitment to the temporary post and that a decision was awaited.

**26. Business Plan**

The committee RESOLVED to defer discussion on this item until the next meeting.

**27. Survey of Market Cross**

The Town Clerk reported that he is still endeavouring to find a company with the technology to undertake a full survey and was awaiting assistance from Wiltshire Council and English Heritage to identify a suitable surveyor.

Councillor Budgen arrived following a parish council meeting. Councillor Poole left the room whilst the next item of business was conducted.

**28. Athelstan Players**

The Town Clerk outlined the request received from the Athelstan Players for permission to raise the level of their building at the Flying Monk Playing Field. It was proposed by Councillor Gundry, seconded by Councillor Budgen and RESOLVED by the committee that permission be granted subject to all necessary consents being obtained.

Councillor Poole returned to the meeting.

**29. Katifer Lane**

The Town Clerk outlined the background to the proposal of the former administration to lease the garages site at Katifer Lane from the owner and provide eight parking spaces for use by residents after demolishing the garages. He explained that everything was in order to sign the lease but the committee would need to agree the charging policy and the method of distribution.

Councillor Budgen advised the committee that he felt the council should draw back from the project and consider if they should be going into the business of providing car parks. He expressed concern that if other areas of land became available there could be an expectation that the council would step in and provide facilities. Councillor Gundry supported the view and the Chair suggested that the owners be invited to a meeting to see if they would take forward the scheme themselves, using the benefit of the consents obtained by the Town Council.

It was RESOLVED by the committee that a RECOMMENDATION go before the next Council meeting to withdraw from financial involvement with the project.

**The meeting closed at 21.25 hrs.**