

Malmesbury Town Council

Minutes of the **Policy and Resources Committee Meeting**
Held in Malmesbury Town Hall on **Wednesday 4th January 2023** at 7.00pm.

Present; Councillors: W Jones, G Grant, C Ritchie, P Exton, C Doody & K Power

Also present: Claire Mann (Town Clerk)

PR/23/01 To receive declarations of interest

None received

PR/23/02 To receive apologies

Apologies received from Cllrs P Smith, F Smith & S D'Arcy

PR/23/03 Public question time in respect of items included in this agenda

None received

PR/23/04 To approve minutes of meetings held on the 7th December

The minutes of the meeting held on the 7th December were approved and signed as a correct record.

PR/23/05 To note income & expenditure report & accompanying summary

Members noted the report. Cllr Ritchie requested a detailed quarterly report on budget status and asked what the financial implication had been on the temporary loss of email data, the Clerk replied that there had been none directly which Cllr Ritchie disputed.

PR/23/06 To review investment account (Close Brothers) and determine next steps

It was resolved that Cllrs W Jones and Grant together with the Clerk would look at options/accounts/interest rates available and potential investment of further funds

PR/23/07 To confirm annual calendar for Council/Committee meeting dates from May 2023

A proposed calendar was circulated, minor amends made and final version will be forwarded to all Councillors and uploaded onto the website.

PR/23/08 To consider the High Street Regeneration W/Group recommendations for the Generating activity grant from Wiltshire Council (£10k)

Cllr Ritchie had circulated a report for consideration. It was resolved that the proposed Action Plan should be submitted as soon as possible.

PR/23/09 To review and determine MTC Public Relations and Communication Strategy

It was resolved that items 10 & 11 on the Agenda would be discussed at the same time.

PR/23/10 To discuss the scope and management of the PR and communications role and determine the resourcing processes

Cllr Wood had circulated a draft scope for the role. Following discussion it was resolved that a template created by Cllr Ritchie would be considered at all committee meetings to determine relevant requirements and would be presented to P&R in March.

The Town Clerk will request details of time spent & content for website & facebook prepared by the Information Centre and Administration also for presentation at P&R in March.

It was further agreed that Cllrs Power, D'Arcy, Ritchie, Wood & Grant together with the Town Clerk & Deputy Town Clerk would be on the Working Group.

It was resolved to exclude the Press & Public for the remainder of the meeting given the commercial sensitivity of the following item

PR/23/11 To consider report from Cllrs Power & Exton on the Nun's Walk

Following discussion it was agreed that the Town Council will write to the Diocese stating that it is not interested in the purchase of the land below Nun's Walk but that it wishes to remain an involved stakeholder given the historical importance of the Ancient Scheduled Monument beneath the land there.

Meeting closed at 9.15pm