

MALMESBURY TOWN COUNCIL

Minutes of the **Policy and Resources** Committee Meeting

Held in Malmesbury Town Hall on **Wednesday 6th September 2023 at 7 pm**

Present; Cllrs S D'Arcy, G Grant, F Smith, C Ritchie, R Hastings, J Slade & P Exton

Also present: Claire Mann (Town Clerk)

PR/23/115 To receive Declarations of Interest

None declared.

PR/23/116 To receive apologies

Apologies received from Cllr L Crawford-Price

PR/23/117 Public Question time in respect of items on the agenda

None

PR/23/118 To approve minutes of the meetings held on the 5th July & 9th August

The minutes of both meetings were approved and signed as a correct record.

Cllr Grant arrived

PR/23/119 To note income & expenditure report and accompanying summary

The Town Clerk will circulate amended report. It was agreed that a detailed report will accompany the Income & Expenditure sheet at the next P&R meeting.

PR/23/120 To consider (in principle) allocation of expenditure for Devereux event in 2024 (report Cllr Ritchie)

Cllr Ritchie had circulated the report prior to the meeting. It was agreed, subject to requirements of MTC insurers, £7,500 would be put into an earmarked reserve for 2024.

PR/23/121 To consider change of Community & Town Promotion Committee name to Community Engagement & Town Promotion Committee

The proposed name change was accepted.

PR/23/122 To approve Terms of Reference for Town Centre Open Spaces & High Street Regeneration Working Group

It was agreed that the Market Cross would also be included as an area to come under the scope of the Working Group and that Cllr Smith would step down. The Committee requested minor amendments and the final wording was approved.

PR/23/123 To approve flag purchases and flying times for new flagpole (report CM)

Members noted the report. It was agreed to purchase;

- 5x MTC Crested Flags (one for the Town Council pole and remaining four to be gifted to Twinned & Friendship Towns.
- LGBT Flag
- Commonwealth Day
- St George's Flag
- Wiltshire Flag

Any other flags to be flown must be agreed by P&R in future.

PR/23/124 To review Communications Policy

The existing policy was circulated. Amendments need to be made to ensure that Scott Media is included in communication channels. It was resolved that an amended version will be presented to next P&R meeting, taking into account the comments from Scott Media and also detailing the hierarchy of decision making.

PR/23/125 To note cleaning contract review and make appointment from 1st October 2023

It was resolved that D&R Cleaning will be awarded the external toilet cleaning contract and that HiTec will be retained for Toilet Maintenance Contract.

PR/23/126 To consider mayoral cadet proposal for following eighteen months (extension into next Mayor's Year)

It was agreed that this is a sensible proposal and that the extension would be accepted.

It was resolved that item 14 be brought forwards to enable Cllr Grant to leave the meeting for HEALS funding request discussion

PR/23/127 To consider budget requirement for kitchen refurbishment in the region of £25k

Further information was requested from the supplier, this will then be considered at the next P&R meeting.

Cllr Grant left the meeting

PR/23/128 To consider grant funding request from HEALS

It was resolved to allocate £500 to HEALS as requested.

Meeting closed at 7.57pm