

Malmesbury Town Council

Minutes of the **Policy and Resources Committee Meeting**
Held in Malmesbury Town Hall on **Wednesday 7th June 2023** at 7.00pm.

Present; Councillors: G Grant, S D'Arcy, P Exton, C Ritchie, F Smith, P Smith, L Wood

Also present: Claire Mann (Town Clerk)

PR/23/71 To receive declarations of interest

None received

PR/23/72 To receive apologies

Apologies received from Cllr W Jones

PR/23/73 Public Question time in respect if items included in this agenda

None received

PR/23/74 To approve minutes of the meetings held on the 5th April & 23rd May

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

PR/23/75 To note income & expenditure report & accompanying summary

Cllr Ritchie asked why there was such an overspend on projected salaries. The Town Clerk responded that there had been duplicate salaries to support the member of staff working from home, as agreed by the Personnel Sub-Committee. Room hire on a Sunday is now regular and extended which necessitates double time to cover. Cllr Ritchie suggested that the projected budget for 2023/24 salaries should be reviewed.

The report was noted. The Town Clerk will meet with the Cllr D'Arcy, Chair of Policy and Resources to discuss reporting going forwards.

PR/23/76 To consider strategy working with neighbouring parishes and partnership working with reference to Schools & Footpaths/Cycleways adjoining Parishes and to form a Working Group

It was agreed that the Chair of Planning & Environment Committee would be the lead on this initiative and also progressed through the work of the Area Board. Cllr Grant will write to Tetbury Town Council to arrange a meeting of key staff and Chairs of Committees of both Councils to continue to build up the relationship with towns in the new parliamentary constituency.

PR/23/77 To form a working group to consider Ear Marked Reserves position based on business plan and aspirations of the Council and/or other investment opportunities (report Cllr D'Arcy)

It was resolved that a working group consisting of all members of the Policy & Resources Committee would be set up to create the Business Plan and aim for its completion within two months. The Working Group would meet as soon as possible.

PR/23/78 To discuss and determine action to be taken for Climate Strategy (report Cllr Ritchie)

Cllr Ritchie stated that this had been adopted three years ago. It was agreed that the Office staff would review compliance with the strategy and the Town Clerk will report to next meeting.

PR/23/79 To form a working group for Town Centre spaces ie. Cloister Gardens and slope, Market Cross and neighbouring parking area, Upper High Street, areas in the vicinity of the Town Hall, Birdcage Walk & Jubilee Gardens and create Terms of Reference

It was agreed that Cllr P Smith would lead the group and that it would consist of previous members of the High Street Regeneration W/Group (Cllrs KP, CR, PS, GG, PE, FS, CD & LW) The Terms of Reference would be approved at next P&R meeting.

- PR/23/80 To consider grant funding request from St Joseph's RC School**
Following discussion it was agreed to allocate £500 to St Joseph's RC School.
- PR/23/81 To appoint Personnel Sub-Committee**
It was agreed that Cllrs D'Arcy, F Smith & Wood be appointed to the Personnel Sub-Committee and that Cllr Exton would be reserve.
- PR/23/82 To consider creation & appointment of Mayoral Cadets (report Cllr Grant)**
Cllr Grant's report was noted. It was resolved that one cadet would be recruited from Air Cadets, Guides or Scouts and that the other would be recruited from the 6th Form at Malmesbury School. Cllr Grant will write to the organisations to put forward candidates. Any expenses incurred by the Mayoral Cadets would come from Mayor's Allowance for this year.
- PR/23/83 To consider Ukraine Independence Day to be held as a Civic Reception (report Cllr Grant)**
The report was noted and it was agreed to accept the proposal to mark the Ukraine Independence Day as a Civic Event. Invitations will come from the Town Council and its continuation will be reviewed annually.
- PR/23/84 To consider the loan of the remaining MTC owned planters to HEALS (report Cllr Grant)**
It was resolved that six of the remaining planters will be loaned to HEALS for this year but that this will be reviewed in future in case MTC has use for them. HEALS has given assurance that any damage or replacement that might be required will be covered by them.
- PR/23/85 To consider working group recommendation to invite tenders for the refurbishment of the main town hall kitchen**
The tender was agreed to be published as is. It will go onto the Town Council website in the first instance with a deadline of four weeks.
- PR/23/86 To consider working group recommendation to invite tenders for the update and refresh of the MTC website (report Cllr D'Arcy)**
The tender was agreed to be published as is. It will go onto the Town Council website in the first instance with a deadline of four weeks.
- PR/23/87 To consider working group recommendation to commission a detailed survey of the Town in support of the proposed CCTV scheme (report Cllr D'Arcy)**
It was resolved that Red Hand will be invited to complete a follow up survey to get the project under way.
- PR/23/88 To exclude the press and public given commercially sensitive nature of discussion**
It was resolved to exclude the press and public for the next item.
- PR/23/89 To consider appetite for investment opportunities in the Town**
It was resolved to allocate up to £10k to enable detailed and professional research into investment opportunities in the Town.

The meeting was closed at 8.40pm