



MALMESBURY TOWN COUNCIL

Minutes of the **Policy and Resources** Committee Meeting
Held in Malmesbury Town Hall on **Tuesday 11th November 2025**

- Present;** Cllrs P Exton, S D’Arcy, G Grant, O Wallis, I Wallis, S James, Crawford-Price & Hastings.
- Also present:** Claire Mann, Town Clerk.
- PR/25/107 To receive Declarations of Interest**
None received.
- PR/25/108 To receive apologies**
Apologies received from Cllr Drake.
- PR/25/109 Public participation in respect of items included in this agenda**
None received.
- PR/25/110 To approve the minutes of the meetings held on the 21st October**
The minutes of the meeting were approved and signed as a correct record.
- PR/25/111 To receive financial analysis report.**
The report was noted.
- PR/25/112 To consider identified CIL expenditure.**
There was no proposed CIL expenditure to consider.
- PR/25/113 To approve IT Policy as required by the Annual Governance and Accountability Return 2025/26 (new assertion 10)**
Following discussion it was agreed that some amends are to be made. Proposed changes will be presented to the Committee at the next meeting.
- PR/25/114 To consider future of MTC involvement in Folk & Roots Festival (Cllr D’Arcy)**
Cllr D’Arcy provided a background of the Festival for the last three years. It was resolved that the organisers will be invited to present at a future meeting of P&R.
- PR/25/115 To consider disposal of Office laptops.**
It was agreed that the four, incompatible with Windows 11 laptops would be sold at £100 each and staff would have first option on their purchase.
- PR/25/116 To approve Policy & Resources Committee objectives for the MTC business Plan.**
It was resolved to make amendments as follows:
1. To authorise or recommend budget and expenditure, including Council grants, that deliver value for residents while ensuring the Council’s financial health.

2. To allocate judiciously the Community Infrastructure Levy monies received from new development for the benefit of the Town.
3. To put forward to Wiltshire Council S106 recommendations from relevant working work.
4. To maintain an annual business plan that defines a vision for Malmesbury and prioritises development projects to support that vision.
5. To ensure adoption of new and amended policies for the best financial operation and governance of the Council to include maintenance of comprehensive Risk Management Register.
6. To maintain in good order Council owned properties, assets, any other properties or areas leased by Malmesbury Town Council.
7. To provide facilities to support effective communication internally and externally.
8. To appoint Councillors to ensure correct practices are followed in line with internal and External recommendations.
9. To ensure the Town Council is a good and fair employer by providing fulfilling work, training and other appropriate professional development opportunities and conditions for its staff.
10. To employ suitable skilled and experienced staff with a staff development process based on appraisals and MTC matched objectives, overseen by a personnel sub-committee.

PR/25/117 To approve proposed CCTV Review working group terms of reference.

It was agreed to approve the proposed terms of reference with the addition of '3.9 To propose an ongoing reporting scheme to P&R' and that a log will be kept in the office, recording usage of the system.

PR/25/118 To consider and if agreed, to develop draft Friendship Agreement with Norwegian Town of Fitjar.

Cllr James outlined the proposal to create a Friendship Agreement with Fitjar and the history that connects Malmesbury with Fitjar. Members agreed to progress the proposal subject to engagement with the Twinning Association.

PR/25/119 To agree Christmas opening times of the Office and TIC.

It was agreed that the TIC and office would be closed from 2pm on the 24th December and will re-open at 9am Monday 5th January 2026. Caretakers will be asked if they would like to work during that time.

The meeting was closed at 8.10pm