



MALMESBURY TOWN COUNCIL

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

Held in Malmesbury Town Hall on **Tuesday 12th November 2024 at 7pm**

Present; Cllrs S D'Arcy, R Hastings, C Ritchie, P Exton, J Slade, L Crawford-Price and G Grant.

Also present: Claire Mann (Town Clerk)

PR/24/84 To receive Declarations of Interest

There were no declarations of interest.

PR/24/85 To receive apologies

Apologies received from Cllrs W Jones and S James.

PR/24/86 Public Question Time in respect of items included in this agenda.

No public questions were received..

PR/24/87 To approve minutes of the meeting held on the 22nd October 2024

The minutes were approved and signed as a correct record. It was agreed that the three phase electricity supply should be added to the TH&F Project Report.

Cllr D'Arcy proposed that the Income & Expenditure Report and Budgetary discussion are combined for item 10. All agreed.

PR/24/88 To consider recommendation from CE&TP Committee requesting that the Information Centre is open for weekends all year.

Members considered the information circulated. Following discussion it was agreed that the Town Clerk will arrange for the TIC to be open at the weekend as soon as possible and this will run until Christmas. Further investigation will be undertaken in March for the TIC to be open from the end of September 2025.

PR/24/89 To consider additional expense for tree works/traffic management plan for CCTV installation.

Following discussion it was agreed that the Town Clerk will contact Wiltshire Council and ask that the Application fee from Wiltshire Council is waived because the Town Council is not seeking to profit from any work that is done, it is for the benefit of the Community.

PR/24/90 To approve CCTV policy.

The proposed policy had been circulated ahead of the meeting. Minor amends were made. The final draft will be approved by the Town Clerk in conjunction with the Chair and Vice Chair of Policy and Resources, it will then be published as an adopted policy.

PR/24/91 To consider information received from Wiltshire Council on Service Devolution and Asset Transfer and determine next steps.

It was resolved to defer this to the Working Group (Cllrs Power, W Jones, Exton, Grant, Slade & Doody – Cllr D’Arcy requested that information is copied to him to monitor the progress of the working group) and that a meeting should be convened before the next P&R meeting. Cllr Ritchie stepped down from the working group.

PR/24/92 To consider budgetary requirements for Central Council Code (101)

Following discussion the following was agreed and some further information requested from the Town Clerk;

Central Council-101	Nominal Code	24/25 To date	24/25 Budgeted	24/25 expected y/e	25/26 Proposed
Income					
Flying Monk rental	1003	£312.00	£ 1,511.00	£1,511.00	£1,600.00
SSE Consents	1042	£29.00	£0.00	£51.00	£0.00
HEALS Rent OSR	1110	£630.00	£ 1,080.00	£1,080.00	£1,200.00
Cll Income	1180	£181,499.00	£0.00	£ 181,499.00	
Bank Investment Income	1190	£7,640.00	£ 4,500.00	£13,095.00	£20,000.00
Total		£190,110.00	£7,091.00	£197,236.00	£22,800.00
Precept Received	1176	£538,852.00			
Expenditure					
Salaries/Pensions etc	4000	£161,127.00	£275,000.00	£ 276,171.00	
Website	4001	£2,820.00	£400.00	£3,500.00	£ 500.00
Photographer	4005	£550.00	£750.00	£650.00	£ 750.00
Training	4010	£2,189.00	£ 2,500.00	£3,000.00	
Website Compliance	4014	£0.00	£ 1,500.00	£1,500.00	
Lodge Maintenance	4019				£1,500.00
Travel Expenses	4020	£3.00	£500.00	£100.00	£ 250.00
Staff Uniform	4025	£90.00	£200.00	£155.00	£ 200.00
CCTV Maintenance	4029	£35,049.00	£0.00	£45,000.00	£7,573.50
Health & Safety	4050	£679.00	£ 1,000.00	£1,163.00	£1,200.00
Mayors Allowance	4075	£797.00	£ 1,530.00	£1,366.00	
Public Functions	4076	£1,201.00	£ 2,700.00	£2,700.00	£3,000.00
Robes and Hats	4079	£50.00	£300.00	£300.00	£ 500.00
Signwriting	4080	£71.00	£80.00	£71.00	£80.00
Office Equipment	4100	£186.00	£500.00	£200.00	£ 500.00
Play Equipment Inspections	4110	£514.00	£500.00	£514.00	£ 550.00
Grass Cutting	4115	£5,070.00	£ 4,500.00	£5,070.00	£5,000.00
Maintenance L&Y	4119	£1,888.83	£ 7,500.00	£3,192.00	£4,000.00
Photocopier	4120	£989.00	£ 1,300.00	£1,695.00	£1,400.00
Telephone etc	4121	£761.00	£ 1,500.00	£1,305.00	£1,500.00
Consumables, Stationery etc	4122	£764.00	£ 1,500.00	£1,309.00	£1,500.00
Service Agreements inc windows	4123	£48,558.00	£78,000.00	£83,229.00	£87,500.00
Insurance	4125	£16,018.00	£17,000.00	£16,018.00	£18,000.00
Motor Vehicle Expenses	4126	£1,987.00	£ 3,000.00	£3,000.00	£3,300.00
New Equipment	4127	£1,815.00	£0.00	£2,100.00	£0.00
Subscriptions	4130	£2,885.00	£ 2,300.00	£3,000.00	£3,000.00
Defibrillator	4143	£50.00	£70.00	£200.00	£ 500.00
Card Machine	4147	£961.00	£ 1,400.00	£1,647.00	£1,750.00
Generating Activity Grant Payments	4149	£8,700.00	£0.00	£8,700.00	
Tenancies (Accommodation Rental)	4151	£1,246.00	£ 2,100.00	£2,135.00	£2,500.00
Utilities	4152	£11,890.00	£20,000.00	£20,380.00	£21,000.00
MTC Mobile Phone	4153	£0.00	£360.00	£0.00	£0.00
Publications	4157	£70.00	£200.00	£119.00	£ 200.00
NNDR - Town Hall	4175	£15,631.00	£25,000.00	£26,792.00	£28,500.00
Professional Fees MTC	4176	£1,450.00	£ 2,000.00	£2,000.00	£2,000.00
Audit Fees	4177	£315.00	£ 1,800.00	£2,030.00	£2,100.00
RBS Support	4178	£3,065.00	£ 1,600.00	£3,065.00	£2,000.00
PR, Comms & Publicity	4179	£8,793.00	£15,250.00	£15,071.00	£16,000.00
Grant Allocations	4188	£2,000.00	£ 4,000.00	£3,428.00	£4,500.00
Christmas Lights	4192	£0.00	£10,000.00	£12,250.00	£13,000.00
Refuse Collection	4197	£2,618.00	£ 4,000.00	£4,487.00	£5,000.00
Birdage Agreement	4200	£10.00	£10.00	£10.00	£10.00
Twinning Association	4205	£1,943.00	£ 1,000.00	£1,200.00	£1,200.00
Town Team Grant	4212	£9,000.00	£ 9,000.00	£9,000.00	£10,000.00
ICT Support	4231	£4,300.00	£ 8,000.00	£7,370.00	£8,000.00
Loan Repayment	4500	£40,863.00	£40,863.00	£40,863.00	£40,863.00
Service Agreements	4550	£210.00	£500.00	£360.00	£360.00
Bank Charges	4580	£182.00	£350.00	£312.00	£ 400.00
Total		£399,358.83	£551,563.00	£617,727.00	£301,686.50

Meeting closed at 8.40pm