



MALMESBURY TOWN COUNCIL

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

Held in Malmesbury Town Hall on **Tuesday 16th July 2024 at 7 pm**

Present; Cllrs S D'Arcy, R Hastings, L Crawford-Price, R Hastings, G Grant & C Ritchie

Also present: Claire Mann (Town Clerk)

PR/24/50 To receive Declarations of Interest

None received.

PR/24/51 To receive apologies

Apologies received from Cllrs Exton, Smith & Slade

PR/24/52 Public Question Time in respect of items included in this agenda.

None received.

PR/24/53 To approve minutes of the meeting held on the 18th June 2024.

The minutes were approved and signed as a correct record.

It was noted that the revised quote for the two Twinning documents with bad Hersfeld had since been received at £1700. It was agreed that the additional expenditure be approved as time for its preparation was getting shorter.

PR/24/54 To receive income expenditure report and note accompanying summary.

It was noted that 1006 101 needs to be deleted as it sits within cost centre 701 (Town Hall and Facilities)

The report was noted.

PR/24/55 To consider funding request from Caerbladon.

Following discussion it was agreed to allocate £500 to Caerbladon in respect of their grant application.

PR/24/56 To determine way forward with collation of risk register and MTC business plan.

Cllr D'Arcy stated that the current iteration is out of date and needs to be reviewed. Cllr D'Arcy will produce an initial draft for consideration of a working group that is to be made up of members of the Policy and Resources Committee.

PR/24/57 To exclude press and public for commercially sensitive purposes.

It was resolved to exclude the press and public for the remainder of the meeting.

PR/24/58 To consider quotes for lift replacement based on service recommendation.

Following discussion it was agreed to request two installation references from both Level Access Lifts and Evo Platform Lifts. Further consideration will take place at future meeting once this information has been received.

PR/24/59 To consider quote to repair roof.

Following discussion it was agreed to accept the quote from G Curtin Roofing Ltd.

PR/24/60 To consider quotes for installation of a fire suppression system to Town Hall kitchen extraction system.

Members of the Committee agreed that the Town Clerk should go back to the insurers stating the minimal use of the kitchen/extractor fans. There is a regular deep clean service in place and Councillors feel that the risk is managed adequately with this measure in place.

It was agreed that the Town Clerk should ask if there is an insurance implication if this is not implemented.

Meeting closed at 7.28pm