



# MALMESBURY TOWN COUNCIL

Minutes of the **Policy and Resources** Committee Meeting  
Held in Malmesbury Town Hall on **Tuesday 21<sup>st</sup> October 2025**

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**Present;** Cllrs P Exton, O Wallis, I Wallis, K Drake, S James, Crawford-Price & Hastings.

**Also present:** Claire Mann, Town Clerk & Cllr Power.

**PR/25/91 To receive Declarations of Interest**

None received.

**PR/25/92 To receive apologies**

Apologies received from Cllrs D'Arcy & Grant.

**PR/25/93 Public participation in respect of items included in this agenda**

None received.

**PR/25/94 To approve the minutes of the meetings held on the 9<sup>th</sup> September.**

The minutes of the meeting was approved and signed as a correct record.

**PR/25/95 To receive an update from Cllr Power on the Town Centre Open Spaces and High Street Regeneration grant and working group.**

*Cllr James arrived.*

The report had been circulated ahead of the meeting. Following discussion it was agreed to accept the proposal; to authorise the spend from the Wiltshire Council High St Generating Activity Programme Grant on the improvements outlined in the report and within budgeted items of the grant as submitted to the committee previously. The work to be costed, arranged and paid for under the direction of the Town Clerk, (with reference to Wiltshire Council should this be required re other areas).

*Cllr Power left the meeting.*

**PR/25/96 To receive financial analysis report.**

The report was noted.

**PR/25/97 To consider identified CIL expenditure.**

It was agreed to spend the identified item from CIL fund. Members asked that the remaining fund figure is circulated to all.

**PR/25/98 To approve proposed terms of reference for CIL/S106 working group.**

The proposed terms of reference were approved.

**PR/25/99 To approve Malmesbury Town Council Business Plan.**

Following discussion it was agreed that minor amends would be made. It was noted that Wiltshire Council have not yet signed the Memorandum of Understanding on the Riverside.

**PR/25/100 To consider annual funding report (Cllr O Wallis)**

It was resolved to accept Cllr O Wallis's proposals in the report to trial the process during the 2026/27 budget setting and that the Town Clerk will circulate the application to groups and organisations mentioned in the report that received grants in the 2025/26 financial year.

**PR/25/101 To detail budget setting timetable to Chairs of Standing committees.**

The following was noted;

<b>Committee</b>	<b>Date</b>	<b>Agenda Item</b>
<b>Burial</b>	7-Oct	2025/26 Committee budget setting
<b>P&amp;R</b>	21-Oct	Business Plan Final Approval
<b>TH&amp;F</b>	6-Nov	2025/26 Committee budget setting
<b>CE&amp;TP</b>	13-Nov	2025/26 Committee budget setting
<b>P&amp;E</b>	25-Nov	2025/26 Committee budget setting
<b>P&amp;R</b>	9-Dec	2025/26 Full budget setting, EMR/CIL Allocation, Precept calculation (draft)
<b>P&amp;R</b>	6-Jan	2025/26 Budget final recommendation
<b>Full Council</b>	13-Jan	2025/26 Budget Approval

**PR/25/102 To establish Community Governance Review working group.**

It was agreed that the Town Clerk and Cllrs James and D'Arcy will be on the working group and that notification will go to all other Councillors to ask if they would like to join.

**PR/25/103 To approve Wiltshire Pension Employer Discretion Policy.**

Members resolved to adopt the Policy, stating that permission will be sought from the Policy & Resources Committee to exercise any one of the discretions in exceptional circumstances.

**PR/25/104 To consider that Malmesbury town Council may sell redundant assets providing that the Mayor and the Chair of P&R agree a market value for the assets.**

Following discussion it was agreed that reports to dispose of redundant assets will require approval from P&R on every occasion.

**PR/25/105 To approve compensation for losses incurred by the 2025 Folk and Roots Festival.**

The report from Cllr D'Arcy was considered and it was agreed to pay £511 for losses to the organiser. A report will be presented to a future P&R meeting to discuss the Folk and Roots Festival and underwriting by the Town Council.

**PR/25/106 To consider the rescheduling of the December meeting to prevent a conflict with the Area Board meeting.**

Members agreed to hold the December P&R meeting on the 2<sup>nd</sup> December.

The meeting was closed at 8.34pm