



# MALMESBURY TOWN COUNCIL

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

Held in Malmesbury Town Hall on **Tuesday 22<sup>nd</sup> October 2024 at 7pm**

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**Present;** Cllrs W Jones, L Crawford-Price, P Exton, S James, G Grant, C Ritchie and J Slade.

**Also present:** Claire Mann (Town Clerk)

**PR/24/73 To receive Declarations of Interest**

There were no declarations of interest.

**PR/24/74 To receive apologies**

Apologies received from Cllr S D'Arcy.

**PR/24/75 Public Question Time in respect of items included in this agenda.**

None received.

**PR/24/76 To approve minutes of the meeting held on the 10<sup>th</sup> September 2024**

The minutes were approved and signed as a correct record.

**PR/24/77 To receive income expenditure report and note accompanying summary.**

The report was noted.

**PR/24/78 To note progress with Malmesbury Town Council Business Plan and Risk Register (Cllr D'Arcy)**

Members reviewed the prepared draft by Cllr D'Arcy, it was requested that the following be included in final draft for approval;

- A summary of critical actions for the next 3-6 months
- Reference to Standing Orders and the Code of Conduct
- Preparation of Business Plan is urgent and is to be ready by the end of March
- Revision of existing policies and procedures

**PR/24/79 To consider, and if agreed, approve spend of Wiltshire Towns Programme funding (Cllr Ritchie)**

Cllr Power had circulated a breakdown for the available £40k over the next two years. Cllr Ritchie will forward the Town Clerk minor amendments, the proposals were approved.

**PR/24/80 To consider quotation to install 32amp power supply to support Cloister garden events (Cllr D'Arcy)**

Cllr D'Arcy had circulated a report ahead of the meeting detailing requirements for electricity supply to the Cloister Gardens. Following discussion it was resolved to spend up to £1,750 for the current proposal and to investigate its progression to a three phase supply.

The Town Clerk and Cllr D'Arcy will look into options for three phase supply and will report to a future meeting.

**PR/24/81 To consider report from Cllr Exton on Co-op closure in the High Street.**

Following discussion it was agreed that the Town Council needs to request an alternative service is offered by the Post Office/Co-op during its closure for residents. A letter from the Mayor and the Town Clerk will be sent to regional managers of both the Co-op and the Post Office.

**PR/24/82 To consider and adopt Information Security and CCTV Policies.**

Following discussion it was agreed that further guidance is required, a 'too generic' policy can create more problems than it solves with regard to Information Security, it was noted that this may also duplicate what is contained in the MTC GDPR Policy and Privacy Notices.

**PR/24/83 To consider grant application from Malmesbury Carer Café.**

It was resolved to confirm when the Carers Café had last received a grant from the Town Council and it will be re-considered at a future meeting, the Town Clerk was also asked to notify them of other funding streams available to them.

Meeting closed at 8.21pm