

Malmesbury Town Council

Town Hall
Malmesbury
Wiltshire
SN16 9BZ
23rd October 2007.

You are summoned to a Meeting of the Policy and Resources Committee to be held on Tuesday 30th October 2007 in the Council Chamber, Town Hall, Malmesbury, commencing at 7pm.

J Penfold
Town Clerk

Cllr. J Bowen
Cllr. Mrs C C Doody
Cllr. J Lawton
Cllr. M Snell

Cllr. Mrs A Davis
Cllr. P J Goldstone
Cllr R F Sanderson
Cllr. C M Vernon

A G E N D A

1. Apologies.
2. Public Question Time.
3. To receive declarations of interest in accordance with the Local Councils (Model Code of Conduct) Order 2007.
4. To receive, and adopt the minutes from the meeting held on 7th August 2007.
5. To consider a request from the Leisure and Youth Committee to reallocate project funds as indicated in the attached Report No.1.
6. To consider proposals for the introduction of Internet Banking as indicated in the attached Report No.2
7. To consider a report on the Christmas Lights Working Group attached as Report No.3.
8. To receive a Financial report for the period ending 23rd October 2007, attached as Report No.4
9. To consider a request from the Friends of Athelstan Museum for the extension of their rent-free period of occupation of the Town Hall attached as Report No.5.
10. To receive a report on the draft budget requirements for the year 2008/9 attached as Report No.6
11. To consider the option for continuing the operation of the Farmers Market as outlined in the attached Report No.7

Report No.1

Report to Policy & Resources Committee 30th October 2007

Application from Leisure and Youth Committee to reallocate project funds

1. Purpose of the report

- 1.1 To consider a request from the Leisure and Youth Committee to reallocate funding set aside for the Cloister Gardens Project to a proposal for installation of play facilities.

2. Background

- 2.1 At the Town Council meeting on the 12th December 2006 it was resolved that no further action would be taken in respect of enclosing the Cloister Gardens with railings and gates. However, it was also agreed that the situation would be reviewed once Wiltshire County Council had determined the outcome of the application for a gating order. The funding set aside for the project remains as "earmarked funds" and available for use by the committee in the event of the project being agreed by Council.

3. Proposal

- 3.1 In response to a report from North Wiltshire District Council (NWDC) outlining their play strategy to improve play facilities in North Wiltshire, the Leisure and Youth Committee embarked on a project to improve play facilities on Reeds Farm, which included consultation with local residents.
- 3.2 NWDC have since made an "in principle" allocation of £25,000 to the Reeds Farm project as part of the bid for a share of the lottery funding. NWDC have indicated that match funding by the Town Council would be viewed favourably.
- 3.3 The Big Lottery now has to consider the projects included in the NWDC Play Strategy and make a final decision by January 2008. It is anticipated that the balance of funding to complete the Reeds Farm project will be available from unfulfilled s.106 Agreements, the details of which are yet to be established.
- 3.4 The Leisure and Youth Committee would now like to propose that part of the funds earmarked for the Cloister Gardens are reallocated to the Reeds Farm project. The current cost centre report shows a total of £8,567 available funds for improvements to Cloister Gardens and it is requested that the sum of £5000 is reallocated to the Reeds Farms project.

4. Financial Implications

- 4.1 The money held in "earmarked funds" was originally set aside for the Cloister Gardens project and if £5,000 of this is now reallocated to another scheme it is unlikely that the Town Council would be able to fund the proposals for Cloister Gardens from remaining balances.

4.2 The Leisure and Youth Committee has indicated that the remaining balance of £3,567 could be used by the sub committee of Councillors, Cox, Thomas and Bowen, who are currently investigating the possibility of holding 1 or 2 low key acoustic music events next year. However, this will be the subject of a further report once more information is available.

5. Recommendation

5.1 The Committee is recommended to authorise the transfer the sum of £5,000 from Cloister Gardens Improvements to the Reeds Farm project for the purposes of securing the additional funding from North Wiltshire District Council, subject to the finance from unfulfilled section 106 agreements proving to be insufficient or unobtainable.

22.10.2007

Report No.2

Report to Policy and Resources Committee 30th October 2007

Internet Banking

1. Purpose of report

- 1.1 To consider the introduction of internet banking for Malmesbury Town Council in order that payments to staff and others may be made by bank transfer rather than by cheque, make reconciliation easier, and provide the ability to adopt modern banking methodology

2. Background

- 2.1 The committee previously discussed this topic in March 2005 and at that time expressed concern how transactions could be input and verified and that our bankers were likely to impose charges on us. This may again be a possibility once the significant high balances now seen are eroded on completion of the current Town Hall project.
- 2.2 Whilst the question of bank charges has not been raised with our bankers, at the time of the last report internet debits were charged at approximately 40% of the rate of cheque payments.

3. Proposal

- 3.1 To implement internet banking with HSBC at the earliest opportunity. This however would be subject to:
 - A demonstration by our bankers to delegated members of this committee of how internet banking might work. (Currently one of the accounts administered by MTC for a community organisation uses internet banking to pay its employees do such demonstration would be straightforward.)
 - Written guidelines being produced by our internal auditor on how the system would be implemented in MTC with particular emphasis on controls and security.

4. Financial Consideration

- 4.1 None unless our bankers seek to implement bank charges in the future and this will need to be pursued before a final decision is made.

5. Recommendation

- 5.1 The current Town Council bankers be requested to arrange for a demonstration of Internet banking to representatives from the Policy and Resources Committee and, subject to the outcome of that demonstration, the Internal Auditor be requested to produce guidelines to ensure satisfactory control and security.

22.10.2007.

Report No.3

Report to Policy & Resources Committee 30th October 2007.

Christmas Lights - Progress

1. Purpose of report

- 1.1 To consider the recommendations of the Christmas Lights Working Group

2. Background.

- 2.1 A report was presented to Policy & Resources Committee in October 2006 recommending that a working group be formed to explore replacement of our aged system and the group comprising Cllrs Bowen, Sanderson, Snell and Vernon was duly established.
- 2.2 The working group met several times and agreed that a scheme presented to MTC by Pathlight, Chippenham met our requirements.

3. The Proposal

- 3.1 LED lights be purchased for the High Street, Market Cross and Triangle at a cost of £2042. The configuration will largely be as seen in previous years.
- 3.2 An estimate of £1500 has been received from local contractor to erect and dismantle the lights. However, it would appear that the services of a qualified electrician will not be required and this should be reflected in a revised estimate awaited from the contractor.
- 3.3 As in previous years, to local businesses were recently contacted asking for donations and it is pleasing to note that already £715 has been received.
- 3.4 Additionally, the Chamber of Commerce has promised £500 and there is £1000 contained in this year's MTC budget.

4. Financial implications

- 4.1 It is anticipated that the cost of the new lights will be £2042 and the likely erection costs in the region of £1,000.
- 4.2 The donations received to date, including the contribution from the Chamber of Commerce and the amount included in the Town Council budget leaves a current shortfall of £827.
- 4.3 In 2006, the total raised including funds from the Chamber was £2271 and the total costs for erection/dismantling the lights plus replacements/repairs was £2018.
- 4.4 It is anticipated that in future years the costs of erection/dismantling the lights will be met from the Town Council revenue budget.

5 Recommendation

5.1 Policy & Resources Committee is requested to:-

- (i) confirm the proposal of the working group, and
- (ii) in the event of there being a shortfall in the funds raised agree to a sum of up to £827 being vired from elsewhere within the budget allocated to this committee, the details to be agreed with the Chair and reported to the next meeting of this committee.

23.10.2007

Malmesbury Town Council

Detailed Income & Expenditure by Budget Heading 23/10/2007

Month No : 7

Committee Report as at 23/10/2007 for P&R 30/10/07

		Actual Current Mth	Actual Year To Date	Revised Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Town Council</u>							
101	Central Council						
4000	Salaries,Wages,Pensions & NI	7,813	61,717	112,500	50,783		
4004	PWLB Capital & Interest Rpymnt	-30,715	-30,715	0	30,715		
4010	Training	120	712	1,200	488		
4015	Contingency(Job Evaluation)	0	0	6,000	6,000		
4020	Travel Expenses	90	656	1,100	444		
4050	Health and Safety	0	626	1,000	374		
4100	Office Equipment	0	712	8,256	7,544		
4120	Photocopier	150	1,744	4,500	2,756		
4121	Telephone etc	0	958	3,500	2,542		
4122	Consumables, Stationery etc	362	1,783	1,500	-283		
4125	Insurance	0	3,000	3,000	0		
4126	Motor Vehicle Expenses	313	1,055	2,500	1,445		
4130	Subscriptions	90	977	1,200	223		
4140	Recruitment Advertising	0	0	650	650		
4141	Communication and Publicity	0	245	1,250	1,005		
4151	Tenancies(Accomodation Rental)	139	7,135	12,720	5,585		
4157	Publications	0	0	450	450		
4177	Audit Fees	0	375	1,600	1,225		
4178	Professional Fees	0	90	2,350	2,260		
4190	Election Expenses	0	2,282	2,500	218		
4191	Council Tax Leaflet	0	0	600	600		
4192	Christmas Lights	485	485	1,000	515		
4199	Depreciation Motor Vehicles	0	0	1,250	1,250		
	Central Council:-Expenditure	-21,153	53,836	170,626	116,790	0	116,790
1000	Agency Services	0	0	1,980	1,980		
1005	Tenancy Rental Income	0	195	580	385		
1150	Recharge M.C.T.	0	0	425	425		
1176	Precept Received	0	197,972	0	-197,972		
1190	Bank & Investment Income	2,141	23,487	2,500	-20,987		
	Central Council :- Income	2,141	221,655	5,485	-216,170		
	Net Expenditure over Income	-23,293	-167,819	165,141	332,960		
102	Grants						
4200	Birdcage Agreement	0	10	30	20		
4210	Small Grants Allocation	0	500	1,890	1,390		
	Grants:-Expenditure	0	510	1,920	1,410	0	1,410
	Net Expenditure over Income	0	510	1,920	1,410		

Month No : 7

Committee Report as at 23/10/2007 for P&R 30/10/07

	Actual Current Mth	Actual Year To Date	Revised Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
105 Ceremonial and Mayoral						
4075 Mayor's Allowance	0	360	720	360		
4076 Public Functions	0	1,090	1,339	249		
4077 Citizen of the Year	0	150	50	-100		
4078 Ceremonial Officers	0	0	232	232		
4079 Robes and Hats	72	197	400	203		
4080 Signwriting	0	40	50	10		
Ceremonial and Mayoral:-Expenditure	72	1,837	2,791	954	0	954
Net Expenditure over Income	72	1,837	2,791	954		
201 Leisure and Youth						
4101 Improvements	0	269	3,000	2,731		
4102 Improvement White Lion Park	-8	13	2,860	2,847		
4103 Improvements Cloister Gardens	8	46	8,605	8,559		
4110 ROSPA Inspections	0	0	350	350		
4115 Grass Cutting	0	1,419	1,500	81		
4116 Tree Pruning etc	0	0	4,800	4,800		
4119 Maintenance and Clearing	56	193	2,000	1,807		
4153 Water Charges	60	96	110	14		
4154 Lighting	0	0	100	100		
Leisure and Youth:-Expenditure	116	2,036	23,325	21,289	0	21,289
Net Expenditure over Income	116	2,036	23,325	21,289		
301 Town Promotion and Tourism						
4011 Reference Material	0	0	50	50		
4117 Winter Planting	0	0	110	110		
4121 Telephone etc	0	0	300	300		
4131 Membership	0	0	40	40		
4135 Theatre Production Expenses	0	0	1,800	1,800		
4141 Communication and Publicity	0	0	250	250		
4142 Town Promotions	0	35	350	315		
4145 Consumable & Stock Purchases	-2,113	2,751	4,000	1,249		
4230 Malmesbury & Britain in Bloom	2,728	3,576	1,000	-2,576		
4235 Malms in Bloom Sponsrd Exp	0	0	1,500	1,500		
4240 Presentation Evening & Plaque	0	0	150	150		
Town Promotion and Tourism:-Expenditure	615	6,362	9,550	3,188	0	3,188
1000 Agency Services	0	2,500	2,500	0		
1010 Market Income	94	676	1,300	624		

Month No : 7

Committee Report as at 23/10/2007 for P&R 30/10/07

	Actual Current Mth	Actual Year To Date	Revised Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1013 Sponsorship - Britain in Bloom	0	1,365	1,500	135		
1015 TIC Sales	83	1,307	3,000	1,693		
1016 Theatre Production Income	0	0	2,000	2,000		
1017 St Aldhelm's Fair	0	60	0	-60		
1160 Other Income-Fairford,Kem,Hul	-2,021	4,603	300	-4,303		
Town Promotion and Tourism :- Income	-1,844	10,512	10,600	88		
Net Expenditure over Income	2,459	-4,150	-1,050	3,100		
305 Local govt.Information Centre						
1000 Agency Services	0	8,000	4,000	-4,000		
Local govt.Information Centre :- Income	0	8,000	4,000	-4,000		
Net Expenditure over Income	0	-8,000	-4,000	4,000		
401 Planning and Environment						
4105 Conservation Areas	0	0	2,500	2,500		
4106 Market Cross, Bus Shelter, Mon	0	0	2,500	2,500		
4141 Communication and Publicity	0	0	250	250		
Planning and Environment:-Expenditure	0	0	5,250	5,250	0	5,250
1012 Donations Mkt Cross etc	5	10	0	-10		
Planning and Environment :- Income	5	10	0	-10		
Net Expenditure over Income	-5	-10	5,250	5,260		
501 Joint Burial Board						
4600 Precept Joint Burial	1,417	2,834	2,834	0		
Joint Burial Board:-Expenditure	1,417	2,834	2,834	0	0	0
1151 Recharge Joint Burial	-67	4,044	8,022	3,978		
Joint Burial Board :- Income	-67	4,044	8,022	3,978		
Net Expenditure over Income	1,484	-1,210	-5,188	-3,978		
Town Council :- Expenditure	-18,932	67,415	216,296	148,881		
Income	235	244,220	28,107	-216,113		
Net Expenditure over Income	-19,167	-176,806	188,189	364,995		

Town Hall

Malmesbury Town Council

Detailed Income & Expenditure by Budget Heading 23/10/2007

Month No : 7

Committee Report as at 23/10/2007 for P&R 30/10/07

	Actual Current Mth	Actual Year To Date	Revised Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
701 Town Hall						
4000 Salaries,Wages,Pensions & NI	0	15,302	30,500	15,198		
4118 Maintenance	491	3,198	6,000	2,802		
4121 Telephone etc	0	0	350	350		
4125 Insurance	0	10,445	11,500	1,055		
4128 Loss of Rental Inc - Town Hall	0	0	11,250	11,250		
4145 Consumable & Stock Purchases	0	1,415	1,200	-215		
4152 Utilities	729	7,307	11,000	3,693		
4175 NNDR - Town Hall	1,086	8,581	17,095	8,514		
4194 Health & Safety-Training & Equ	0	0	1,500	1,500		
4195 Depreciation Equipment	0	0	1,270	1,270		
4196 Equipment Hire	0	54	350	296		
4197 Refuse Collection	0	0	800	800		
4198 Dep'rctn Town Hall -was £19k	0	0	1	1		
4240 Presentation Evening & Plaque	0	-49	0	49		
4241 Public Toilets	25	421	10,500	10,079		
4500 Loan Interest Payments	15,357	30,715	31,000	285		
Town Hall:-Expenditure	17,688	77,388	134,316	56,928	0	56,928
1005 Tenancy Rental Income	0	6,200	12,400	6,200		
1006 Town Hall Hire	1,218	22,539	31,000	8,461		
1008 Public Conveniences SLA	0	2,325	2,325	0		
1060 Town Hall SLA	2,750	8,250	11,000	2,750		
1063 Section 106 Agreement	150,000	150,000	0	-150,000		
1190 Bank & Investment Income	0	2,207	8,000	5,793		
Town Hall :- Income	153,968	191,522	64,725	-126,797		
Net Expenditure over Income	-136,280	-114,134	69,591	183,725		
801 Town Hall REBUILDING						
4178 Professional Fees	8,475	71,111	2,000	-69,111		
Town Hall REBUILDING:-Expenditure	8,475	71,111	2,000	-69,111	0	-69,111
Net Expenditure over Income	8,475	71,111	2,000	-69,111		
Town Hall :- Expenditure	26,163	148,499	136,316	-12,183		
Income	153,968	191,522	64,725	-126,797		
Net Expenditure over Income	-127,805	-43,022	71,591	114,613		

Report No.5

Report to Policy & Resources Committee 30th October 2007

Friends of Athelstan Museum request for extension of rent free period of occupation

1. Purpose of the report

- 1.1 To consider a request from the Friends of Athelstan Museum to extend the period of rent free occupation of the museum space for an additional six months.

2. Background

- 2.1 At the time of negotiating the transfer of ownership of the Malmesbury Town Hall from the North Wiltshire District Council to Malmesbury Town Council a number of conditions were attached to the agreement.
- 2.2 The negotiators acting on behalf of the Town Council presented a business plan to the District Council that indicated the Town Council had no desire to become a museum authority. However, the District Council insisted that the Athelstan Museum would continue to be accommodated in the Town Hall if the transfer were to proceed.
- 2.3 The financial impact of such a demand on the business plan was recognised by the District Council to the extent that the requirement to provide accommodation for the museum rent, rate and utility free was limited to a period of three years from the date of transfer.

3. Proposal

- 3.1 The Friends of Athelstan Museum have now requested that the Town Council recognise that the museum has of necessity been relocated elsewhere at no cost to the Town Council in order to facilitate the improvements to the Town Hall and the museum space.
- 3.2 The recognition sought is for the period of rent free occupation to be extended at the end of the three year period to match the time in which the museum was relocated in temporary premises.

4. Financial Implications

- 4.2 The agreement for transfer provided that the Town Council would provide rent free accommodation for the museum for a period of three years from the date of transfer.
- 4.3 The business plan provided for a period of closure of all or part of the Town Hall to facilitate the necessary building work. It was originally thought that during this time the museum artefacts would be placed in storage and the museum closed for up to a year
- 4.4 In the event that the request is granted then the shortfall in anticipated income would need to be found from savings within committee budgets or added to the precept.

5. Recommendation

- 5.2 The Committee is requested to consider a response to the proposal made by the Friends of Athelstan Museum.

22.10.2007

Report No. 6

Report to and Resources Committee 30th October 2007

Budget Pressures for 2008/9

1. Purpose of the report

- 1.1 To consider the first draft of a proposed budget for the financial year 2008/9 prior to receiving the requests from the Standing Committees of the Town Council

2. Background

- 2.1 The current round of committee meetings will be focussing upon the budget bids to be made for the next financial year.
- 2.2 This report seeks to draw the attention of Policy and Resources Committee towards the known pressures impacting upon the budget for next year.

3. Budget Pressures

- 3.1 When taking on the Town Hall we inherited the public conveniences for which no budget provision had previously been made. The TUPE transfer of the cleaner resulted in us having to pay the rate and conditions attached to his post with NWDC. Cover for his holiday is by means of overtime to one of our team. The NWDC agreed to pay a small grant reducing over three years and the grant for 2008/9 will be £1,250, a reduction of £1,075
- 3.2 NWDC announced two years ago that they would phase out the grant to Tourist Information Centres over a three-year period. The grant for 2008/9 will be £1,250, a reduction of £1,250.
- 3.3 The transfer of the Town Hall included a phased reduction and removal of subsidy from NWDC. The subsidy for 2008/9 will be £ 5,500, a reduction of £5,500.
- 3.4 Last year NWDC announced withdrawal of the funding provided to support the operation of the Information Point. Although the decision was reversed at the last moment we have now been advised that it is likely that the funding will only be for part of the year, resulting in a reduction of £4,000.
- 3.5 The existing computer system and network has been causing difficulties with much of the hardware now out of date. There is no service level agreement for support and the cost of suitable support is currently under investigation with an external supplier. NWDC has indicated a willingness to provide a service and their charge will be considered against that of the external organisation. At the time of writing this report quotations have not yet been received but provision will need to be included within the final budget.
- 3.6 Little of the office furniture meets requirements of Health and Safety and it is anticipated that during the stage one refurbishment some of this will be replaced

using the provision made in the budget for the current financial year. However, more furniture will need to be replaced and a suitable figure included in the final budget.

- 3.7 The telephone system is now obsolete and a new system will need to be installed as part of the refurbishment but provision will need to be made for increased rental and additional equipment.
- 3.8 Fuel costs will continue to rise and although it is assumed that the heating and lighting system will be more efficient it is likely that the building will be open for longer periods following refurbishment.
- 3.9 The revaluation of the building from £2.85m to £6.1m may result in a substantial increase in the annual premium from £13,588 to £22,000 unless negotiations with the broker prove successful.
- 3.10 The closure of the Town Hall during the refurbishment may have an impact upon usage patterns once the building is reopened. In addition, the decision to reduce the hire fee to regular clubs and societies to minimise the impact of Value Added Tax will have an adverse effect upon the deficit cost of running the Town Hall.
- 3.11 It is anticipated that the restriction on the level of pay awards to the public sector will continue in 2008/9 to a maximum of 3%. However, we have been informed that the employer's contribution to the pension fund will increase from 16% to 18.1% from 1st April 2008. In addition, the outcome from the job evaluation exercise will result in staff being placed upon salary grades rather than spot salaries.

4 Financial Implications

- 4.1 The budget pressures identified will have an impact upon the level of expenditure for next year in addition to any projects that service committees may wish to undertake.
- 4.2 An indication of some of these pressures has been identified in the attached first draft of budget sheets attached to this report as Appendix A but without confirmation of the proposals from other Standing Committees.

5 Recommendations

- 5.1 Members of the Policy & Resources Committee note the report and consider any action felt necessary at this stage.

Jeff Penfold
Town Clerk
October 2007.

Report No.7

Report to Policy and Resources Committee 30th October 2007.

The Farmers Market

1. Purpose of the report

- 1.1 To invite members of the committee to agree the change of market operator in order to secure continuing operation in Malmesbury.

2. Background.

- 2.1 The current operator, Made in Stroud Ltd, gave notice that it would cease the operation of the Saturday Market effective 28 October 2007. We did look at operating the market ourselves but as it was possible that we might have to invest up to £5k in umbrellas etc and find staff to oversee the market, this was not felt to be appropriate. However we have been in discussions with Wiltshire Farmers Markets over the past few days and it is anticipated that they will take over the market effective 10 November 2007.

3. The Proposal

- 3.1 Whilst the management committee of Wiltshire Farmers Markets does not meet until 31 October and they cannot yet formally confirm the intent to take over the market, the proposal is:

- We grant a six month rent free period to the new operators
- After six months we are paid, as now, 15% of the gross stall rental
- A written agreement to be put in place as now

- 3.2 It is at this stage possible that after Christmas the market may revert to a monthly one.

- 3.3 We are advised that all the current stallholders have indicated that they would wish to continue with the market and it is hoped that the new operators will be able to attract more stallholders.

- 3.4 Wiltshire Farmers Market has again mentioned the need for an electricity point in the Market Cross, something that members may wish to consider in the near future.

4. Financial implications

- 4.1 The withdrawal of the current market operator will result in a reduction in the level of income shown within the budget for the year 2007/8.

- 4.2 The action proposed will enable the market to continue and although no further income will be received this year it will place the Town Council in a no worse situation than if the market closed with the potential for income next year.

5. Recommendation

Policy & Resources Committee is requested to confirm the proposal that Wiltshire Farmers Market take over the operation of the market on the terms outlined in para.3.1 of this report.

24.10.2007