

## Malmesbury Town Council

Minutes of the Policy & Resources Committee held in the Market Room, Malmesbury on Tuesday 3<sup>rd</sup> June 2008 commencing at 7pm.

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**Present:** His Worship the Mayor, Councillor A C R Woodcock  
The Deputy Mayor, Mrs C C Doody,  
Councillors: W G Blake, J A Bowen, P J Goldstone, S Killane,  
R F Sanderson and C M Vernon.

**Apologies:** Councillor J R Lawton.

### **Public Question Time**

No questions were submitted

### **Declarations of Interest**

There were no declarations of interest.

#### **1. Election of Chair for 2008/9**

His Worship the Mayor, Councillor A CR Woodcock, called for nominations for the office of Chair of the Policy and Resources Committee for 2008/9.

It was proposed, seconded and resolved that Councillor C M Vernon be elected Chair of the Committee for the ensuing Civic Year. His Worship the Mayor vacated the Chair in favour of Councillor C M Vernon

#### **2. Election of Vice-Chair**

Councillor C M Vernon called for nominations for the office of Vice-Chair of the Policy and Resources Committee for 2008/9.

It was proposed, seconded and resolved that Councillor J A Bowen be elected Vice-Chair of the Committee for the ensuing Civic Year.

#### **3. Minutes**

Resolved that the minutes of the Policy & Resources Committee meeting held on the 19<sup>th</sup> February 2008, as circulated, be received and adopted.

#### **4. Accounts for year ending 31<sup>st</sup> March 2008.**

The accounts for year ending 31<sup>st</sup> March 2008 had previously been circulated as Report No.1. The Town Clerk was requested to obtain more information for the Chairs of Committees and it was RESOLVED that the accounts be accepted.

#### **5. Report on Christmas Lights**

The Town Clerk had previously circulated a report containing details of the quotations received for dismantling and erecting the Christmas Lights. It was RESOLVED that the lowest quotation be accepted subject to the company being advised that the erection of the lights would depend upon funding being received. The Town Clerk was instructed to write to the Chamber of Commerce seeking confirmation if that organisation would be supporting the Christmas Lights for 2008.

It was also agreed that enquiries would be made to see if it would be possible for lighting ducts to be included in the Cross Hayes at the same time as the resurfacing contract.

**6. Standing Orders Working Group**

It was RESOLVED that the Working Group to review Standing Orders would be re-established and members would be Councillors Bowen, Sanderson and Vernon.

**7. Appointment of Internal Auditor**

Council Vernon informed the Committee that advice had been received that the audit should be completed before the year end. It was RESOLVED that Paul Hallam be appointed Internal Auditor for the year 2008/9 and that specific areas of investigation would include procurement and payments.

**6. Progress of the Town Hall Project**

In the absence of the Chair of the Project Board the Town Clerk reported that work was progressing and some areas had been handed over to the Town Council. A meeting would be held with the contractors and the professional team to establish the likely completion date. The Town Clerk also advised of meetings held with the letting agent and it was RESOLVED that the heads of terms be offered to another potential tenant with the aim of securing an early completion.

**The meeting closed at 20.35 hrs.**