

## Malmesbury Town Council

Minutes of the Policy & Resources Committee held in the Assembly Room, Malmesbury on Tuesday 5<sup>th</sup> August 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 R Lawton, R F Sanderson, M H Snell,  
and C M Vernon.

**Apologies:** Councillors P J Goldstone and S Killane.

**Not present:** Councillor J A Bowen

### **Public Question Time**

No questions were submitted

### **Declarations of Interest**

There were no declarations of interest.

### **7. Minutes**

Resolved that the minutes of the Policy & Resources Committee meeting held on the 3<sup>rd</sup> June 2008, as circulated, be received and adopted.

The following points were raised:

**Min 5** - The Town Clerk reported that the Chair of the Malmesbury and District Chamber of Commerce had indicated they would be unable to support the Christmas Lights Appeal this year. Committee instructed the Town Clerk to write to the Chamber and to canvas all traders in the town centre before any further decision is made about the future of the Christmas Lights.

### **8. Income and Expenditure**

A report on the income and expenditure of the Town Council had previously been circulated as Report No.1. Members considered the content of report and requested information from the Town Clerk concerning those monies that had been incorrectly entered into the accounts. Detailed explanation was provided and it was RESOLVED that the accounts be noted.

### **9. Request from Town Promotion and Tourism Committee**

Members considered the request to support the proposal for a theatrical production and RESOLVED the request contained in the Report No.2 be agreed.

### **10. Draft Recommendations from Electoral Commission**

The Town Clerk explained the background to the review and in particular the suggestion concerning warding of the Town for local elections. Members considered the report previously circulated as Report No.3 and it was RESOLVED that the Town Clerk write to the Electoral Commission expressing the view that warding would not be appropriate until such time as the boundary had been extended.

**11. Terms of Reference for Town Hall Management Committee**

A report had previously been circulated as Report No.4 proposing suggested terms of reference for the newly created Town Hall Management Committee. Committee RESOLVED to adopt the terms of reference as outlined in paragraphs 2.1.1 to 2.1.7.

**14 Progress of the Town Hall Project**

The Chair of the Town Hall Project Board, Councillor J R Lawton, advised the committee that final costing were awaited and a Project Board meeting was being arranged for the 18<sup>th</sup> August.

**15. Urgent Item**

The Town Clerk apologised for the need to bring an urgent item before the committee and explained the need to make a decision on a replacement photocopier as the lease on the existing machine would expire before the end of August. Quotations had been received from three specialist companies and the detailed information was placed before the committee. In consideration of the quotations received the committee RESOLVED to instruct the Town Clerk to enter into agreement with Annodata, identified in the report as Company A.

**The meeting closed at 20.35 hrs.**