

## Malmesbury Town Council

Minutes of the Policy & Resources Committee held in the Malting Hall, Malmesbury Town Hall on Tuesday 9<sup>th</sup> December 2008 commencing at 7pm.

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**Present:** His Worship the Mayor, Councillor A C R Woodcock  
Councillors: W G Blake, J A Bowen, S Killane, J R Lawton , M H Snell,  
and C M Vernon.

**Apologies:** The Deputy Mayor, Mrs C C Doody,  
Councillors P J Goldstone and R F Sanderson.

### **Public Question Time**

No questions were submitted

### **Declarations of Interest**

Councillor A C R Woodcock declared a personal interest in agenda item 12.

### **23. Minutes**

Resolved that the minutes of the Policy & Resources Committee meeting held on the 7<sup>th</sup> October 2008 as circulated, be received and adopted.

**Min 20** - Councillor Vernon explained that although an alternative and late quote had been received it was after the work had been agreed and they would be invited to tender on the next occasion.

**Min 22** - Councillor A C R Woodcock enquired about the protocol when attending an event organised by the District Council and was advised by the Town Clerk accordingly.

### **24. 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 that the Town Clerk obtain information concerning the illumination of the bell tower.

### **25. Service Level Agreement with Joint Burial Committee**

A report was presented outlining the costs to the Town Council of undertaking work under the terms of the Service Level Agreement with the Joint Burial Committee. The agreement ceases on the 31<sup>st</sup> March 2009 and the Town Clerk's report No.2 provided information about the minimum costs to be included in any new agreement. It was RESOLVED that the Town Clerk be authorised to enter into a new Service Level Agreement on terms as included in the report and for a period to suit both parties. The labour rate to be increased each year in accordance with the average earnings index figure released in September of each year.

### **26. Draft Budget for 2009/10**

The Town Clerk presented a report previously circulated as Report No.3, identifying bids made by the service committees for inclusion in next year's budget and anticipated increases to expenditure. The committee RESOLVED to recommend

acceptance of the proposed budget to the Town Council with the alterations agreed by the committee. A question was raised about the public conveniences and the Town Clerk informed the committee that he had requested a quote for refurbishment from a local builder, although no specific commitment had been included in the budget for 2009/10.

**27. Freedom of Information Act**

A report had previously been circulated as Report No.4 explaining the requirement for the town Council to formally adopt the model scheme proposed by the Information Commissioner. It was RESOLVED that the model scheme be approved and adopted, initially only in so far as the core and statutory information. The Town Clerk would review and report to a future meeting of the committee.

**28 Community Plan 2008/2013**

The Town Clerk had previously circulated a report as Report No.5, in which a number of priorities had been suggested by other committees. After much debate it was RESOLVED that the Town Clerk be authorised to notify the community partnership of the priorities for the Malmesbury area as identified by the Town Council and that the partnership be prevailed upon to extend the deadline for responses from the public.

**29. Office closure**

The Town Clerk advised the committee that the other local authorities were closing for the Christmas holiday on the 23<sup>rd</sup> December. It was RESOLVED that the offices would close at 5.00pm on Tuesday 23<sup>rd</sup> December 2008 and re-open on Monday 29<sup>th</sup> December 2008.

**30. Exclusion of Press and Public**

It was proposed, seconded and resolved that the press and public be excluded from the remainder of the meeting on the grounds of the disclosure of exempt financial information.

**31. Non Payment of Hire fees**

The Town Clerk had circulated a confidential report as Report No.7 explaining the claim by a hirer of the Town Hall that he could not afford the hire fee. It was RESOLVED that the Town Clerk be authorised to negotiate a settlement with the hirer in consultation with the Chair of committee and that any future hiring arrangements would be subject to strict scrutiny.

**The meeting closed at 21.55 hrs.**