

## Malmesbury Town Council

Minutes of the Policy & Resources Committee held in the Malting Hall, Malmesbury Town Hall on Tuesday 17<sup>th</sup> February 2009 commencing at 7pm.

---

**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, R F Sanderson,  
M H Snell, and C M Vernon (Chair).

**Apologies:**  
Councillors S Killane and J R Lawton

### **Public Question Time**

No questions were submitted

### **Declarations of Interest**

Councillors J A Bowen and A C R Woodcock declared personal interests in agenda item 8.  
Councillor Mrs C C Doody declared a personal interest in agenda item 15.

### **32. Minutes**

Resolved that the minutes of the Policy & Resources Committee meeting held on the 9<sup>th</sup> December 2008 as circulated, be received and adopted.

**Min 26** - Councillor Snell sought confirmation from the Town Clerk that he had requested quotations from three contractors in accordance with Standing Orders. The Town Clerk explained that he had not done so at this stage but if it was the intention of the Council to refurbish the toilets then Standing Orders would apply.

**Min 31** - Councillor Vernon informed the Committee that a suitable settlement had been achieved and that should the event occur again a more stringent financial regime will be applied.

### **33. 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 take steps necessary to ensure the income and expenditure figures are correctly entered into the system. It was RESOLVED that the separate Town Hall bank account be closed from 31<sup>st</sup> March 2009. It was also RESOLVED that the ear marked funds be amalgamated as per the report with the addition of a further item entitled Job Evaluation.

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

A report was presented outlining the proposed changes to the Service Level Agreement agreed by the Joint Burial Committee. It was RESOLVED that the new Service Level Agreement with the Joint Burial Committee be agreed.

**34. Consultation on Licensing Policy, Gambling Act Principles and Sex Establishments**

The consultation documents had previously been circulated to all members of the Council and the Town Clerk reported on the comments received from Councillors. It was RESOLVED that the comments received by the Town Clerk be reported to the relevant authorities as being the views from Malmesbury Town Council.

**35. Elizabeth Hodges Charity**

A report had previously been circulated as Report No.4 explaining a request received from the committee of the Elizabeth Hodges Charity concerning the hire of the Town Hall. It was RESOLVED that the Elizabeth Hodges Charity be awarded a grant of up to £100 to assist in meeting the hire charges for use of the Town Hall for a fund raising event.

**36. Town Promotion and Tourism Committee**

The Town Clerk had previously circulated a report from the Chair of the Town Promotion and Tourism Committee as Report No.5, in which support was sought for the proposal to hold an event to promote local trade and commerce. It was RESOLVED that the event be underwritten by the Council to a maximum expenditure of £750 should the income generated be insufficient to pay the costs associated with the hire of the Town Hall.

**37. Services and the Unitary Council for Wiltshire**

The Town Clerk presented a report previously circulated as Report No.6 on the subject of transfer of services from the Unitary Council to the Town Council. It was RESOLVED that the list of duties and services contained within the report be submitted to the project officer at the Wiltshire Council confirming the interest of the Town Council in working together for the improvement of service delivery to residents in Area 1.

**38. Closure of Station Yard Car Park for the Carnival**

A letter had been received from the Secretary of the Malmesbury Carnival Committee inviting comment from the Town Council on their proposals to close the car park and use the area as a funfair during the annual carnival. Concern was expressed about the location of the alternative site proposed and the timing of the works of improvement due to take place within the car park. It was RESOLVED that the concerns of the Committee be made known to the District Council but the use of the car park be supported and the Carnival Committee advised accordingly.

**39. Malmesbury Boxing Club**

The Town Clerk reported that he had received a request from the Malmesbury Boxing Club that they be permitted to hold an event on the Flying Monk Playing Field on the 6<sup>th</sup> June 2009. It was RESOLVED that the request be approved subject to the consent of the Football Club being confirmed.

**40. Town Hall Project Board**

The Committee was advised on progress made to reach agreement with the contractor and the works of improvement to be undertaken in the Malting Hall and Parlour.

**41. Exclusion of Press and Public**

In view of the commercially sensitive nature of the remaining items of business it was proposed, seconded and RESOLVED that the press and public be excluded for the remainder of the meeting.

**42. Friends of Athelstan Museum**

The Town Clerk advised the committee of the outcome of negotiations with the Friends of Athelstan Museum and sought confirmation from the committee that if the outstanding payment for works was received in accordance with the sum specified within the report then no rental or service payment would fall upon the museum for the financial year 2009/10. It was RESOLVED that if the agreed payment was received without delay there would be no charge made for rent or service charge as indicated by the Town Clerk.

**43. Potential Tenant for Commercial Area.**

The Town Clerk advised the Committee about the work necessary to secure the potential tenant for the commercial area of the Town Hall. It was RESOLVED that the Town Clerk be authorised to spend up to £25,000 to provided the flooring and suitable screening subject to the lease being signed before any work is commenced.

**44. Residents Association Newsletter and the Council's Website.**

The Town Clerk referred to correspondence received from the Residents' Association and it was RESOLVED that whilst the Town Council would be prepared to provide a link from the Town Council website to that of the Residents' Association it could not support the inclusion of the Associations' newsletter within the Town Council site.

**The meeting closed at 21.15 hrs.**