

Malmesbury Town Council

Minutes of the Policy & Resources Committee held in the Old School Room Malmesbury Town Hall on Tuesday 9th June 2009 commencing at 7pm.

Present: Her Worship the Mayor, Councillor Mrs C C Doody
The Deputy Mayor, Councillor P J Goldstone
Councillors: W G Blake, S Cox, J R Lawton, M H Snell and C M Vernon

Apologies:
Councillor A C R Woodcock

In attendance: Councillor S Killane

01. Election of Chair of Committee

It was proposed, seconded and agreed that Councillor C M Vernon be elected Chair of the Policy & Resources Committee for the ensuing Civic Year.

02. Election of Vice Chair of Committee

It was proposed, seconded and agreed that Councillor W G Blake be elected Vice-Chair of the Policy & Resources Committee for the ensuing Civic Year.

Public Question Time

No questions were submitted

Declarations of Interest

There were no declarations of interest.

03. Minutes

Resolved that the minutes of the Policy & Resources Committee meeting held on the 28th April 2009 as circulated, be received and adopted.

Min 50 - Councillor Vernon explained that following the heavy rainfall there had been problems found with the rainwater downpipe in the Town Hall and which required urgent action. He therefore sought confirmation from the Committee that authorisation be given to the Town Clerk to spend up to £5,000 to remedy the problem. It was duly proposed, seconded and RESOLVED that the Town Clerk be authorised to spend up to £5,000 in securing a resolution to the rainwater problem.

04. Income and Expenditure

The accounts of the Town Council had previously been circulated as Report No.1 together with the annual return for the year ending 31st March 2009. Members considered the content of report and requested explanation about some of the areas where the budget had not been expended within the financial year. The Town Clerk advised that in some instances it had not proved possible to secure the purchases for goods or services for reasons outside of the control of the Town Council and that the system did not easily allow for transfer to earmarked funds.

It was RESOLVED that the committee approved the accounts and annual return for the year ending 31st March 2009.

05. Internal and External Audit Reports

The reports from the Internal and External Auditors had previously been circulated to members as Report No.2. The Committee RESOLVED to accept the recommendations contained within the reports and ensure that by the time of the next audit a risk assessment register would be in place and that revised Financial Regulations are approved by the Town Council. It was also reaffirmed that the current Internal Auditor be retained for a further year.

Concern was expressed by several Councillors about the hours of employment available for the Town Clerk and the number of projects and management issues to be dealt with in the contracted hours. It was RESOLVED that subject to the agreement of the Chair and Vice-Chair of Committee additional hours of employment for the Town Clerk up to a maximum of 37 hours a week be afforded until the end of the current Civic Year when the situation would be reviewed.

06. Request for Grant Funding

The Town Clerk presented a report previously circulated as Report No.3 outlining the desire of the Community Librarian to hold a presentation in the Town Hall. It was RESOLVED that the request for funding be approved up to a maximum of £100 to cover the cost of hire of the Town Hall for the presentation of awards ceremony.

07. Job Evaluation

The Town Clerk presented a report previously circulated as Report No.4 on the subject of job evaluation. It was RESOLVED that the Personnel Sub Committee be authorised to determine the appropriate salary scale of the Town Clerk and to oversee the job evaluation process, with all key decisions being reported to the Policy and Resources Committee

The meeting closed at 20.10 hrs.