

## Malmesbury Town Council

Minutes of the Policy & Resources Committee held in the Malting Hall Malmesbury Town Hall on Tuesday 8<sup>th</sup> June 2010 commencing at 7pm.

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

**Apologies:** Councillors J R Lawton and M H Snell

### **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 27<sup>th</sup> April 2010 as circulated, be received and adopted.

### **04. Accounts and Annual Return**

The accounts of the Town Council had previously been circulated as Report No.1 together with the annual return for the year ending 31<sup>st</sup> March 2010. Members considered the content of report and requested explanation about some of the areas of expenditure which was satisfactorily explained by the Town Clerk.

It was RESOLVED that the committee approved the accounts and annual return for the year ending 31<sup>st</sup> March 2010.

During the discussion on the accounts concern was expressed about the rental and service charge due from the Athelstan Museum. The Town Clerk explained that staff were working on a framework for a service level agreement aimed at augmenting or improving the service offered by the Town Council which if undertaken by the Athelstan Museum could be considered as full or partial compensation for the rent and service charge. It was agreed that once completed a meeting would be arranged with the Museum Board the Town Clerk and the Chair of the committee in an attempt to seek a suitable arrangement. The level of reduction would be dependent upon the service offered. The Committee delegated authority to agree an arrangement with the FOAM to the Chair of this committee, the Chair of the Town Hall Management committee and the Town Clerk.

## **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 were pleased to note that New Financial Regulations had been introduced. 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.

It was also RESOLVED that:-

- i) the current Internal Auditor be retained for a further year.
- ii) Whilst the scope of the Internal Audit had proved effective it should be widened for the year 2010/2011 to include a review of the adequacy of controls on cash handling and the accounting for Value Added Tax.

## **06. Request for Grant Funding**

The Town Clerk presented a report previously circulated as Report No.3 outlining requests received for grant aid under the provisions of Section 137. It was RESOLVED that the three requests for funding be approved to the level of £50 for the Air Ambulance Appeal, £100 for the Community Librarian to enable the services of the Armchair Puppet Theatre to be engaged to assist with the Summer Reading Challenge, and £50 towards the work of Victim Support.

## **07. Malmesbury and District Twinning Association**

The Town Clerk presented a report previously circulated as Report No.4 outlining the request received from the Twinning Association for a phased increase in their grant by a total of 50% over three years. It was RESOLVED that the Town Clerk be authorised to advise the Twinning Association that their request would be considered together with all other budget bids later in the year.

## **08. Request for Virement**

The committee considered the request for virement from the Planning and Environmental Issues Committee for the purposes of printing the questionnaire as outlined in report No.5. After considerable discussion it was agreed that the Town Council should proceed with the questionnaire on the basis that £150 would be forthcoming from Malmesbury and Villages Community Partnership and that the collation of the information received would not fall upon the staff of the Town Council. It was RESOLVED that up to £500 could be vired from the budget set aside for the improvements to street furniture.

## **09. Military Parade**

His Worship the Mayor advised the committee on the latest arrangements for the Military Parade to be held on Tuesday 29<sup>th</sup> June 2010 and reminded members to return their invitation slips by the 10<sup>th</sup> June.

## **10. Exclusion of press and public.**

It was duly proposed seconded and RESOLVED that the press and public be excluded from the remainder of the meeting in view of the confidential nature of the subject under debate.

## **11. Code of Conduct**

Members expressed concern that on a number of occasions Councillors had provided information or comment to outside organisations on behalf of the Town Council without receiving the proper authority. The committee felt that a press and media policy should be produced to include guidance on providing information to outside bodies and organisations. It was RESOLVED that the Town Clerk be instructed to produce a draft policy to be discussed with a working group comprised of Councillors Vernon, Blake and Woodcock prior to submission to the Policy and Resources Committee.

**The meeting closed at 20.50 hrs.**