

Malmesbury Town Council

Minutes of the
Full Council Meeting
Held on **Tuesday 21st April 2020** at 7.00pm.

PRESENT: Deputy Mayor Councillor C M Ritchie

Councillors: S D'Arcy, P Exton, C C Doody, L G Grant, C Hardwick, W Jones, K Power, P Smith, H Wallace, F Vandelli

APOLOGIES: Her Worship the Mayor J M Exton.

DECLARATIONS OF INTEREST: None.

PUBLIC QUESTION TIME: None

MAYORS ANNOUNCEMENTS

Deputy Mayor Ritchie reported that Mayor J Exton's health was improving.

120. To receive apologies for absence.

Apologies were received from Mayor J Exton, Cllr P Exton and D Rogers.

121. Public Questions on items of business included on the agenda

There were no public questions.

122. To receive and adopt the Minutes of the Town Council Meeting held on the 24th March 2020.

Cllr Wallace clarified her abstention in respect of the Resolution to grant Mayor J Exton, and Cllr P Exton leaves of absence should only be attributed to Mayor J Exton.

Resolved the Minutes of the Town Council Meeting held on the 24th March 2020 were received and adopted as a true record, as amended.

123. To receive and note the Minutes of the Planning and Environment Committee held on the 17th March 2020.

Resolved the Minutes of the Planning and Environment Committee held on the 17th March 2020 were received and adopted as a true record.

124. To receive and note the Minutes of the Policy and Resources Committee held on the 5th February 2020.

Resolved the Minutes of the Policy and Resources Committee held on the 17th March 2020 were received and adopted as a true record.

Cllr Grant abstained from the Resolution due to his interest in HEALs of Malmesbury.

125. To receive an update on the work on Covid 19 Emergency Response Action Plan and to approve any additional proposed actions:

a. Council Operations – Town Clerk verbal report.

The Town Clerk updated the Council on the operation work of the Council. The financial administration continued as expected by the Deputy Clerk, in liaison with the Town Clerk as needed, including the year accounting. The Deputy Clerk is assisting specifically with Covid 19 response work by enabling telephone payments for residents who are unable to purchase food on line.

The Town Hall is being acutely managed with access for essential safety related or business, and emergency work and services. The Town Hall Administrator is holding the overview in liaison with the Town clerk. This means the Town Hall 'zone' and timed access to limit the possibility of too many people occupying the 'pinch' points of the Hall.

TIC and the Administration staff have been working on processing the volunteer applications, with a bank of 85 fully registered volunteers.

The Parks and Open spaces are being maintained by the ground staff as usual. The staff are practicing physical distancing integrally to their work schedule.

All staff are either working at home, or practising social distancing when in a work setting.

The Council noted the Councils team effort in respect of Covid 19.

b. Malmesbury Town Council and Heals Partnership (community welfare). (Report No 1, Cllr Ritchie).

Cllr Ritchie updated the Council on the work of the MTC/ HEALs partnership work as outlined in Report No 1.

Cllr Power raised the matter that the Council may need to consider further funding to enable the work of HEALs and the Covid 19 response work to continue as needed. Cllr Grant clarified that the £5000 granted had enabled HEALs to plan for the immediate few months, and that it was currently sufficient for the time being and thanked the Council for its generosity. Cllr Doody raised the matter of needing to ensure sustainability in respect of the services that have been developed and now offered, notably the 'ready meals' deliveries. Deputy Mayor Ritchie noted the work of HEALs and extended the Council's gratitude to them.

Resolved to adopt the proposals as stated in Report No 1.

Proposed Deputy Mayor Ritchie, **Seconded** Cllr Smith.

c. Supporting the work of Malmesbury Town Team. (Report No 2, Cllr Ritchie).

Deputy Mayor Ritchie updated the Council on the work of the Town Team, and the work it is doing to support local businesses through the Covid 19 situation, as outline in Report No 2.

Resolved to note the work to the Town Team, and to become a member of the Shopappy Scheme as proposed in Report No 2.

Proposed Deputy Mayor Ritchie, **Seconded** Cllr Doody

d. Malmesbury Town Council Community Events. (Report No 3, Cllr Ritchie).

Deputy Mayor Ritchie updated the Council on the upcoming Council events as outlined in Report No 3. Cllr Power noted the work of Cllrs on VE75 Day. Cllr Wallace appealed to the Council to encourage people to participate.

Resolved to adopt the revised event arrangements as proposed in Report No 3.

Proposed Deputy Mayor Ritchie, **Seconded** Cllr P Exton.

126. To consider the framework for Council meetings taking account of the Implications of the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020. (Report no 4, Town Clerk).

The Town Clerk briefed the Council on the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020, and the legal mandate to hold virtual meeting's, whilst maintaining good democratic practice in line with the Standing Orders.

Resolved to note and adopt the established Council meeting framework utilising on-line conferencing facilities to enable this as outlined in Report No 4.

Proposed Deputy Mayor Ritchie, **Seconded** Cllr Jones.

127. To consider and agree the Council meeting dates for 2020/21.(Report No 5, Town Clerk)

Resolved to adopt the meeting schedule as stated in Report No 5.

Proposed Deputy Mayor Ritchie, **Seconded** Cllr Vandelli.

128. To consider arrangements and preparation required for the Annual Town Meeting scheduled for 29th April 2020. (Report No 6, Deputy Mayor Ritchie)

Deputy Mayor Ritchie outlined the proposal to run a virtual Annual Town Meeting on the 29th April, as outlined in Report No 6.

Resolved to adopt the proposals as stated in Report No 6.

Proposed Deputy Mayor Ritchie, **Seconded** Cllr Wallace

- 129. To exclude the press and public for items 11 on business on the grounds of commercial sensitivity and confidentiality.**

Resolved To exclude the press and public for items 11 on business on the grounds of commercial sensitivity and confidentiality.

- 130. To receive a verbal update report from the Abbey House Working Group. (Cllr Grant, Confidential).**

Cllr Grant updated the Council on the work of the Abbey House working group, and reported that the owner of Abbey House and Gardens was aware of the Council's position on this matter.

- 131. To receive an update from Wiltshire Councillor Gavin Grant.**

Cllr Grant updated the Council on the following Wiltshire Council matters;

- Covid 19 – including business grants and concern at PPE availability in care homes.
- Local Youth Network – and its extended remit to include the primary Schools, and nurseries, as well as teenagers, due to the implication of Covid 19.
- The Area Board weekly meeting.
- Planning matters.
- WC assistance with vulnerable families and individuals.
- Support for people with dementia.
- Sustaining waste collection and recycling.

The meeting ended at 9.10pm

Date of next Full Council Meeting: **5.5.20**