

## **Malmesbury Town Council**

Minutes of the  
**Annual Council Meeting**  
Held at via 'zoom' on **Tuesday 19<sup>th</sup> May 2020** at 7.00pm.

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**PRESENT:** Councillors: S D'Arcy, P Exton, C C Doody, L G Grant, W Jones, K Power, C Ritchie, P Smith, And F Vandelli.

Town Clerk, Deputy Town Clerk, Town Hall Administrator.

**ALSO PRESENT:** There were four members of the public present.

**APOLOGIES:** Cllr J Exton, D Rogers, C Hardwick.

**DECLARATIONS OF INTEREST:** None.

**PUBLIC QUESTION TIME:** None.

1. **To receive apologies for absence.**

Apologies for absence were received by Cllr J Exton, D Rogers, and C Hardwick.

2. **Mayor's announcements.**

3. **Public Questions on items of business included on the agenda.**

There were no public questions.

4. **To receive and adopt the Minutes of the Town Council Meeting held on the 5<sup>th</sup> May 2020.**

**Resolved** to adopt Minutes of the Town Council Meeting held on the 5<sup>th</sup> May 2020 as a true record.

5. **To receive an update on the impact of the Covid 19 emergency, responses being made by Malmesbury Town Council, and to approve proposed actions:**

a. **Summary of situation being addressed by Malmesbury Town Council based on latest government guidelines. (Report No.1, Mayor Ritchie)**

Mayor Ritchie reported to the Council a summary of the Covid 19 situation being addressed by the Council as outlined in Report No.1.

b. **Malmesbury Town Council and Heals Partnership (community welfare). (Report No.2, Mayor Ritchie)**

Mayor Ritchie reported to the Council an overview of the partnership work of the Council and HEALs as outlined in Report No.2. Notably the proposal to extend the partnership until September. Cllr Grant, as a Trustee of HEALs, conveyed HEALs' gratitude for the support of the Council.

The Council also noted their gratitude to Brinkworth Business Solutions, Calcot Manor, The Red Bull, the Co-Op food store, Malmesbury Marketing, Mind Vision, and Waitrose for their in kind contributions to the Covid 19 response.

**c. Supporting the work of Malmesbury Town Team. (Report No.3, Mayor Ritchie)**

Mayor Ritchie updated the Council on the work of the Town Team in relation to Covid 19. Notably that a Task Force had been created to ensure a relevant and timely town centre plan is implemented as the Government lifts the lockdown restrictions.

Cllr Power raised the matter of the Councils parking subsidy contributions and if this could be used to mitigate against any long stay parking provision in the plan. Cllr Grant emphasised in order for the plan to work WC will need to enforce the parking arrangements.

Cllr P Exton raised the matter of needing to ensure access in the new arrangements for mobility scooters. Cllr Smith raised the matter of needing to be aware of resident who may be partially sighted when implementing the new road and pedestrian arrangements. Cllr Ritchie assured the Council these matters had been noted in the planning process and that there may be a role for some volunteers to support such residents.

In support of the town's plan it was proposed that the Council allocate a budget of £10,000 that could be used to ensure the timely implementation of the plan if funds were not forthcoming from WC or other sources.

**Resolved** to allocate (if required) £10,000 for the implementation costs of the town's plan in response to easing of government restrictions to Covid 19, and to ensure a safe environment for residents when accessing the town centre.

**d. Malmesbury Town Council Community Events. (Report No 4, Mayor Ritchie/ Cllr Vandelli).**

Mayor Ritchie updated the Council of the Council events as outlined in Report No. 4. Notably virtual delivery of VE 75 Day, St Aldhelms Day on the 25<sup>th</sup> May, Citizen of the Year on the 28<sup>th</sup> May, Malmesbury in Bloom.

**Resolved** to note and support the event arrangements as outlined.

**e. Budget implications for Malmesbury Town Council, including government proposals to support parish and town councils. (Report No. 5, Town Clerk).**

The Town Clerk reported to the Council the financial position and impact of Covid 19 on the 2020-21 annual budget, as outlined in Report No. 5. The projected net loss to the Council was estimated to be £65480.

**f. To receive an update report on current Council Operations and consider Malmesbury Town Councils Covid 19 recovery plan (Report No. 6, Town Clerk).**

The Town Clerk reported to the Council an overview of the current Council operations as outlined in Report No. 6. The Council were asked to note the Report, and the Recovery plan. Notably the Town Clerk requested an extra-ordinary Town Hall and Facilities Committee meeting to consider in more detail safe access arrangements and how the Town Hall may rebuild its service offer post – lockdown.

**Resolved** to note Report No. 6, and the Recovery Action Plan, and to hold an extra-ordinary Town Hall and Facilities' meeting to consider the matter raised.

**6. To consider the purchase of x6 laptops for the staff team (Report No 7. Town Clerk).**

The Town Clerk reported to the Council the need to provide laptops to six staff to support homeworking arrangements, and flexible working practices as outlined in Report No. 7. Cllr Jones suggested the laptops should if possible be 15.6" screens to ensure the best size screen on Health and Safety grounds. Also that docking stations be re-investigated as an option if needed.

**Resolved** for the Town Clerk to purchase x 6 15.5"laptops, and associated equipment within the budget parameters of £4000.

**7. To receive and update on the Councillor recruitment and elections (Report No 8, Town Clerk).**

The Town Clerk updated the Council on the position of the Council in respect of the councillor vacancies as outlined in Report No. 8.

**Resolved** to proceed in the recruitment process to fill the Co-option Vacancy.

Mayor Ritchie proposed and it was agreed to move item 12 up the agenda as it was public information and not subject to; grounds for exclusion as item 11.

**8. To receive an update from Wiltshire Councillor Gavin Grant.**

**Cllr Grant updates on the following matters;**

- Care homes (Covid 19 specific)
- Government Business grants issued by Wiltshire Council (Covid 19 specific)
- School vouchers (Covid 19 specific)
- The matter of the planning application at Filands South now scheduled to be considered in seven days time. Cllr Grant informed the Council he has learnt at short notice WC does not have a 5 year land supply needed to support the Neighbourhood planning process. Consequently this threatens to weaken Malmesbury's Neighbourhood Plan, and if the application is approved it could set a precedent for other similar large developments in Malmesbury and across Wiltshire. Cllr Grant expressed his profound dissatisfaction at this prospect and also on the process by which he had come to learn of the matter, and the notice given. At his

request WC Planning Officers had a briefing meeting planned for the Council on 21.5.20.

**Resolved** to object to the development and proceed in holding the process around the application to account. Mayor Ritchie, Cllr Grant, Cllr P Exton and Cllr Power to attend the meeting with WC on the 21.5.20.

9. **To receive councillor proposals for Council objectives and actions for the 2020-21 Council Year (Councillor verbal reports)**

**Resolved** to defer this matter to the June Full Council meeting.

10. **To exclude the press and public for item 11 on the grounds of Commercial sensitivity and confidentiality.**

**Resolved** To exclude the press and public for item 11 on the grounds of Commercial sensitivity and confidentiality.

11. **To consider support for the Jackdaws tenancy.**

**Resolved** to afford the Jackdaws tenant a rent holiday until the end of June, and to support them in re-opening, in line with Government guidance using the front entrance.

The meeting ended at 10.20pm.

Date of next Full Council Meeting: 16.6.20