

Malmesbury Town Council

Minutes of the **Policy & Resources Committee** held on **Wednesday 8th July 2020**
commencing at 7.00pm via zoom

Present: Councillors P Exton, L G Grant (Vice-Chair), W R Jones (Chair), K Power,
M Ritchie, P Smith

Others Present: Gill Davie (Minutes), Richard Spencer Williams (Clerk)

- 1. Declarations of Interest:** Cllr Power indicated that she is now a Trustee of Malmesbury & District Community Transport
- 2. Apologies for Absence:** Cllrs S Darcy & F Vandelli
- 3. Public Question Time:** There were no public questions
- 4. To receive and adopt the minutes of the Policy and Resources Committee meeting held on 3rd June 2020**

Cllr Power requested clarification of Cllr Grant's role regarding Malmesbury & District Community Transport as she felt there might be a misunderstanding in his role. It was confirmed that Cllr Grant will provide support to MDCT from a Town Council perspective and should he need additional support it was agreed he will call on another Councillor as Cllr Power is now a Trustee of MDCT

A question was asked about whether the server had been replaced and it was explained that there was a need to do some further software adjustments before that could be done.

Resolved that the minutes of the Policy and Resources Committee held on the 3rd June 2020 be received and adopted

Proposed Cllr Jones **Seconded** Cllr Smith

- 5. To receive and consider the Finance Report for Quarter 1 (Report No 1, Town Clerk)**

The Town Clerk provided an explanation of the budget overview for Quarter 1. A question was raised over when the invoice was due for the Car Parking subsidy as this could mean money could be reallocated. Cllr Grant reported that the Jackdaw Café would receive a discretionary grant of £7k very shortly. The Jackdaw rent is due to be re-considered at the next full Council meeting.

The report was received and duly considered

- 6. To consider and agree funds for the Lodge refurbishment (Report No2, Town Clerk)**

The Town Clerk explained that the Lodge is an old property which has had little maintenance in a long time. It now needs significant investment to bring it up to a

marketable rental property. The focus now is getting the necessary work done before deciding how to manage the property in future. It was agreed that using the report figures as a guide (although with carpet replacement it could be more expensive) the proposed work still presented good value for money.

Resolved to allow the Town Clerk to proceed with the maintenance work on the Lodge using the figures provided in his report as indicative costs.

Proposed Cllr Jones **Seconded** Cllr Smith

Action the Town Clerk is to keep this Committee apprised of the progress of the work and if anything occurs requiring additional expenditure to email the members of this Committee seeking approval

7. To review the Risk Management Register (Report No 3, Town Clerk)

The Town Clerk stated this was an opportunity to scrutinise and improve the Risk Register in the light of Covid 19. A suggestion was made to include an overarching Covid 19 statement as part of an interim version of the document (a Covid 19 Interim Risk Management Plan) and then it would be possible to revert to the current document when it was safe to do so. It would be reviewed on a 3/4 monthly basis to ensure it is still delivering an appropriate message

Action Town Clerk to reword an appropriate statement, showing the changes that have been made. These amendments to be sent out by email for approval before being adopted at an appropriate Council meeting

The meeting ended at 20.19pm

Signed:

Date: