

Malmesbury Town Council

Minutes of the **Policy & Resources Committee** held on **Wednesday 3rd February 2021** commencing at 7.00pm via zoom.

Present: Councillors S D'Arcy, P Exton, L G Grant (Vice-Chair), W R Jones (Chair), K Power, C Ritchie, P Smith, F Vandelli

Others Present: Gill Davie (Minutes), Richard Spencer Williams (Town Clerk), Claire Mann (Deputy Town Clerk)

- 1. Declarations of Interest:** None
- 2. Apologies for Absence:** None
- 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 2nd December 2020.**

Resolved: that the minutes of the Policy and Resources Committee held on the 2nd December 2020 be received and adopted as a true and accurate record of the meeting

Proposed Cllr Jones

Seconded Cllr Grant

- 5. To receive a quarterly report for Quarter 3 of the financial year 2020/2021 (Report No 1, Town Clerk)**

The Town Clerk went through the report drawing out the headline figures for receipts and payments. A question was raised about insurance regarding the recent vandalism and he confirmed a claim had been made. He also confirmed a process was in place within the team to report any act of vandalism to the police by calling 101.

Action: Cllr Ritchie to raise a question over central government funding for councils at the Wiltshire Council budget meeting on February 23rd.

The Town Clerk's report and supplementary information were noted.

- 6. To consider and agree a holding arrangement for the Council and its Committees pending the appointment to the Town Clerk position (Report No 2, Town Clerk)**

The Town Clerk confirmed that the Deputy Town Clerk would be the Acting Town Clerk until the appointment was made. She would support the Committees on the dates planned. The Working Groups will be picked up by Councillors who can call on the officers when action needs to be taken. Support for the Town Team would be allocated to half a day from the TIC staff. The Town Clerk then suggested key areas to focus on for the priority projects in the interim. All agreed no one should be under undue pressure during the transition period.

The Town Clerk's report was noted and duly considered as a holding position for the interim period.

7. To further consider the matter of CCTV and actions arising from the tendering process

The Town Clerk is working on getting 3 or 4 quotes for the project before he leaves. Presentations from the suppliers could then take place during February, with a public appeal launched seeking local and crowd sourcing funds at the beginning of March.

The Town Clerk's verbal presentation was noted and timings agreed.

8. To consider and agree the recruitment process for flood wardens and Council volunteer recruitment (Report No 3 Town Clerk)

The Town Clerk explained the current recruitment process for volunteers including that for flood wardens. Discussion took place around the need for DBS checks.

Action: Cllr D'Arcy to produce guidelines for the role of Flood Warden, covering the work that should be done

Resolved: to produce a basic job description for all volunteers as needed per role, with a simple application form seeking two references and where appropriate DBS checks.

Proposed: Cllr Grant

Seconded: Cllr Jones

9. To consider the request from the Town Hall & Facilities Committee for £4000 for new blinds in the Malting Hall and Hobbes Room (Report No 4 Town Clerk)

The Town Clerk explained the background to the request from the Town Hall & Facilities Committee. Cllr Jones asked that the replacement of the projector in the Malting Hall should be considered before any redecoration was undertaken.

Action: to look at alternatives for displaying the pictures of previous Mayors in the Malting Hall

Resolved: to release money from existing Ear Mark Reserves to cover the cost of replacement blinds

Proposed: Cllr Grant

Seconded: Cllr Jones

The meeting ended at 20.24pm

Signed:

Date: