

Malmesbury Town Council

Minutes of the
Policy & Resources Committee Meeting
Held in Malmesbury Town Hall on **Wednesday 3rd November 2021** at 7.00pm.

PRESENT: Councillors P Exton, Grant, W Jones, Power, Ritchie, F Smith, Vandelli

ALSO PRESENT: Claire Mann (Town Clerk), Gill Davie (Minutes)

PR/21/62 **To receive declarations of interest:** None.

PR/21/63 **To receive apologies:** Cllr P Smith

PR/21/64 **Public Question Time in respect of items included in this Agenda.**

There were no public questions.

PR/21/65 **To approve minutes of meeting held on 6th October 2021.**

Cllr Grant provided an update on recent discussions regarding the Community Governance Review

Resolved: the Minutes of the P&R Committee Meeting held on 6th October 2021 were received and adopted as a true record.

Proposed: Cllr W Jones

Seconded: Cllr Grant

PR/21/66 **To note income & expenditure report.**

Action: the Town Clerk to rename and tidy up this report to clarify redundant cost codes

The income & expenditure report was noted.

PR/21/67 **To consider leasing the land below Nun's Walk (report CM)**

The Town Clerk explained this proposal followed a meeting between Historic England, the Civic Trust and Maria Marsh. The Committee felt it was not possible to consider this at this time, but the Committee would welcome the opportunity to discuss the matter with other stakeholders to see how the objectives could be met

Resolved: to write to Historic England, the Diocese and the Roman Catholic Church asking for a meeting to discuss this further, with the possibility of further discussions with other stakeholders at a later stage.

Proposed: Cllr W Jones

Seconded: Cllr Grant

PR/21/68 To consider expenditure on website for Adopt A Street Project & Explore Malmesbury (report Cllr Ritchie)

Cllr Ritchie explained that the Adopt A Street project had been run in other authorities very effectively. £750 + VAT would be necessary for the website. The Civic Trust were prepared to donate £750 for equipment and matching finance would be sought at the Area Board meeting at the end of February 2022.

The Committee agreed in principle to develop this proposal as one tool in a campaign to attack the issue of litter in the town.

Resolved: to commit £750 for the website and to seek match funding from the Area Board.

Proposed: Cllr Grant

Seconded: Cllr Vandelli

Resolved: to commit £195+ VAT to cover the cost of creating an Explore Malmesbury page on the MTC website mirroring that of Discover Malmesbury

Proposed: Cllr Grant

Seconded: Cllr Power

PR/21/69 To consider report from C&TP to request to pay a retainer to a design/PR specialist (report Cllr Vandelli)

Cllr Vandelli explained the need for the retained service with the objective of obtaining high profile exposure for the town. Discussion followed on the goals of the proposal along with the amount of work required.

Agreed: there is money available in the current year's budget to cover known activities. However, more work needs to be done on this proposal to identify the scope of the work required and the skill set needed. An annual communications plan needs to be drafted and this should be brought back to this committee for further discussion at the next meeting before committing to an external tender process. To do this, each committee will be asked to identify their activities throughout a typical year and to send this to the Town Hall Administrator to collate, covering the types of communication involved (leaflet, poster, website etc), when required and the volume required. The Town Clerk to provide central requirements

PR/21/70 To update requirements for P&R budget & other Committees for 2022/3 (Report CM)

The P&R budget was given close consideration recognising the need to maintain service to residents without making any disproportionate demands. Detailed discussion on specific P&R cost codes took place and it was recognised that a new line for CCTV would need to be added to the budget. The requirements from all the other committees need to be brought to the next P&R Committee before presenting the final budget for sign off at Full Council in December.

The meeting closed at 9.53pm