

## Malmesbury Town Council

Minutes of the **Policy & Resources Committee** held in Malmesbury Town Hall on Wednesday **10th July 2019** commencing at 7.00pm.

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**Present:** Councillors: J E Exton, W R Jones (Chair), G Grant (Vice- Chair), P Newman, K Power, F Vandelli, Richard Spencer Williams (Clerk).

**Apologies:** Councillor Budgen, Ritchie.

**Other Members Present:** Councillor P Exton.

**Declarations of Interest:** None.

### **13. APOLOGIES FOR ABSENCE**

Councillor Budgen, Ritchie.

### **14. PUBLIC QUESTION TIME**

There were no public questions.

### **15. To receive and adopt the minutes of the Policy and Resources Committee held on the 5<sup>th</sup> June 2019.**

**Resolved** that the minutes of the Policy and Resources Committee held on the 5<sup>th</sup> June 2019 be received and adopted.

### **16. To receive the Qtr1 Finance report for 2018/19 (Apr-Jun).**

The Qtr1 Finance report for 2018/19 (Apr-Jun) was considered and noted.

### **17. To receive and consider the Malmesbury Town Council Risk Management Register.**

**Resolved** that Malmesbury Town Council Risk Management Register was considered and adopted by the Committee as an interim Schedule, subject to amendments to the risk assessment to reflect the use of a matrix score system to feature as part of the risk assessment section. The amended schedule is to be then presented to Full Council on the 23<sup>rd</sup> July.

**Action: Town Clerk**

The importance of the Risk Management Register was noted, and it was agreed it should be revisited for further consideration at the September Policy and Resources Committee meeting.

### **18. To receive and consider MTC Operational Action Plan.**

**Resolved** that the MTC Operational Action Plan was consider and adopted, and presented to Full Council on the 23<sup>rd</sup> July for adoption. It was agreed to add a column with numerical references to the Business Plan.

**Action: Town Clerk**

**19. To consider the Proposed Committee Re-structure feedback from Committees.**

The Proposed Committee Re-structure feedback from the Committees was considered. The Overview of the feedback suggested a number of key points as:

Planning and Environment feedback was the proposal did not affect their mandate.

The Burial Committee still needed continuity, particularly until the JBA was finalised.

Town Hall and Facilities feedback was to initiate a working group over the next year to support the development of the work around Parks and Open Spaces, with a view to assess the scope and need of the community engagement work. Also that buildings should come under their responsibility.

Community and Town Promotions feedback was the proposal did not affect their mandate.

**Resolved** that the Committee proposal be amended to reflect keeping the current arrangements with the Town Hall and Facilities Committee to have responsibility for the John Bowen Gallery, Parks, and buildings.

**20. To consider and agree Terms of Reference for Performance and Efficiency Working Group.**

**Resolved** to defer this item until the next Policy and Resources Committee meeting

**21. Review the Terms of Reference for the Single Use Plastic working party to consider the impact and opportunities presented by a climate emergency (Report No. 1).**

**Resolved** to form a Single use of Plastic Working Party from the Policy and Resources Committee meeting

**To exclude the press and public for remaining items of business on the grounds of commercial confidentiality.**

**Resolved:** To exclude the press and public for remaining items of business on the grounds of commercial confidentiality.

**22. To consider the formation of a Working Party to examine the feasibility of the purchase of Abbey House Gardens and report back to the Policy and Resources Committee of the Town Council.**

**Resolved:** to form a small working group comprising of Cllrs Grant, Jones, Power and Ritchie.

The meeting ended at 21.40pm  
Next Meeting: 4<sup>th</sup> September 2019

Signed:

Date: