

Malmesbury Town Council

Minutes of the **Policy & Resources Committee** held on **Wednesday 4th November 2020**
commencing at 7.00pm via zoom

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

Others Present: Gill Davie (Minutes), Richard Spencer Williams (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 7th October 2020**

Questions were asked around the process to exclude the press and public from certain agenda items, the status of the rent reviews for the Flying Monk tenants and also the availability of the Wiltshire Council Business Support Grant for the café.

Resolved that the minutes of the Policy and Resources Committee held on the 7th October 2020 be received and adopted as a true and accurate record of the meeting

Proposed Cllr Jones **Seconded** Cllr Grant

5. Preliminary consideration of the 2021/22 Budget (Report No 1, Town Clerk)

The Town Clerk explained the reasoning behind his report itemising the issues to be considered for the next financial year. In addition, possible reductions in the Council Tax base due to the impact of the lockdowns also need to be considered. All were keen to maintain service to residents and not make any disproportionate financial demands. The Town Clerk was thanked for the excellent summary he had produced. This along with the points raised in the general discussion would provide good input for the individual Committee Chairs to discuss with their committees when drawing up the requirements for the next financial year. These requirements need to be brought to the next P&R Committee before presenting the final budget for sign off at Full Council on December 15th.

Action: Cllr Jones to send a note to all Councillors explaining the process to be adopted to ensure consistency across the council.

The report was received and duly considered

6. To consider the draft Safeguarding Policy (Report No 2, Town Clerk)

The Town Clerk explained this was a first draft for consideration. Once the policy is agreed the Town Clerk will then identify how it will be applied within the Town Hall and the other Council facilities. It was agreed that commitment to training of staff and volunteers should be included in the policy to help them identify and address safeguarding issues. A good conversation took place on ratios of adult supervision required and the Town Clerk agreed to write a qualifying statement to ensure minimum requirements are applied. A section on the vulnerable elderly also needed to be included and the policy needs to refer to physical buildings and all outdoor spaces. The position with the cinema and safeguarding issues also needs to be addressed.

Action: Cllr Vandelli will work with the Town Clerk on the development of the policy and Cllr D’Arcy will support the Town Clerk to ensure the cinema is involved in developing the policy to encompass their needs appropriately. When the work is complete the policy will be brought to a future P&R meeting.

7. To receive an update on the possibility of installing CCTV in Malmesbury High Street area. (Report No 3, Town Clerk)

The Town Clerk provided a quick verbal update. He had spoken to two possible suppliers but was still awaiting a detailed quotation. Not enough information had been provided to inform discussion at this time. He will bring back costed quotations for discussion at the next meeting

The report was received and duly noted

8. To receive a report on the Council’s status in respect of WCAG 2.1 AA Website compliance (Report No 4 Town Clerk)

The Town Clerk provided background information on what has happened so far to ensure the council’s website meets legal requirements. As things stand the website meets WCAG 2.1 AA requirements.

Action: Cllr D’Arcy, the Town Clerk and the website developer will meet to talk through what else could be done to ensure the website complies with legal requirements

9. To receive a verbal update on the Cemetery Lodge refurbishment (Town Clerk)

The final finishing and fixing are being undertaken. The kitchen and bathroom are finished, and all the main decorating has been done. The chimney stack work has been completed and the new guttering and carpets are due on Nov 17. Now

attention needs to move to the outside space. All agreed it was a sound decision to invest in the property. A proper maintenance plan needs to be in place now to ensure the property retains its value.

Action: Cllr Jones and the Town Clerk to visit the property to consider what needs to be done with the outdoor space.

The meeting ended at 21.18pm

Signed:

Date: