

## Malmesbury Town Council

Minutes of the  
**Policy & Resources Committee Meeting**  
Held in Malmesbury Town Hall on **Wednesday 1<sup>st</sup> December 2021** at 7.00pm.

---

**Present:** Councillors Exton, Grant (Vice Chair), W Jones (Chair), Power, Ritchie, P & F Smith, Vandelli

**Also present:** Claire Mann (Town Clerk), Gill Davie (Minutes)

**PR/21/71 To receive declarations of interest**

None

**PR/21/72 To receive apologies**

None

**PR/21/73 Public Question Time in respect of items included in this Agenda.**

There were no public questions.

**PR/21/74 To approve minutes of the meeting held on November 3<sup>rd</sup>**

**Resolved:** the Minutes of the P&R Committee Meeting held on 3<sup>rd</sup> November 2021 were received and adopted as a true record.

**Proposed:** Cllr W Jones

**Seconded:** Cllr Exton

**PR/21/75 To note income and expenditure report**

The income & expenditure report was noted

**PR/21/76 To consider 2022/23 budget proposal to go to Full Council for December 15<sup>th</sup>**

Cllr W Jones explained the figures on the spreadsheet, covering first the Committee projections for expenditure and income where appropriate and then the central Council cost centres. Questions were raised over gallery income, rents and the costs of external and internal maintenance of the Town Hall. Significant discussion took place with Councillors being mindful that inflation would have an impact on expenditure both for the Council and for the community.

**Resolved:** to recommend a 2% increase to the precept for the 2022/23 financial year and that this recommendation should go to Full Council on December 15<sup>th</sup>

**Proposed:** Cllr Grant

**Seconded:** Cllr Vandelli

**Action:** to add the gallery hire costs and commission sales to the TH&F agenda at a later meeting for review

**Action:** to review and amend some of the cost centres to ensure income and expenditure recorded reflects current activity

**PR/21/77**      **To exclude the press and public from the remainder of the meeting for commercially sensitive reasons**

**Proposed:** Cllr W Jones

**Seconded:** Cllr Grant

**PR/21/78**      **To discuss CCTV provision in the Town Centre**

Cllr W Jones provided an update on Cllr D'Arcy's recent report and explained there are still some outstanding questions to be resolved to ensure an accurate comparison can be made between the potential suppliers. It is important to review the tenders in detail to ensure value for money is achieved. It is still the aim for the system to be live by the beginning of the next financial year.

**PR/21/79**      **To consider the quote for refurbishment of the Cemetery & St Aldhelm's Mead toilets, approved in principle by TH&F on November 10<sup>th</sup>**

Cllr Grant provided background details to the quote and explained that the aim was to have the same provision in the Cemetery and St Aldhelm's Mead as has been achieved outside the Town Hall. The only outstanding issue is that a survey needs to be undertaken of the cemetery building to ensure it is fit for purpose. The quote has been approved in principle by TH&F.

**Resolved:** to approve the quote in principle subject to the survey at the cemetery. Should that fail then to proceed with St Aldhelm's Mead while the cemetery issue is reviewed.

**Proposed:** Cllr Grant

**Seconded:** Cllr W Jones

Before closing the meeting, Cllr Jones reported on the work undertaken by the Personnel Sub-Committee who have reviewed the staffing structure in the Town Hall office and who are recommending that an advert for Deputy Town Clerk, as a full-time position is run before Christmas with an expectation of a start date by the beginning of the financial year. Some discussion took place around the positioning of the starting salary

**Resolved:** to advertise for a Deputy Town Clerk as a full-time position with an expected starting date of April 1<sup>st</sup>, 2022

**Proposed:** Cllr Jones

**Seconded:** Cllr F Smith

The meeting closed at 9.29pm