

## **Malmesbury Town Council**

Minutes of the  
**Policy & Resources Committee Meeting**  
Held in Malmesbury Town Hall on **Wednesday 6<sup>th</sup> October 2021** at 7.00pm.

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

**Also present:** Claire Mann (Town Clerk)

**PR/21/50 To receive declarations of interest**

None.

**PR/21/51 To receive apologies**

None

**PR/21/52 Public Question Time in respect of items included in this Agenda.**

None

**PR/21/53 To approve minutes of meetings held on 25<sup>th</sup> August & 1<sup>st</sup> September**

the Minutes of the meetings held on 25<sup>th</sup> August and 1<sup>st</sup> September 2021 were received and adopted as a true record.

**PR/21/54 To note income & expenditure report.**

The report was noted by Committee.

**PR/21/55 To begin preliminary budget discussion & MTC Business Objectives**

The figures for the last three years was noted. It was resolved that each Committee would discuss at its next meeting the budget required for the coming year and the November P&R meeting would focus on this.

**PR/21/56 To note Policy/Procedure Review dates and consider way forwards (appointment of Working Group to work with Town Clerk)**

It was agreed that all Policies would be subject to a three year 'rolling' review. The Clerk would update Financial Regulations in accordance with Council resolutions. Cllr P Exton would look into the Code of Conduct, Our Service Standards, Standing Orders & Vexatious Complaints Policy. Cllr Vandelli will review the Child & Vulnerable Persons Protection Policy & Safeguarding Policy to ensure both policies can be combined and everything necessary is covered by one Safeguarding policy. Councillor W Jones will review the Communications Policy.

**PR/21/57 To consider Briefing Note 21-18 Community Governance Review which includes potential boundary changes for Malmesbury & St Paul Malmesbury Without**

It was resolved that a Working Group would comprise Cllrs W Jones, Vandelli, P Smith & F Smith, Cllr Whatton would also be approached. A Map of the proposed wards by MTC will be produced by Cllr W Jones working with the Town Clerk and Cllr Vandelli will produce an updated report.

**PR/21/58 To submit MTC comments on Climate Strategy Consultation**

It was resolved that this would be delegated to the Clerk to complete based on the proposals in Cllr Vandelli's report and also the Blue & Green Strategy.

**PR/21/59 On the grounds of commercial sensitivity, to exclude the press & public for the following agenda items.**

It was resolved to exclude the press and Public for the remainder of the meeting.

**PR/21/60 To review rent agreements at the Flying Monk Grounds**

It was agreed that the Town Council recognises the difficulties experienced by organisations in the last eighteen months and the rent would be reduced accordingly for this year.

**PR/21/61 To consider chargeable rate for Dyson Institute event.**

Following discussion it was agreed that the Dyson Institute event qualified for the Community Rate. It was also noted that they might wish to extend attendance at the event to members of the wider community too.

The meeting closed at 8.30pm