

Malmesbury Town Council

Minutes of the Policy & Resources Committee held in Malmesbury Town Hall on Wednesday 13th March 2019 commencing at 7.00pm.

Present: Councillors: W R Jones (Chair), L G Grant, A J Gundry, J E Exton, P Newman, C M Ritchie and F Vandelli.

Apologies: Councillor P Smith

Other Members Present: Councillor P Exton.

Declarations of Interest: None.

64. APOLOGIES FOR ABSENCE

Councillor P Smith

65. PUBLIC QUESTION TIME

There were no public questions.

66. MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 6th FEBRUARY 2019.

Resolved that the minutes of the Policy & Resources Committee meeting held on the 6th February 2019 as circulated, be received and adopted.

66. INCOME & EXPENDITURE

Consideration was given to Report No.1 which outlined income & expenditure to the end of month and the major variations.

Resolved the report be noted.

67. BUDGET PROPOSALS FOR 2019/20

Councillor Ritchie presented his report on suggested variations to the budget allocations for the next financial year.

Resolved the variations agreed formed a new allocation of budget resources as attached to these minutes.

68. CHRISTMAS CLOSURE 2019/20

The Town Clerk presented his report on the proposed closure of the offices over the Christmas holidays 2019.

Resolved to accept the proposal to close the offices on the afternoon of Tuesday the 24th December 2019 and reopen on Thursday 2nd January 2020.

69. NEW MAYORAL ROBES

The Town Clerk presented his report on the necessity to purchase new mayoral robes in the event that the current Deputy Town Mayor is elected to become the Town Mayor for 2019.

Resolved to purchase the new robes at a cost identified in the report, to be ordered so as to be ready for the ceremonial meetings in May 2019. The agreement to purchase not to imply that the Deputy Mayor will be elected to the office.

70. RESERVES POLICY

Councillor Ritchie outlined the actions necessary to ensure the agreed reserves policy is implemented, including the accounting for section 106 funds, community infrastructure levy receipts and risk assessments of the play areas.

Resolved the working group comprised of Councillors Ritchie, Grant and Gundry work with the Town Clerk to ensure the policy becomes active..

71. ST ALDHELM'S FAIR

This item was deleted from the agenda as no longer being relevant.

72. EMAIL ADDRESSES FOR COUNCILLORS

The Town Clerk tabled the likely cost of moving towards an email system for councillors using Outlook and cloud storage.

Resolved this did not meet with approval and the supplier to be asked to provide a quote based on using a system of access to emails through use of any browser.

73. INTERNET BANKING

The Town Clerk outlined the discussions held with the Town Council's bank and the proposed method of operation of electronic signatures and payments so as to ensure compliance with the legal requirements and with agreed Standing Orders and Financial Regulations.

Resolved to proceed with move to electronic banking with account signatories being Councillors Jones, Newman, Vandelli, Ritchie and J Exton.

74. EXCLUSION OF PRESS AND PUBLIC

In view of the commercially confidential items included in the remainder of the agenda it was proposed, seconded that the press and public be excluded.

Resolved that press and public be excluded from the remainder of the meeting

75. GRASS CUTTING

The Town Clerk advised the committee that the current contractor for grass cutting had indicated a rise in his current price, effective from 1st April 2019.

Resolved in view of the excellent service provided the increase would be accepted for 2019/20.

76. TENANT FOR COMMERCIAL SPACE

The Town Clerk presented a report on the outcome of discussions held with the potential tenants of the commercial space in the Town Hall. Copies of the documents submitted were circulated to members of the committee.

Resolved the applicants be accepted as tenants for a ten year period subject to the heads of terms being agreed and a rent deposit bond of £3,000 being received by the Town Council in place of the originally agreed bond of £2,000.

77. BUSINESS PLAN

Councillor Ritchie presented his report on a draft business plan for Malmesbury.

Resolved that the committee members notify Councillor Ritchie of any proposed changes or inaccuracies by the end of the following week and that the item be placed as an early item on the next meeting of this committee.

The meeting closed at 21.55 hrs

Budget redistribution agreed by P&R

4000	Salaries,Wages,Pensions & NI	235,000.00	
4010	Training	1,500.00	
4020	Travel Expenses	1,000.00	
4050	Health and Safety	500.00	
4075	Mayor's Allowance	1,250.00	to be increased by CPI
4076	Public Functions	2,000.00	
4079	Robes and Hats	100.00	
4080	Signwriting	100.00	
4100	Office Equipment	500.00	
4110	Play Equipment Inspections	650.00	
4115	Grass Cutting	4,000.00	
4118	Maintenance-Town Hall	10,000.00	
4119	Maintenance etc L & Y	10,000.00	
4120	Photocopier	1,850.00	
4121	Telephone etc	2,000.00	
4122	Consumables, Stationery etc TC	2,500.00	
4125	Insurance	10,000.00	
4126	Motor Vehicle Expenses	2,000.00	
4130	Subscriptions	1,750.00	

4141	Communication and Publicity	1,500.00	
4151	Tenancies(Accomodation Rental)	2,000.00	
4152	Utilities	20,500.00	
4157	Publications	200.00	
4175	NNDR - Town Hall	17,250.00	
4176	Professional Fees-MTC	1,000.00	
4177	Audit Fees	1,800.00	
4192	Christmas Lights	3,500.00	
4194	Health & Safety-Training & Equ	1,000.00	
4195	Depreciation Equipment	1,500.00	
4197	Refuse Collection	2,250.00	
4198	Dep'rctn Town Hall	19,000.00	
4199	Depreciation Motor Vehicles	1,700.00	
4200	Birdcage Agreement	10.00	
4205	Twinning Association	500.00	increase by CPI
4210	Small Grants Allocation	2,500.00	
4231	ICT Support	7,500.00	
4500	Loan Re-Payments Capital & Int	40,863.00	
4550	Service Agreements	3,500.00	
4580	Bank Charges	-	
4600	Precept Joint Burial		
	Burial contribution	7,696.00	
	Total Expenditure	422,469.00	