



# MALMESBURY TOWN COUNCIL

## Minutes of the Full Council Meeting

Held in Malmesbury Town Hall on Tuesday 24<sup>th</sup> June 2025 at 7.00pm.

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**Present;** Cllrs S James, R Hastings, G Grant, I Wallis, K Drake, RP Jones, J Slade, M Crawford-Price, S D'Arcy, P Exton, M Akhtar, R Sanderson, I Wallis, H Hughes, & J Akhtar

**Also present:** Lisa Dent (Deputy Town Clerk)

### Minutes' Reflection

### MAYORS ANNOUNCEMENTS

Cllr James notified Members that during the previous month he had attended;

**Councillor training online, Malmesbury Chapel Consultation, EAT Festival, Choral Evensong, Mayoral Robing Marlborough, meeting with Head of Malmesbury School, AGM of Town Twinning Association, meeting with residents re Corn Gastons parking problems with Cllrs Grant and M Smith present, Malmesbury Area Retail and Hospitality Guide launch, meeting re flooding of Malmesbury football pitch with Cllr D'Arcy.**

Cllr James stated that Cllr Sanderson may speak from a sitting position if required.

**FC/25/77 To receive declarations of interest.**

None received.

**FC/25/78 To receive apologies for absence.**

Apologies received from Cllr K Power.

**FC/25/79 Public participation on items of business included on the agenda.**

None received.

**FC/25/80 To receive an update from the Town Clerk on correspondence in the last month.**

Deputy Town Clerk gave the update from Town Clerk Claire Mann in her absence.

- Operationally it has been a busy month with Summer Council events upcoming and Committees focussing on various projects and events, also welcoming new Councillors who are now hopefully comfortable in their roles.
- An action from The Town Clerk's appraisal was to begin the process of all staff appraisals. Starting with one-to-one meetings last month to explain the process, appraisals will begin shortly.
- There is likely to be a good deal of reference to Martyn's Law from Local Authority organisations as it becomes enforceable in two years' time, Christmas event and other outdoor public events will need to be compliant.

- SLCC Branch meeting in May received a presentation from the Salisbury Soroptimists highlighting Operation Awake, ‘Protecting women in public life from gender-based threats and crimes.’

**FC/25/81 To receive and adopt minutes of the Full Council meeting held on 15<sup>th</sup> May 2025.**

The minutes were adopted and signed by Cllr James. Progress on item FC/25/68 To note correspondence from Members of the Public about Warding system and determine next steps was queried and this will be communicated to P&R (the relevant committee).

**FC/25/82 To receive and note minutes of the Policy & Resources meeting held on 15<sup>th</sup> April 2025.**

The minutes were noted.

**FC/25/83 To receive and note the minutes of the Planning & Environment meetings held on 1<sup>st</sup> & 22<sup>nd</sup> April and 27<sup>th</sup> May 2025**

The minutes were noted.

**FC/25/84 To receive and note minutes of the Town Hall & Facilities meeting held on 17<sup>th</sup> April 2025**

The minutes were noted, and a typo error clarified (TH&F/25/26 To note and consider Project Status report ‘additional quotes for CCTV charger’ should be ‘additional quotes for EV charger’).

**FC/25/85 To receive and note minutes of the Community Engagement & Town Promotion meeting held on 24<sup>th</sup> April 2025.**

The minutes were noted.

**FC/25/86 To note proposal from Extraordinary Policy & Resources Committee meeting (24<sup>th</sup> June 2025) and appoint additional members to Standing Committees if required.**

Cllr D’Arcy advised that after consideration of requested increases from each committee and current vacancies, the request for additional members was agreed as a recommendation to Full Council.

Additional members were appointed as follows:-

Burial	TH&F	CETP	P&E	P&R
Agreed increase +1	Agreed increase +1	Agreed increase +1	Agreed increase +2	NO
		Existing vacancy +1		INCREASE
Cllr Sanderson stood down		Cllr Sanderson stood down		
<b>Total vacancies +2</b>	<b>Total vacancies +1</b>	<b>Total vacancies +3</b>	<b>Total vacancies +2</b>	
<b>Councillors Appointed</b>				
1. Cllr H Hughes	1. Cllr J Akhtar	1. Cllr H Hughes	1. Cllr J Akhtar	
2. Vacancy remains		2. Cllr O Wallis	2. Cllr O Wallis	
		3. Vacancy remains		

- FC/25/87 To note Internal Audit Report for 2024/25**  
The internal audit report from Auditing Solutions was noted.
- FC/25/88 To approve Annual Governance statement for 2024/25**  
The governance statement assertions were read by Cllr James and on agreement of the council, the responses entered on the AGAR form. The form was then signed by Chair Cllr James and Clerk Lisa Dent.
- FC/25/89 To approve Accounting Statements for 2024/25**  
The accounting statements were approved by the council and it was noted the RFO Claire Mann had signed the AGAR form before presenting to the council. The form was then signed by Chair Cllr James.
- FC/25/90 To receive an update from representatives of Malmesbury Town Council on the following organisations;**
- i. **Wiltshire Association of Local Councils & Society of Local Council Clerks**  
WALC Executive Meeting is scheduled for 7<sup>th</sup> July 2025 and this has been circulated to councillors. Town Clerk Claire Mann will be attending The WALC County Conference at Trowbridge on 10<sup>th</sup> September 2025.
  - ii. **Malmesbury Town Team**  
Report was given by Cllr Drake including the Malmesbury Area Retail and Hospitality Guide production and distribution, Town Team community stall at EAT festival and survey results, discussion and planning improvements to Discover Malmesbury website, supporting and planning for Pride of Place festival, A1100 final projects and guided walks programme.
  - iii. **The Conservation Group**  
No update received.
  - iv. **Malmesbury and District Twinning Association**  
Report to follow from Cllr Sanderson.
  - v. **Operational Flood Group**  
No update received.
  - vi. **Local Highways & Footpaths Improvements Group**  
Cllr Exton advised next meeting is 15<sup>th</sup> July 2025.
  - vii. **Local Youth Network Management Group**  
No update received.
  - viii. **Movies at Malmesbury**  
No update received.
  - ix. **Bus Services Improvement**  
No update received.
  - x. **Health & Wellbeing Forum**  
No update received.
  - xi. **Community Safety Forum**  
Awaiting Malmesbury Area Board to reform the group, next Area Board meeting 8<sup>th</sup> July 2025.

xii. **Joint Neighbourhood Plan**

No update received. Cllr James encouraged councillors to join the working group to develop a shared vision for Malmesbury and shape the development and growth of their local area. Former councillor Campbell Ritchie has agreed to continue as a member of the working group.

xiii. **Cotswolds National Landscape Board**

Cllr Sanderson will report at the next meeting.

xiv. **Athelstan Statue**

No update received.

Cllr James advised that Cllr Martin Smith who is the Ward Councillor for Backbridge should be invited to Malmesbury Town Council meetings in future.

**FC/25/91**

**To receive an update from Wiltshire Councillor (This may include urgent actions to be considered by the Council.)**

Cllr Grant advised:-

Councillor Martin Smith has been appointed as Wiltshire Council Highways Cabinet member and Councillor Grant has been appointed as Wiltshire Council Finance Cabinet member.

The Cotswold National Landscape Draft Management Plan was recently adopted.

An urgent finance meeting had been convened to address a £4.8 million deficit in the Wiltshire Council's finances, and to present a balanced budget ear marked reserves will be diverted, needing to be returned at some point.

LHFIG will receive full budget funding made possible through CIL levy funding.

Next Area Board is 8<sup>th</sup> July and Cllr Berry is Chair and Cllr Grant is Vice Chair. Cllr Grant will continues with Local Youth Network representation and has been in liaison with local police.

It is expected that Senior Wiltshire Cabinet Members will soon be contacting Malmesbury Town Council re future of the Riverside Centre.

Recent meeting with Malmesbury Primary School to create a footpath for access has been positive.

Wiltshire Local Plan meeting took place today, the plan is deficient in some areas such as traveller sites which is a statutory requirement. Housing numbers have been uplifted and housing land supply figures are no longer accurate, it was clarified that Neighbourhood Planning can be progressed with the Plan in this form.

A second Lime Down Solar consultation around land has taken place but with some inadequacy and not in the public forum. Cllr Sanderson advised The Cotswold National Landscape has issued its viewpoint and a report will follow. Cllr James will discuss this consultation with Councillor Grant and also at a meeting he has arranged with MP Roz Savage.

Meeting closed at 7.47 p.m.