



MALMESBURY TOWN COUNCIL

Minutes of the **Policy and Resources** Committee Meeting

Held in Malmesbury Town Hall on **Tuesday 15th July 2025**

Present; Cllrs S D'Arcy, P Exton, S James, K Drake, M Crawford-Price, R Hastings, I Wallis and G Grant.

Also present: Lisa Dent (Deputy Town Clerk), Cllr O Wallis

PR/25/60 To receive Declarations of Interest

None received.

PR/25/61 To receive apologies

None received.

PR/25/62 Public participation in respect of items included in this agenda

None received.

PR/25/63 To approve minutes of meeting held on the 17th and 24th June 2025

The minutes of both meetings were approved and signed as a correct record.

PR/25/64 To consider alternative financial report format, report Cllr D'Arcy

The alternative report, produced from 3 excel downloads taken from Rialtas accounts software, was reviewed. It features budget, year to date and % spend columns and the new features are year end and projection of variance columns. Each committee will receive their own financial report with a summary which details expenditure and net income over expenditure. Office staff will produce the reports and there may be some manual entries required. Re projected variances, it would be expected significant variances would require a commentary or explanation.

It was agreed by all present to adopt the new reporting format for all committees. It was requested that the headers as per page one are carried over to any additional pages. It was agreed that the report will cover the period up to the last full, completed month. Financial regulations and Standing Orders to be clarified by the Town Clerk to review the financial reporting to council aspects of these governance documents, in light of the new reporting format.

PR/25/65 To receive income and expenditure report and note accompanying summary

The report was noted. Some areas may required investigation, such as 4000 code (salaries, pensions, NI, HMRC). The timings and details of issue for £20,000 received in May from Wilts Council Generating Activity Fund will be clarified at the next meeting and also the nominal code used for VE Day expenditure.

PR/25/66 To consider identified CIL expenditure

It was agreed that the potential CIL expenditure should be paid/journalled as such.

PR/25/67 To consider process of recurring allocation of budget to external organisations (report Cllr O Wallis)

The nature of such recurring payments was reviewed in that there are various forms involving the discharge of functions of the council, contractual and business relationships addressing wellbeing/entertainment and work programs such as student exchange. It was agreed to proceed with the development of a formal process to include the framework for issuing grants, evaluating impact, and clarifying a reporting restructure and Cllr O Wallis will bring forward further information to the meeting on 9th September 2025.

PR/25/68 To review working groups under Policy & Resources Committee - relevance and membership

It was agreed that Signage Project working group is to be established reporting to P&R. Cllr D'Arcy to inform Town Clerk of those involved with the project to date to assist with creating membership and terms of reference.

The current working groups associated with P&E were reviewed and amended as follows:-

Service Devolution & Asset Transfer	It was agreed to dissolve this working group.	Former members to be informed by Town Clerk. Asset Acquisition Working Group will undertake future work in this area.
CIL/S106	Cllr Drake joined this working party.	P&R members agreed as S D'Arcy, G Grant, P Exton, K Drake. Cllr W Jones and C Doody, C Ritchie to be contacted to request confirmation of their continued involvement.
MTC Staffing	It was agreed to dissolve this working group.	Former members to be informed by Town Clerk. Personnel Sub Committee will undertake any future work in this area.
Nuns Walk & Town Walls	It was agreed to dissolve this working group.	Former members to be informed by Town Clerk.

PR/25/69 To request two additional bank signatories/delegated online users

Cllrs Hastings and Drake to be added as bank signatories/delegated online users.

PR/25/70 To consider budget for recruitment of Town Crier (report CM)

Following review of the report by Town Clerk C Mann, it was agreed to proceed with the recruitment of a Town Crier. It was noted the uniform is in adequate condition and may require some small expenditure.

Terms, honorarium payment and advertisement and fulfilment of the vacant position will follow the same framework as the Malmesbury Town Council Macebearer.

The meeting was closed at 19.59 p.m.