MALMESBURY
TOWN COUNCIL

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

Held in Malmesbury Town Hall on **Tuesday 8th September 2026**

Present; Cllrs James, Crawford-Price, I Wallis, J Akhtar, Hastings, O Wallis, Grant & Drake

Also present: Claire Mann, Town Clerk.

In the absence of Cllr D'Arcy, Cllr James chaired the meeting.

PR/26/69 To receive Declarations of Interest

None received.

PR/26/70 To receive apologies

Apologies received from Cllr D'Arcy.

PR/26/71 Public participation in respect of items included in this agenda

None received.

PR/26/72 To approve minutes of meeting held on the 14th July 2026.

It was noted that Cllrs Hastings and Crawford-Price had left the meeting during discussion about the Mayor's debating Event and HEALS grant application respectively and returned afterwards.

Subject to this amendment, the minutes were approved as a correct record.

PR/26/73 To receive financial analysis report.

The projection method was explained as follows; 'M' is Manual, 'B' is in line with Budget and 'A' is Automatic (in line with expected monthly expenditure.) This will be detailed on the reports going forwards.

The Financial Analysis was noted. It was further noted that the Grant Allocation budget had been exceeded but that Community Engagement & Town Promotion Committee may have provision in the project code for the grant to Caerbladon, this will be considered at a future CE&TP meeting.

PR/26/74 To consider identified CIL expenditure.

The proposed expenditure was agreed. It was noted that the additional £2,500 for the Cemetery Roof would come from CIL expenditure as £10k had already been earmarked for the project.

PR/26/75 To consider report from Cllr Sanderson on defibrillator provision.

Members considered the report and agreed to the expenditure for new cabinet at the Town Hall and new defibrillator at the Co-Op on Gloucester Road.

PR/26/76 **To determine way forwards for Café Tenancy Review – to form working group, appoint lead Cllr to work with Town Clerk or delegate to the Town Clerk.**

It was resolved that Cllr I Wallis will work with the Town Clerk on the review early in October.

PR/26/77 **To note resolution from Community Engagement and Town Promotion Committee (CE&TP/26/67ii) and determine next steps.**

Following discussion it was agreed that Cllrs O Wallis, Hughes and Drake will prepare a report for the next Policy & Resources Committee for consideration.

PR/26/78 **To form a working group to develop guidance and control for Malmesbury Town Council involvement in Twinning activities.**

Cllr James stated that the recent delegation to Norway, through the Friendship agreement with Fitjar, had highlighted the need for a more formal 'policy' of how to manage the visits. Fitjar and Bad Hersfeld invite a delegation to their Towns and provide accommodation rather than a mutual agreement where people stay at each other's houses as is the situation with Niebull and Gien.

Queries were raised around Members of the P&R Committee also being elected officers on the Twinning Association and the appropriateness of their forming a working group. The Town Clerk advised that the Committee could form the working group to include members of the Twinning Association, Cllrs that may also be elected officers of the Twinning Association and any other interested individuals.

It was resolved that a working group will be formed to develop guidance to be put to Full Council for Town Council involvement with Twinning activities and that the Town Clerk will confirm with the Monitoring Officer at Wiltshire Council.

PR/26/79 **To consider quote for automatic door closers for Old School Room, first floor kitchen and door between bar and bar store.**

Following discussion and the considerable benefit to all hirers and staff, it was agreed to accept the quotes for automatic door closers to the Old School Room, first floor kitchen and door between bar and bar store.

The meeting closed at 7.37pm