



MALMESBURY TOWN COUNCIL

Minutes of the **Policy and Resources** Committee Meeting
Held in Malmesbury Town Hall on **Tuesday 9th September 2025**

Present; Cllrs S D'Arcy, O Wallis, I Wallis, K Drake, S James, Crawford-Price, Exton & Grant.

Also present: Claire Mann, Town Clerk

PR/25/75 To receive Declarations of Interest

None received.

PR/25/76 To receive apologies

Apologies received from Cllr Hastings.

PR/25/77 Public participation in respect of items included in this agenda

None received.

PR/25/78 To approve the minutes of the meetings held on the 15th July and 7th August 2025.

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

PR/25/79 To receive income and expenditure report and note accompanying summary.

The report was noted.

PR/25/80 To consider identified CIL expenditure.

It was resolved to use CIL funds to pay for the proposed items.

PR/25/81 To form working group for CCTV review and consider Terms of Reference (from FC 29/07/2025)

Membership had been agreed at the Full Council meeting in July (Cllr R Sanderson, Cllr S D'Arcy, Cllr M Crawford-Price & Cllr I Wallis. Proposed terms of reference will be presented to the next P&R meeting.

PR/25/82 To consider Terms of Reference for MTC and TT working relationship (referred from CE&TP 17/07/2025)

Following discussion it was agreed that the Memorandum of Understanding needed to be concluded before the working group could establish itself.

PR/25/83 To consider Terms of Reference for CIL/S106 and Service Devolution & Asset Transfer Working Group

The terms of reference were confirmed. The Town Clerk was asked to convene a meeting of the working group as soon as possible. A list of proposed assets and services will be circulated to the working group.

PR/25/84 To consider lease of land from Wiltshire Council for Jackdaw's Men's Shed.

It was resolved that the Town Council will lease the land from Wiltshire Council as per heads of terms but that collaboration between the proposed Men's Shed and the Tool Shed should take place.

The Town Clerk will arrange a meeting between the Jackdaw's Men's Shed and the Tool Shed with Andrew Jack of Wiltshire Council to progress the initiative.

PR/25/85 To confirm proposed MoU between MTC & WC on the future of the Riverside Centre.

It was resolved to approve the MoU between Malmesbury Town Council and Wiltshire on the future of the Riverside Centre.

PR/25/86 To consider policy for paying expenses to staff and Councillors for activities outside Malmesbury.

Following discussion members resolved that expenses will only be paid for essential Council business. They will not be paid for voluntary activities where the participant chooses to take part unless specifically approved as a special case by the Policy & Resources Committee or Full Council.

This resolution is not relevant to the Mayor's Allowance.

PR/25/87 To consider report from Cllr O Wallis on recurring funding.

It was agreed to revisit this item at the next P&R meeting and that a resolution must be made in October to assist with budget setting in November.

PR/25/88 To exclude press and public for next items due to commercial sensitivity.

It was resolved to exclude the press and public from the remainder of the meeting.

PR/25/89 To consider electricity contribution from MTC tenants.

The Town Clerk will examine the tenants' lease for mention of contribution towards electricity usage.

PR/25/90 To consider asset acquisition opportunities.

The purchase of land at Daniel's Well was discussed. The amount that the Town Council will offer was agreed and will be noted in closed session minute record due to the commercially sensitive nature.

The meeting was closed at 8.20pm