



MALMESBURY TOWN COUNCIL

Minutes of the **Policy and Resources** Committee Meeting
Held in Malmesbury Town Hall on **Tuesday 15th April 2025**

Present; Cllrs S D'Arcy, P Exton, J Slade, S James, L Crawford-Price, C Ritchie and G Grant

Also present: Claire Mann (Town Clerk) and Cllr K Drake

PR/25/28 To receive Declarations of Interest

None received.

PR/25/29 To receive apologies

Apologies received from Cllr R Hastings.

PR/25/30 Public participation in respect of items included in this agenda.

There were no members of the public present.

PR/25/31 To approve minutes of meeting held on the 18th March 2025.

The minutes were approved and signed as a correct record.

Cllr Grant arrived

PR/25/32 To receive income and expenditure report and note accompanying summary.

The report was noted. Cllr D'Arcy stated that an alternative reporting system is hoped to be made available for the coming year.

It was resolved that the Town Clerk will contact the CEOs of the Post Office and Coop to endeavour to recoup the money that was spent by the Council to make provision for the Post Office during its closure.

PR/25/33 To consider identified CIL expenditure.

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

PR/25/34 To approve proposed Standing Orders and Financial Regulations.

Following discussion, further amendments were made and proposed changes will be put to the new Council for approval. The Town Clerk was asked to identify 'unpracticed' items within the Financial Regulations to be addressed at the next Policy & Resources meeting.

PR/25/35 To approve Lone Workers Policy.

It was agreed to adopt the proposed policy with minor amendments to include Risk Assessments for Caretaking activities. Following discussion it was agreed that the Office would look into available alert systems for lone workers.

It was resolved to exclude the press and public on the grounds of personnel sensitive issues.

PR/25/36 To consider recommendation to increase Town Hall Administrator working time from four to five hours per day (report CM)

It was resolved to approve an additional hour per day (five per week) for the Town Hall Administrator.

It was resolved to allow the press and public back into the meeting (there were none)

PR/25/37 To approve provisional Business Plan for subsequent adoption by new Council.

Members considered the proposed Business Plan, Cllr L Crawford-Price will review and re-circulate to the Committee with tracked changes. The amended version will be put to the new Council for approval.

Meeting closed at 9.05pm