

**MINUTES OF A MEETING OF
MALVERN TOWN COUNCIL**

held on Wednesday 11 April 2018

Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm

Councillors

Present

C Palmer (Chairman)
C Bovey
J Cain
H Campbell (arrived 6.10 pm)
S Charles
M Harvey
I Hopwood
L Lambeth (arrived 6.25 pm)
N Mills
N Morton (arrived 6.05 pm)
J O'Donnell
B Regimbeau
P Smith

J Thomas
P Tuthill
D Watkins

Absent

J Campbell (apologies)
M Campbell (apologies)
P Mewton (apologies)
M Fletcher

In attendance

Linda Blake – Town Clerk
Charles Porter – Operations Manager
Louise Wall – Minute Clerk

161. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs J Campbell, M Campbell, and P Mewton.

162. DECLARATIONS OF INTEREST

Cllr Mills	Allotment holder
Cllr Regimbeau	Community Action
Cllr Tuthill	Worcestershire County Council
Cllr O'Donnell	Worcestershire County Council, Malvern Hills District Council
Cllr Watkins	Malvern Hills District Council

163. MINUTES OF PREVIOUS MEETINGS

It was **RESOLVED** that the minutes of the following meetings be approved and adopted as a correct record of the proceedings and they were signed by the Mayor:

- Full Council meeting 7 February 2018
- Extraordinary Council meeting 28 March 2018

Under Standing Order 1a, the Chairman altered the order of business so that item 11 would follow Public Participation.

Cllr Neil Morton arrived at 6.05 pm

PUBLIC PARTICIPATION

Dr Adrian Burden explained briefly that this year would be the second Malvern Science in the Park event and it will be held on 30 June and has an exciting array of exhibitors and buskers booked to take part. The Special Grant will help pay

towards lunches for the exhibitors and for travel expenses of those people coming from further afield. The support given by Malvern Town Council in the past has been very much appreciated.

164. NOTICE OF MOTION – SPECIAL GRANT FOR MALVERN SCIENCE IN THE PARK 2018

Councillors who attended last year's Science in the Park agreed that it was a very good day, bringing together science and education for the residents of Malvern.

It was **RESOLVED** to award a Special Grant of £500.00 to Malvern Science in the Park 2018.

165. MAYOR'S ANNOUNCEMENTS

The Mayor conveyed the Council's best wishes to Cllr O'Donnell and his family who are experiencing ill health at the moment.

Peer Review

Of the three options presented to the extraordinary council meeting held on 28 March, option A had been chosen, meaning that from Annual Council onwards, there will be no separate committees, only Full Council. This will require a change in Standing Orders and the Financial Regulations which will be considered at the next meeting. The Mayor asked the Councillors for their support to the Officers whilst they manage these changes.

Cllr Hannah Campbell arrived at 6.10 pm

Civic Service

This is to be held on the coming Saturday, 14 April, and the Mayor wished to see as many Councillors present as possible for what promises to be an enjoyable occasion.

166. TOWN CLERK'S REPORT

Road Naming

The suggestion from the Strategic Planning Committee for a road name in a new development in Malvern had been partially accepted by District Council. The committee had suggested Howey Lane, after the suffragette Elsie Howey. 'Lane' was thought to be too rural and so the road will be named 'Howey Close'.

Bands in the Park

The Town Clerk thanked the Councillors who had already volunteered to steward at Bands in the Park and asked if anyone else would be available to help fill in the remaining nine weeks. A rota was handed round for Councillors to fill in their names.

Annual Council Meeting

This is to be held on Tuesday 22 May. Nomination forms for the positions of Mayor and Deputy Mayor were available at the meeting and were also going to be sent out by email. Nominations will need a proposer and seconder and forms

must be sent in to the Town Clerk by the deadline of 12 noon on Friday 11 May 2018. Nominations received after this time and date will not be accepted.

167. REPORTS FROM COUNTY AND DISTRICT COUNCILLOR REPRESENTATIVES IN ATTENDANCE

County Councillors

Cllr O'Donnell reported that:

- Children's and Adults' Services were steadily improving in the County.
- The Church Street consultation had received a good response with over 700 responses but these had been fairly equally split in their comments, therefore it was difficult to recommend any changes. However, as nearly all respondents mentioned parking in Malvern as a concern, a review on both on-street and off-street parking will take place. Pavements opposite Brays department store are being improved and street lighting outside Barclays Bank will be replaced with more energy-efficient and brighter lighting. Edith Walk will be improved with the parking at the top of the road either removed or restricted and the public space tidied up.
- There is a proposal that the coach parking bays at Splash be moved to the Victoria Road car park as their current position is causing noise and pollution to residents.
- The new waste collection service is well under way with relatively few problems considering the number of bins dispatched.

Cllr Lynne Lambeth arrived at 6.25 pm

Cllr Tuthill reported that:

- The southern link road phase 4 has now been approved, covering the road from the Ketch roundabout to the Powick roundabout at a cost of £65 million. He had requested that the County Council resolution include approval that a consultation would take place with other local councillors because of the high number of lorries which will be going back and forth, bringing in hard core, which Cllr Tuthill estimated at around 10,000 lorry-loads.

District Councillors

There were no reports from District Councillors.

168. TOWN COUNCIL WARD REPORTS

There were no Town Council Ward reports.

169. REPORTS FROM TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Cllr Regimbeau reported that:

- The CAB is successfully established at Prospect View and is finding that they are increasingly busy, with their busiest days being Mondays and Tuesdays. Conversely, Community Action have been less busy but put this down to the recent bad weather deterring people from making non-essential

trips. However, over two days in the current week, volunteer drivers will have made twelve journeys to Worcester Hospital and 31 local trips.

170. MEMBERS' QUESTIONS

There were no members' questions.

171. CALENDAR OF MEETINGS 2018/19

The Town Clerk presented the proposed calendar of meetings for 2018/19 with Full Council meetings scheduled for the first Wednesday of each month. There will be two meetings in December to allow time for the budget to be determined and there will not be a meeting in January due to the time restrictions of issuing an agenda over the holiday period. There are three audit meetings scheduled.

It was **RESOLVED** to accept the calendar of meetings for 2018/19.

172. NOTICE OF MOTION – LITTER BINS, MALVERN LINK

It was **RESOLVED** that Malvern Town Council staff carry out a review of litter bins in Malvern Link surrounding the retail park, to particularly include the areas where footpaths run to and from the retail park, with any new bins required being funded by a contribution of WCC discretionary fund and Town Council contingency budget funding.

173. MALVERN TOURIST INFORMATION CENTRE/TOURIST INFORMATION CENTRE WORKING PARTY

It was **RESOLVED** that the Tourist Information Centre Working Party should not be reformed.

174. PURCHASE OF NEW JOHN DEERE MOWER

It was **RESOLVED** that the purchase of a new John Deere mower from Contractor D be approved.

175. AUDIT COMMITTEE

As there were only two members of the Audit Committee present at the Full Council meeting who had been present at the Audit Committee meeting on 23 November, approval and adoption of the minutes of 23 November 2017 was deferred again, until the next Full Council meeting.

176. STRATEGIC PLANNING COMMITTEE

Cllr Tuthill presented the minutes of the Strategic Planning Committee, in Cllr Mewton's absence.

Members of the Strategic Planning Committee approved and adopted the Minutes of the following meeting:

- 15 February 2018

Cllr Hopwood presented the minutes of the Strategic Planning Committee, in Cllr Mewton's absence.

Members of the Strategic Planning Committee approved and adopted the Minutes of the following meeting:

- 13 March 2018

There were no recommendations.

177. OPERATIONS COMMITTEE

Cllr I Hopwood presented the minutes of the Operations Committee.

Members of the Operations Committee approved and adopted the minutes of the following meeting with an amendment that Cllr David Watkins was present at the meeting:

- 13 March 2018

13 March 2018

It was **RESOLVED** that the minutes of the Operations Committee meeting held on 13 March 2018 be received and adopted.

Minute 48 Christmas Lights Expenditure 2018/19 Belle Vue Terrace

It was **RESOLVED** that Option B be accepted, being to remove all lighting from both plane trees on Belle Vue island and dispose of materials, supply access harness and ropes and install fifteen lengths of lighting (1500 bulb) per tree at a total cost of £3,425.

178. POLICY AND RESOURCES COMMITTEE

Cllr Thomas presented the minutes of the Policy and Resources Committee.

Members of the Policy and Resources Committee approved and adopted the minutes of the following meeting:

- 20 March 2018

20 March 2018

It was **RESOLVED** that the minutes of the Policy and Resources Committee meeting held on 20 March 2018 be received and adopted.

Minute 65 Malvern Town Council Communication and Publicity Policy

It was **RESOLVED** that the draft Town Council "Communications and Publicity – Councillor Guidelines" should be accepted and adopted.

It was **RESOLVED** that a workshop should take place so that Councillors are aware of and take ownership of the guidelines.

179. EVENTS COMMITTEE

Cllr Hannah Campbell presented the minutes of the Events Committee meeting held on 27 March 2018. However, the minutes could not be accepted due to too few members being present.

The following recommendations were considered:

Minute 45 Mayor's Bonanza – 5 August 2018

It was **RESOLVED** that an extra £300 be allocated to the Mayor's Bonanza budget, to be used solely to supplement the current sound system.

Minute 47 World War One Concert and Commemorations

It was **RESOLVED** that Item 1, a Festival of Remembrance, should be held on Saturday 10 November, at an approximate cost of £700.

It was **RESOLVED** that Item 2, a Field of Remembrance in Great Malvern Library Gardens, should be supported and a budget of £850 provided for the purchase of wooden crosses and markers. This event would be opened by the Mayor during a short service on Thursday 8 November, and left open for people to plant crosses until Thursday 15 November.

180. DATA PROTECTION WORKING PARTY

Cllr Palmer presented the notes of the Data Protection Working Party held on **15 February 2018**. However, the notes could not be accepted due to too few members being present.

Cllr Palmer presented the notes of the Data Protection Working Party held on **13 March 2018**. However, the notes could not be accepted due to too few members being present.

The following recommendations were considered:

13 March 2018

Note 3 REVIEW OF RECOMMENDATIONS TO FULL COUNCIL

a) Malvern Town Council email addresses and dedicated server

It was **RESOLVED** that a valid SSL certificate be purchased at a cost of £99.99 per year and that all Councillors should be given malvern-tc.org.uk email addresses.

b) Policy for storage and retention of data

Paper documentation and records

- i. It was **RESOLVED** that the Policy for storage and retention of data, as attached at Appendix A to the notes of the Working Party be adopted.
- ii. It was **RESOLVED** that for all non-essential documents, a retention policy of no more than two years should be adopted.

Computer files

Following a Council discussion on the length of time to keep computer records, an amended resolution was agreed.

It was **RESOLVED** that all non-essential computer files should be kept for between six months and two years.

Officer emails

In keeping with the resolution on computer files above, an amended resolution was agreed.

It was **RESOLVED** that all non-essential emails sent to convey information required at a point in time should be deleted as required. Emails with information required in order to facilitate Town Council services should be reviewed regularly and deleted between six months and two years.

Councillor emails

In keeping with the above two resolutions, an amended resolution was agreed.

It was **RESOLVED** that Councillors regularly review their emails with non-essential emails being deleted as required and other emails to be deleted between six months and two years.

c) Consent forms for users of Town Council services

It was **RESOLVED** that Officers will ensure appropriate consent forms for Town Council services are brought into force no later than 25 May 2018.

Note 4 ENGAGEMENT OF EXTERNAL DATA PROTECTION OFFICER

It was **AGREED** that this item would be deferred until the Annual Council meeting in May 2018.

181. WEBSITE WORKING PARTY

Cllr Palmer presented the notes of the Town Council Website Working Party.

Members of the Town Council Website Working Party approved and adopted the notes of the following meeting:

- 27 February 2018

It was **RESOLVED** that the notes of the Town Council Website Working Party meeting held on 27 February 2018 be received and adopted.

There were no recommendations.

182. NEIGHBOURHOOD PLAN

In order to provide a fully robust evidence base for a proposed “Key Views and Vistas” policy in the Neighbourhood Plan there is currently a competition running for people to submit photographs of their favourite view or views in Malvern, for the ‘Key Views and Vistas’ policy. This has been advertised in the Malvern Gazette and online, with several entries already submitted. The Neighbourhood Plan is due to be submitted to the District Council in the summer.

183. DATE OF NEXT MEETING

It was agreed that the date of the next meeting of Full Council will be the Annual Council meeting on Tuesday 22 May at 6.00pm.

The meeting finished at 7.45 pm.

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(Chairman)