

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

**held on Wednesday 13 June 2018**

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

**Councillors**

Present

C Palmer (Chairman)  
C Bovey  
J Cain  
M Harvey  
I Hopwood  
P Mewton  
N Mills  
N Morton  
J O'Donnell  
B Regimbeau  
P Smith  
J Thomas  
P Tuthill  
D Watkins

Absent

H Campbell (apologies)  
J Campbell (apologies)  
M Campbell (apologies)  
S Charles (apologies)  
M Fletcher (apologies)  
L Lambeth (apologies)

**In attendance**

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

**34. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from:

- Councillor Hannah Campbell – who had a personal engagement
- Councillor Jill Campbell - who had another meeting to attend
- Councillor Matt Campbell – work commitments
- Councillor S Charles - who had another meeting to attend
- Councillor M Fletcher – illness
- Councillor Lynne Lambeth – work conference

**35. DECLARATIONS OF INTEREST**

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

**36. MINUTES OF PREVIOUS MEETINGS**

**Item 12 Special Motion – Reformation of Committees**

Council noted that the named voted had been added to the minutes.

**Item 18 Review of Standing Orders**

Council **AGREED** an amendment to minute 18 to read:

*It was **RESOLVED** that this task be delegated to Policy and Resources Committee, with the review to be presented to Full Council no later than at its meeting on Wednesday 3 October 2018.*

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

- Annual Council meeting 22 May 2018

### **PUBLIC PARTICIPATION**

There were no members of the public present.

### **37. MAYOR'S ANNOUNCEMENTS**

The Mayor was pleased to report that the 7<sup>th</sup> Malvern Beavers had made a brilliant job of planting up the tubs by the Post Office and Priory Walk this week and this had been covered by both the Malvern Gazette and Observer.

The Mayor and Deputy Mayor had attended an Evensong service at Worcester Cathedral to celebrate 800 years since its dedication, and the blessing of the west window following repairs.

The Mayor has recently presented a cheque to ARCOS, her chosen charity for last year, and although fundraising had been difficult at times, the total raised was £4,134.11.

This year's chosen charity is Sight Concern Worcestershire. The Mayor has a special interest in this charity, which has just received the Queen's Award for Voluntary Service.

### **38. TOWN CLERK'S REPORT**

#### Town Council Website

Following the decision made at the last meeting, the order has now been placed for the new Town Council website. A first meeting to discuss content, style and design has already been held and works have begun to create the outline site. The aim is for the site to be fully online by the start of October.

#### Land at Elgar Avenue

Instructions have been given to progress with works required for the outline planning permission at Elgar Avenue. The tree survey and preliminary ecological appraisal have been completed and the Council's architect is compiling the other necessary information in order for the planning application to be submitted.

#### Water Timers at Allotments

Water timers will be installed during the last week in June and a letter will be sent very soon to all allotment holders letting them know of the timing arrangements.

### **39. REPORTS BY COUNTY AND DISTRICT COUNCILLOR REPRESENTATIVES IN ATTENDANCE**

County and District Councillor Cllr O'Donnell reported that:

- Abbey Road repairs progressing but were slightly behind schedule.
- A problem with a catchment tank at Malvern Vale had caused an issue with effluent in residents' gardens. After the involvement of the Highways department this had been sorted out.

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- MHDC's updated business plan has identified target savings of £1.45m over the period 2017/22 under four categories of Efficiencies, Partnership and Services, Investment and Growth and Income Generation.
- Expenditure of up to £250,000 has now been agreed for essential works on Priory Hall Lodge.
- Following the Corporate Peer Challenge, a new council cross-party group has been set up to look at Governance across the council going forwards.

County Councillor Cllr Tuthill reported that:

- Although he had thought that the recent meeting at Hereford and Worcester Fire and Rescue would be the last, there is now a review taking place regarding the governance of the Fire Service, with a decision from Parliament awaited.
- The West Midlands Ambulance Trust is currently the best performing ambulance service in the country according to recent inspections.
- Following a question from council, Cllr Tuthill reported that the plans for installing speed cushions in Church Road had received a number of objections and were therefore being modified. Local residents should receive updated details in the next fortnight.

District Councillor Cllr Watkins reported that:

- Malvern Hills District Council has just won the Herefordshire & Worcestershire Chamber of Commerce Award for Health & Wellbeing in the Workplace.

### 40. MEMBERS' QUESTIONS

There were no Members' Questions.

### 41. NOTICE OF MOTION

Councillor Bovey presented the proposal that in future all reports to Malvern Town Council from County and District Councillors be presented in writing in advance.

Council discussed the advantages and disadvantages of changing the current procedure. Most Councillors **AGREED** that this item should not be allowed to take up too much council time but felt that these verbal reports were useful and liked the opportunity to ask questions.

It was therefore **RESOLVED** that in future, County and District Councillors would make a verbal report directly to the meeting within a time limit of three minutes; Councillors unable to attend the meeting would submit a written report to be read out at the meeting; and the meeting agenda would be sent out to all County and District Councillors who represent the Malvern wards, to try and encourage more of them to attend.

### 42. NOTICE OF MOTION

As Cllr Lambeth was absent, Cllr Hopwood presented the proposal, which was seconded by Cllr O'Donnell.

It was **RESOLVED** that Malvern Town Council shows its support for a grant of £550 to help with costs for 8 girl guides and 3 guiders to participate in an

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international camp to be held at Blackwell Court Scout campsite in Bromsgrove from 5 to 11 August 2018.

Councillors asked that the Guide Group be asked to attend a meeting after the event in order to give a report on their activities.

***Cllr Hopwood left the meeting at 6.40 pm.***

### 43. **AUDIT COMMITTEE**

Members of the Audit Committee approved and adopted the minutes of the following meeting:

- 23 November 2017

It was **RESOLVED** that the minutes of the Audit Committee meeting held on 23 November 2018 be received and adopted.

Councillor Mills presented the minutes of the Audit Committee of 4 June 2018.

Members of the Audit Committee approved and adopted the minutes of the following meeting:

- 4 June 2018

It was **RESOLVED** that the minutes of the Audit Committee meeting held on 4 June 2018 be received and adopted.

#### **Minute 6 Annual Internal Audit Report – Financial Year ending 31 March 2018**

It was **RESOLVED** that the Internal Audit Report 2017/18 be accepted and it was **NOTED** that for the first time, it would form part of the audit back-up paperwork sent to the External Auditor.

### 44. **YEAR END ACCOUNTS 2017/18**

Report CL01/18 was received.

The Town Clerk presented the Year End Accounts and reported that all variances against the previous year were below 15% which showed a good, solid financial performance for the 2017/18 year. There was a surplus for the 2017/18 year of £64,108.

Council thanked the Town Clerk and staff for the hard work that goes into producing such rigorous financial reports and for achieving a surplus against budget.

Council **RESOLVED** to approve and adopt the Year End Accounts as attached at Appendix A to the report.

### 45. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18**

Report CL02/18 was received.

Each recommendation was then taken separately as follows:

- i. Council **NOTED** the Internal Audit arrangements and work performed by the Internal Auditor and Council's Audit Committee both during the 2017/18 financial year and at Year End.
- ii. Council **NOTED** the Annual Internal Audit Report 2017/18 as page 3 of the AGAR.

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- iii. Council **AGREED** the effectiveness of the Council's system of Internal Audit control and **APPROVED** the assertions made in section 1 of the AGAR – Annual Governance Statement 2017/18 and **ENSURED** it was signed and dated by the Chairman and Town Clerk.
- iv. Council **CONSIDERED** section 2 of the AGAR – Accounting Statements 2017/18, **APPROVED** the Accounting Statements and **ENSURED** they were signed and dated by the Chairman.

**46. REVIEW OF CALENDAR OF MEETINGS 2018/19**

The three amendments to the revised Calendar of Meetings were **NOTED**.

**47. OUTDOOR THEATRE**

The Town Clerk reported that since Council agreed an additional outdoor theatre performance, the company had informed the Events Co-ordinator that they had given the wrong date. As there were no Operations staff available for working on the proposed, alternative date, unfortunately the additional date will be cancelled. The performance of The Hound of the Baskervilles on 4 September 2018 will still go ahead.

**48. EVENTS COMMITTEE**

The minutes of the Events Committee meeting held on 27 March 2018 could not be accepted due to too few members being present.

**49. DATA PROTECTION WORKING PARTY**

The notes of the Data Protection Working Party meeting held on 20 February 2018 could not be accepted due to too few members being present.

The notes of the Data Protection Working Party meeting held on 4 April 2018 could not be accepted due to too few members being present.

Council **AGREED** that as the previous two items related to meetings held under the old committee structure, that members of those committees be asked to agree the minutes by email, to enable these matters to be brought to a close.

**50. DATE OF NEXT MEETING**

It was agreed that the date of the next meeting of Full Council will be Wednesday 4 July at 6.00pm.

The meeting finished at 6.55 pm.

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(Chairman)