

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

held on Wednesday 20 December 2017

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

Councillors

Present

C Palmer (Chairman)
C Bovey
H Campbell (arrived 6.05 pm)
J Campbell (arrived 6.05 pm)
M Campbell
M Harvey
L Lambeth
B Regimbeau
P Smith
J Thomas

P Tuthill
D Watkins
R Yates

Absent

J Cain (apologies)
M Fletcher (apologies)
I Hopwood (apologies)
P Mewton (apologies)
J O'Donnell (apologies)

In attendance

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

115. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Cain, Fletcher, Hopwood, Mewton and O'Donnell.

116. DECLARATIONS OF INTEREST

Cllr B Regimbeau - Community Action

117. MINUTE OF PREVIOUS MEETINGS

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:

- Extraordinary Full Council meeting 7 November 2017

Council considered the following amendments to the Council minutes of Wednesday 8 November 2017:

Public Participation

The Town Clerk informed Councillors that a member of the public had queried a figure in paragraph three on page CL37, under the heading 28-30 Church Street. As a result, "3% of Malvern's population" would be amended to "1250 people" so that the sentence will read "Although only 1250 people had signed the petition he felt that it was still a significant number."

A spelling error noted by a member in the same paragraph was also amended so that "by" will read "buy".

Minutes 104, Disposal of Town Council Land at Elgar Avenue

It was **AGREED** to insert “housing on” so that it reads “It was **RESOLVED** to obtain outline planning permission for housing on the site. Further decisions as to the future of this land would then be made by Council at a later date.”

Minute 113, Note 6

It was **AGREED** that “working party” should be inserted so that it reads: it was **RESOLVED** that the amended Terms of Reference for Policy and Resources Committee at Appendix A to the working party minutes be accepted and adopted.”

The amendments were accepted by Full Council and it was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings and they will be signed by the Mayor:

- Full Council meeting 8 November 2017

PUBLIC PARTICIPATION

None.

PRESENTATION TO COUNCIL REGARDING PROVISION OF BASKETBALL FACILITIES AT VICTORIA PARK

Jon May and Tom Bennett of the Malvern Hoops Campaign made their presentation to Council explaining that they had received a lot of support and enthusiasm for their ideas and media coverage through local newspapers and social media. Malvern is being viewed as the new standard for outdoor basketball facilities. With regards to funding, £50,000 is available in the form of Section 106 monies administered by MHDC subject to a satisfactory application; Malvern Hoops have committed to raising £5,000 with the Town Council being asked to provide the rest. Jon and Tom stated that they had already secured a £3,000 grant from the surface supplier and had plans to launch a fundraising campaign to include the sale of t-shirts once the project has been approved. Their aim is to exceed the £5,000 fundraising target.

A sample of the proposed playing surface was handed round for Councillors to examine.

Questions from members were then put to Jon and Tom and answered as follows:

- The surface is good for playing on soon after wet weather as water drains through. It is non-slip and although hard, the current tarmac surfaces are also hard and dangerous due to poor condition.
- No problems are foreseen with other sports sharing use of the courts. It will not be a comfortable surface for skateboarders and footballers will have their own space with football goals.
- The courts will be for public use and usage will be decided by users in a similar way to public spaces already in use in Malvern.
- The Town Council would be liable for any injuries as with other Town Council sports facilities and is covered under the same third party insurance.

118. PROVISION OF NEW BASKETBALL FACILITIES AT VICTORIA PARK

Report CL01/17 was received and noted. The recommendation was amended to read: "The Council is asked to agree funding of up to £18,000 towards the cost of new basketball facilities at Victoria Park providing the other sources of income are made available, i.e. the Section 106 monies from District Council and fundraising from the Malvern Hoops group.

It was **RESOLVED** that the Council agree funding of up to £18,000 towards the cost of new basketball facilities at Victoria Park providing the other sources of income are made available, i.e. the Section 106 monies from District Council and fundraising from the Malvern Hoops group.

It was **AGREED** that the Town Clerk would write to Worcestershire County Councillors to ask them if they would consider contributing from their County Council allowances towards this project.

119. MAYOR'S ANNOUCEMENTS

The Mayor reported that she had had a very busy run-up to Christmas which included being presented to the Princess Royal at the Three Counties showground recently. The Christmas concert at the Priory was not well attended but was enjoyed greatly by those that were there. The Mayor has now completed over seventy engagements since May with a couple more to go before Christmas. It was hoped that members would drop in to the council offices on Friday morning for a glass of wine and nibbles, giving them a chance to pass on their thanks to officers for their work this year.

120. TOWN CLERK'S REPORTBy-elections

The Town Clerk reported that both wards with a councillor vacancy will have a by-election, to be held on 8 February 2018, subject to more than one candidate standing. It was **AGREED** that officers would put together some advertising on the Town Council's social media to try to generate more interest and encourage people to stand for election.

Land at Elgar Avenue

The Operations Manager has met with an architect and planning consultant to get advice on the best way forward for making an outline planning permission application. There will be costs for required surveys in the region of £3-4,000.

Skylark sculpture

This was unveiled in Rose Bank Gardens by Dr Peter Mayner on 30 November in conjunction with a poetry competition held by the Town Council for local schools. The two winning poems were read out by their authors in front of a small crowd. Thanks to the Autumn in Malvern Festival for donating the sculpture.

121. REPORT BY COUNTY AND DISTRICT COUNCILLOR REPRESENTATIVES IN ATTENDANCECounty Councillors

Cllr Paul Tuthill reported that as part of the southern link road alterations, a railway bridge is being built next to the road and will then be hoisted into place. There is a slow-motion video available of how this is done which Cllr Tuthill will send to members.

There will be a meeting in January to discuss draw-down of the £29 million that has been made available for improvements to the hospital and its cancer treatment facilities. A talk at the last meeting by one of the cancer surgeons, along with some patients and doctors, had been very interesting but highlighted that this spend and improvements had not received the publicity it deserves.

Progress is being made with the new ways of working within the fire service but has been delayed slightly due to a key member being injured.

District Councillors

Cllr Hannah Campbell reminded members that the consultation on changes to Church Street finishes on Friday and it would be useful to gain as many points of view as possible. Comments can be made on the WCC website.

The wall at the top of Abbey Road at its junction with Wells Road is due to be repaired from mid-January, when the top section of Abbey Road will be closed for up to six weeks. Alternative arrangements for traffic, including construction vehicles attending the Audley Ellerslie site, will be put into place. The water connection by Severn Trent will be made at the same time to minimise disruption.

Cllr Jill Campbell mentioned that the proposal for the development of woodland by the Three Counties showground was generating a lot of interest and comments, via online petitions. The proposal and related documents can be viewed on the MHDC planning portal <https://plan.malvern hills.gov.uk/plandisp.aspx?recno=74832>

Cllr David Watkins recently co-presented the annual Malvern Hills Community awards, which were very successful and showed the importance of volunteering in the community.

122. TOWN COUNCIL WARD REPORTS/REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports.

123. MEMBERS' QUESTIONS

There were no members' questions.

124. BUDGET 2018/19

The Town Clerk presented Report CL02/17.

The Town Clerk updated members on the budget process and presented the proposed budget for 2018/19 which incorporated suggestions from Operations Committee, Events Committee and Policy & Resources Committee.

Members discussed the recommendation from Policy and Resources committee and the amount that the precept should be raised to.

After discussion, it was **AGREED** that the precept should be set of £650,000.

In order to set this level of Precept it was **AGREED** that:

- The refurbishment of Kent Close will not be completed in the 2018/19 Financial Year.
- The level of budget contingency will be reduced to £20,000.

Council **RESOLVED** the following:

- i. The re-forecast for 2017/18 which results in a predicted underspend of £7,817 for the financial year and an amount of £8,009 being added to general reserves.
- ii. The level of increases to be applied to services run by the Town Council:
 - The charge for a 125 sq. m allotment plot will remain fixed at £36.00 for 2018/19.
 - Charges for Great Malvern Cemetery will be increased by 3% (rounded up)
 - Charges for sports facilities will be increased by 3% (rounded up)
- iii. The budget for the Financial Year 2018/19 previously will show net expenditure of £674,957.
- iv. The precept level should be set at of £650,000 representing an increase of £40,000, or 6.6%, from 2017/18. This equates to a £5.23 increase in a Band D Annual Council Tax Charge. This increase can be divided into two parts; £1.36 being due to the removal of the Council Tax support grant provided through Malvern Hills District Council and the remaining £3.87 is the increase from Malvern Town Council.

The Mayor offered her thanks to the Town Clerk and the Operations Manager for their hard work in putting together the budget.

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

The Town Clerk presented Report CL03/17.

It was **RESOLVED** to defer this item until the Full Council meeting on 11 April 2018.

126. BELLE VUE ISLAND

The Town Clerk presented Report CL04/17.

It was **RESOLVED** that the Council do not wish to make an approach to Malvern Hills District Council with a view to negotiating the transfer of Belle Vue Island, alongside a request for the freehold of Rose Bank Gardens.

127. NEIGHBOURHOOD PLAN

The Mayor gave a verbal update on the progress of the Neighbourhood Plan, which is in its consulting phase at present up until 26 January. A forum was held earlier this week with invited parties asked to give their views on some points which had not been addressed sufficiently by the public consultation. Initial

feedback from the online survey showed 85% of respondents were in favour of the neighbourhood plan. Cllr Yates expressed his thanks to Clare Lawrence and Linda Blake for organising the event which had gone well.

128. OPERATIONS COMMITTEE

As the Chairman and Vice-chairman of the Operations Committee were not present at the Full Council meeting, it was **RESOLVED** to defer approval and adoption of the minutes of the following meetings until next Full Council meeting:

- 16 November 2017
- 7 December 2017

Cllr B Regimbeau left the chamber.

129. POLICY & RESOURCES COMMITTEE

Cllr M Campbell 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:

- Budget working party 21 November 2017
- 21 November 2017
- 18 December 2017

21 November 2017 (Budget working party)

It was **RESOLVED** that the Notes of the Budget Working Party meeting held on 21 November 2017 be received and adopted.

Note 3 Discussion on the direction of the budget for 2017/18

Point 10:

It was **RESOLVED** that the Mayor's expenses be increased to £5,000, with a proviso that any single expense over £1,000 must be approved by Policy and Resources Committee.

21 November 2017

It was **RESOLVED** that the minutes of the Policy and Resources Committee meeting held on 21 November 2017 be received and adopted.

Minute 42 Notes of the Town Council's Aims and Objectives Working Party

It was **RESOLVED** that Council should incorporate amendments and additions to the Council's current Aims and Objectives Specific Short-term Targets for the period 1 April 2017 to 31 March 2018 as detailed on the Appendix A, previously attached.

It was **RESOLVED** that a review of suppliers and contracts should take place every 3-5 years to ensure that the best value for money is being obtained.

It was **RESOLVED** to create a supplier list, with level of spend and review date.

It was **RESOLVED** to defer the recommendation that Council should approve a group consisting of the Chairmen of Committees and Chairman of Council to be

delegated to make emergency decisions/make press releases on behalf of the Council until after the peer review so that any recommendations from this review can be taken in to account.

18 December 2017

It was **RESOLVED** that the minutes of the Policy and Resources Committee meeting held on 18 December 2017 be received and adopted.

Minute 47 Lease of third floor offices at Belle Vue Terrace

It was **RESOLVED** that the lease to Community Action be renewed for a further three years at the current rent of £10,900.

Cllr B Regimbeau re-entered the chamber.

Minute 48 Local Government Peer Review

It was **RESOLVED** that expenditure of up to £3,500 be agreed for a Local Government Peer Review, with the Town Clerk to agree the number of days required based upon the number of Councillors wishing to take part in the exercise.

It was **NOTED** that Councillors would have a chance to input on the terms of reference for this exercise.

Minute 49 Data protection and Town Council website policies

It was **RESOLVED** that a Working Party be set up to consider the Council's responsibilities and obligations under the General Data Protection Regulation/Data Protection Bill 2017. The Working Party will consist of no fewer than three members and should include external advisors or non-Council members with expertise in this area co-opted onto the working party if it is felt beneficial.

Cllrs H Campbell and C Palmer agreed to be on the working party along with Councillors M and J Campbell.

Minute 50 Small grant 2017/18 – Zest for Life

It was **RESOLVED** to award a Small Grant of £254.38 to Zest for Life Conversation and Laughter in the light of further information now received.

130. AUDIT COMMITTEE

Cllr C Bovey as Vice-Chairman presented the Minutes of the Audit Committee, in Cllr P Mewton's absence.

However, the minutes could not be accepted due to too few members being present.

Minute 15 Review of Town Council Procurement Policies

It was **RESOLVED** that councillor packs should only be dispatched once a week, on a Friday, in order to save on postage costs. If agendas need to be dispatched mid-week, then they could be sent out by email in the first instance to comply with legal deadlines and then also dispatched to those members who receive post on the nearest Friday.

131. EVENTS COMMITTEE

Cllr J Campbell presented the minutes of the Events Committee.

However, the minutes could not be accepted due to too few members being present.

Minute 25 Heritage Day 2018

The recommendation was amended to read:

Committee therefore **RECOMMENDED** that the Armed Forces Day event should be cancelled for 2018.

It was **RESOLVED** that the Armed Forces Day event should be cancelled for 2018.

Minute 26 Alternative Bands in the Park – venues for 2018 programme

The recommendation was amended so that “park” was replaced with “town”.

It was **RESOLVED** that Alternative Bands in the Park is renamed Alternative Bands in the Town.

Minute 29 Health and Wellbeing Fair – possible dates for 2018

The recommendation was amended so that it reads “it was **RECOMMENDED** that stallholders at the Health and Wellbeing Fair will be charged a fair and reasonable fee at the discretion of Town Council Officers and dependent on if they are a profit-making entity on the day of the fair.”

It was **RESOLVED** that stallholders at the Health and Wellbeing Fair will be charged a fair and reasonable fee at the discretion of Town Council Officers and dependent on if they are a profit-making entity on the day of the fair.

132. STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee due to be held on 12 October 2017 was inquorate and therefore there were no minutes to approve.

133. TOWN COUNCIL WEBSITE WORKING PARTY

Cllr C Palmer presented the Notes of the Town Council Website Working Party.

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

- 1 December 2017

It was **RESOLVED** that following a first round of unsuccessful tenders, the Working Party will meet in January to reassess the situation and consider a new round of tenders.

EXCLUSION OF THE PRESS AND PUBLIC

It was **AGREED** to resolve pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

134. STAFFING COMMITTEE

Cllr J Thomas presented the Minutes of the Staffing Committee.

Members of the Staffing Committee approved and adopted the Minutes of the following meeting:

- 6 December 2017

There were no recommendations.

135. DATE OF NEXT MEETING

Wednesday 7 February 2018 at 6.00 pm.

The meeting closed at 8.30 pm.

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(Chairman)

DRAFT