

**MINUTES OF THE ANNUAL COUNCIL MEETING
MALVERN TOWN COUNCIL**

held on Tuesday 23 May 2017

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

Councillors

Present

C Palmer (Chairman)
C Bovey
J Cain
H Campbell
J Campbell
M Campbell
M Fletcher
M Harvey
I Hopwood
L Lambeth

P Mewton
S Nichols
J O'Donnell
B Regimbeau
C Smith
P Smith
J Thomas
P Tuthill
D Watkins
R Yates

In attendance

Linda Blake – Town Clerk
Louise Wall – Minute Clerk

Before the meeting commenced, a minute's silence was held for the victims of the Manchester bombings.

1. APPOINTMENT OF MAYOR

The Town Clerk informed Council that one nomination had been received in respect of Mayor of Malvern Town Council.

It was **RESOLVED** that Councillor Cynthia Palmer be appointed Mayor of the Town Council for 2017/18.

2. MAYOR'S DECLARATION OF OFFICE

The Mayor, Councillor Cynthia Palmer, signed the Declaration of Office, witnessed by the Town Clerk.

3. APPOINTMENT OF DEPUTY MAYOR

The Town Clerk informed Council that no nominations had been received in respect of Deputy Mayor as per the Council's agreed policy.

It was **RESOLVED** that the appointment of Deputy Mayor for 2017/18 be adjourned until next Council meeting. Nominations are to be returned to the Town Council offices by 7 June 2017.

4. DEPUTY MAYOR'S DECLARATION OF OFFICE

Not applicable.

5. **APOLOGIES FOR ABSENCE**

There were no apologies.

6. **DECLARATIONS OF INTEREST**

- Councillor O'Donnell – Worcestershire County Council
- Councillor Regimbeau – Community Action
- Councillor C Smith – Malvern Civic Society
- Councillor P Smith – Malvern Civic Society
- Councillor Thomas – Malvern Civic Society
- Councillor Tuthill – Worcestershire County Council, Cotswold Line Promotion Group and Malvern Civic Society

7. **MINUTES 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:

- 4 April 2017

PRESENTATION FROM NATHAN HARRIS, CHIEF FIRE OFFICER

Nathan Harris, Chief Fire Officer of the Hereford and Worcester Fire Service addressed members to explain proposed changes within the Fire Service which would affect Malvern Fire Station. By 2019/20, £1.6m must be saved within the service. Therefore, as part of a wider review, working hours will be changed from an 8.00 am start to an 8.40 am start, with the finishing time of 6.00 pm remaining unchanged. Furthermore, weekday full time crew will remain in place but will crew one appliance with 5 firefighters instead of 7. All evenings and weekends will be covered by retained part-time staff.

Of just over 400 callouts at Malvern Fire Station in the last year, half were for false alarms, which include alarms going off at commercial premises. The others were split between fires (106) and special services (110) - which include traffic incidents, animal rescue and rescue of people from inaccessible areas such as parts of the Malvern Hills.

Mr Harris explained that it was believed these proposed changes would not affect response times.

PUBLIC PARTICIPATION

It was **AGREED** to adjourn the meeting for public participation and the Mayor invited members of the public to present their questions, statements or petitions submitted under the Council's Public Participations Procedure.

Nick Browning and Saul Bolton, Watch Commanders from Malvern Fire Station presented their thoughts on the proposed changes and how they saw such changes adversely affecting the service that is provided to everyone in Malvern and surrounding areas.

They explained that between them, they had sixty years' experience of working within the fire service, forty of which had been spent in Malvern itself. They felt

that this gave them a unique perspective on the workings and success of the service currently provided.

They stated that last year saw Malvern respond to 587 calls, with calls averaging at 556 per year over the past ten years. Despite being the fifth largest town in the county, they have already endured cuts in numbers from two crews of eight to two crews of six. Despite this, they provide a guaranteed response from employed firefighters, working a 96-hour week with 15-25 hours of training each week covering regular inspection of many sites and specialist skills such as rope training.

If more retained crew, rather than employed firefighters, are used in the future, Nick and Saul felt that there will not be a guaranteed response, and those that do respond will not have the benefit of as much training or of working together on a regular basis. Under the new regime, night time cover will not have any of the specialist skills enjoyed by the full time crews. They also felt that it was an unfair situation that money is being taken away from Malvern Fire Station whilst expenditure is increasing at other local stations such as Droitwich, Pershore and Bromsgrove and felt that this could be reviewed.

Following public participation, it was **AGREED** to resume the Council meeting.

8. PROPOSED CHANGES TO THE FIRE SERVICE IN MALVERN

It was **RESOLVED** to write to the Chief Fire Officer stating that Council find it unacceptable for cuts to be made to Malvern's Fire Service whilst other areas will receive increased cover.

9. MAYOR'S ANNOUNCEMENTS

The Mayor thanked members for re-electing her for a second term. She reported that she had carried out 115 engagements last year and raised £6808.99 for Acorns Children's Hospice.

The Mayor has not yet decided on this year's charity/charities and stated that she will make an announcement at next Full Council meeting.

10. TOWN CLERK'S REPORT

The Town Clerk reported that of the two defibrillators purchased by Malvern Town Council, one has already been installed at St Mary's Church, Sherrards Green and the other will shortly be installed at the Post Office in Great Malvern.

11. REPORT BY COUNTY AND DISTRICT COUNCILLOR REPRESENTATIVES IN ATTENDANCE

Cllr O'Donnell reported that since his recent election onto Worcestershire County Council, he has undergone an intensive induction course. He is also the current Finance Portfolio Holder at Malvern Hills District Council and as part of this position, has been invited to the next Tourist Information Centre Working Party meeting, by the Chairman, Councillor Thomas. He informed council that the newly elected leader of MHDC was David Chambers.

UNADOPTED

Cllr Tuthill reported after the recent elections, the administration are looking at the number of seats at WCC as with 57 seats held by Conservatives it had made proportional representation difficult.

Cllr H Campbell reported that due to a change of leadership at District Council, the position now is that civic positions on Malvern Town Council can no longer be held alongside District Council roles and she had not retained the chairmanship of the Overview and Scrutiny Committee. Given her change in circumstances she would not be standing for Deputy Mayor of Malvern Town Council.

Cllr Bovey thanked Council for facilitating the installation of the defibrillator at St Mary's Church.

12. **MEMBERS' QUESTIONS**

None.

13. **APPOINTMENT OF COMMITTEES AND WORKING PARTIES**

Report AC01/17 was received.

It was **RESOLVED** that Committee membership be determined as below and that the election of Chairmen and Vice Chairmen of Committees/Working Parties should take place at the first meeting.

COMMITTEES AND WORKING PARTIES 2017/18	COUNCILLORS
Policy and Resources Committee (10 members)	J Cain J Campbell M Campbell S Nichols J O'Donnell B Regimbeau C Smith J Thomas P Tuthill R Yates
Operations Committee (9 members)	C Bovey H Campbell M Fletcher M Harvey I Hopwood L Lambeth P Mewton P Smith D Watkins
Strategic Planning Committee - All Councillors except the Mayor.	
Audit Committee (5 members)	C Bovey

UNADOPTED

<i>Excludes members of Policy & Resources Committee. Any substitutes for meetings must not be members of PRC or cheque signatories.</i>	H Campbell M Fletcher M Harvey P Mewton
Staffing Committee (6 members) It was AGREED that the current members would remain in place until the next meeting of Council, when the Deputy Mayor would be elected and membership of this committee reviewed.	
Events Committee (6 members) <i>Elected after a secret ballot</i>	H Campbell J Campbell M Fletcher I Hopwood P Mewton R Yates
Governance Working Party (5 members)	M Campbell P Mewton S Nichols C Palmer J Thomas
Tourist Information Centre Working Party (5 members)	J Cain L Lambeth C Palmer C Smith J Thomas
Malvern Town Council Website Working Party (4 members)	J Cain J Campbell C Palmer S Nichols
Victoria Park Working Party (4 members)	I Hopwood L Lambeth P Mewton P Smith

It was further **RESOLVED** to suspend all Committees and Working Parties except those listed in the table above.

14. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Report AC02/17 was received.

It was **RESOLVED** that the appointment of Representatives to Outside Bodies for 2017/18 be determined as below:

UNADOPTED

OUTSIDE BODY	COUNCILLOR(S)
Malvern Hills Council for Community Action	B Regimbeau
Malvern Hills CAB Management Committee	B Regimbeau
Malvern Town Council/Malvern Hills District Council Liaison Group <i>(Mayor and Deputy Mayor)</i>	1. C Palmer 2. To be confirmed at June council meeting
Malvern Community Networking Forum <i>(New group for 2017/18)</i>	J Campbell
Route to the Hills Steering Group	1. C Palmer 2. P Smith
County Association of Local Councils (CALC)	J Thomas
Malvern Community Partnership <i>(Mariánské Lázně)</i>	C Smith
Malvern / Bagnères Twinning Association	P Tuthill
Malvern Twinning Steering Group <i>(Mayor and Deputy Mayor)</i>	1. C Palmer 2. To be confirmed at June council meeting
Malvern Hills Community Safety Partnership (MHCSP) <i>(New for 2017/18)</i>	P Mewton

15. **ANNUAL REVIEW PROCESS**

Report AC03/17 was received and noted.

It was **RESOLVED** that Council delegates a review of the following items as follows, with any recommendations to come back to Full Council for ratification:

- i. Review of delegation arrangements to committees, subcommittees, staff and other local authorities – Governance Working Party.
- ii. Review of the Terms of Reference for Committees - Governance Working Party.
- iii. Review and adoption of appropriate standing orders and financial regulations - Governance Working Party.
- iv. In an election year to make arrangements with a view to the Council becoming eligible to exercise the general Power of Competence in the future – Policy and Resources Committee.
- v. Review of inventory of land and assets including buildings and office equipment - Policy and Resources Committee.
- vi. Review and confirmation of arrangements for insurance cover in respect of all insured risks - Policy and Resources Committee.
- vii. Review of the Council's complaints procedure - Governance Working Party.

UNADOPTED

- viii. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 - Policy and Resources Committee.
- ix. Review of the Council's policy for dealing with the press/media - Policy and Resources Committee.
- x. Review of Internal Controls – Audit Committee.

16. PAYMENT OF ANNUAL SUBSCRIPTIONS: MEMBERSHIP OF ORGANISATIONS

It was **RESOLVED** that the Cotswold Line Promotion Group subscription for 2017/18 be included.

It was **RESOLVED** that the Subscriptions to Outside Organisations, as set out in Report AC04/17 Appendix A, subject to the above, be approved and the Town Clerk be authorised to pay the subscriptions as they become due.

17. BANK MANDATE

Report AC05/17 was received.

It was **RESOLVED** that:

- i. Council is recommended to approve signatories for the operation of the Town Council's bank accounts in accordance with legal and operational requirements.
- ii. The signatories will be the Mayor and Deputy Mayor of Council and Chairman and Vice-Chairman of the following Committees: Policy and Resources, Operations, Strategic Planning and Events.
- iii. All current signatories will remain in place until the Chairmen and Vice-Chairmen of all of the relevant Committees have been elected for the 2017/18 council year.
- iv. Council is recommended to approve the following resolutions:
 - a. That HSBC Bank plc ('the Bank') be requested to continue accounts in the name of the Council and the Bank be authorised to:
 - (a) Pay all cheques and other instructions for payment signed on behalf of the Council by any two of the nominated signatories whose names and signatures are set out on the schedule of persons authorised to sign (the 'signatories') whether any account of the Council is in debit or credit
 - (b) Deliver any item held on behalf of the Council by the Bank in safe keeping against the written receipt or instructions of the Town Clerk or her nominated representative
 - (c) Accept the Town Clerk (or in her absence, the Operations Manager) as fully empowered to act on behalf of the Council in any other transaction with the Bank
- v. The Council to agree that any debt incurred to the Bank under this authority shall be in the absence of written agreement with the Bank to the contrary to be repayable on demand.
- vi. The Town Clerk (the 'Proper Officer') is authorised to supply the Bank as and when necessary with lists of persons authorised to sign, give receipts and act on behalf of the Council, and that the bank may rely upon such lists.

- vii. That these resolutions be communicated to the Bank and remain in force until changed by a resolution of the Council and a copy, certified by the Town Clerk (the 'Proper Officer') is received by the Bank.

18. STAFFING COMMITTEE

Cllr H Campbell presented the minutes of the Staffing Committee.

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

- 18 April 2017

It was **RESOLVED** that the Minutes of the Staffing Committee meeting held on Tuesday 18 April 2017 be received and adopted.

Item 3 Staffing Policies and Procedures

Review of draft Appearance and Dress Code Policy

It was **RESOLVED** that:

- The draft Appearance and Dress Code Policy should be adopted for all Town Council staff.

Review of draft Use of Social Media Policy

It was **RESOLVED** that:

- The draft Use of Social Media Policy for staff should be adopted.

Item 5 Disclosure and Barring Service Checks

It was **RESOLVED** that:

- All staff members should be DBS checked on appointment and then every five years from then onwards.

Councillor Thomas requested that his vote against the resolution be minuted as he felt that staff members were not eligible for DBS checks.

It was **NOTED** that the minutes of the meeting held on 18 April were circulated with the incorrect time of the next meeting, which should read **6.00 pm**.

19. STRATEGIC PLANNING COMMITTEE

Cllr Tuthill presented the minutes of the Strategic Planning Committee.

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

- 20 April 2017

It was **RESOLVED** that the Minutes of the Strategic Planning Committee meeting held on Thursday 20 April 2017 be received and adopted.

There were no recommendations.

20. POLICY AND RESOURCES COMMITTEE

Cllr C Smith presented the minutes of the Policy and Resources Committee.

UNADOPTED

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

- 2 May 2017

It was **RESOLVED** that the Minutes of the Policy and Resources Committee meeting held on Tuesday 2 May 2017 be received and adopted.

Item 83 Quarterly Accounts – Fourth Quarter

It was **RESOLVED** that:

- Council approve the Quarterly Accounts for the Quarter ending 31 March 2017.

Item 86 Safeguarding Policy and DBS Checks for Councillors

It was **RESOLVED** that:

- Council approves the draft safeguarding policy

It was **RESOLVED** that the wording of the second item should be changed to read:

- The Mayor and Deputy Mayor should have DBS checks for each Mayoral year.

21. EVENTS COMMITTEE

Cllr C Smith presented the minutes of the Events Committee.

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

- 10 May 2017

It was **RESOLVED** that the Minutes of the Events Committee meeting held on Wednesday 10 May 2017 be received and adopted.

Item 108 Review of St George's Day Heritage Festival & Mayor's Civic Service

It was **RESOLVED** that:

- Living History and re-enactment was very popular with the public and Officers should consider getting even more societies of this calibre involved in future years.
- Officers should use a wider array of physical advertising tools for the Heritage Festival such as displaying banners in central locations.

Item 109 Review of Malvern Health & Wellbeing Fair

It was **RESOLVED** that:

- All exhibitors should be charged a fee of £25.00 for 2018.
- The demonstration area for the event should be housed in a separate marquee situated on the area of grass next to the buzzard sculpture.

22. TOURIST INFORMATION CENTRE WORKING PARTY

Cllr Thomas presented the notes of the Tourist Information Centre Working Party.

UNADOPTED

Members of the Tourist Information Centre Working Party approved and adopted the Notes of the following meeting:

➤ 19 April 2017

It was **RESOLVED** that the Minutes of the Tourist Information Centre Working Party meeting held on Wednesday 19 April 2017 be received and adopted.

There were no recommendations but it was **NOTED** that Cllr Thomas and the Working Party had submitted an excellent letter with great fortitude to the Malvern Gazette.

23. NEIGHBOURHOOD PLAN WORKING PARTY

Cllr Mewton presented the notes of the Neighbourhood Plan Working Party.

Members of the Neighbourhood Plan Working Party approved and adopted the Notes of the following meeting:

➤ 9 May 2017

It was **RESOLVED** that the Minutes of the Neighbourhood Plan Working Party meeting held on Tuesday 9 May 2017 be received and adopted.

There were no recommendations.

24. DATE AND TME OF NEXT MEETING

Wednesday 14 June 2017 at 6.00 pm

The meeting finished at 8.10 pm.

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(Chairman)