

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

held on Wednesday 8 November 2017

Priory Lodge Hall, Avenue Road, 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

B Regimbeau
C Smith
P Smith
J Thomas
P Tuthill
D Watkins
R Yates

Absent

J O'Donnell (apologies)
S Nichols (apologies)

In attendance

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

95. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs J O'Donnell and S Nichols.

96. DECLARATIONS OF INTEREST

Cllr I Hopwood - Air Training Corps Special Grant, Agenda item 12
Cllr B Regimbeau - Community Action

97. 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:

- Full Council meeting 4 October 2017

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 Participation Procedure.

Coach House Theatre

Mr Chris Bassett from the Coach House Theatre explained the reasoning behind applying for a special grant; the current lights are extremely inefficient and get very hot, in turn the air conditioning has to be run to keep the equipment cool and this is a waste of energy. Following a request from Cllr J Campbell, Mr Bassett confirmed that if a grant was awarded, then Malvern Town Council would be promoted as far as possible as a sponsor of the Coach House Theatre.

28-30 Church Street, Malvern

The Mayor then read out a statement to the public regarding 28-30 Church Street stating that a decision at the Extraordinary Council meeting on 7 November had been taken not to proceed with the purchase due to a full survey revealing some significant repair and maintenance costs. She emphasised that members of the public were still welcome to comment on this subject although the item later in the agenda had now been withdrawn.

Mr Brian Chambers spoke and said that he felt there had been a lack of communication from the council to the public regarding the proposed purchase. In his opinion, Councillors had contradicted each other and what had been published in the local press. He hoped that the Council would give due consideration to his comments and to producing a policy regarding communication in such circumstances.

Mr Nick Houghton said he would like to echo Mr Chambers' comments. Furthermore, he was disappointed that the previous night's meeting had been held in closed session and he would like to see any information that informed the decision not to proceed with the purchase made public. He was disappointed that despite asking three councillors to submit a Notice of Motion, none could find the required support. The Facebook petition he had set up was to gain support for a public consultation, not to say whether the Town Council should buy the building. Although only 1250 people had signed the petition he felt that it was still a significant number. Overall he felt that the Council's accountability had been poor and that in the future the Council should engage with the public more closely so that their views can be better represented.

The Mayor thanked everyone for their comments and following public participation, it was **AGREED** to resume the Council meeting.

98. MAYOR'S ANNOUNCEMENTS

The Mayor reported that she had given an interview to BBC Hereford and Worcester that morning when she was told that their roving reporter had canvassed members of the public in Malvern the previous day, to gain their opinion on the purchase of 28-30 Church Street. The reporter stated that most residents interviewed had been in favour of the purchase.

The Mayor reminded everyone present that there was still a shortage of marshals for the Remembrance Day parade. Cllr D Watkins volunteered his availability.

The Christmas Light Switch-on, which is one of the Town Council's biggest events, also requires help and many Councillors put their name forward.

99. TOWN CLERK'S REPORT

There was no report from the Town Clerk at this meeting.

100. REPORT BY COUNTY AND DISTRICT COUNCILLOR REPRESENTATIVES IN ATTENDANCE

Cllr Tuthill reported that £29 million has been authorised to improve the Acute Hospitals which will mean more beds and bathrooms. £20 million will go towards new facilities in Worcester for cancer patients which will cut their travelling time to receive their treatment. There will be a consultation regarding road options for Church Street, held on 15 November at Waitrose.

There were no reports from District Councillors present.

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

Cllr P Smith of Priory Ward announced that a second sculpture – of a skylark - had been erected in Rose Bank Gardens and he encouraged everyone to visit the gardens to have a look.

Cllr B Regimbeau confirmed that the Citizens Advice Bureau now had a new home in Prospect House, Prospect View. Community Action have been awarded a new contract starting on 1 December which will involve taking dialysis patients from Malvern and Tewkesbury to Worcester for treatment, something which has previously been carried out by ambulance. This will take some of the pressure of the NHS transport.

Cllr J Thomas urged other members to attend the AGM of CALC next week, to be held at County Hall on Wednesday 15 November from 5.00 pm onwards.

102. MEMBERS' QUESTIONS

There were two members' questions. The Town Clerk had circulated an answer to Cllr H Campbell's question regarding the formation of a new working party to look at the feasibility of running the TIC. Cllr R Yates' question will be answered at a later date.

103. BASKETBALL FACILITIES AT VICTORIA PARK – MALVERN HOOPS CAMPAIGN

The Town Clerk presented Report CL01/17. It was **NOTED** that unfortunately representatives from the Malvern Hoops Campaign could not be present at this meeting and therefore Council **RESOLVED** to defer this item until the next Council meeting on 20 December 2017 when representatives would hopefully be present to answer questions.

104. DISPOSAL OF TOWN COUNCIL LAND AT ELGAR AVENUE

The Town Clerk presented Report CL02/17.

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.

105. NOTICE OF MOTION – SPECIAL GRANT TO THE COACH HOUSE THEATRE

It was **RESOLVED** to award a Special Grant of £3,000 to the Coach House Theatre for the purchase of new LED stage lighting with the proviso that Malvern Town Council's contribution is acknowledged by way of promotion in the theatre's publicity.

106. NOTICE OF MOTION – SPECIAL GRANT TO 1017 (MALVERN) SQUADRON, AIR TRAINING CORP

It was **RESOLVED** to award the Special Grant of £750 to 1017 (Malvern) Squadron Air Training Corps towards the upgrade of their flight simulator equipment.

107. 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:

- 12 October 2017

It was **RESOLVED** that the minutes of the Operations Committee meeting held on 12 October 2017 be received and adopted.

There were no recommendations to consider.

108. STRATEGIC PLANNING COMMITTEE

Cllr Mewton presented the minutes of the Strategic Planning Committee.

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

- 12 October 2017

It was **RESOLVED** that the minutes of the Strategic Planning Committee meeting held on 12 October 2017 be received and adopted.

There were no recommendations to consider.

109. 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:

- 31 October 2017

It was **RESOLVED** that the minutes of the Policy and Resources Committee meeting held on 31 October 2017 be received and adopted.

Minute 30

It was **RESOLVED** that Citizens Advice Bureau be awarded a Malvern Town Community Support Grant of £15,500 per annum for the period 2018 – 2021 and that this should be included in the Annual Budget for 2018/19.

Minute 32

It was **RESOLVED** that Community Action be awarded a Malvern Town Community Support Grant of £10,900 per annum for the period 2018/19 and that this should be included in the Annual Budget for 2018/19.

It was further **RESOLVED** that before any grant is awarded for subsequent years, Community Action should make a presentation at a Policy & Resources meeting to include an explanation of how and where the money is spent, what the return on investment is and how vital the grant is to Community Action so that Councillors can better understand how the organisation works.

Minute 36

It was **RESOLVED** that Council notes and approves the Management Accounts for the second quarter ending 30 September 2017.

110. TOWN COUNCIL INFORMATION CENTRE WORKING PARTY

This agenda item was to present the Town Council Information Centre Working Party's recommendations for the future use of 28-30 Church Street once acquired. The Council is no longer proceeding with the purchase and therefore the agenda item had been removed.

111. TOWN COUNCIL WEBSITE WORKING PARTY

The notes of the Town Council Website Working Party held on 3 October 2017 could not be approved and adopted due to too few members being present at the Council meeting. The notes will be considered at the next Council meeting on 20 December 2017.

112. AIMS AND OBJECTIVES WORKING PARTY

Cllr M Campbell presented the Notes of the Aims and Objectives Working Party.

Members of the Aims and Objectives Working Party approved and adopted the Notes of the following meetings:

- 18 September 2017
- 18 October 2017

18 September 2017

It was **RESOLVED** that the Notes of the Aims and Objectives Working Party meeting held on 18 September 2017 be received and adopted.

Note 4 Scope and Timetable of Aims and Objectives Working Party

It was **RESOLVED** that the Council should commission a Local Government Association Peer Review of the structure of council committees and their responsibilities to ensure Malvern Town Council is operating an efficient and well-structured system.

18 October 2017

It was **RESOLVED** that the Notes of the Aims and Objectives Working Party meeting held on 18 October 2017 be received and adopted.

Note 2 Review of Overall Aims and Objectives

It was **AGREED** to incorporate amendments and additions to the Council's current Aims and Objectives as follows:

1) Performance of Statutory Powers and Duties

Third clause change wording 'should' to 'must' so that it reads:

- iii. *"As the framework of statutory powers and duties changes over time for relevant authorities in the area, the value of working with other groups and agencies must be considered when determining the future roles and responsibilities of the Town Council within the Malvern area."*

6) Efficient Working Practices

It was **AGREED** that the recommendation should be amended to change the phrase "business-like behaviour" to "best practice", therefore the clause will read:

- iv. *Develop the practice of thinking strategically before a decision is taken and apply best practice to policies whilst preserving the Council's role as a service provider.*

It was **RESOLVED** that an additional clause be added as follows:

- iv. *Develop the practice of thinking strategically before a decision is taken and apply best practice to policies whilst preserving the Council's role as a service provider.*

It was **RESOLVED** that The Governance Working Party should be tasked with considering the following points:

- That Malvern Town Council elects a Leader of the Council in addition to a Mayor. The Leader would lead the Council on a day-to-day basis whilst the Mayor would carry out civic duties and be a representative of the Council.
- That Malvern Town Council pursues more joint working with local parishes.

- That items on Full Council agendas such as reports from District and County Councillors be reviewed in order to shorten and streamline meetings.
- That the practice of adopting minutes should be reviewed again with the aim of holding more efficient Full Council meetings.
- That Terms of Reference for all committees be reviewed in the light of Full Council agreeing greater delegation to committees.
- That any two members of Council be elected to attend the MHDC liaison meeting rather than specifically the Mayor and Deputy Mayor.
- Any recommendations from Governance Working Party would need to come back to Full Council for approval.

113. **GOVERNANCE WORKING PARTY**

Cllr P Mewton presented the Notes of the Governance Working Party.

Members of the Governance Working Party approved and adopted the Notes of the following meetings:

- 2 November 2017

It was **RESOLVED** that the Notes of the Governance Working Party meeting held on 2 November 2017 be received and adopted.

Each Recommendation was taken separately

Note 3 Review of Strategic Planning Committee Quorum Requirement

It was **RESOLVED** that all Council members are expected to attend Strategic Planning Committee meetings and the quorum should be set at seven.

Note 4 Membership of Staffing Committee

Number of Members:

It was **RESOLVED** that the number of members remain at eight to ensure there are enough ACAS-trained members should they be needed for a disciplinary procedure or any other staffing matters.

Role of Deputy Mayor:

It was **AGREED** to delete b) *The Deputy Mayor does not need to be ACAS-trained.*

It was therefore **RESOLVED** that:

- a) The Deputy Mayor becomes a member of the Staffing Committee upon election and steps down at the end of his or her term
- c) The Deputy Mayor will be Chairman of the Committee

Length of time served on the Staffing Committee

It was **RESOLVED** that Staffing Committee members serve for the full four-year term following elections.

Note 5 Approval of Committee and Working Party Minutes

It was **RESOLVED** that the current procedure of approval of Committee and Working Party minutes as adopted by Council on 4 October 2016 be upheld.

Note 6 Review of Terms of Reference for Policy and Resources Committee

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 meeting finished at 7.50 pm

114. DATE OF NEXT MEETING

Wednesday 20 December 2017 at 6.00 pm.

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(Chairman)