

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

held on Tuesday 21 June 2016

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

Councillors:

Present:

C Palmer (Mayor)	J D Roskams
C A L Bovey	C T Smith
H Campbell	P Smith
M J R Charles	J Thomas
I G Hopwood	P A Tuthill
P Mewton	D Watkins
S Nichols	R K Yates
B A Regimbeau	

Absent:

J Campbell (Apologies)
M Campbell (Apologies)
J O'Donnell (Apologies)

In attendance: Linda Blake –Town Clerk
Mary Piercy – Minute Clerk

PRESENTATION: LOCAL BUS SERVICES

Paul Smith, Transport Operations Manager at Worcestershire County Council (WCC), and Sean Simpson of First Group addressed the meeting on the subject of bus services in Malvern and the practicalities involved in providing an efficient service whilst taking account of commercial factors. There had been significant investment in modern buses with Wi-Fi and leather seats, and a Real Time Information (RTI) system was to be introduced (initially as a pilot scheme but hopefully to go live soon) to gather information which would be used to help refine services.

Councillors expressed concern about the reduction in rural services, inconvenience of some routes and the lack of an integrated transport system working alongside train services and community transport schemes.

Mr Smith said that WCC welcomed input to their discussions and the Council asked WCC to liaise with the Neighbourhood Plan Working Party's Transport Group.

22. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs J Campbell, M Campbell and J O'Donnell.

23. DECLARATIONS OF INTEREST

Cllr Hopwood: WCC
Cllr Regimbeau: Community Action
Cllr Tuthill: WCC

24. **MINUTES OF PREVIOUS MEETING**

It was RESOLVED that the Minutes of the following meeting be approved and adopted as a correct record of the proceedings, and signed by the Mayor:

➤ Tuesday 24 May 2016

PUBLIC PARTICIPATION

None.

25. **MAYOR'S ANNOUNCEMENTS**

The Mayor made the following announcements:

- Thanks are due to all those who helped with the Queen's 90th Birthday Tea.
- Volunteers are still required for Armed Forces Day
- A vigil will be held on 1 July for the Centenary of the Battle of the Somme, 7am at the War Memorial

26. **TOWN CLERK'S REPORT**

The Town Clerk reported the following:

- Three candidates will be standing in the election on 14 July for the vacant seat in Pickersleigh Ward created by the resignation of Cllr Houghton-Smith.
- An advertisement is about to be placed for the current vacancy in Chase Ward created by the resignation of Cllr J l'Anson. If, within 14 days of the advertisement, 10 electors for the Ward give written notice to the Returning Officer that they wish to claim an election, then a by-election will be held.

27. **REPORT BY COUNTY AND DISTRICT COUNCILLOR REPRESENTATIVES IN ATTENDANCE**

County Councillors

Cllr Tuthill reported that the new Local Transport Plan programme, LTP4, was about to be launched; also that a new Fire Chief was now in post.

Cllr Hopwood reported that he would be serving on the County Planning Committee.

District Councillors

Cllr H Campbell reported that Malvern Theatres had been invited to report to Malvern Hills District Council's (MHDC's) Overview and Scrutiny Committee about recent improvements made at the theatres. Feedback would be welcome.

She also invited feedback on the impact on traffic flow caused by the Audley Ellerslie development, and on parking issues at Edith Walk.

28. **TOWN COUNCIL WARD REPORTS / REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Cllr Bovey said she was pleased to report that Malvern Town Football Club had been refurbished and was now open to community groups.

29. **MEMBERS' QUESTIONS**

Cllr Thomas posed a Question relating to the membership of the Council's Staffing Committee and the Mayor's response was noted.

30. **OPERATIONS COMMITTEE**

The Minutes of the following Operations Committee meeting were received and noted:

- Thursday 2 June 2016

31. **STRATEGIC PLANNING COMMITTEE**

The Minutes of the following Strategic Planning Committee meeting were received and noted:

- Thursday 2 June 2016

32. **EVENTS COMMITTEE**

The Minutes of the following Events Committee meeting were received and noted:

- Tuesday 7 June 2016

MINUTE 66

Malvern Town Council Events 2017/18

It was **RESOLVED** that the 2017/18 events calendar should contain the following:

- **February/March TBC** – Mayor's Charity Quiz Night
- **April 22/23** – Malvern Heritage Festival
- **April 29** – Malvern Health & Wellbeing Fair
- **May to September** – Bands in the Park Summer Programme
- **June TBC** – Armed Forces Day
- **August TBC** – Mayor's Bonanza
- **September/October TBC** – Mayor's Charity Quiz Night
- **November 11/12** – Armistice Day/Remembrance Sunday
- **November 25 (TBC)** – Christmas Lights Switch-On

MINUTE 67

Partnership Events 2017/18

It was **RESOLVED** that costings for the following partnership events proposed for 2017/18 should be brought back to the next meeting of Council for decision:

- **Malvern Water Festival** (early May Bank Holiday; April 29 to May 1 2017)
- **Malvern Rocks!** (August 5th to 7th in 2016)
- **Malvern Outdoor Cinema Season** (May to October in 2016)
- **Independents' Day** (initially proposed for July 2016)

MINUTE 69**Barnards Green Events 2016**

It was **RESOLVED** that grants should be made from the Events budget to Barnards Green Traders' Association as follows:

- **Malvern in Bloom 'Garden on a Plate' Competition**
Malvern Town Council to provide a judge (the Mayor), and to provide a £250 budget to cover the first prize in each category - £50 to the winning child's school, and £25 to the winning child.
- **Magic Show & Crazy Golf Competition (24th September)**
Malvern Town Council to provide £250 budget to support booking of regular BG event collaborators 'Magic Russ and Dave the Wonder Dog' (£275), and 'Crazy Golf Fun' (£170) without affecting the charity element of the event. This event would be free to attend, and the competition would support a local charity such as Malvern Women's Refuge.

Some Councillors expressed concern that the grants process should be reviewed in order to ensure that all applications are treated equally according to a clear and transparent process.

33. **AUDIT COMMITTEE**

The Minutes of the following Audit Committee meeting were received and noted together with the subsequent Addendum:

- Tuesday 7 June 2016
- Proposed Amendment to Audit Committee Minutes – Cllr J Thomas

34. **POLICY AND RESOURCES COMMITTEE**

The Notes of the following Policy and Resources Committee meeting were received and noted:

- Tuesday 14 June 2016

35. **YEAR END STATUTORY ACCOUNTS / ANNUAL RETURN**

It was **RESOLVED** that:

- 1) Council adopts the Year End Accounts for 2015/16 as attached at Appendix A of the report
- 2) Council approves The Annual Governance Statement 2015/16 as Section 1 of the Statutory Annual Return (Appendix B)
- 3) Council approves The Accounting Statements 2015/16, as Section 2 of the Statutory Annual Return (Appendix B)
- 4) Council approves The Annual Internal Audit Report 2015/16 , Page 5 of the Statutory Annual Return (Appendix B)
- 5) With the Annual Return for 2015/16 fully approved, the Mayor of the Town Council and the Town Clerk as Responsible Financial Officer should sign the Year End Accounts and Statutory Annual Return and forward the Annual Return to the Council's External Auditors.

Thanks were expressed to the Town Clerk for her work in preparing the accounts.

36. **NOTICE OF MOTION: MALVERN ROCKS! FESTIVAL 2016**

It was **RESOLVED** that Council supports the Malvern Rocks! Festival with a Special Grant of £2,000, and that the award of this grant be subject to feedback after the event and a breakdown of grant expenditure.

There was some concern that the Council should have a formal, common procedure for Special Grant applications to bring this in line with the Small and Large Grants procedure. The Town Clerk agreed to put this as an Agenda item for review at the next meeting of the Policy and Resources Committee.

37. **NOTICE OF MOTION: STATUTORY ALLOTMENT LAND AT ELGAR AVENUE**

It was **RESOLVED** that Council investigates the possibility of removing the statutory allotment provision on land at Elgar Avenue.

38. **NOTICE OF MOTION: GREATER MALVERN SHOW 2016**

It was **RESOLVED** that Council supports the Greater Malvern Show 2016 by giving a Special Grant of £500 and that this organisation be required to give feedback to the Council after the event including the grant expenditure.

39. **NOTICE OF MOTION: CHRISTMAS LIGHTS FOR BARNARDS GREEN**

Councillors raised concerns about the budgetary implications of this application and requested that there should be confirmation of the match-funding agreed by MHDC.

It was **RESOLVED** that the request for £1,500 for the purchase of new Christmas lighting for Barnards Green, to match funding sought from Malvern Hills District Council, be referred to the Operations Committee.

It was **AGREED** that, in view of the timescale and the calendar for Council meetings, the Operations meeting scheduled for September would be brought forward to August with a date to be confirmed.

40. **NOTICE OF MOTION: MALVERN HEARTSTART**

Councillors raised issues with regard to suitable sites for the defibrillators, the insurance implications and the need for exact costings of the model of defibrillator required.

It was **RESOLVED** that Malvern Heartstart's request for funding to purchase 2 defibrillators be deferred to the next Council meeting when full costings should be submitted.

It was **AGREED** that Heartstart be asked to make a presentation to Council.

41. **NOTICE OF MOTION: ELGAR STATUE**

It was **RESOLVED** that the Council should not pursue the matter by writing to Harriett Baldwin MP.

It was RESOLVED that the Press and Public would NOT be excluded from the meeting.

42. **MINUTES OF EXTRAORDINARY COUNCIL MEETING**

It was RESOLVED that the Minutes of the following meeting be approved and adopted as a correct record of the proceedings, and signed by the Mayor subject to the amendments below:

➤ Thursday 19 May 2016

Minute 133
Apologies for Absence

It was AGREED that Councillor Tuthill's apologies for absence should be added to the Minutes.

Minute 135
Staffing Committee

It was UNANIMOUSLY RESOLVED that the current Town Clerk's remuneration should be £48,000 per annum from 1 April 2016 and that there would also be an additional salary payment of £12,000 per annum for undertaking accounting duties as the Responsible Financial Officer (RFO) for Malvern Town Council.

43. **DATE OF NEXT MEETING**

Tuesday 6 September 2016 at 6.00pm.

The meeting ended at 9pm.

.....
Councillor C Palmer (Mayor)