

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

held on Tuesday 24 May 2016

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

Present:

Councillors:

C A L Bovey
H Campbell
J Campbell
M Campbell
I G Hopwood
J S W l'Anson
P Mewton
S Nichols
J O'Donnell

C Palmer
B A Regimbeau
J D Roskams
C T Smith
P W Smith
P Tuthill
D Watkins
R K Yates

Absent:

M J R Charles
J Thomas (apologies)

In attendance:

Linda Blake – Town Clerk
Charles Porter – Operations Manager
Mary Piercy – Minute Clerk

1. APPOINTMENT OF MAYOR

After a secret ballot,

It was RESOLVED that Councillor Cynthia Palmer be appointed Mayor of the Town Council for 2016/2017.

2. MAYOR'S DECLARATION OF OFFICE

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

Cllr Julian l'Anson was presented with a Past Mayor's badge by the new Mayor, Cllr Palmer.

3. APPOINTMENT OF DEPUTY MAYOR

After a secret ballot,

It was RESOLVED that Councillor Hannah Campbell be appointed Deputy Mayor of the Town Council for 2016/2017.

4. **DEPUTY MAYOR'S DECLARATION OF OFFICE**

The Deputy Mayor, Councillor Hannah Campbell, signed the Declaration of Office, witnessed by the Town Clerk.

5. **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr J Thomas.

6. **DECLARATIONS OF INTEREST**

None.

7. **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 5 April 2016

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.

The Town Clerk read out a statement from Western Power Distribution which stated that due to safety concerns, the current substation needed to be replaced. A new substation would be required in the vicinity but logistical considerations meant that it could not be constructed in the same place. However, in the light of objections from residents of Mason Close, the company intend to address the matters raised before any works commence. Western Power have confirmed that this project has been suspended for this year but that a resolution would need to be found and actioned by the end of 2017.

Residents of Mason Close addressed the meeting in relation to Agenda Item 20, regarding an electricity substation at Mason Close. They expressed concern about the visual detriment to this well-used public open space, the possible associated health risks and the impact on property values.

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

It was RESOLVED, under Standing Order 1a, to alter the order of business for reasons of expediency such that Agenda Item 20 should follow the presentations made.

8. **SPECIAL NOTICE OF MOTION: ELECTRICITY SUBSTATION – MASON CLOSE**

Report AC06/16 was received.

It was unanimously **RESOLVED** to defer any decision regarding the sale of Town Council land at Mason Close until further information had been received from Western Power.

Western Power would be asked to seriously reconsider the location of the replacement substation and the Town Council would keep the local residents informed as to when this matter would next be discussed.

It was suggested that legal advice should be taken to establish if this piece of land could be subject to a compulsory purchase order.

9. APPOINTMENT OF COMMITTEES AND WORKING PARTIES 2016/2017

Report AC01/16 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	COUNCILLORS 2016/2017
Policy and Resources Committee (10)	J Campbell M Campbell J S W l'Anson S Nichols J O'Donnell B A Regimbeau J Roskams C Smith P Tuthill R K Yates
Operations Committee (9)	C A L Bovey H Campbell M J R Charles I Hopwood P Mewton P Smith J Thomas D Watkins VACANCY
Strategic Planning Committee	<i>All Councillors except those who are also members of Malvern Hills District Council.</i>
Audit Committee (5) <i>Excludes members of Policy & Resources Committee</i>	C Bovey H Campbell M J R Charles P Mewton J Thomas <i>(NB any substitutes for meetings must not be members of PRC or cheque signatories)</i>
Staffing Committee (6) <i>(Chairman Deputy Mayor)</i>	H Campbell (Ch) J Campbell M Campbell P Mewton S Nichols C Smith

UNADOPTED

Events Committee (6) <i>Membership increased to 6 at Annual Council 24/5/16</i>	H Campbell J Campbell I Hopwood P Mewton C Smith R K Yates
Neighbourhood Plan Working Party (7)	M Campbell S Nichols J O'Donnell C Palmer J Roskams C Smith J Thomas
Governance Working Party (5)	P Mewton C Palmer J Roskams C Smith R K Yates

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

10. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Report AC02/16 was received.

It was **RESOLVED** that the appointment of Representatives to Outside Bodies for 2016/2017 be determined as below.

OUTSIDE BODIES	COUNCILLORS 2016/2017
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>)	C Palmer H Campbell
Route to the Hills Steering Group	C Palmer P Smith
County Association of Local Councils (CALC)	M Charles
Malvern Community Partnership	C Smith
Malvern / Bagnères Twinning Association	J Roskams
Malvern Twinning Steering Group (<i>Mayor and Deputy Mayor</i>)	C Palmer H Campbell

It was agreed that no representative would be appointed to the High Street Malvern Marketing Group at present and that this situation would be reviewed in 12 months' time.

11. ANNUAL REVIEW PROCESS

Report AC03/16 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, employees 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*.
- 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*.

12. PAYMENT OF ANNUAL SUBSCRIPTIONS: MEMBERSHIP OF ORGANISATIONS

It was **RESOLVED** that the Subscriptions to Outside Organisations, as set out in Report AC04/16, Appendix A, be approved and the Town Clerk be authorised to pay the subscriptions as they become due.

13. BANK MANDATE

Report AC05/16 was received.

It was **RESOLVED** that:

- i) The approved signatories for the operation of the Town Council's bank accounts are the Mayor and Deputy Mayor of Council and the Chairman and Vice-Chairman of the following Committees: Policy and Resources, Operations, Strategic Planning and Events.
- ii) 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 his or her nominated representative.

(c) Accept the Town Clerk (or in his/her absence, the Operations Manager) as fully empowered to act on behalf of the Council in any other transaction with the Bank.

- iii) 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.
- iv) The Town Clerk (the 'Proper Officer') be 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.
- v) 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.

14. MAYOR'S ANNOUNCEMENTS

The Mayor thanked the past Mayor, Cllr Julian l'Anson, for all his hard work throughout the year and announced that her charity for 2016/17 would be Acorns Children's Hospice.

15. TOWN CLERK'S REPORT

The Town Clerk gave an update on actions taken following decisions made at previous Council meetings.

The Queen's 90th Birthday

Further to Council's resolution in April, a letter was sent to Her Majesty expressing loyal greetings on the occasion of her 90th birthday. Buckingham Palace had replied expressing Her Majesty's appreciation and sending warm good wishes to all those organising and attending the Afternoon Tea to celebrate the occasion on 12 June, as part of the Council's summer *Bands in the Park* concerts.

Dial-a-Ride

The Manager of Malvern Dial-a-Ride wished to pass on his thanks to the Council for supporting local community transport by approving Dial-a-Ride's grant application.

Armed Forces Day

Plans for Armed Forces Day on 25 June were well under way but volunteers were still urgently required. Councillors were asked to volunteer to help on the day if they could.

16. REPORT BY COUNTY AND DISTRICT COUNCILLOR REPRESENTATIVES IN ATTENDANCE

Cllr Tuthill reported on cabinet changes at WCC. He also referred to more money being made available for roads and pavements.

Cllr Watkins reported that MHDC's leadership had largely remained the same but the Deputy Leader was now Cllr David Chambers.

17. **MEMBERS' QUESTIONS**

None.

18. **MINUTES OF STRATEGIC PLANNING COMMITTEE**

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

- Tuesday 14 April 2016
- Thursday 28 April 2016

Cllr Palmer reported that the Council had responded to the consultation on the Community Infrastructure Levy (CIL) and that she had also written to Harriet Baldwin MP explaining the Council's concerns and seeking her support.

19. **MINUTES OF POLICY & RESOURCES COMMITTEE**

The Minutes of the Policy & Resources Committee held on Wednesday 21 April 2016 were received and noted and the recommendations considered.

MINUTE 71

Quarterly Accounts

It was **RESOLVED** that Council approve the following:

Management Accounts for Quarter Ending 31 March 2016

20. **MINUTES OF EVENTS COMMITTEE**

The Minutes of the Events Committee held on Tuesday 10 May 2016 were received and noted and the recommendations considered.

MINUTE 56

Review of New Malvern Heritage Festival and Health and Wellbeing Fair / Water Festival

It was **RESOLVED** that the following two events be added to Malvern Town Council's annual events calendar from 2017/18 onwards:

- Malvern Heritage Festival
- Health and Wellbeing Fair / Water Festival

MINUTE 58

Somme Centenary Vigil

It was **RESOLVED** that Malvern Town Council organise a Vigil at Malvern's War Memorial in the Library Grounds to mark this year's Somme Centenary.

21. **NEXT MEETING**

It was noted that the next meeting of Full Council would be held on Tuesday 21 June 2016 commencing at 6.00 pm.

The meeting ended at 7.40pm.

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Councillor C Palmer (Mayor)