

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

held on Tuesday 4 October 2016

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

Councillors:

Present:

C Palmer (Mayor)	P Mewton
C A L Bovey	S Nichols
J Cain	J O'Donnell
H Campbell (6.25pm)	B A Regimbeau
J Campbell	C T Smith
M Campbell	P W Smith
M J R Charles	J Thomas
I G Hopwood	R K Yates
L Lambeth	

Absent:

J D Roskams (Apologies)
P A Tuthill (Apologies)
D Watkins (Apologies)

In attendance:

Linda Blake –Town Clerk
Mary Piercy – Minute Clerk

The Mayor welcomed newly-elected Councillor Jenny Cain to the meeting.

PRESENTATION: HEARTSTART MALVERN

Richard Vakis-Lowe of Heartstart Malvern addressed the meeting and outlined details of Heartstart's campaign to significantly improve the chances of surviving a cardiac arrest. Heartstart aimed to increase awareness of heart attack symptoms, offered free training in CPR and planned to install defibrillators around Malvern. Heartstart believe that there is a need for about 50 defibrillators within the town.

A training session would be arranged for Councillors in November.

63. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs J D Roskams, P Tuthill and D Watkins.

64. DECLARATIONS OF INTEREST

Cllr Cain: Barnards Green trader
Cllr Hopwood: Worcestershire County Council (WCC)
Cllr Palmer: Heartstart Malvern
B Regimbeau: Community Action

65. 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 6 September 2016

PUBLIC PARTICIPATION

Jane Knowles, Chair of Barnards Green Traders' Association, addressed the meeting in relation to Agenda Item 16, 'Christmas Lights at Barnards Green'. She explained that the traders were working hard to protect the vibrancy of the Barnards Green community by planning events and improving marketing of the area. New lighting would be a valuable asset contributing to a community identity and she asked the Council to support this Notice of Motion.

Cllr Hannah Campbell joined the meeting.

*It was **AGREED** to bring forward Agenda Items 14 and 16.*

66. NOTICE OF MOTION UPDATE: HEARTSTART MALVERN

As the Mayor had declared an interest in Heartstart, the Deputy Mayor took over as Chairman of the meeting for this item.

Members discussed the benefits of locating defibrillators within Malvern.

It was RESOLVED that Council should purchase two defibrillators to be sited in suitable locations, to be agreed with Heartstart, and that a free training session be organised for councillors, staff and tenants.

Mr Vakis-Lowe left the meeting and the Mayor resumed her role as Chairman.

67. NOTICE OF MOTION: CHRISTMAS LIGHTS FOR BARNARDS GREEN

Cllr Nichols submitted a Notice of Motion regarding Christmas lights in Barnards Green to the June Council meeting which had been referred back to Operations Committee. Since that meeting, the position regarding match-funding had changed and Cllr Nichols had now submitted an amended proposal for consideration.

It was RESOLVED that £5,500 be allocated from general reserves to purchase new Christmas lighting for Barnards Green.

Cllr Cain abstained from the vote on this item.

68. MAYOR'S ANNOUNCEMENTS

The Mayor reported as follows:

- She asked members to lend their support to Heartstart Malvern's campaign by taking part in the training session in November and thus leading by example.

UNADOPTED

- She reported on her forthcoming visit to Malvern's twin town, Bagnères-de-Bigorre, when representatives of other towns twinned with Bagnères would be present and official twinning documents would be signed.
- She reported on her visit to Acorns Children's Hospice and invited members to take part in the Mayor's Quiz in aid of the Hospice on Wednesday 19 October, 7pm, at The Mount Pleasant Hotel.

69. **TOWN CLERK'S REPORT**

The Town Clerk reported that a new Events Coordinator had been appointed and would be starting work on 17 October.

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

Cllr Hopwood reported that road repairs were being undertaken in his division.

Cllr O'Donnell reported on plans for redevelopment at Malvern Hills District Council (MHDC), including proposals for a single-site MHDC and to relocate the Tourist Information Centre and the Hub.

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

Cllr O'Donnell reported that the 'Fun in the Green' event at Barnards Green had proved successful.

72. **MEMBERS' QUESTIONS**

Cllr Yates posed a Question concerning the Parliamentary Constituency Boundary Review.

The Town Clerk reported that a consultation process was in progress and gave details of the different stages and timescale. This would be an item on the next Policy and Resources Committee Agenda with a recommendation to follow to the next Council meeting.

73. **GOVERNANCE WORKING PARTY**

The Minutes of the following Governance Working Party meetings were received and noted:

Tuesday 5 July 2016

MINUTE 5

Scope and Timetable of Governance Working Party

It was noted that the first recommendation in para 3) had been dealt with at September Council.

After discussion, Council decided not to accept the recommendation from the Governance Working Party but **RESOLVED that Committee and Working Party**

UNADOPTED

Minutes be adopted by members of the relevant Committee/Working Party during the Council meeting and that recommendations from these minutes would then be considered by Full Council.

It was RESOLVED that each Council Committee (Policy and Resources / Operations / Strategic Planning / Staffing / Events and Audit) should develop their own aims and objectives, consistent with the overall aims and objectives of Council, to form part of an overall Aims and Objectives document for approval by Council.

MINUTE 6

Staffing Committee: Terms of Reference

It was RESOLVED that Point 7 of the Staffing Committee Responsibilities should be amended to read:

If a disciplinary matter arises during the year, the Staffing Committee will be asked to nominate 3 members of the Committee to form a disciplinary panel to deal with this matter.

Members of the Committee would be asked to rule themselves out if they believed that their presence on the panel would deem the process to be unfair and lacking impartiality.

It was NOTED that the second recommendation under Minute 6 had been superseded by a further recommendation and therefore this would not be considered.

MINUTE 7

Minutes

It was NOTED that the amended recommendation agreed under Minute 5 would impact this recommendation and therefore it should be referred back to the Governance Working Party for further consideration.

Wednesday 31 August 2016

MINUTE 12

Staffing Committee

It was RESOLVED that the Council should increase the Staffing Committee to seven members and Council added that the quorum for this Committee should be 4.

It was further RESOLVED that Cllr Cain should serve on the Staffing Committee.

MINUTE 13

Annual Council Election Procedures

It was RESOLVED that all nominations for the positions of Mayor and Deputy Mayor, along with a seconder, should be submitted to the Town Clerk no later than seven days prior to the Annual Council meeting. The names of candidates would then be circulated to all councillors before the meeting takes place.

UNADOPTED

It was RESOLVED that for the election of members onto all Committees and Working Parties, all Councillors should be asked to fill in a form submitting their preferences as to where they wish to serve. This should be submitted to the Town Clerk before the Annual Council meeting. This will allow the Town Clerk to be aware of the wishes of all councillors and to be able to plan for any votes where there is competition for places on any Committee or Working Party.

MINUTE 14

Council Grants Policy

Amendments made by Policy and Resources Committee were noted and

It was RESOLVED that the following amendments be made to the Council Grants Policy:

- All organisations applying for a grant should be prepared, if required, to make a short presentation to Policy and Resources Committee or, in the case of a Special Grant, to Full Council.
- The paragraph relating to multi-year funding should be removed as these agreements would be considered on an individual basis under the same arrangements as Special Grants.
- Special Grants applicants should not have to demonstrate why they have been unable to submit their application under the regular annual grants timetable and this sentence should be removed.
- All grant applicants must complete an application form in full before their award is considered.

MINUTE 15

Operations Committee and Events Committee: Terms of Reference

It was RESOLVED to amend the Terms of Reference of both the Operations Committee and the Events Committee, as attached at Appendix A to the Minutes of the Governance Working Party meeting.

Tuesday 13 September 2016

MINUTE 21

Strategic Planning Committee: Terms of Reference

It was RESOLVED that the Terms of Reference for the Strategic Planning Committee should be adopted as attached at Appendix A to the minutes of the Governance Working Party meeting.

74. STRATEGIC PLANNING COMMITTEE

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

- Thursday 8 September 2016

75. **POLICY AND RESOURCES COMMITTEE**

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

- Tuesday 20 September 2016

76. **AUDIT COMMITTEE**

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

- Thursday 22 September 2016

Cllr C Smith left the meeting.

MINUTE 17

Payment Controls and Internet Banking

It was **RESOLVED** that an Online Banking Policy be approved subject to the agreed amendments as attached at Appendix A to the Audit Committee minutes.

77. **AIMS AND OBJECTIVES WORKING PARTY**

The Minutes of the following Aims and Objectives Working Party were received and noted:

- Friday 23 September 2016

It was **RESOLVED** that the Council adopt short-term Aims and Objectives for the period 1 April 2016 until 31 March 2017, as agreed by the Aims and Objectives Working Party, subject to the amendments to Appendix A agreed and listed below:

First para: ... *the period 1 April 2016 until 31 March 2017;*

3) second bullet point:

- *Investigate ways of making certain events*

78. **CONSULTATION RE REFERENDA PRINCIPLES FOR TOWN AND PARISH PRECEPTS**

The Town Clerk's Report was **NOTED**.

It was **RESOLVED** to appoint a Working Group of five Councillors, comprising Cllrs Palmer, Lambeth, Nichols, Thomas and Yates, to respond to the Technical Consultation Paper 'The 2017/18 Local Government Finance Settlement' on behalf of the Town Council.

This response should be submitted by 28 October.

79. **DATE OF NEXT MEETING**

Tuesday 1 November 2016 at 6.00pm.

The meeting ended at 8.10 pm.

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Councillor C Palmer (Mayor)