

UNADOPTED
MINUTES OF A MEETING OF

MALVERN TOWN COUNCIL

held on Tuesday 5 April 2016

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

Councillors:

Present:

J S W I'Anson (Mayor)	C Palmer
C A L Bovey	C T Smith
M J R Charles	P Smith
I G Hopwood	J Thomas
P Mewton	P A Tuthill
S Nichols	R K Yates
J O'Donnell	

Absent:

H Campbell	B A Regimbeau (Apologies)
J Campbell (Apologies)	J Roskams (Apologies)
M Campbell (Apologies)	D Watkins (Apologies)
D Houghton-Smith (Apologies)	

In attendance:

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

PUBLIC PARTICIPATION

Cathy Millar, Secretary of the Bagnères-de-Bigorre Twinning Association, addressed the meeting in relation to Agenda Item 11. She referred to the many interests shared by Bagnères-de-Bigorre and Malvern and outlined the Association's work in establishing cultural, educational, sport and business links between the two towns. The Association hoped that the Council would endorse the Twinning initiative and support the signing of a Twinning Agreement by the towns' Mayors during the Health and Wellbeing Fair in Rose Bank Gardens at the end of April.

116. **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs J Campbell, M Campbell, D Houghton-Smith, B A Regimbeau, J Roskams and D Watkins.

117. **DECLARATIONS OF INTEREST**

None.

118. **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 2 February 2016**

It was RESOLVED, under Standing Order 1a, to alter the order of business for reasons of expediency such that Agenda Item 11 should follow the presentations made.

119. **EVENTS COMMITTEE**

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

- Tuesday 1 March 2016
- Thursday 31 March 2016

Tuesday 1 March 2016

MINUTE 39

Rose Bank Gardens Health and Well-Being Event and Signing of Twinning Agreement

It was RESOLVED that the Health & Wellbeing Fair should incorporate the signing of a Twinning Agreement between Malvern and Bagnères-de-Bigorre; the Mayor, Cllr Julian l'Anson, to sign on behalf of Malvern.

MINUTE 40

The Queen's 90th Birthday Activities 2016

It was RESOLVED that an Afternoon Tea should be incorporated into the Bands in the Park concert on Sunday 12 June 2016, and that the promotion for the event should encourage the community to 'bring and share a plate'.

MINUTE 41

Partnership Charity Christmas Concert 2016

It was RESOLVED that Malvern Town Council organise a charity Christmas concert on 17 December 2016, featuring Malvern Hills District Brass Band.

MINUTE 42

Malvern Civic Award for Primary Schools

It was RESOLVED

- i) That Town Council support be provided for a Civic Award for Malvern's primary schools as detailed in report EC04/16.
- ii) That reasonable support be provided to the project to cover production and framing of certificates.

120. **MAYOR'S ANNOUNCEMENTS**

It was noted that Cllr Jill Campbell was recovering well at home after surgery and it was agreed to send her the Council's best wishes.

121. **TOWN CLERK'S REPORT**

The Town Clerk gave a report to update members on the following matters:

Grants

As part of its Annual Grants Scheme, the Council has awarded £5,500 in Large Grants and £4,598 in Small Grants. Many organisations have passed on their thanks, including St Richard's Hospice whose £298 award has enabled them to purchase finger pulse oximeters for the benefit of nurses covering the Malvern area.

Malvern in Bloom

A small, hardworking Malvern in Bloom Committee has been formed to progress the Town's entry into the Heart of England Bloom competition for 2016. A judging route has been planned and volunteers are working to involve the local community, attract additional sponsorship and improve areas in the town such as the Library Gardens.

MTC made arrangements for a local primary school to plant snowdrops in Rose Bank Gardens as part of the initiative to involve local groups in this project.

Operations Team

The Operations Team has been attracting some very positive comments, including congratulations from walkers on the improvements put in place at Rose Bank Gardens over the last few months and appreciation to the gardening team for the beautiful flower beds at Victoria Park near the children's play area.

Calendar of Events

The Town Council's calendar of events for 2016/17 is progressing well and includes:

Malvern Heritage Festival – 23 April

Rose Bank Gardens Health and Wellbeing Fair – 30 April

Malvern Outdoor Cinema – ET and Casablanca, hosted by the Town Council

Armed Forces Day – 25 June

Bands in the Park - starting 15 May

Alternative Bands in the Park

Malvern in Bloom

Outdoor Theatre – A Midsummer's Night's Dream (5 August)

Mayor's Bonanza (14 August)

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

County Councillors

Cllr Hopwood reported that he had been approached by constituents regarding parking issues in Pound Bank and at Edith Walk.

Cllr Tuthill reported the following:

- Worcestershire's new incinerator was due to be up and running early in 2017 and would save millions of pounds by reducing reliance on landfill.
- A presentation to Council regarding changes to local bus services was being organised and would hopefully take place on 21 June.
- WCC had set up a Working Party on footpaths which he was chairing; any input would be welcome.

District Councillors

Cllr O'Donnell reported that the South Worcestershire Development Plan (SWDP) was now in place and the supporting documents were available on the SWDP website.

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

Cllr Charles reported that constituents were unhappy about development plans for Broadlands Drive.

Cllr Mewton reported that an Appeal had been lodged by the Applicant proposing development at Hayslan Fields. The Town Clerk said that this would be an item on the Agenda for the next meeting of the Strategic Planning Committee.

Cllr Bovey reported that successful litter-picks had been carried out in Pickersleigh Ward.

Cllr Hopwood reported that the Mayor would be part of a group from Malvern visiting Mariánské Lázně in May during the opening of the town's spa season.

In response to a query from Cllr Tuthill, Cllrs P Smith and Palmer (both members of the Project Management Group) reported on progress with the Route to the Hills (RTTH) project. There were two parts of the project to be delivered; signposting and information boards which would be placed on the route, and also a scheme to raise awareness. More information was available on the RTTH website and a presentation would be made to a future Council meeting.

124. **MEMBERS' QUESTIONS**

None.

125. **STRATEGIC PLANNING COMMITTEE**

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

- Thursday 11 February 2016

126. **POLICY AND RESOURCES COMMITTEE**

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

- Tuesday 16 February 2016
- Tuesday 29 March 2016

Tuesday 16 February 2016

MINUTE 58

Review of Grant Policy

It was **RESOLVED** that the Council's Grant Policy be reviewed as follows:

- i. Applications for Large and Small Grants should be invited in July/August of each year and be presented to the September meeting of Policy and Resources Committee.
- ii. The £2,000 cap on Large Grants should be removed. In the case of the total amount budgeted for these grants being exceeded, any application/s would be referred to Full Council for approval.

- iii. The amount for Special Grants should be reduced from 'amounts over £2,000' to 'amounts over £500' subject to;
 - a) the backing of a Notice of Motion
 - b) applicants demonstrating why they have been unable to meet the regular timetable for grant applications.
- iv. The current guidelines should be amended to remove the restriction requiring applicants to demonstrate that remaining funds for a project have been secured. Applicants should try to demonstrate that they can obtain some other funding or, failing this, a decision would be at the discretion of the Committee.

MINUTE 59

'Malvern A Fairtrade Town' Signage

It was RESOLVED that the request for funding of £147 for three 'Malvern a Fairtrade Town' signs to be positioned on existing signs by the entry points to Malvern Town should be refused.

Tuesday 29 March 2016

MINUTE 66

Earmarked Reserves

It was RESOLVED to approve the details of and additions to Earmarked Reserves as detailed in Report PRC02/16.

127. **OPERATIONS COMMITTEE**

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

- Thursday 10 March 2016

MINUTE 40

Electricity Substation – Mason Close

It was RESOLVED to;

- a) accept Western Power Distribution's offer of £5,000 to purchase the freehold of land 4 metres by 4 metres at Mason Close in order to construct a ground-mounted distribution sub-station.
- b) that the Operations Manager write to the residents directly affected by the sub-station outlining the situation and giving Western Power's contact details for any queries the residents may have.

MINUTE 41

All-Weather Pitch, Victoria Park

It was RESOLVED that the Operations Manager should investigate alternative multi-sports all-weather surfaces and that regular progress reports should be made to the Operations Committee.

128. **GOVERNANCE WORKING PARTY**

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

- Wednesday 24 February 2016
- Wednesday 23 March 2016

Wednesday 24 February 2016

MINUTE 19

Review of Procedure for Election of Committee Chairmen and Vice-Chairmen

It was RESOLVED that

- i) The election of Chairmen and Vice-Chairmen of all Council Committees and Working Parties should be carried out as the first item of business at the first Committee/Working Party meeting held after Annual Council in May each year. The exception to this being the Chairman of the Staffing Committee who is elected by virtue of being the Deputy Mayor.
- ii) To assist with the signing of cheques, all cheque signatories from the previous Council year will remain in place until the Chairmen and Vice-Chairmen of Policy and Resources, Operations and Strategic Planning Committees have been elected.
- iii) The Town Clerk will make necessary changes to Standing Orders and Financial Regulations to ensure that items i) and ii) are carried out.

Wednesday 23 March 2016

MINUTE 26

Twinning Terms of Reference / Funding Arrangements

It was RESOLVED that the Terms of Reference document as attached at Appendix A of the Report to the Governance Working Party be approved.

MINUTE 27

Review of Standing Orders and Financial Regulations

It was RESOLVED that the Standing Orders as amended at Appendix B of the Report to the Governance Working Party should be approved.

MINUTE 28

Review of Council's Complaints Procedure

It was RESOLVED that the Complaints Procedure as amended at Appendix C of the Report to the Governance Working Party be approved.

129. **NEIGHBOURHOOD PLAN WORKING PARTY**

The Notes of the following Neighbourhood Plan Working Party meeting were received and noted:

- Tuesday 29 March 2016

MINUTE 5

Funding and Resources

It was RESOLVED that £6,500 be approved to meet the costs of additional consultancy fees to complete the Neighbourhood Plan.

MINUTE 6

Issues outside Neighbourhood Plan

It was RESOLVED that a list be compiled of the issues identified outside the remit of the Neighbourhood Plan which should be submitted to a meeting of Policy and Resources Committee later in the year for discussion of how best to proceed.

130. **COMMUNITY INFRASTRUCTURE LEVY – DRAFT CHARGING SCHEDULE**

Report CL01/16 was received.

Cllr O'Donnell gave a summary of the Community Infrastructure (CIL) Levy and stressed the importance of taking part in the consultation process.

It was RESOLVED that a Working Group comprising Cllrs O'Donnell, Palmer and Yates should meet to formulate a response to the CIL consultation process.

131. **NOTICE OF MOTION: THE QUEEN'S 90TH BIRTHDAY**

It was RESOLVED that Malvern Town Council, on behalf of the residents of Malvern, sends loyal greetings to Her Majesty the Queen on the occasion of her 90th birthday on 21 April 2016.

EXCLUSION OF THE PRESS AND PUBLIC

It was AGREED to resolve pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.