

UNADOPTED  
MINUTES OF A MEETING OF  
MALVERN TOWN COUNCIL

held on Tuesday 6 September 2016

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

**Councillors:**

**Present:**

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

**Absent:**

M Campbell (Apologies)  
J O'Donnell (Apologies)  
B A Regimbeau (Apologies)

**In attendance:**

Linda Blake –Town Clerk  
Charles Porter – Operations Manager  
Mary Piercy – Minute Clerk  
Lyndsey Davies - Office and Operations Co-ordinator

44. **APOLOGIES FOR ABSENCE**

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

45. **DECLARATIONS OF INTEREST**

Cllr Hopwood: WCC  
Cllr Tuthill: WCC

46. **MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the following meeting be approved, subject to the adoption of Cllr Thomas's amendment as circulated to members. These were adopted as a correct record of the proceedings, and signed by the Mayor:

➤ Tuesday 21 June 2016

**PUBLIC PARTICIPATION**

None.

47. **MAYOR'S ANNOUNCEMENTS**

The Mayor welcomed Cllr Lynne Lambeth to the Council as the newly-elected member of Pickersleigh Ward.

The Mayor proposed that Agenda Item 18 should be considered prior to Agenda Item 12 as the proposals made in the Notice of Motion concerning a staffing review could have a bearing on the recommendations of the Events Committee.

48. **TOWN CLERK'S REPORT**

The Town Clerk reported as follows:

**Heartstart Malvern**

Further to the Notice of Motion at the last Council meeting, Richard Vakis-Lowe of Heartstart Malvern will be making a presentation to October Council. He has offered to arrange training for Councillors in CPR and use of a defibrillator and members should notify the office if they wish to take advantage of this opportunity.

**Christmas Lights at Barnards Green**

This Notice of Motion is under review following changes to match-funding expectations. It is anticipated that there will be a presentation to the next Operations Committee.

**Town Council Election**

An election will be held on Thursday 8 September for the Chase Ward vacancy with two candidates, Jenny Cain and Roger Morton.

**Cemetery**

Planning permission has now been received in respect of the new toilet and machinery shed at the cemetery and also the extension of the cemetery into the former allotment site.

**Bands in the Park**

The final concert in the Bands in the Park series will take place on Sunday 11 September with a collection for the Mayor's charity, Acorns

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

Cllr H Campbell reported that John Raine, Chairman of Malvern Hills District Council (MHDC), was doing a 130-mile walk throughout the District to raise awareness and funds for local mental health organisations. Councillors would be welcome to join parts of the walk and/or make donations.

Cllr Tuthill reported as follows;

- Worcestershire County Council's (WCC's) new incinerator should be operational by the end of the year.
- Street lights in Malvern Link were due to be upgraded to LED standards which were four times as efficient.
- His divisional fund had been used to improve the footpath running alongside Michael Crescent playing fields

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- There is due to be a formal consultation in October relating to LTP4, which is the fourth stage of the Local Transport Plan aimed at improving infrastructure.
- He had committed £800 from his WCC divisional fund towards Heartstart.

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

None.

51. **MEMBERS' QUESTIONS**

Cllr Yates posed a Question concerning the election process for filling casual vacancies. The Town Clerk's response was noted and she agreed to provide further details in due course.

Cllr Thomas posed a Question concerning an email he had sent to the Mayor and the Mayor's response was noted.

52. **STRATEGIC PLANNING COMMITTEE**

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

- Thursday 21 July 2016
- Thursday 11 August 2016

53. **POLICY AND RESOURCES COMMITTEE**

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

- Tuesday 26 July 2016

**Tuesday 26 July**

**MINUTE 13**

**Malvern Victoria Bowling Club**

It was RESOLVED to extend the lease of the Malvern Victoria Bowling Club in Victoria Park by a further 10 years, until 2037.

**MINUTE 14**

**Quarterly Accounts**

It was RESOLVED that Council note and approve the Management Accounts for the First Quarter ending 30 June 2016.

**MINUTE 15**

**Review of Grants Procedure**

It was RESOLVED that, in order to bring the Council's Small, Large and Special grants procedures into line, the Council's current Grants Policy should specify four categories of grant as follows:

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- i) Small Grants of up to £500 are awarded as part of an annual grants scheme and advertised to the public in August. Grants must benefit the residents of Malvern Town.
- ii) Large Grants of over £500 are awarded as part of an annual grants scheme and advertised to the public in August. These grants should provide significant and wide-reaching benefits to the residents of Malvern.
- iii) Other Small and Large Grants which can be awarded at any time of the year but are outside of the annual timetable. These will be subject to the backing of a Notice of Motion and applicants must demonstrate that they are unable to meet the regular timetable for grant applications.
- iv) Malvern Town Community Support Grants are long-standing arrangements awarded annually or as part of a multi-year funding agreement. These currently include Community Action, Malvern Citizens Advice Bureau and Malvern Food Bank.

It was NOTED that the current grant application form would be reviewed by the Governance Working Party after the current round of grants.

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

- Tuesday 30 August 2016

54. **AUDIT COMMITTEE**

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

- Tuesday 16 August 2016

**MINUTE 11**

**Banking Systems and Procedures**

There was discussion of how best to ensure value for money and a culture of accountability.

It was RESOLVED that the relevant Committee should undertake a regular review of suppliers and expenditure by supplier initiatives in order to ensure that the Council continues to obtain the best value for money on its purchases.

*As proposed during the Mayor's announcements, it was AGREED to bring forward Agenda Item 18 for discussion prior to Agenda Item 12.*

55. **NOTICE OF MOTION: EVENTS COORDINATOR**

There was discussion of Cllr Charles's Notice of Motion proposing a review of staffing and postponement of filling the Events Co-ordinator vacancy.

Some members felt that the position of Events Co-ordinator was not necessarily required and/or that this was a good time for a critical review of working practices. However, most members felt that the extra events organised by the Council since the appointment of an Events Co-ordinator had been of great benefit to the Town and represented a good use of resources. Events were free and inclusive, helping to boost

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the economy and support local traders. If the post of Events Co-ordinator was not filled, events already planned would not be able to proceed.

After a vote, Cllr Charles's Notice of Motion failed.

It was therefore **NOTED** that the Events Co-ordinator vacancy would be filled.

56. **EVENTS COMMITTEE**

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

- Thursday 18 August 2016

**MINUTE 74**

**Review Of Armed Forces Day 2016 / Suggestions For 2017 Event**

It was **RESOLVED** that consideration be given to increasing the Armed Forces Day event budget for 2017/18, subject to Officers' investigation of costs.

**MINUTE 75**

**Health and Wellbeing Event – 29 April 2017**

It was **RESOLVED** that a £1,500 budget be allocated to the Health & Wellbeing Fair event in Malvern Town Council's 2017/18 budget, in order for the discussed improvements and alterations to be made.

**MINUTE 76**

**Partnership Events 2016/17**

It was **RESOLVED** as follows:

**Malvern Water Festival - To await more detailed figures and event proposals from Officers before making a specific decision about the level of funding that should be allocated.**

**Outdoor Cinema screenings to continue for a further year, with the following changes:**

- **Screenings to be scheduled on either Friday or Saturday evenings rather than Sundays.**
- **Ticket price to be reviewed.**
- **Screenings to be scheduled in either early May or mid-September in order to avoid very late finishing times.**

**Independents' Day – To meet with as many Malvern traders as possible in an evening meeting with Officers in order to plan the event, with a £300 budget allocated as part of the 2017/18 Malvern Town Council budget in order to cover promotional material and advertising for the event.**

Council **AGREED** that the recommendation relating to Malvern Rocks should be removed, and revisited should Malvern Rocks approach the Council again for a grant.

*Lyndsey Davies and Cllrs J Campbell and Tuthill left the meeting at 7.40pm.*

57. **OPERATIONS COMMITTEE**

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

- Thursday 25 August 2016

**MINUTE 16**

**Tree Surgery and Maintenance Budget**

It was RESOLVED that the annual budget for tree surgery and maintenance be increased to £5,300 with immediate effect in order to fund increasing demand.

It was further RESOLVED that Policy and Resources Committee should be tasked to consider how this increase should be financed - whether firstly through virement or secondly through reserves.

**MINUTE 18**

**Operational Projects – Review of Possible Future Expenditure**

It was RESOLVED

- i) that Operational Projects be prioritised according to the schedule attached at Appendix A to the Operations Minutes.
- ii) That the Town Council take £8,000 from the Asset Repair and Development Reserve in order to damp-proof and install heating in the shop at the rear of the offices at Belle Vue Terrace in the current financial year.

*Cllr C Smith left the meeting.*

58. **APPOINTMENT OF MEMBERS TO FILL VACANCIES ON COMMITTEES**

Report CL01/16 was received and noted.

It was RESOLVED that Cllr L Lambeth should serve on the Council's Operations Committee.

It was further RESOLVED that the Councillor elected on 8 September in Chase Ward should serve on the Policy and Resources Committee.

59. **GOVERNANCE WORKING PARTY**

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

- Tuesday 5 July 2016

**Tuesday 5 July 2016**

**MINUTE 5**

**Scope and Timetable of Governance Working Party**

It was RESOLVED as follows:

- 1) that the Chairman of each Committee or Working Party should be asked to present any recommendations from their Committee or Working Party to the next Council meeting, with assistance from other members of the Committee if required.

Further to a proposal by Cllr Bovey,

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It was **RESOLVED** that, in view of the late hour, the remaining recommendations of the Governance Working Party should be deferred to the next Council meeting.

60. **NEIGHBOURHOOD PLAN**

The Chairman reported that a meeting had just been held with the Neighbourhood Plan consultant who was now drawing up Aims and Objectives. Malvern's Plan was one of the biggest in the country and some excellent work had been carried out by the individual groups examining different aspects of the Plan. A draft Plan was expected to be in place by the end of the year when public consultation would take place. Responses would then be analysed and it was hoped that a Plan would be finally adopted by early 2018.

Concern was expressed about the impact on the Neighbourhood Plan of changes in the Community Infrastructure Levy (CIL). It was **NOTED** that the Council had responded to the CIL consultations and would continue to make representations on this matter.

61. **NOTICE OF MOTION: VICTORIA PARK PAVILION**

Cllr Thomas's Notice of Motion was received.

Members discussed possible options for improving the facilities at Victoria Park Pavilion but did not feel that a separate Working Party or the appointment of architects was necessary at this stage.

The Operations Manager reported that he had already done considerable research on options for the Pavilion. He believed that some of the problems caused by anti-social behaviour and vandalism could be addressed by moving the toilets inside the main building. He felt that improvements to the toilet and café facilities were very important but that redevelopment of the football changing rooms was less so as use of these was decreasing and they were adequate for purpose.

The importance of respecting the contractual agreement with the tenant of the café was stressed.

It was **RESOLVED** that Council agrees to the redevelopment of the Pavilion in Victoria Park in order to provide up-to-date facilities, improved toilet facilities, better changing facilities, enhanced cafeteria and preparation areas in an environmentally friendly atmosphere.

Operations Committee should be asked to carry out a site visit, investigate a realistic specification of needs and possible outside sources of funding, and make recommendations to the Council within 6/9 months.

62. **DATE OF NEXT MEETING**

Tuesday 4 October 2016 at 6.00pm.

The meeting ended at 8.50 pm.

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Councillor C Palmer (Mayor)