

**MINUTES OF A MEETING
OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

held on Wednesday 26 September 2018 at 6.00 pm

in the Council Chamber, Malvern Town Council, Belle Vue Terrace, Malvern

Councillors

Present

J Thomas (Chairman)
J Campbell
M Harvey
B Regimbeau
P Tuthill
D Watkins

Absent

J Cain (apologies)
M Campbell (apologies, substituted D
Watkins)
M Fletcher
N Morton (apologies)
J O'Donnell

In attendance

Linda Blake – Town Clerk
Louise Wall – Minute Clerk
Cllr C Palmer - Mayor

The start of the meeting was delayed until quorum was reached at 6.10pm

16. APOLOGIES FOR ABSENCE

Apologies were received and accepted from:

Cllr Matt Campbell – away, substituted Cllr Watkins
Cllr Jenny Cain – work commitments
Cllr Neil Morton - holiday

17. DECLARATIONS OF INTEREST

Cllr Regimbeau – Community Action
Cllr Watkins – Item 4, St Richard's Hospice, Community Action
Cllr Tuthill – Item 4, Auditor of Malvern Civic Society

18. 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 they were signed by the Chairman:

- Policy and Resources Committee held on 11 September 2018

PUBLIC PARTICIPATION

It was **AGREED** to adjourn the meeting for public participation and the Chairman invited members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Gina Butler, Chairman of the Malvern-Bagnères Twinning Association (MBTA) gave a brief description of a forthcoming visit to Malvern by twenty-seven sixth-form students and three teachers from Bagnères, in October. The five-day visit will incorporate a full day in Stratford-upon-Avon during which time they will take part in a Romeo and Juliet workshop run by the RSC. The MBTA would like to

use £315 from the reserves held for the association, in order to pay for the transport costs to and from Stratford.

Cllr Tuthill proposed that the order of the meeting should be changed to allow item 6 to be considered following the presentation.

19. GRANT TO MALVERN-BAGNÈRES TWINNING ASSOCIATION

Report PRC03/18 was received.

It was **AGREED** that a grant of £315 be awarded to the Malvern-Bagnères Twinning Association to pay for the cost of coach transport to and from Stratford-upon-Avon during the visit to Malvern by students of Bagnères-de-Bigorre in October. This money to be taken from the existing Twinning Reserve which is in place.

PUBLIC PARTICIPATION

It was **AGREED** to adjourn the meeting once again for public participation and the Chairman invited members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Steve Williams, a Trustee from Reaction Theatres, explained the background to the Feast Festival, for which they were seeking a large grant at agenda item 5. Since the application, they have received confirmation of another grant totalling £5,125. They hope to encourage more participation for this year's festival from areas such as Pickersleigh, by way of free tickets but it was stressed that the emphasis of the event is on inclusiveness for all.

Steve Williams then answered questions from members of the committee before thanking them for their time and consideration of the grant.

The committee meeting was resumed.

20. SMALL GRANTS SCHEME 2018/19

Report PRC01/18 was received and discussed.

Committee **AGREED** to award the following small grants as it was felt that these groups had both fulfilled the scheme criteria and submitted the required supporting information:

1 st Malvern Company Boys' Brigade	£500
The Coach House Theatre	£275
St Richard's Hospice	£500
7 th Malvern Company Girls' Brigade	£500
Heartstart	£500
Malvern Joggers	£370
Monksfield Allotment Association	£500
Total	£3,145

Committee **DECLINED** to award the following small grants:

Malvern Civic Society (£500) - Committee felt that this event was a repeat of previous years' grants and that the overall event should be self-funding

Perfect Circle Theatre Company (£500) - It was felt that the application lacked detail and exact costings

Triangle Day Care Malvern (£500) - This application did not fulfil the scheme criteria as there was no detail of exactly what the money would be spent on other than adhoc purchases

Link Up (£500) - Whilst the committee felt that this was a commendable initiative that should be encouraged, the application did not include any long-term plans. It was suggested that a special grant application could be submitted in the future.

1st Malvern Wells Scout Troop (£500) - This application did not qualify under grant scheme rules as no supporting documents had been received.

Malvern Hills NCT (£435) - This application did not qualify under grant scheme rules as no supporting documents had been received.

21. LARGE GRANTS SCHEME 2018/19

Report PRC02/18 was received and discussed.

Committee **AGREED** to award the following large grants as it was felt that the applications fulfilled the scheme criteria and had submitted the required supporting information:

The Chase School	£1,590
Autumn in Malvern Festival	£1,750
Malvern Youth and Community Trust	£1,500
St Matthias C of E Primary School	£2,104
Reaction Theatre Makers (part award)	£900
Total	£7,844

Committee **DECLINED** to award the following large grants:

The Malverns District Scout Council (£2,500) – committee felt that this application did not provide significant and wide-reaching benefit to the residents of Malvern as a whole as the amount would only be spread over seven individuals.

High Street Malvern (£960) – this application had documentation missing and councillors felt it lacked clarity of purpose.

The Town Clerk explained that Malvern Priory Bowling Club had submitted their application with a page missing and that club members had been on holiday and unable to rectify this before the meeting.

It was **AGREED** to defer consideration of the grant application by Malvern Priory Bowling Club to the next meeting of Policy and Resources Committee.

22. REVIEW OF STANDING ORDERS – RECOMMENDATION TO FULL COUNCIL

Report PRC04/18 was received.

Section 12 - Draft Minutes of Standing Orders was read and discussed.

It was **AGREED** that Cllr Thomas and the Town Clerk would put together appropriate wording to reflect recent changes in the procedure for adopting minutes at meetings and this would be presented to Council as part of the recommendation.

The amended section 12 is attached at appendix A.

It was **RECOMMENDED** that the updated standing orders including the revision of section 12 be approved and adopted.

23. DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Resources Committee will be held on Wednesday 31 October 2018 at 6.00 pm.

The meeting closed at 7.30 pm.

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(Chairman)

DRAFT

12. DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a Draft minutes will be confirmed at the next meeting of the relevant Council or Committee having been served on Councillors with the agenda to attend the meeting at which they are due to be approved.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on () in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has