

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

held on Wednesday 31 October 2018 at 6.00 pm

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

Councillors

Present

J Thomas (Chairman)
J Cain (arrived 6.12pm)
J Campbell
N Morton
J O'Donnell
B Regimbeau
P Tuthill
D Watkins

Absent

M Harvey (apologies, substituted D
Watkins)
M Campbell (apologies)
M Fletcher

In attendance

Linda Blake – Town Clerk
Louise Wall – Minute Clerk

24. APOLOGIES FOR ABSENCE

Apologies were received and accepted from:

- Cllr Mark Harvey – illness, substituted Cllr D Watkins
- Cllr Matt Campbell – work commitment

25. DECLARATIONS OF INTEREST

- Cllr Regimbeau – Community Action
- Cllr Watkins – Community Action (MHDC representative)
- Cllr Tuthill – Chairman of Health, Overview and Scrutiny Committee at Worcestershire County Council

Under Standing Order 1a, the Chairman altered the order of business so that item 3 onwards would follow Public Participation.

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.

Jackie Oakey from Malvern Priory Bowling Club attended the meeting as the club's application for a large grant had been deferred from the previous Policy and Resources meeting. Jackie explained that the club, which celebrated its 80th birthday last year, was in a very buoyant position at present, with membership having grown from 21 to 60 members. This increase was partly due to people being encouraged to try bowling for the first time and being offered free membership for the first year, and also from the hard work of its members in getting the green to its current high standard, which is noticed by passers-by and local residents alike.

The club and grounds, however, were not always in such good condition and up until three years ago had been left to deteriorate. Club members have since put a lot of time and energy into improving the facilities and last year, a town council grant enabled new heating to be installed in the clubhouse, making it warm and dry and usage had since increased. The current grant application is to replace the french doors at the entrance as these are not up to fire regulation standards and the broken lock cannot be repaired. The club would also like to replace the door to the equipment store. The total cost of these works is £3,142 with some of the fitting work to be carried out by a club member, and the grant applied for from the Town Council is £1,500. Jackie noted that previously planned works to install an automatic watering system were now on hold and the club would use funds put aside for this towards the door works.

Cllr Jenny Cain arrived at the meeting

26. 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 26 September 2018

Further to the deferral of Malvern Priory Bowling Club's grant application from the last meeting, committee felt that the club's good work should be supported and **AGREED** to award a grant of £1,500 to Malvern Priory Bowling Club.

27. COMMUNITY ACTION MALVERN AND DISTRICT

Jacci Phillips, Chief Officer of Community Action, Malvern & District, gave a presentation to the committee to provide an insight into some of the services that Community Action provides. The main service is that of providing transport to residents of Malvern. Initially, the majority of journeys would have been to medical appointments but the service has grown to include social engagements as well, such as going to the hairdressers, shopping trips and coffee mornings.

Community Action runs various popular activities such as a Sunday tea club and a cinema club, which often provide the only social contact for people each week. Other trips are made to Tewkesbury, Pershore; and Newent for the daffodil weekend.

Last year (2017/18) fifty-nine volunteers completed 9,330 journeys using their own cars. There are also two minibuses available that are hired out to local charities and cover five bus routes, and two vehicles that can carry a wheelchair that are also hired out to families or individuals. As more bus routes disappear, the transport service is in increasing demand and Community Action is always pleased to hear from new volunteers.

Jacci is the only full-time employee; there are five part-time staff, whilst Community Action is supported by 150 volunteers in total serving around 1,500 clients. Over the past ten years, £100,000 has been raised which has enabled the service to operate.

The Community Support grant applied for is £10,900.

28. MALVERN TOWN COMMUNITY SUPPORT GRANT – COMMUNITY ACTION MALVERN AND DISTRICT

Report PRC01/18 was received and discussed.

It was **RECOMMENDED** to award an Annual Community Support Grant of £10,900 to Community Action, Malvern and District for the year 2019/20 and to include it in the 2019/20 Annual Budget.

29. QUARTERLY ACCOUNTS – SECOND QUARTER 2018/19 – JULY, AUGUST, SEPTEMBER 2018

Management Accounts for the Second Quarter ending 30 September 2018

Report PRC02/18 was received and the Town Clerk presented the quarterly accounts for the second quarter of the 2018/19 financial year.

Committee received the management accounts. The Town Clerk pointed out that the second quarter was usually when a lot of projects were carried out and therefore expensive. However, the deficit balance was not as big as the budgeted deficit and this means the Council is in a very sound financial position at the half-year point.

The Town Clerk also outlined the major variances for Administration and Operations and answered questions from members of the committee. Overall there was an underspend against budget of £33,579 for the second quarter of the 2018/19 financial year and a cumulative underspend of £40,650 for the year to date.

Members of the committee thanked the Town Clerk for presenting a detailed and clear set of accounts on time.

It was **RECOMMENDED** that Council approve the Quarterly Accounts for the Second Quarter, ending 30 September 2018.

Cash Report CR1 July, August September 2018

Committee **NOTED** the cash report for July, August, September 2018.

Bank Payments Schedule July, August September 2018

Committee **NOTED** the Bank Payment Schedule for July, August, September 2018.

Cllr Jill Campbell felt that the Operations Team should be rewarded for their efforts in achieving 'Gold' in the Bloom awards and it was suggested that the Mayor's allowance could pay for a lunch. Cllr Morton suggested that this could be extended to all staff as it would have been an overall team effort and committee fully supported this.

30. PAINTING OF STREET COLUMNS IN MALVERN LINK

Report PRC03/18 was received and accepted.

Members queried there being only one local, approved contractor who could carry out the proposed works. The Town Clerk informed committee that for this type of work – being on the highway - there was only one contractor on the County Council's approved list but that to be on the list, they had already had to satisfy the procurement rules and relevant legislation, and therefore members could be satisfied that the quotation was comparable.

It was **AGREED** that funding of £1,000 should be provided from the Council's annual contingency fund to paint thirteen lamp columns in Malvern Link.

31. REVIEW OF FINANCIAL REGULATIONS

Report PRC04/18 was received and accepted.

The Town Clerk reminded members that the Financial Regulations are reviewed each year with an in-depth review carried out every three to four years. This detailed review is now due and the Town Clerk suggested that a separate meeting should be set up to carry this out.

It was **AGREED** to defer this task until the New Year, to be looked at again by the Policy and Resources committee at an additional meeting in February.

32. DATE AND TIME OF NEXT MEETING

It was **AGREED** to change the date of the budget working party from Wednesday 21 November to Thursday 22 November at 6.00 pm.

The next meeting of the Policy and Resources Committee will be held on Wednesday 5 December 2018 at 6.00 pm.

The meeting closed at 7.20 pm.

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(Chairman)