

**MALVERN TOWN COUNCIL**  
**MINUTES OF POLICY AND RESOURCES COMMITTEE**  
**held on Tuesday 13 December 2016**

**in the Council Chamber, Town Council Offices, at 6.00pm**

**Present:**

**Councillors:** C T Smith (Chairman)  
J Cain (6.05pm)  
M Campbell (6.05pm)  
S Nichols  
P A Tuthill  
R K Yates

**Absent:** J Campbell (Apologies)  
J O'Donnell  
B A Regimbeau (Apologies)  
J D Roskams (Apologies)

**In attendance:** Linda Blake – Town Clerk  
Mary Piercy – Minute Clerk  
Cllr C Palmer  
Cllr I G Hopwood  
Cllr P Newton

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**44. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs J Campbell, B A Regimbeau and J D Roskams.

**45. DECLARATIONS OF INTEREST**

None.

**46. MINUTES OF PREVIOUS MEETING**

The following Minutes of the Budget Working Party meeting were approved:  
➤ Tuesday 15 November 2016

**PUBLIC PARTICIPATION**

None.

**47. BUDGET 2017/18**

Report PRC01/16 was received and discussed.

The Town Clerk reported on recently updated figures received from Malvern Hills District Council (MHDC) and how changes to the Council Tax support grant and the number of households within Malvern Town have an impact when calculating the

Town Council precept and the resulting Council tax charges. MHDC have confirmed that the Council Tax support grant would be reduced by 50% in the next financial year and would reduce to 0% in 2018/19.

*Cllrs M Campbell and J Cain joined the meeting.*

Some Committee members felt that a larger precept increase should be considered in order to preserve the Council's Reserves. However, the majority of members present felt that a precept of £598,300 equating to a 5.8% rise in Council tax charges was acceptable.

**It was AGREED** that the budget recommendations which should be brought before Council should be as follows:

- i. The re-forecast for 2016/17 which results in a balance being taken from reserves of £9,020 for the financial year.
- ii. The budget for the fiscal year 2017/18 should be:  
£649,107 *not* taking into account any movements in Earmarked Reserves  
£598,107 taking into account movements in Earmarked Reserves
- iii. Band D Council Tax should increase by 5.8% or £3.10 per household per year. It was noted that 2.3% or £1.21 of this increase was due to the reduction in grant from MHDC.
- iv. The precept for 2017/18 should be set at £598,300.

Members requested that, for Full Council, further details of reserves should be provided as well as alternative figures for differing precept levels.

#### 48. THE ROLE OF COUNCIL COMMITTEES

Report PRC02/16 was received and members discussed the roles of individual Committees and the scope to streamline and improve the current structure.

**It was RECOMMENDED** as follows:

1. The following Council Committees should have regular meetings scheduled throughout the Council year:
  - Policy and Resources Committee
  - Strategic Planning Committee
  - Staffing Committee
  - Audit Committee
2. The Operations Committee and the Events Committee should be merged into a single Committee and also have regular meetings scheduled throughout the Council year.
3. The following Working Parties should have meetings scheduled as required:
  - Governance Working Party
  - Aims and Objectives Working Party
  - Neighbourhood Plan Working Party

4. The possibility of greater delegation to Committees, in order to avoid unnecessarily long and unwieldy Council meetings, should be considered at a later meeting.

**49. BUDGET FOR TREE SURGERY**

Report PRC03/16 was received and discussed.

**It was AGREED** to fund the increase of £1,500 in tree surgery and maintenance budget through the release of Reserves.

**50. TENDERS FOR SEASONAL BEDDING, HANGING BASKETS, TROUGHS 2017/18**

Report PRC04/16 was received.

**It was AGREED** to award the Seasonal Bedding Contract for 2017/18 to Company A and a separate contract for Hanging Baskets and Troughs in 2017/18 to Company B.

**51. BELLE VUE BUILDING LEASES**

The Town Clerk reported that the new tenant of the ground floor shop was in the process of moving in. He was carrying out some excellent restoration work and planned to open after Christmas.

Additionally, the lease for the second-floor offices was due for renewal in 2017. The current tenants had approached the Town Clerk to request another five-year lease.

**It was AGREED** that the lease for the second-floor offices should be renewed subject to a rent review.

**52. TOWN COUNCIL WEBSITE**

Report PRC05/16 was received.

**It was AGREED** to delay consideration of proposals to upgrade the Town Council website until the January meeting of Policy and Resources Committee when the budget would be determined.

**53. DATE OF NEXT MEETING**

The next meeting of the Policy and Resources Committee will be held on:  
Tuesday 31 January 2017 at 6.00pm

**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.

54. **STAFFING MATTERS**

It was noted that the vacancy for PA to the Town Clerk had been advertised.

Members expressed their appreciation to Mary Piercy for her support and offered her their best wishes for the future.

The meeting ended at 7.20 pm.

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Councillor C Smith (Chairman)