

UNADOPTED

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

held on Tuesday 1 August 2017 at 6.00 pm

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

Councillors

Present

C Smith (Chairman)
J Cain
M Campbell
S Nichols
J Thomas
R Yates

Absent

J Campbell (apologies)
J O'Donnell
B Regimbeau (apologies)
P Tuthill (apologies)

In attendance

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

14. **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs J Campbell, B Regimbeau and P Tuthill.

15. **DECLARATIONS OF INTEREST**

None.

PUBLIC PARTICIPATION

William Steer from the Malvern Victoria Bowling Club requested that Committee reconsiders its decision to replace only the fire-damaged section of the hedge at Victoria Park. The Bowling Club has concerns that the remaining leylandii hedge could be easily set on fire and that this could spread to the clubhouse. Additionally roots from the remaining leylandii are now beginning to come up through the green, causing damage.

A club member is willing to put £1,000 towards replacing the remaining section of hedge with close-board fencing which, it is felt, would be more visually pleasing, safer and more secure.

16. **WORKS AT THE BOWLING GREEN, VICTORIA PARK, FOLLOWING FIRE DAMAGE**

Report PRC01/17 was received.

It was **RESOLVED** that Committee does not accept the request from the Bowling Club until such time as funds are available. Funding will be reviewed as part of the budget process when the re-forecast is calculated in November/December. If funding is not available at this point then it would be included as part of the annual budget for 2018/19.

UNADOPTED

17. QUARTERLY ACCOUNTS – FIRST QUARTER

Report PRC02/17 was presented at the meeting by the Town Clerk.

The Committee received the management accounts. The Town Clerk outlined the major variances for the quarter and it was noted that there was an underspend against budget of £7,375 during the first quarter of 2017/18.

It was **RECOMMENDED** that Council notes and approves the Management Accounts for the First Quarter ending 30 June 2017.

Cash report CR1 May and June 2016

The Committee **NOTED** the cash report for May and June 2017.

Bank Payments Schedule May and June 2017

The Committee **NOTED** the Bank Payment Schedule for May and June 2017.

18. REVIEW OF CEMETERY INCOME AND EXPENDITURE

Report PRC03/17 was received and accepted.

Committee **AGREED** that the following should be considered in order that a better picture of the running costs of the cemetery service only could be achieved:

- Staff time allocation needs to be reviewed and monitored so that it is as accurate as possible
- A review and refining of cost centres needs to be undertaken so that expenditure attributable to the cemetery can be more easily presented.

It was **NOTED** that these changes needed to be looked at during this year's budget process so that it can be implemented for the next financial year.

19. WORKS TO MIDDLE FLAT, REAR OF BELLE VUE BUILDING

Report PRC04/17 was received.

It was **RECOMMENDED** not to let the flat for any term longer than six months.

It was further **RECOMMENDED** to continue with obtaining quotations for refurbishment works.

20. NEW CLEANING CONTRACT

The Town Clerk reported that following the last Policy and Resources meeting, she had met with two of the potential cleaning contractors and that a new cleaning company had now been engaged. This was working out well so far with the Town Council offices being cleaned on a Tuesday morning before staff started work – which is less disruptive - and the rest of the building being cleaned on a Friday morning.

21. DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Resources Committee will be held on Tuesday 26 September 2017 at 6.00 pm.

The meeting closed at 7.30 pm.

.....
(Chairman)