

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

held on Monday 18 December 2017 at 6.00 pm

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

Councillors

Present

M Campbell (Chairman)
J Campbell
J O'Donnell
B Regimbeau
J Thomas
P Tuthill
R Yates

Absent

J Cain (apologies)

In attendance

Linda Blake – Town Clerk
Louise Wall – Minute Clerk

44. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr J Cain.

45. DECLARATIONS OF INTEREST

Cllr B Regimbeau – Community Action.

PUBLIC PARTICIPATION

None.

46. BUDGET 2018/19

Report PR01/17 was received and discussed.

The Town Clerk explained that she and the Operations Manager had reviewed the re-forecast for 2017/18 in detail, looking at expenditure requirements for each individual cost heading for 2018/19, whilst also including recommendations put forward at the Budget Working Party on 21 November, Events Committee on 30 November and Operations Committee on 7 December.

The breakeven precept figure is £650,000 and this represents net expenditure with no movement from reserves. Last year, net expenditure was at a similar level but £39,000 was released from reserves in order to obtain a precept of £610,000.

Policy and Resources committee felt that with the possibility of capping and to recognise a gradual increase in costs, to increase the precept to £675,000 this year would make good financial sense in that it would set the Council up in a strong financial position for the future, whilst allowing time for alternative revenue streams to be found.

An increase to £675,000 would mean an annual increase of £7.65 per household in the Band D council tax charge.

It was **AGREED** that the cost of Christmas lighting would be looked at in the coming year including the possibility of more permanent lights, which despite an initial outlay, would save money in the long term.

Committee felt that the issue of allotment rent and the possibility of further self-management should be looked at during the next Council year.

It was **AGREED** to add 'per annum' in the fourth column of table at 20.4.

It was **AGREED** to recommend to Council that the precept for 2018/19 be set at £675,000 to include £25,000 to be put into a general contingency reserve.

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

- i. The re-forecast for 2017/18 which results in a predicted underspend of £7,817 for the financial year and an amount of £8,009 being added to general reserves.
- ii. The level of increases to be applied to services run by the Town Council;
 - The charge for a 125 sq. m allotment plot will remain fixed at £36.00 for 2018/19.
 - Charges for Great Malvern Cemetery will be increased by 3% (rounded up)
 - Charges for sports facilities will be increased by 3% (rounded up)
- iii. The budget for the Financial Year 2018/19 attached to this report as 'Proposed Budget 2018/19. This shows net expenditure of £674,957.
- iv. The precept level should be set at of £675,000 representing an increase of £65,000 from 2017/18. This equates to a £7.65 increase in a Band D Annual Council Tax Charge. This increase can be divided into two parts £1.36 is due to the removal of the Council Tax support grant provided through Malvern Hills District Council and the remaining £6.29 is the increase from Malvern Town Council.

47. LEASE OF THIRD FLOOR OFFICES AT BELLE VUE TERRACE

Report PR02/17 was received and accepted.

It was **RECOMMENDED** that the lease to Community Action be renewed for a further three years at the current rent of £10,900.

48. LOCAL GOVERNMENT PEER REVIEW

Report PR3/17 was received and accepted.

The fee for a consultant to carry out the peer review was quoted at £2,500 for four days' work and travel expenses. However, Councillors felt that every member of Full Council should have the opportunity to meet on a one-to-one basis with the consultant if wished, and that the timescale would need to be extended to meet this.

Therefore, it was **RECOMMENDED** that expenditure of up to £3,500 be agreed for a Local Government Peer Review, with the Town Clerk to agree the number of days required based upon the number of Councillors wishing to take part in the exercise.

49. DATA PROTECTION AND TOWN COUNCIL WEBSITE POLICIES

Report PR04/17 was received and accepted.

It was **RECOMMENDED** that a Working Party be set up to consider the Council's responsibilities and obligations under the General Data Protection Regulation/Data

Protection Bill 2017. The Working Party will consist of no fewer than three members and should include external advisors or non-Council members with expertise in this area co-opted onto the working party if it is felt beneficial.

Cllr M Campbell and Cllr J Campbell agreed to be on the Working Party with two further members to be added from the Operations committee.

50. SMALL GRANT 2017/18 – ZEST FOR LIFE

It was **RECOMMENDED** to award a Small Grant of £254.38 to Zest for Life Conversation and Laughter in the light of further information now received.

51. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the next meeting of the Policy and Resources Committee will be held on Tuesday 30 January 2018 at 6.00 pm.

The meeting closed at 7.45 pm.

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(Chairman)

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