

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

held on Tuesday 21 November 2017 at 7.00 pm

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

**Councillors**

Present

M Campbell (Chairman)

J Cain

J Campbell

J O'Donnell

B Regimbeau

J Thomas

P Tuthill

R Yates

**In attendance**

Cllr C Palmer (Mayor)

Linda Blake – Town Clerk

Louise Wall – Minute Clerk

**38. ELECTION OF CHAIRMAN ON POLICY AND RESOURCES COMMITTEE**

Cllr Matt Campbell was elected Chairman of Policy and Resources Committee for the remainder of the 2017/18 Council year.

**39. ELECTION OF VICE CHAIRMAN OF POLICY AND RESOURCES COMMITTEE**

Cllr Roger Yates was elected Vice Chairman of Policy and Resources Committee for the remainder of the 2017/18 Council year.

**40. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**41. DECLARATIONS OF INTEREST**

None.

**PUBLIC PARTICIPATION**

None.

**42. NOTES OF THE TOWN COUNCIL'S AIMS AND OBJECTIVES WORKING PARTY**

The Notes of the following Aims and Objectives Working Party were received and noted:

➤ 15 November 2017

Cllr M Campbell presented the recommendations of the Town Council's Aims and Objectives Working Party as follows:

- i. It was **RECOMMENDED** that Council should incorporate amendments and additions to the Council's current Aims and Objectives Specific Short-term Targets for the period 1 April 2017 to 31 March 2018 as detailed on the Appendix A.
- ii. After discussion, Committee **AGREED** that a Working Party should not be set up to formulate a representation on the proposed changes to vehicle and pedestrian access to Church Street as well as to consider plans for Edith Walk. It was **NOTED** that the consultation would be reviewed at the next Strategic Planning meeting.

UNADOPTED

- iii. Committee **RECOMMENDED** that a review of suppliers and contracts should take place every 3-5 years to ensure that the best value for money is being obtained.
- iv. It was **RECOMMENDED** to create a supplier list, with level of spend and review date.
- v. After discussion, Committee **AGREED** to remove the following recommendation: "that procedures should be developed to ensure new ideas from either staff or councillors can be brought forward and considered".
- vi. After discussion, it was **AGREED** to incorporate amendments to the last point to allow the Mayor to be part of the group and that there should be an independent Chairperson.

Committee therefore **RECOMMENDED** that Council should approve a group consisting of the Chairmen of Committees and Chairman of Council to be delegated to make emergency decisions/make press releases on behalf of the Council.

It was suggested that although the power of decisions remains with Councillors, that the Town Clerk should be invited to chair the meeting as a non-voting independent.

43. **DATE AND TIME OF NEXT MEETING**

Policy and Resources Committee - Tuesday 12 December 2017 at 6.00 pm

The meeting closed at 7.55 pm.

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(Chairman)

**MALVERN TOWN COUNCIL**  
**AIMS AND OBJECTIVES, SPECIFIC SHORT-TERM TARGETS**  
**1 APRIL 2017 – 31 MARCH 2018**

**1. Performance of Statutory Powers and Duties**

- a) Foster a good working relationship with MHDC to provide efficient and effective services in Malvern.
- b) Benchmarking should be carried out to ensure services provided under Council contracts are as efficient as possible.
- c) Prepare a list of long-term suppliers with the aim of reviewing contracts every 3-5 years.

The relevant Committee should undertake a regular review of suppliers and expenditure by supplier initiatives in order to ensure that the Council continues to obtain the best value for money on its purchases.

**2. Improvement of Operational Standards**

- a) Encourage improvement and better maintenance of highways and footpaths within the Town through liaison with Worcestershire County Council and encourage the public to report any issues to the Town Council so these can be forwarded through to the appropriate County Councillor for action to be taken.
- b) Develop a project to improve the area around Edith Walk and explore the possibility of funding through Section 106 money.

**3. Promotion of Malvern and its Events**

- a) Develop a Digital Project to improve and expand the Council's website which should provide a focus for all Malvern events.
- b) Investigate ways of making certain events more cost-effective through increased involvement of volunteers and exploring sponsorship links.
- c) Review the Council's Press Policy through Policy and Resources Committee to:
  - i. provide a procedure for formally responding to MTC-related issues,
  - ii. better promote events within the Town.
- d) Continuation of new events as introduced in 2016:
  - i. Armed Forces Day
  - ii. 'Other Bands' in the Park
  - iii. Outdoor Cinema
  - iv. Wellness Event
  - v. St George's / Civic Day

**4. Consideration of Planning and Development Matters**

- a) Complete the Neighbourhood Plan by June 2018.

**5. Training and Accessibility**

- a) Continue annual appraisal process and allow opportunities for officers to speak to the Staffing Committee as necessary.
- b) Review Whistle-Blowing Policy.
- c) Continue to promote the development of Councillors through training with a policy to be developed to make membership of Committees and Working Parties conditional on undertaking training.
- d) Compile a synopsis of the Member's Handbook focusing on useful information for new members.