

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

held on Tuesday 31 October 2017 at 6.00 pm

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

**Councillors**

Present

C Smith (Chairman)  
J Cain  
J Campbell  
M Campbell  
B Regimbeau  
P Tuthill  
R Yates

Absent

S Nichols (apologies)  
J O'Donnell  
J Thomas (apologies)

**In attendance**

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

**28. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr S Nichols and Cllr J Thomas.

**29. DECLARATIONS OF INTEREST**

Cllr B Regimbeau – Community Action  
Cllr P Tuthill – Worcestershire County Council

**PUBLIC PARTICIPATION**

Karen Edwards, CEO of the Citizens Advice Bureau and David Marsay from Engage Malvern addressed the meeting in support of their grant applications.

**30. TRIENNIAL MALVERN TOWN COMMUNITY SUPPORT GRANT – CITIZENS ADVICE BUREAU**

Report PRC01/17 was received and discussed.

It was **RECOMMENDED** that Citizens Advice Bureau be awarded a Malvern Town Community Support Grant of £15,500 per annum for the period 2018 – 2021 and that this should be included in the Annual Budget for 2018/19.

It was **NOTED** that Wychavon District Council should be asked to increase their grant, as it was disproportionate to that provided by Malvern Hills District Council.

**The Chairman stated that the order of the Agenda would be changed under Standing Order 1a so that the business at Agenda Item 6 could be discussed earlier in the meeting.**

**31. LARGE GRANT 2017/18 – ENGAGE MALVERN**

Report PRC04/17 was received and discussed.

It was **AGREED** not to award the Large Grant of £3,500 to Engage Malvern as the Committee felt that it did not bring significant benefit to all of the residents of Malvern Town.

UNADOPTED

**32. MALVERN TOWN COMMUNITY SUPPORT GRANT – COMMUNITY ACTION MALVERN & DISTRICT**

Report PRC02/17 was received and discussed.

It was **RECOMMENDED** that Community Action be awarded a Malvern Town Community Support Grant of £10,900 per annum for the period 2018/19 and that this should be included in the Annual Budget for 2018/19.

It was further **RECOMMENDED** that before any grant is awarded for subsequent years, Community Action should make a presentation at a Policy & Resources meeting to include an explanation of how and where the money is spent, what the return on investment is and how vital the grant is to Community Action so that Councillors can better understand how the organisation works.

**33. SMALL GRANT 2017/18 – PERFECT CIRCLE THEATRE COMPANY**

Report PRC03/17 was received and accepted.

It was **AGREED** not to award the Small Grant of £500 to Perfect Circle Theatre Company.

**34. LEASE OF THIRD FLOOR OFFICES 28-30 BELLE VUE TERRACE**

Report PRC05/17 was received and accepted.

Members discussed the length of the lease, the market value of the third floor offices and the plans for the building as a whole.

It was **AGREED** to defer a decision on the Lease of Third Floor Offices at 28-30 Belle Vue Terrace until the next Policy and Resources Committee meeting in December.

**35. LEASE OF REAR ANNEXE 28-30 BELLE VUE TERRACE**

The Town Clerk gave a verbal report which was noted.

**36. QUARTERLY ACCOUNTS – SECOND QUARTER**

Report PRC06/17 was received and the Quarterly Accounts were presented by the Town Clerk.

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 £31,356 for the second quarter of the 2017/18 financial year.

It was **RECOMMENDED** that Council notes and approves the Management Accounts for the second quarter ending 30 September 2017.

**Cash report CR1 July, August and September 2017**

Committee **NOTED** the cash report for July, August and September 2017.

**Bank Payments Schedule July, August and September 2017**

Committee **NOTED** the Bank Payment Schedule for July, August and September 2017.

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

Budget Working party -	Tuesday 21 November 2017 at 6.00 pm
Policy and Resources Committee -	Tuesday 12 December 2017 at 6.00 pm
The meeting closed at 7.45 pm.	

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(Chairman)