

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

held on Tuesday 6 June 2017 at 6.00 pm

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

Councillors

Present

C Smith (Chairman)
J Campbell
M Campbell
S Nichols
J O'Donnell
B Regimbeau
J Thomas
R Yates

Absent

J Cain (apologies)
P Tuthill (apologies)

In attendance

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

1. ELECTION OF CHAIRMAN

Cllr C Smith was elected as Chairman of the Policy and Resources Committee for 2017/18.

2. ELECTION OF VICE-CHAIRMAN

Cllr M Campbell was elected as Vice-Chairman of the Policy and Resources Committee for 2017/18.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs J Cain and P Tuthill.

4. DECLARATIONS OF INTEREST

Cllr Regimbeau – Community Action.

5. PUBLIC PARTICIPATION

Gina Butler and Cathy Millar, Chair and Vice-Chair respectively, from Malvern Bagnères Twinning Association (MBTA) gave details of a forthcoming visit to Malvern by a small party of citizens from Bagnères, which aims to be a 'fact-finding' visit that will encourage more visits and tourism between the two towns. The visitors will all be hosted by Malvern families and planned activities have been arranged to show Malvern at its best.

One of the outings is to be a visit to the Royal Three Counties Show and the MBTA request a grant for the entry fees for the visitors along with money towards travel to and from the airport and for a meal out in a Malvern restaurant.

It was suggested that Gina Butler should contact the Three Counties Showground to see if complimentary tickets could be obtained for the visitors.

6. **GRANT TO BAGNÈRES TWINNING ASSOCIATION**

Report PRC01/17 was received and accepted.

As the exact cost was unknown at this stage, it was **AGREED** that Policy and Resources Committee would award a grant of up to £364.00 to the Malvern Bagnères Twinning Association.

7. **YEAR END STATUTORY ACCOUNTS AND ANNUAL RETURN 2016/17**

The Town Clerk presented report PRC02/17 and answered questions relating to income and expenditure for the year ending 31 March 2017. The Town Clerk also explained that the accounts and Annual Return reports were for noting and approval but would be forwarded to Full Council for formal adoption as per statutory requirements.

Cllr Thomas thanked the Town Clerk for presenting an excellent set of accounts once again.

It was **NOTED** that budgets are sometimes exceeded and reserves then used which is not a sustainable system on a long-term basis, therefore Council should consider the use of a Virement scheme.

After a discussion regarding the cost to run Council services, it was **AGREED** that key areas of Council income and expenditure should be reviewed individually, before the next budget process began. This would give Councillors a better understanding of the breakdown of each cost centre.

It was further **AGREED** that cemetery income and expenditure from the 2016/17 financial year would be reviewed at the next meeting of this committee.

8. **FINANCIAL REPORTS**

Report PRC03/17 was received and accepted.

9. **REVIEW OF CLEANING CONTRACT**

Report PRC04/17 was received and accepted.

It was **AGREED** that the current cleaning contractor should be given notice that their contract will not be renewed at the 3 July 2017 termination date.

It was **AGREED** that the Town Clerk should meet with representatives from companies B and C and references sought. The decision would then be taken by the Town Clerk as to which company should be employed.

10. **INSURANCE CONTRACT 1 AUGUST 2017 TO 31 JULY 2018**

Report PRC05/17 was received and noted.

11. **BELLE VUE MIDDLE FLAT REFURBISHMENT WORKS**

It was **AGREED** that full refurbishment should be made to the flat at the end of the current six-month tenancy agreement. Charles Porter, Councillor Jill Campbell and the Town Clerk would meet to check that quotations already received are like-for-like and would make a decision as to which contractor should be employed to undertake the works.

It was further **AGREED** that a new or second-hand cooker be purchased for use by the current tenants.

12. **TOWN COUNCIL'S AIMS AND OBJECTIVES FOR 2017/18**

It was **AGREED** that committee appoints an Aims and Objectives Working Party comprising of the following four members:

UNADOPTED

- Cllr R Yates
- Cllr M Campbell
- Cllr J Campbell
- Cllr J O'Donnell

This Working Party would review the Council's Aims and Objectives and report back to Policy and Resources Committee for approval before forwarding to Full Council.

13. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the next meeting of the Policy and Resources Committee will be Tuesday 1 August 2017 at 6.00 pm.

.....
(Chairman)

DRAFT