

**MALVERN TOWN COUNCIL**

**MINUTES OF A MEETING OF THE OPERATIONS COMMITTEE**

**held on Thursday 17 November 2016**

**in the Town Council Offices, Belle Vue Terrace, Malvern, at 6.00pm**

**Councillors:**

**Present:**

I G Hopwood (Chairman)  
M J R Charles  
L Lambeth (6.15pm)  
P Newton

P Smith  
J Thomas  
D Watkins

**Absent:**

C A L Bovey (Apologies)  
H Campbell

**In attendance:**

Linda Blake – Town Clerk  
Charles Porter – Operations Manager  
Mary Piercy – Minute Clerk

30. **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Bovey.

31. **DECLARATIONS OF INTEREST**

None.

**PUBLIC PARTICIPATION**

None.

32. **RESURFACING OF TENNIS COURTS AT VICTORIA PARK**

Report OC01/16 was received.

It was **AGREED** that the contract to resurface the tennis courts at Victoria Park be awarded to company A.

33. **CREATION OF NEW CEMETERY ROADWAY**

Report OC02/16 was received.

The Operations Manager reported that earmarked reserves would be used for this project and there would therefore be no impact on the budget.

It was **AGREED** that the contract to create the new roadway in the cemetery be awarded to company A.

34. **PUBLIC CONVENIENCES: CONSULTATION**

Report OC03/16 was received.

It was **AGREED** that the Town Clerk should respond to Malvern Hills District Council (MHDC) stating that the Town Council was opposed to any closure of public conveniences in Malvern and wished to stress the need to keep all such facilities open and maintained to a high standard. The Town Council has no intention to expand its current provision but MHDC should be made aware of the Town Council's plans to upgrade the toilet facilities at Victoria Park.

*Cllr Lambeth joined the meeting.*

35. **BANDS IN THE PARK: SURVEY RESULTS**

Report OC04/16 was received.

The Committee **NOTED** the results of the survey undertaken of this year's Bands in the Park concerts and expressed their thanks to the Operations and Office Coordinator for her work in organising the annual programme of bands.

36. **BT PAYPHONE REMOVAL**

Report OC05/16 was received.

It was **AGREED** that the Council respond to MHDC saying that the Town Council had no objection to the removal of the payphones listed in the report.

37. **WILSON MEMORIAL**

The Town Clerk reported that the maintenance of the memorial gardens would total an average of one hour per week and that the Council would reclaim the costs under the Lengthsman's Scheme.

38. **BUDGET 2017/18**

The Town Clerk reminded members that the Operations Committee and the Policy and Resources Committee would be considering their respective parts of the budget prior to Officers preparing a report to Council. The Operations forecast for the current year was expected to be approx. £5,000 under budget. After receiving a steer from the two Committees, the Town Clerk and the Operations Manager would produce a budget report for Council.

Members considered the budget discussion document and the adjustments that should be made for 2017/18.

It was **AGREED** that the following rises in costs be included in the draft budget for approval by Council in December:

- Allotments: a phased three-year increase at £36 / £45 / £50.
- Cemetery: 2%
- Football pitch hire: 2%

It was **AGREED** that the Operations Manager should investigate the feasibility of introducing a coin-operated entry system which would charge for the use of the tennis, five-a-side football and basketball courts at Victoria Park, and also look into the policies used by other local authorities before reporting back to the Committee.

The Town Clerk reported that MHDC had notified her that the Council tax support grant would decrease by approximately 50%. This meant that, if all income and expenditure was kept the same that there would be a 3.4% increase in the precept level.

Cllr Thomas felt that, when Operations staff were involved with events, associated costs such as overtime should be itemised in order to ensure Operations Committee kept full control of its own budget responsibilities. Other members felt that this was unnecessary.

Committee members felt that the possibility of merging the Operations and Events Committees should be looked into and it was **AGREED** that the Town Clerk would ensure that consideration of this matter took place.

It was recognised that it was likely that a precept increase would be required and members felt that a 7% increase was a realistic target for officers when preparing the budget.

39. **WORK PROGRAMME**

The Committee **NOTED** the Operations Work Programme.

40. **REDEVELOPMENT OF VICTORIA PARK PAVILION**

It was **RECOMMENDED** that this item be deferred to an extra meeting of the Operations Committee on Thursday 1 December at 6pm in order to allow time for a full discussion.

41. **NEXT MEETING**

Thursday 1 December 2016, 6pm: Redevelopment of Victoria Park Pavilion and Budget  
Thursday 12 January 2017 at 6.00pm.

The meeting ended at 8.00 pm.

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Councillor I G Hopwood (Chairman)