

**MINUTES OF A MEETING  
OF THE OPERATIONS COMMITTEE  
MALVERN TOWN COUNCIL**

**held on Thursday 16 November 2017**

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

**Councillors**

Present

I Hopwood (Chairman)  
C Bovey  
M Fletcher  
L Lambeth (arrived 6:10pm)  
P Mewton  
P Smith  
D Watkins

Absent

H Campbell  
M Harvey (Apologies)

**In attendance**

Cllr J Thomas  
Charles Porter – Operations Manager  
Linda Blake – Town Clerk  
Louise Wall – Minute Clerk

**27. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Councillor M Harvey.

**28. DECLARATIONS OF INTEREST**

None.

**PUBLIC PARTICIPATION**

None.

**29. HEART OF ENGLAND IN BLOOM – REVIEW UPDATE**

Report OC01/17 was received.

Cllr Watkins expressed his thanks for the effort put into the Heart of England Bloom competition by Town Council staff and supported the proposed break. Town Council officers confirmed that local competitions would be unaffected and that there would still be entries from local groups to the 'In Your Neighbourhood' section of the Heart of England in Bloom.

It was **RECOMMENDED** that:

- Malvern Town Council should take a one-year break from entering the Heart of England in Bloom competition.
- Malvern Town Council should enter Great Malvern Cemetery into the Parks and Open Spaces category for 2018.

**30. CHRISTMAS LIGHTS AND CHRISTMAS EVENT**

The Operations Manager reported that the Christmas Committee had met that morning and everything was on schedule, with the main lights being erected at the

weekend and the new Christmas tree lights should arrive by Monday, to be put on the tree on Tuesday.

### 31. TENDER FOR LONG-TERM DIGGER HIRE

The Operations Manager presented report OC02/17 which was received and accepted.

It was **RECOMMENDED** to award a three-year hire agreement to Company A.

### 32. BUDGET 2018/19

Committee considered the discussion document and **AGREED** the following:

<u>Operations Income and the level of increase to apply onto MTC charges</u>		
	<u>Current charge</u>	<u>Action</u>
Allotments	£36/125 sq m plot	It was <b>AGREED</b> that a benchmarking exercise be carried out to research charges at other local authorities and that a breakdown of costs should be included.
Cemetery	£470/purchase of burial plot	It was <b>AGREED</b> to include an increase on cemetery fees at the rate of inflation 3% in the proposed budget for 2018/19.
Football facilities	£477.20/season for hire of pitch and changing rooms	It was <b>AGREED</b> to include an increase on football facilities fees at the rate of inflation 3% in the proposed budget for 2018/19.
<u>Do members wish to see an increase or decrease in expenditure on any particular operations services?</u>		
	<u>2017/18 budget</u>	<u>Action</u>
Cemetery	£21,142	It was <b>AGREED</b> that the cemetery expenditure budget should be increased by the current rate of inflation which is 3%.
Play areas	£5,204	It was <b>AGREED</b> that the play areas expenditure budget should be increased to £7,500.
Bus shelters	£1,200	Committee asked that officers should look at these figures for the 2018/19 budget and report back to the next meeting.
Bins	£0*	
Benches	£100	
Gas lamps	£2,750	
Sports facilities	£4,000	
Bedding & planting	£6,500	
Rose Bank Gardens	£2,000	
Tree Surgery	£5,000	

\* The budget for bins is currently zero as there are bins in stock.

Malvern Town Council Tax Base and Council Tax Support Grant

The Town Clerk explained that the 2017/18 Tax Base was 10,248.41 which is the number of Band D equivalent households in Malvern. This figure is used to calculate band D council tax. As the Council Tax Support Grant for 2018/19 will be zero, £19,287.65 will need to be absorbed into the 2018/19 budget if council tax charges for residents are to remain the same.

Committee members felt that the precept should be the same for 2018/19 and asked officers to take this into account when putting the budget together.

**33. OPERATIONAL PROJECTS 2018/19 – REVIEW OF POSSIBLE EXPENDITURE**

Report OC03/17 was received and accepted.

It was **RECOMMENDED** that the budget costs in Appendix B attached to these minutes be accepted.

**34. OPERATIONS VEHICLE/MACHINERY REPLACEMENT BUDGET 2018/19**

Report OC04/17 was received and accepted.

It was **RECOMMENDED** that the following vehicles/machinery be replaced in 2018/19 with the costs being met by the Vehicle Machinery Replacement Reserve.

Machine	Cost
John Deere Mower + Collector	£14,500
Tipping trailer	£ 2,000
Total	£16,500

It was **NOTED** that after these purchases, the Vehicle Machinery Replacement Reserve will stand at £38,497. It is likely that in approximately three years' time, it may be possible to have a year's break from putting £20,000 into the reserve.

**35. WORK PROGRAMME**

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

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

It was **AGREED** that the next meeting of the Operations Committee would be held on Thursday 7 December 2017 at 6.00 pm.

The meeting ended at 7.30 pm.

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(Chairman)

**Operational Projects 2018/19**

NAME OF PROJECT	DETAILS	ANTICIPATED COSTS	PRIORITY
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**PREVIOUSLY IDENTIFIED WORK**

<b>Victoria Park</b>			
Two new items of play equipment	Seesaw and toddler roundabout	£15,000	5
Play area fencing	Replacement of existing fencing	£9,000	5

<b>Lower Howsell</b>			
One new item of play equipment	Toddler climbing frame	£4,500	2

<b>Kent Close</b>			
Replace play equipment and refurbish the area	Total refurbishment of the play area including the hard standing.	£20,000	4

**NEW RECOMMENDATIONS FROM OFFICERS**

<b>Dukes Meadow</b>			
Play area	Replacement of fire-damaged Rockwall	£8,000	5

<b>Cemetery</b>			
Compost area	Roof the waste litter area - to bring the council in line with waste regulations.	£4,500	5

<b>Station Road Gardens / Lansdowne Crescent</b>			
Path edging	Rebuilding of path edging and graveling	£4,000	3

<b>Total</b>		<b>£65,000</b>	
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Key Priority 5 = very important, 1 = least important, P = policy decision to be made