

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

**held on Wednesday 12 December 2018 at 6.00 pm**

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

**Councillors**

Present

J Thomas (Chairman)  
M Harvey  
N Mills  
N Morton  
B Regimbeau  
P Tuthill  
D Watkins

Absent

J Cain (apologies, substituted D Watkins)  
J Campbell (apologies)  
M Campbell (apologies)  
M Fletcher (apologies)  
J O'Donnell

**In attendance**

Linda Blake – Town Clerk  
Louise Wall – Minute Clerk

**The meeting started at 6.08 pm once quorum was reached.**

**33. APOLOGIES FOR ABSENCE**

The committee decided to consider apologies separately.

Apologies were accepted from:

- Cllr Jenny Cain – work commitment, substituted Cllr D Watkins
- Cllr Jill Campbell – has broken arm

Members of the Committee decided not to accept apologies from:

- Cllr Matt Campbell – work commitment
- Cllr Matt Fletcher – work commitment

due to the fact that these Councillors had not attended meetings for a long period of time.

Members expressed their disappointment that some councillors did not put their apologies in to the Town Clerk when unable to attend a meeting, and that others seemed to send apologies on a regular basis, but did not attend any meetings.

**34. DECLARATIONS OF INTEREST**

None.

**PUBLIC PARTICIPATION**

There were no members of the public present at the meeting.

**35. MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings and they were signed by the Chairman:

- Policy and Resources Committee held on 31 October 2018

**36. BUDGET 2019/20**

Report PR01/18 was received and discussed.

The Town Clerk stated that she was still waiting for the Council Tax Base figures from Malvern Hills District Council and hoped that these would be available before the Full Council meeting.

The Town Clerk explained that she and the Operations Manager had reviewed the re-forecast for 2018/19 in detail, looking at expenditure requirements for each individual cost heading for 2019/20, whilst also including recommendations put forward at the Budget Working Party meetings held on 5 September and 22 November, and Operations and Planning Committee meetings held on 10 October and 28 November.

Councillors present noted a number of questions about the detail of the budget and these were answered by the Town Clerk. It was **AGREED** that a further note should be added under point 10.2 on page 10 to make it clear that all operational costs are direct costs only and do not include overheads such as salaries or project costs.

Policy and Resources Committee felt that it would make good financial sense to increase the precept gradually, rather than have no increase one year and a large increase another. Therefore, it was **AGREED** that the precept should be set at £663,000, an increase of £13,000 (2%) from last year. The exact impact of this increase on a Band D household will not be known until the Council Tax Base is confirmed but it will be no more than 2% or approximately 89 pence per household on a Band D Council Tax Charge.

Members discussed other parts of the budget and congratulated the Town Clerk and Operations Manager on a very well-presented budget.

It was **AGREED** that the recommendations for the 2019/20 budget which should be brought before Council should be as follows:

- i. The re-forecast for 2018/19 which results in a balance being put into reserves of £13,215 for the financial year.
- ii. The level of increases to be applied to services run by the Town Council should be:
  - No increase on allotment charges which should remain at £36.00 for 125 square metres
  - Charges for Great Malvern Cemetery will be increased by 2% (rounded up)
  - Charges for sports facilities will be increased by 2% (rounded up)
- iii. The budget for the financial year 2019/20 – attached as ‘1<sup>st</sup> Draft Proposed Budget 2019/20’ This shows a net expenditure of £677,925 *not* taking into account any movements in Earmarked Reserves, or £662,925 taking into account movements in Earmarked Reserves
- iv. The precept for 2019/20 should be set at £663,000. This represents an increase of £13,000 or 2% from last year.

**37. FINANCIAL REPORT**

Report PR02/18 was received and accepted, along with cash report ref CR1 and the bank payment schedule for October 2018.

Members said they were pleased the reports are so clear and available for the public to read as it shows transparency.

Members also noted that creditor days are generally kept low, which is an important example for the Town Council to set, and the Officers were congratulated for ensuring creditors are paid promptly.

**38. REVIEW OF DRAFT ELECTRONIC PAYMENTS POLICY**

Report PR03/18 was received and accepted.

Members reviewed the draft electronic payments policy and made the following changes:

- Paragraph 1.2 – change ‘the local authority’ to ‘Malvern Town Council’
- Paragraphs 2.1, 2.4, 4.1 – use ‘the Finance Administration Assistant’ in each to ensure continuity
- Clarification should be inserted as to how any changes relating to the Town Clerk would be agreed

It was **RECOMMENDED** that, subject to the above amendments, the draft electronic payments policy is adopted.

**39. REVIEW OF COUNCIL COMPLAINTS POLICY**

Members reviewed the current council complaints policy and made the following change:

- Paragraph 6b – take out reference to the strategic planning committee and change word ‘establish’ to ‘achieve’

It was **RECOMMENDED** that subject to the above amendment, the Council Complaints Policy is adopted.

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

The next meeting of the Policy and Resources Committee will be held on Wednesday 13 February 2018 at 6.00 pm.

The meeting closed at 7.20 pm.

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(Chairman)