

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

**held on Thursday 28 February 2019 at 6.00 pm**

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

**Councillors**

Present

J Thomas (Chairman)

J Cain

N Morton

J O'Donnell

P Tuthill

D Watkins (substitute for Cllr Harvey)

Absent

M Campbell

M Harvey (apologies, substituted D Watkins)

**In attendance**

Cllr C Palmer – Mayor

Linda Blake – Town Clerk

Louise Wall – Minute Clerk

**41. APOLOGIES FOR ABSENCE**

Apologies were accepted from Cllr Mark Harvey who had substituted Cllr D Watkins.

**42. DECLARATIONS OF INTEREST**

None.

**43. 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 12 December 2018

**PUBLIC PARTICIPATION**

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

**44. QUARTERLY ACCOUNTS – THIRD QUARTER 2018/19 OCTOBER, NOVEMBER, DECEMBER 2018**

**Management Accounts for the Third Quarter ending 31 December 2018**

Report PR01/19 was received and accepted and the Town Clerk presented the quarterly accounts for the third quarter of the 2018/19 financial year.

Committee received the management accounts.

The Town Clerk reported that the third quarter had ended favourably ahead of the budgeted deficit with an underspend of £7,168 and outlined the major variances for Administration and Operations. For the year to date there is an underspend against budget of £47,818.

It was **NOTED** that the second half of the precept for 2018/19 had been received on 24 December and therefore the cash balance was at one of its two high points in the year.

It was **RECOMMENDED** that Council approves the Quarterly Accounts for the third quarter, ending 31 December 2018.

The Town Clerk informed members that the final quarter would contain some projects agreed to utilise some of the year to date underspend, but that it was likely that an underspend of £30,000 would still exist at the year end. Therefore this committee may want to consider possible uses for earmarked funds at its next meeting.

It was **RECOMMENDED** that an amount of £10,000 be put towards any initial costs for the redevelopment of the Victoria Park Pavilion such as professional fees required at the planning stage of the project.

Members of the committee thanked the Town Clerk for once again presenting a detailed and clear set of accounts.

#### **Cash report CR1 November, December 2018**

Committee **NOTED** the cash report for November, December 2018.

#### **Bank Payments Schedule November, December 2018**

Committee **NOTED** the Bank Payment Schedule for November, December 2018.

#### **45. TEXT ALERT SERVICE**

Report PR02/19 was received and accepted.

Members discussed the usefulness of a service that would alert councillors by text of an impending meeting or change to arrangements of a meeting. Most members already received these types of reminder from doctors and dentists and found them to be useful, and agreed that it was worth trying - to improve attendance at council meetings.

It was **RECOMMENDED** that a Text Alert System through Twilio and linked to the Town Council website be put in place to remind councillors of meeting dates and/or event dates.

#### **46. ASSESSMENT OF MALVERN TOWN COUNCIL'S SIGNIFICANT RISKS IN ACHIEVING ITS LONG TERM OBJECTIVES**

Report PR03/19 was received and accepted.

The Council's Aims and Objectives had been reviewed by a Task and Finish Group at the start of the year and agreed by Full Council in February. Officers had then completed an assessment of the significant risks to achieving these, as required by the annual audit process.

It was **NOTED** that there were some new objectives that were still to have a management procedure implemented to achieve them.

It was **AGREED** to add traffic light colour-coding to the level of risk in achieving the objectives to make the table more illustrative.

It was **RECOMMENDED** that the table of significant risks in achieving the Council's long term objectives be accepted.

#### **47. REVIEW OF MALVERN TOWN COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**

Report PR04/19 was received and accepted.

Members reviewed the current council policy for dealing with the press and media and agreed that there were no changes required.

It was **RECOMMENDED** that Malvern Town Council's Policy for Dealing with the Press/Media is adopted with no changes from the 2018 version required.

**48. REVIEW OF FINANCIAL REGULATIONS**

It was **AGREED** that the Review of Financial Regulations should be carried out by the newly-elected councillors in the new council year.

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

The next meeting of the Policy and Resources Committee will be held on Wednesday 27 March 2018 at 6.00 pm.

The meeting closed at 6.40 pm.

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(Chairman)

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