

**MINUTES OF THE ANNUAL MEETING OF
MALVERN TOWN COUNCIL**
held on Wednesday 22 May 2019
Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm

Councillors

Present

C Bovey
S Charles
J Dallow
C Hooper
N Houghton
L Lambeth
J Leibrandt
L Lowton
P Mewton
N Morton
C Palmer
P Smith
S Taylor

J Thomas
D Watkins
D Roberts (as from 6.30pm)
R McLaverty-Head (as from 6.30pm)

Apologies

N Mills
J O'Donnell
P Tuthill

In attendance

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

The outgoing Mayor, Cllr Cynthia Palmer, opened the meeting at 6.00 pm and welcomed the new Councillors to Malvern Town Council. She said that she had enjoyed her three year term as Mayor of Malvern and felt that much had been achieved in that time, not least the passing of the Neighbourhood Plan with an 86% vote in favour. Cllr Palmer thanked the Town Clerk and staff, as well as fellow councillors, for their help and support.

1. APPOINTMENT OF MAYOR

Two nominations had been received for the position of Mayor of Malvern Town Council. After a secret ballot,

It was **RESOLVED** that Councillor Neil Morton be appointed Mayor of Malvern Town Council for 2019/20.

Councillor Jeremy Thomas left the meeting at 6.07 pm

2. MAYOR'S DECLARATION OF OFFICE

The Mayor, Councillor Neil Morton, signed the Declaration of Office, witnessed by the Town Clerk.

3. PRESENTATION OF PAST MAYOR'S BADGE

The new Mayor, Cllr Neil Morton, presented a Past Mayor's badge to Cllr Cynthia Palmer and thanked her for her outstanding efforts over the past three years.

4. APPOINTMENT OF DEPUTY MAYOR

There were two nominations for the position of Deputy Mayor of Malvern Town Council. After a secret ballot,

It was **RESOLVED** that Councillor Lynne Lambeth be appointed Deputy Mayor of Malvern Town Council for 2019/20.

5. **DEPUTY MAYOR'S DECLARATION OF OFFICE**

The Deputy Mayor, Councillor Lynne Lambeth, signed the Declaration of Office, witnessed by the Town Clerk.

Councillor Samantha Charles left the meeting at 6.10 pm.

6. **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from:

- Councillor Neville Mills – attending SAPC meeting
- Councillor James O'Donnell – attending SAPC meeting
- Councillor Paul Tuthill - illness

7. **DECLARATIONS OF INTEREST**

None.

8. **VACANCIES IN DYSON PERRINS WARD – CO-OPTION OF TWO MEMBERS TO MALVERN TOWN COUNCIL**

Report AC01/19 was received and accepted. The Town Clerk informed members that there had been two withdrawals from the list prior to the meeting: Mrs Elizabeth Mills and Mr Ian Hopwood. The remaining four candidates then addressed Full Council in turn and answered subsequent questions in support of their application.

A secret ballot followed and votes counted.

The first ballot did not produce two candidates with a clear majority and therefore two subsequent secret ballots were conducted as required by Standing Orders.

The Mayor announced that Dan Roberts and Ronan McLaverty-Head were the successful candidates and had been co-opted as Town Councillors for Dyson Perrins ward. Both then signed a declaration of acceptance of office, witnessed by the Town Clerk.

9. **MINUTES OF PREVIOUS MEETINGS**

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 Mayor:

- Full Council meeting 6 March 2019

PUBLIC PARTICIPATION

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

10. **MAYOR'S ANNOUNCEMENTS**

The Mayor thanked all of the candidates for their presentations and welcomed Cllr Roberts and Cllr McLaverty-Head to Malvern Town Council. He also thanked all of

the councillors who were no longer on the council and wished it to be noted that their input and contributions over the years was very much valued.

The Mayor announced his charities for the 2019/20 year as Malvern Foodbank and Heartstart Malvern.

11. TOWN CLERK'S REPORT

Register of Interest Forms

All Councillors should fill in and return their Register of Interest Forms as soon as possible.

Declaration of Election Expenses

The Town Clerk reminded councillors that even if they have a nil return, it is a legal requirement to return their expenses declaration by Friday 31 May.

Member's Handbooks

All new councillors have been issued with a Member's Handbook. Any returning councillors who wish to have a new member's handbook should let the office know. Updated contact details sheets will soon be issued to all councillors.

Town Council Events

The recent Health and Wellbeing Fair held in Rose Bank Gardens was a great success. The marquee was packed full of exhibitors and a full programme of demonstrations took place in a gazebo on the front lawn.

On the same day, the Malvern Peaks Challenge was held in conjunction with the Mayoral Charity, Sight Concern, where 100 walkers took part in either an end to end 15km challenge or a half route option of 7.5km. Feedback from this event was very positive and officers are waiting to hear from Sight Concern for the final amount of sponsorship monies raised.

Bands Volunteers

The Annual Bands in the Park programme is now underway and the third performance is due to take place this Sunday in Priory Park. Stewards are required for some performances and a volunteer list was available at the meeting for anyone able to help.

Stewards are also needed for the Alternative Bands in the Park programme starting on 6th July. Again a volunteer list was available at the meeting.

Internet Banking

The new bank account with Unity Trust Bank is now open which will allow officers to use internet banking, with just the official switch over of the direct debits, standing orders and main balance to take place before the new system goes fully operational.

Asset Tour

The Operations Manager will be leading an asset tour next Wednesday night at 6pm. This is primarily designed for new councillors to see some of what the Town Council owns but for others it can provide a usual refresher and allow Councillors

to see some of the recent works and/or plans. Several councillors expressed an interest in going on the tour.

Midsummer Malvern

The Civic Society had provided some programmes for Midsummer Malvern and these were available at the meeting. The opening ceremony for civic week is Saturday 22 June at 10:30am on Belle Vue Island and all Town Councillors are invited to attend.

Twining Visits

Lucie Tenekedzi, Head of the Tourist Information Centre in Jeseník had made a four-day visit to Malvern over the May Day bank holiday. The visit was very successful with Lucie saying she thought Malvern was very beautiful and that it was of her best trips ever. Jeseník is home of the water cure.

Mariánské Lázně has a community partnership with Malvern and their Mayor is visiting for four days over the first weekend of Civic Week. His visit will include a reception at The Great Malvern Hotel, a Czech film and general civic week activities.

Grants are issued each year to community groups in Malvern and reports were included with the agenda. The Town Clerk drew Councillor's attention to the full and interesting report received from the under 15's team from Malvern Rugby Club following their trip to twinned town Bagnères de Bigorre.

12. REPORTS BY COUNTY AND DISTRICT COUNCILLOR REPRESENTATIVES IN ATTENDANCE

County Councillors

There were no county councillors in attendance.

District Councillors

Cllr Cynthia Palmer reported that she had asked the district council to move their SAPC meeting which was being held at the same time as the annual council meeting but without success. She felt that holding the meeting at County Hall had also made it difficult for residents to attend.

Cllr Palmer then congratulated Cllr Caroline Bovey on her appointment as Deputy Chairman of Malvern Hills District Council.

Cllr Watkins reminded members that it had previously been agreed that any county and district councillors unable to attend council meetings should submit their reports in writing, to be read out in their absence. It was suggested that the Town Clerk write to all county and district councillors to remind them of this.

13. MEMBERS' QUESTIONS

None.

14. APPOINTMENT OF COMMITTEES AND TASK AND FINISH GROUPS 2019/20

Report AC02/19 was received and accepted.

It was **RESOLVED** that membership of the Policy and Resources Committee be confirmed at ten members as follows:

1. Cllr Julie Dallow
2. Cllr Clive Hooper
3. Cllr Nick Houghton
4. Cllr Lou Lowton
5. Cllr Ronan McLaverty-Head
6. Cllr Neville Mills
7. Cllr James O'Donnell
8. Cllr Dan Roberts
9. Cllr Jeremy Thomas
10. Cllr Paul Tuthill

It was **RESOLVED** that membership of the Operations and Planning Committee be confirmed at nine members as follows:

1. Cllr Caroline Bovey
2. Cllr Samantha Charles
3. Cllr Lynne Lambeth
4. Cllr Josephine Leibrandt
5. Cllr Pat Mewton
6. Cllr Cynthia Palmer
7. Cllr Peter Smith
8. Cllr Sharon Taylor
9. Cllr David Watkins

It was **RESOLVED** that membership of the Audit Committee be agreed at five members as follows:

1. Cllr Caroline Bovey
2. Cllr Lynne Lambeth
3. Cllr Pat Mewton
4. Cllr Cynthia Palmer
5. Cllr Sharon Taylor

It was **RESOLVED** that membership of the Victoria Park Pavilion Task and Finish Group be increased to six members and agreed as:

1. Cllr Lynne Lambeth
2. Cllr Josephine Leibrandt
3. Cllr Pat Mewton
4. Cllr Peter Smith
5. Cllr Jeremy Thomas
6. Cllr David Watkins

It was **RESOLVED** that membership of the Emergency Decision-Making Group be agreed as:

1. Mayor
2. Deputy Mayor

3. Chairman of Policy and Resources Committee
4. Vice-Chairman of Policy and Resources Committee
5. Chairman of Operations and Planning Committee
6. Vice-Chairman of Policy and Resources Committee

It was **RESOLVED** that all other committees and task and finish groups be suspended although it was noted that these can be set up during the year if required as in the example of the Budget task and finish which will be required during budgeting time.

All committees and working parties to elect a Chairman and Vice-Chairman at the first meeting of each group.

15. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2019/20

Report AC02/18 was received.

It was **RESOLVED** that the appointment of Representatives to Outside Bodies for 2018/19 be determined as below:

Outside Body	Councillor(s)
Malvern Hills Council for Community Action	Cllr Cynthia Palmer
Malvern Hills CAB Management Committee	Cllr Neville Mills
Malvern Town Council/Malvern Hills District Council Liaison Group (Mayor and Deputy Mayor)	Cllr Neil Morton Cllr Lynne Lambeth
Malvern Community Networking Forum	Cllr Daniel Roberts
County Association of Local Councils (CALC)	Cllr Jeremy Thomas
Malvern-Mariánské Lázně Community Partnership (MLCP)	Cllr Nick Houghton
Malvern-Bagnères de Bigorre Twinning Association (MBTA)	Cllr Cynthia Palmer
Malvern Twinning Steering Group (Mayor and Deputy Mayor)	Cllr Neil Morton Cllr Lynne Lambeth

16. BANK MANDATE

Report AC04/19 was received and accepted.

It was **RESOLVED** to approve the following signatories for the operation of the Town Council's bank accounts in accordance with legal and operational requirements: Mayor and Deputy Mayor of Council, Chairman and Vice-Chairman of Policy and Resources Committee, Chairman and Vice-Chairman of Operations and Planning Committee.

It was **RESOLVED** that Councillors Palmer, Thomas and Tuthill should remain as cheque signatories until all chairmen and vice-chairmen of all relevant committees have been elected for the 2019/20 year and the Bank Mandate can be fully updated as necessary.

It was **RESOLVED** to approve the following resolutions:

- That Unity Trust Bank Ltd be requested to continue accounts in the name of the Council.
- That two from the approved signatories on this account are required to issue instructions for changes to the bank account.
- That two approved officer users are needed to make external bill payments or internal transfers between lined accounts. (Payment schedules will be signed by two approved signatories as per the online payments procedure).
- That the key contact for managing the bank account and allocating user permissions is the Town Clerk.
- That officers use the Council's cash deposit card to pay in any cash deposits at Great Malvern post office.
- That the Town Clerk (or in her absence the Operations Manager) should be accepted as fully empowered to act on behalf of the Council to ensure the smooth running of the Council's bank account with Unity Trust, subject to all previous authorisation permissions being adhered to.
- That these resolutions be communicated to the Bank and remain in force until changed by a resolution of the Council and a copy, certified by the Town Clerk (the 'Proper Officer') is received by the Bank.

17. PAYMENT OF ANNUAL SUBSCRIPTIONS: MEMBERSHIP OF ORGANISATIONS

Report AC05/19 was received and accepted.

It was **RESOLVED** to approve the following subscriptions:

<u>Organisation</u>	<u>Estimated Cost</u> <u>2019/20</u>
Worcestershire CALC/NALC	£2,352
Chartered Institute of Public Finance and Accountancy	£325
LAVAT Consulting VAT Forum	£250
Local Government Employers	£456
Institute of Cemetery Management	£95
Cotswold Line Promotion Group	£20
Caring for God's Acre	£50
Total	<u>£3,548</u>

18. POWER OF GENERAL COMPETENCE

Report AC06/19 was received and accepted. The Town Clerk explained that this Statutory Power was given to Town and Parish Councils and is intended to give local authorities the power to do anything that individuals generally may do. It is also referred to as a power of first resort.

It was **RESOLVED** That Malvern Town Council resolves from 22 May 2019, until the next Annual Council Meeting after Ordinary Elections that having met the conditions of eligibility as defined in the Localism Act 2011, to adopt the General Power of Competence (GPC).

19. ANNUAL REVIEW PROCESS

Report AC07/19 was received and accepted.

It was **RESOLVED** to delegate a review of the following items, with any recommendations, to come back to Full Council for ratification:

- i. Review of delegation arrangements to committees, subcommittees, staff and other local authorities – Policy and Resources Committee.
- ii. Review of the Terms of Reference for Committees - Policy and Resources Committee.
- iii. Review and adoption of appropriate standing orders and financial regulations - Policy and Resources Committee.
- iv. Review of inventory of land and assets including buildings and office equipment – Operations and Planning Committee.
- v. Review and confirmation of arrangements for insurance cover in respect of all insured risks - Policy and Resources Committee.
- vi. Review of the Council's Complaints Procedure - Policy and Resources Committee.
- vii. Review of the Council's policies, procedures and practices in respect of obligations under Freedom of Information and Data Protection legislation - Policy and Resources Committee.
- viii. Review of the Council's policy for dealing with the press/media - Policy and Resources Committee.
- ix. Review of the Council's Employment policies and procedures - Policy and Resources Committee.
- x. Review of Internal Controls – Audit Committee.

20. BASKETBALL FACILITIES AT VICTORIA PARK

Report AC08/19 was received and accepted.

Councillors **NOTED** the logistical problems encountered with the agreed location of the new basketball courts and **AGREED** the continuation of the Malvern Hoops campaign to provide basketball courts at Victoria Park with a change to the proposed location of the two courts.

It was **RESOLVED** to delegate the Town Clerk and Operations Manager along with Councillors Lowton, Mewton, Palmer, Roberts and Smith to consider and amend the proposal for consideration and adoption by Full Council at its next meeting.

21. POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS

Report AC09/19 was received and accepted.

Cllr Neil Morton presented the recommendations of the Policy and Resources Committee meeting held on Wednesday 27 March 2019 in Cllr Thomas's absence

It was **RESOLVED** to approve the details of Earmarked Reserves as summarised in appendix A to that report.

It was **RESOLVED** to support the purchase of a new telephone system for the Town Council offices.

22. REVIEW OF REPORTS SUBMITTED BY GRANT-RECEIVING BODIES 2018/19

Report AC10/19 was noted.

Council **AGREED** to note the reports received from groups and organisations who were awarded a grant from the Town Council in 2018/19.

23. DATE OF NEXT MEETING

It was agreed that the date of the next meeting of Full Council will be Wednesday 12 June 2019 at 6.00pm.

The meeting finished at 7.46 pm.

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(Chairman)