

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

held on Wednesday 31 July 2019 at 6.00 pm

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

Councillors

Present

J Thomas (Ch)
C Hooper
J Dallow
N Houghton
L Lowton (arrived 6.05pm)
N Mills
R McLaverty-Head
D Roberts

Absent

P Tuthill
J O'Donnell

In attendance

Linda Blake – Town Clerk
Louise Wall – Minute Clerk

14. APOLOGIES FOR ABSENCE

None received.

15. DECLARATIONS OF INTEREST

Cllr Ronan McLaverty-Head's wife works at an opticians mentioned in agenda item 7.

16. 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 5 June 2019

PUBLIC PARTICIPATION

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

Cllr Lowton arrived at 6.05 pm

17. QUARTERLY ACCOUNTS – FIRST QUARTER TO 30 JUNE

Report PR01/19 was presented to the meeting by the Town Clerk.

Committee received the management accounts for the first quarter to 30 June 2019 and noted that there was an underspend for the quarter of £13,256.

The Town Clerk outlined the main reasons for this underspend and explained that the Council's cash balance was at one of its two high points at the end of June following receipt of the first half of the precept from MHDC. Total bank balances stood at £909,219 at 30 June.

The Town Clerk also presented a new pie chart to show the split of overall expenditure across the Council's service headings over the first quarter. It was **NOTED** that budget figures had not been included on this chart, as the current budget does not allocate staff time across service headings.

Committee **AGREED** to include this as part of the management accounts for the remainder of the financial year and review its usefulness after this period.

Committee members asked for clarification on a number of matters including grants, accounting terminology, the purchase of IT equipment and budgets.

It was **RECOMMENDED** that Council approves the Quarterly Accounts for the first quarter ending 30 June 2019.

Cash report CR1 May and June 2019

Committee **NOTED** the cash report for May and June 2019.

Bank Payments Schedule May and June 2019

Committee **NOTED** the Bank Payment Schedules for May and June 2019.

The Town Clerk informed Committee that the switch had now been made to internet banking. There had been a few initial teething problems with this new system and this had led to a change in design of the payment schedule. The Town Clerk also clarified that two officers had to be involved in any payment, one to enter the payment and another to authorise it.

18. EMERGENCY BUILDING EXPENDITURE – BELLE VUE TERRACE

The Town Clerk informed Committee that the Council has been instructed by a building regulations inspector to make repairs to coping stones on the rear of the building on the southern side. Unfortunately, this will require scaffolding due to the height of the works, taking costs into the region of £1,000.

The Town Clerk explained that whilst the scaffolding is in place, Officers would like to remove the unused chimney which is in a similar area of the roof. There are no regulations to prohibit this and it will avoid any future maintenance works being required.

Committee **AGREED** that Officers should expedite works to repair the roofing coping stones under emergency powers and at the same time carry out works to remove the chimney.

19. REVIEW OF FINANCIAL REGULATIONS

Report PR02/19 was received and accepted.

Committee discussed the need to review Financial Regulations and it was **AGREED** to form a Task and Finish Group to look at Financial Regulations in more depth. Councillors Hooper, McLaverty-Head and Thomas agreed to form this group who will report back to Policy and Resources Committee later in the year.

Exclusion of Press and Public

It was **AGREED** that it was not necessary to exclude the press and public as the staffing item was a general item and had no reference to individual members of staff.

20. STAFFING MATTERS

The Town Clerk informed committee that she had researched eye test procedures for employees with both Malvern Hills District Council and Specsavers.

Committee considered the two possible options and it was **RECOMMENDED** that Council should sign up to the Specsavers VDU Eye Care eVouchers at £17 each for six qualifying employees.

21. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the next meeting of the Policy and Resources Committee will be Wednesday 28 August 2019 at 6.00 pm.

The meeting closed at 7.00 pm.

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(Chairman)

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