

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

held on Wednesday 30 October 2019

Council Chamber, Belle Vue Terrace, Malvern at 6.00 pm

Councillors

Present

J Thomas (Ch)
C Hooper (VCh)
J Dallow
N Houghton
L Lowton
N Mills
P Tuthill

Absent

R McLaverty-Head (apologies)
J O'Donnell (apologies)
D Roberts (apologies)

In attendance

Linda Blake - Town Clerk
Louise Wall - Minute Clerk

35. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from:

- Cllr Ronan McLaverty-Head - holiday
- Cllr James O'Donnell – illness
- Cllr Dan Roberts – family commitment

36. DECLARATIONS OF INTEREST

- Cllr Clive Hooper – item 6, holds shares in SAGE
- Cllr Paul Tuthill – item 4, has funded the Dyson Linker with County Council fund

37. 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 18 September 2019.

Cllr Thomas as Chairman requested that it be recorded in these minutes that decisions made at the previous Policy and Resources Committee on 18 September were made wholly by the committee and not by any individual member. Other committee members supported this.

PUBLIC PARTICIPATION

Chris Kirk, Chairman of Community Action, explained the works of Community Action and the transport services they provide, mainly to the over 60's and disabled in the Malvern area to help reduce their feelings of isolation. Wheelchair accessible minibuses and cars plus volunteers' own cars provide transport to and from medical appointments, for social trips and shopping. The Shoparound service runs weekly trips to places such as Tewkesbury, Pershore, Worcester and

Upton and monthly Sunday trips to places such as garden and craft centres. The minibuses are also available to hire by other charities, care homes and churches.

Community Action has three wheelchair buses, two wheelchair compatible cars and volunteers also use their own cars. In the last year the buses had completed 599 local journeys and volunteers had covered 9672 journeys.

Apart from transport, Community Action holds a Sunday Tea Club specifically for older people, and a monthly cinema club. A Malvern Men's Shed is in the early stages of development and will be a place for people of all ages and backgrounds to come together.

Community Action is run by one full-time staff member, five part-time staff and 60 volunteers, including the reception staff and trustees.

38. MALVERN TOWN COMMUNITY SUPPORT GRANT 2020/21

Report PRC01/19 was received and discussed.

Members agreed this was a very worthy cause and that it should be supported by a grant. However, as the lease of the third floor offices was due to expire in December 2019, members were keen to ensure the grant awarded would cover any increase in rent. The recommendation was therefore amended to reflect this.

It was **RECOMMENDED** that an annual Community Support Grant of £10,900 be awarded to Community Action Malvern and District and included in the 2020/21 Annual Budget, with the amount being increased to cover the annual rent of the third floor offices if increased in the lease review in December 2019.

39. QUARTERLY ACCOUNTS – SECOND QUARTER ENDING 30 SEPTEMBER 2019

Management Accounts for the Second Quarter ending 30 September 2019

Report PRC02/19 was received and the Town Clerk presented the quarterly accounts for the second quarter of the 2019/20 financial year.

Committee received the management accounts. The Town Clerk outlined the major variances for Administration and Operations and answered questions from members of the committee. Overall there was an underspend against budget of £31,842 for the second quarter of the 2019/20 financial year and a cumulative underspend of £45,098. This is partly due to a delay in projects such as the car park at Lower Howsell where a change in contractor has been required, and roofing the cemetery compost area although this had since been completed.

The Town Clerk noted that the cash balance of £732,436 was healthy, with the second instalment of the precept due in December.

It was **RECOMMENDED** that Council approve the Quarterly Accounts for the second quarter, ending 30 September 2019.

Cash Report CR1 July, August and September 2019

Committee **NOTED** the cash report for July, August and September 2019.

Bank Payments Schedule July, August and September 2019

Committee **NOTED** the bank payments schedule for July, August and September 2019.

The Town Clerk pointed out that the schedule had changed slightly in its layout to reflect the process of authorisation now required for internet banking.

40. SAGE ACCOUNTING SYSTEM UPGRADE

Report PRC03/19 was received and accepted.

It was **AGREED** to upgrade the Council's SAGE Accounting System to "SAGE 50cloud Professional subscription with Microsoft Office 365 integration and Premium Plus support".

41. **DATE OF NEXT MEETING**

It was **AGREED** that the next meeting of the Policy and Resources Committee will be Wednesday 27 November 2019 at 6.00 pm.

The meeting closed at 7.07 pm.

.....
(Chairman)

DRAFT