

**MINUTES OF A MEETING  
OF THE POLICY AND RESOURCES COMMITTEE  
MALVERN TOWN COUNCIL  
held on Wednesday 11 December 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  
R McLaverty-Head

Absent

N Mills (apologies)  
J O'Donnell  
D Roberts  
P Tuthill (apologies)

**In attendance**

Linda Blake - Town Clerk  
Louise Wall - Minute Clerk

**55. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from:

- Cllr Neville Mills – on holiday
- Cllr Paul Tuthill – on holiday

**56. DECLARATIONS OF INTEREST**

None.

**57. MINUTES OF PREVIOUS MEETING**

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

- Policy and Resources Committee held on 27 November

**PUBLIC PARTICIPATION**

None.

**58. UPDATE ON BUDGET 2020/21**

The Town Clerk gave a verbal update on the budget for 2020/21. Figures for Malvern Town's tax base had been received but had only increased by 46.99 which is the number of new houses occupied during the year that equate to a Band D amount. The precept will therefore increase by 3% and the cost of a Band D council tax charge will increase by £1.61 or 2.5%.

**59. EXPENDITURE ON BOILER AT GREAT MALVERN CEMETERY**

Report PRC01/19 was received and noted.

The Town Clerk explained that the boiler was now over fourteen years old and repairs and maintenance were becoming costly due to the difficulty in obtaining parts. Two quotations had been received to replace the boiler and another quotation was due.

It was **NOTED** that the replacement of the boiler is necessary for staff welfare and that the funds to replace the gas boiler at Great Malvern Cemetery would be taken from the Council's contingency budget for 2019/20.

**60. REVIEW OF LONG TERM OBJECTIVES AND UPDATE AS NECESSARY**

Report PRC02/19 was received and accepted.

The long term aims and objectives were reviewed and it was **NOTED** that any aims and objectives should be well-defined, achievable and measurable.

It was suggested that the following amendments be made:

- Point 1d) to be amended to read "each policy to be reviewed at least every four years" to ensure that every policy is reviewed within the term of a council.
- Point 6c) to be amended to read "improve the productivity of Council meetings by focusing on matters of importance to Malvern".

It was **RECOMMENDED** that the long term aims and objectives be accepted with the above amendments.

**61. REVIEW OF FREEDOM OF INFORMATION POLICY**

Report PRC03/19 was received and discussed and Committee reviewed the current policy.

It was **NOTED** that there had been very few Freedom of Information requests in the past 5-6 years, and that it was a policy of the council to provide detailed responses where possible to general queries, in order to be open and transparent in its practices.

It was **AGREED** that although the Council is going paperless generally, in order to be accessible to as many people as possible, it should still be an option to obtain requests for information made under the Freedom of Information Act 2000 in a hard copy format. The Town Council's website should also be used as fully as possible as a way of providing information.

It was **AGREED** that the amount chargeable for hard copies of council documents should be increased to 5p per sheet.

**62. REVIEW OF DATA PROTECTION POLICY**

Report PRC04/19 was received and accepted.

Committee reviewed the current Data Protection Policy and it was considered to be satisfactory without the need for amendment.

It was **RECOMMENDED** that the current Data Protection Policy be agreed and accepted in its current format until its next review in twelve months' time.

**63. REVIEW OF COMMUNICATIONS AND PUBLICITY POLICY FOR COUNCILLORS**

Report PRC05/19 was received and accepted.

Committee reviewed the current Communications and Publicity Policy for Councillors and it was considered to be satisfactory without the need for amendment.

It was **RECOMMENDED** that the current Communications and Publicity Policy for Councillors be agreed and accepted in its current format until its next review.

64. **DATE OF NEXT MEETING**

It was **AGREED** that the next meeting of the Policy and Resources Committee will be Wednesday 26 February 2020 at 6.00 pm.

The meeting closed at 7.05 pm.

.....(Chairman)

DRAFT