

A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held remotely via Zoom on
Wednesday 14 October 2020, at 6.00 pm

VACANCY IN DYSON PERRINS WARD
CO-OPTION OF ONE MEMBER TO MALVERN TOWN COUNCIL

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. The Council is recommended to consider and co-opt one suitable person from those who have put themselves forward for co-option to represent the Town Council in Dyson Perrins Ward.

3. Background

3.1. Further to the resignation of Cllr Dan Roberts, there is one vacancy for a Town Councillor in Dyson Perrins Ward.

3.2. Residents of Dyson Perrins Ward did not request a by-election and therefore, the Town Council, having nineteen 'elected' councillors, may now fill this vacancy by co-option. The vacancy was advertised in the local press and on the Town Council website.

3.3. The following three candidates have come forward as prospective co-optees:

1. Elizabeth Mills
2. Sarah Stefanou
3. Aiden Stitt

and their application forms are attached at Appendix A to this report. Councillors will note that this application form has been revised to be more comprehensive, candidates to give more information that they feel is relevant to their application.

3.4. The Town Clerk has verified that all applicants are eligible to stand for office, subject to their declaration that they are not aware of any possible disqualification.

3.5. All candidates have been asked to attend the Council meeting via Zoom and to give a short presentation. Due to the meeting being held via Zoom, if members have questions they would like to put to the candidates, they should submit these to the Town Clerk by 5pm on Monday 12 October after which the Town Clerk and the Mayor will select questions to ask candidates on behalf of the Council.

3.6. The Council's Standing Orders section 8 covers voting on appointments. As more than two persons have put themselves forward to be co-opted, an absolute majority i.e. more than half of the votes, is required for the position to be filled. If none of the candidates receive an absolute majority, the name of the person with the least number of votes will be struck off and a fresh vote taken. This process will continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

3.7. The secret ballot will take place through the use of the private chat facility on Zoom. Councillors are asked to make themselves familiar with this tool ahead of the meeting and to contact the Town Clerk if alternative arrangements need to be made.

3.8. Each Councillor can only vote for one candidate during any round of the ballot.

4. Financial Implications

4.1. None pertaining to this report.

5. Legal Implications

5.1. Section 21 of the Representation of the People Act 1985 applies where at an ordinary election, an insufficient number of persons have been nominated to fill the vacancies in respect of which the election is held. Providing that the number of newly-elected members for the council is more than that to constitute a quorum for meetings, these members may co-opt a person or persons to fill the vacancy or vacancies remaining unfilled.

5.2. If there is more than one candidate for each seat the Council must hold a ballot amongst its members. A successful candidate must have received an absolute majority vote of those present and voting (LGA 1972, sch 12).

5.3. The successful candidates become members of the Council upon signing the Declaration of Office. This may be done immediately.

5.4. To stand for election to a parish or town council you must:

- ✓ be a UK or Commonwealth citizen; or
- ✓ be a citizen of the Republic of Ireland; or
- ✓ be a citizen of another Member State of the European Union; and
- ✓ be aged 18 or over.

To be eligible to stand for an election for a particular parish you must:

- ✓ be registered as a local government elector for the parish; or
- ✓ in the past 12 months have occupied (as owner or tenant) land or other premises in the parish; or
- ✓ work in the parish (as your principal or only place of work); or
- ✓ live within three miles of the parish boundary.

However, you should not have been:

- × declared bankrupt; or
- × be a paid employee of the council that you are standing for; or
- × convicted of a crime and sentenced to a term of imprisonment of not less than three months within five years before the date of the election; or
- × disqualified under any enactment relating to corrupt or illegal practices.

End

Linda Blake
Town Clerk

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MALVERN TOWN COUNCIL CO-OPTION APPLICATION FORM

This form will be circulated as part of the council papers at the relevant meeting and will be made available to the public

WARD: Dyson Perrins

Name: Elizabeth Robb Mills

Address: 91 Oakfield road, Malvern Worcestershire. WR14 1DT



Please tell us what experience you can bring to Malvern Town Council, for example: previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

I have been a case worker for SSAFA Worcester City and Malvern. I have recently been presented with a local Sir James Glidea award for exceptional service and commitment to SSAFA's activities and values. He is our National Chairman. Since retirement I have worked for the CAB as a Community liaison volunteer (4 years approx.) WRVS in Worcester Royal hospital shop. Age UK- visiting an elderly man and telephoning a lonely lady (ongoing). Also for a while teaching English as a Foreign Language (AGEUK).

Please tell us something about skills you can bring to the Council, for example: professional qualifications, financial or project management expertise

I am a Trained Nurse and Health Visitor and worked most of my life at these. As a Mature Student I gained a BA Honours in Social Science with Coventry University at Worcester University College, the year prior to it becoming a University in its own right. I started up my own dairy goat farm business selling milk and cheese in Malvern through Greenlink and the Brantub. I had to liaise with many different council departments before opening. My working career and my voluntary work would be transferable skills of commitment, determination, empathy, understanding, good communication skills, friendliness, adaptability and many more

Please explain why you are interested in becoming a Town Councillor.

I love helping people with their problems especially those living in poverty and deprivation. Although quite an amount of my work with SSAFA covers Malvern, more has been in the deprived parts of Worcester. Where ever I can, I love to be able to help people. I hope being a Town Councillor will be another way of helping people who are living at an unacceptable lower level than others.

Are there any questions you would like to ask the Town Council?

On the surface Malvern would appear to be an affluent Society. However scratching below the surface this is most definitely not the case. What at the present time is being done by the town council to alleviate this situation?

Signed

Print

Date

E. R. MILLS

20/9/20

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MALVERN TOWN COUNCIL CO-OPTION APPLICATION FORM

This form will be circulated as part of the council papers at the relevant meeting and will be made available to the public

WARD:	DYSON PERRINS
Name:	Sarah Stefanou
Address:	Malvern Link Ward
Please tell us what experience you can bring to Malvern Town Council, for example: previous local government experience, work in the voluntary or charitable sector, business or trade union experience.	
Redacted	
Please tell us something about skills you can bring to the Council, for example: professional qualifications, financial or project management expertise.	
Redacted	
Please explain why you are interested in becoming a Town Councillor.	
I have the energy, dedication, and skills to contribute fully to the service of the community. I have lived in Malvern for over 20 years and love living here. Looking after my grandparents, with my mother and bringing up my son, has given me the experience to appreciate the town's amenities in the context of the opportunities & challenges that all our generations face.	
Are there any questions you would like to ask the Town Council?	
<ul style="list-style-type: none">• How many hours a week is a realistic estimate of time I should allocate for town council service?• When are the busiest and quietest times of the year?• Are meetings likely to remain online for the foreseeable future?	
Signed	S Stefanou
Print	Sarah Stefanou

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Date	27 September, 2020
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MALVERN TOWN COUNCIL CO-OPTION APPLICATION FORM

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Malvern Town Council
28 Sep 2020
Received

WARD:	Dyson Perrins
Name:	Aidan Alexander Stitt
Address:	Flat 16 Dereham Court 149-161 Worcester Road Malvern WR14 1ES

Please tell us what experience you can bring to Malvern Town Council, for example: previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

Though I may only be 21, I have always felt a desire to work for a community and for the wellbeing of others in any way that I can find. When I was sixteen years old, I became a member of the Worcestershire Youth Cabinet. As part of this inspirational group I represented the experiences of young people in Malvern Hills to councillors and decision makers across our county. This included questioning them on their work for their youngest constituents, ensuring that young people's concerns were heard, and working on campaigns to put the issues facing those who do not yet have the right to vote on the agenda. This was my first experience of this sort of service. It taught me a lot about how local government works, and how it does not, about the decision-making process and scrutiny, and about making your voice heard on behalf of those you represent. Much of it was a learning process which has given me a lot of the skills and knowledge I would need to be an effective councillor. During my time in the Youth Cabinet, I helped to ensure Malvern schools could contribute to an annual national ballot carried out by the British Youth Council which gauges the top issues which face young people and which are then debated by the Youth Parliament. I also I held meetings with my headteacher to feedback student's concerns, I appeared in a film on careers for the County Council, and, towards the end of my tenure, I tried to improve the Youth Cabinet's profile and communications to make it a more effective body.

When I went to university, I continued to contribute to a community, in this case the student community. I sat on the Students' Union's accountability panel for two years, questioning officers on their performance and providing positive and constructive feedback to help them improve. This involved looking through their reports and formulating detailed and useful questions to draw out the most important information. In my second year I authored a report for the Students' Union as part of their project to create a more integrated approach to youth services in Kirklees. I researched and wrote about the biggest issues which face young people nationally - including homelessness, knife crime, and climate change - and how these might be addressed based on the opinions of young people themselves as expressed at an event held by the Students' Union.

I do not consider my youth to be a disadvantage, nor do I consider it to mean I lack experience of service and representation. In fact, I believe it is one of my greatest assets. It allows me to bring a unique viewpoint and experience to the council, talk about how we can engage and speak for our whole community. I now want to use the skills that I have developed through these opportunities that I have had to serve and to contribute previously in order to benefit our community as a Town Councillor.

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Please tell us something about skills you can bring to the Council, for example: professional qualifications, financial or project management expertise.

Through my experiences I have developed a number of skills that I can put to use to benefit the council and the community. Firstly, I have a very keen eye for detail. I take great care in examining publications, proposals, speeches, and other relevant items to identify the most important facts, issues, and points in need of further explanation. This was a skill that was needed in the Youth Cabinet when consulted by councillors for the views of young people, on the Students' Union accountability panel when scrutinising officer's reports and questioning them, and while producing a report for the Student' Union and written material as part of the work of the Youth Cabinet. This attention to detail will be important in allowing me to contribute to the work of the council, whether that be in scrutinising plans and proposals, carefully examining planning applications within my ward and the town, or raising issues which are affecting my ward with and questioning district and county councillors.

I also have strong written and verbal communication skills, having delivered written reports to professional organisations and speeches to groups, including a meeting of Worcestershire's headteachers as part of my work on the Youth Cabinet, and large audiences, such as lecture halls full of hundreds of students while running to be President of the Students' Union. These skills will aid me in my work as a councillor by allowing me to communicate clearly about complex and important matters in any situation required, whether it be to the council, in a written format to constituents, or in public meetings and at events.

Finally, I am always seeking imaginative and innovative solutions to old problems and new ways of doing things. I am always seeking inventive ideas that can be explored and discussed and which could make a positive contribution to people's lives and how we can ensure nobody feels left behind. New proposals and methods should always be explored. I believe that this approach could make a meaningful contribution towards helping the council to build on the important work it already does by trying new things, by engaging the community in fresh ways, and by finding original means through which to build a better Malvern.

Please explain why you are interested in becoming a Town Councillor.

The challenges that we have all endured in the last few months have shown how powerful a force community can be in withstanding difficult times, enriching each other's lives, and providing meaning to a place. The people of Malvern have answered the call of duty to one another and have come together by staying apart. They have made sacrifices, volunteered their time for our foodbank or to shop for neighbours, and looked out for one another to get our community, and its most vulnerable residents, through this pandemic.

I have always felt drawn towards working to serve and represent others, to working on issues that make a difference to people's lives and experiences, and to building strong, vibrant, and happy communities. In the last few months, the people of Malvern have done so much to help us do just that, and now I believe I can do my bit by serving them and representing them on our Town Council.

This town is where I grew up. This community is made up of my family, my friends, my acquaintances, and those I have not yet had the pleasure of meeting. This area has given me so much. I now feel the chance to give back as a member of the Town Council in this defining moment in the history of our town and our country. There are things that we can do as a Town Council to help us continue to thrive through a second wave and whatever further crises may come our way. We can do that by standing up for our communities, by

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creating new ways for us to come together in service of our neighbours, by keeping our sense of community alive, even when we cannot gather, and by ensuring we are all ready to come back together and celebrate all those who have done so much for us when it is safe to do so.

I believe that our community will always benefit from hearing from the full range of voices and perspectives that make up Malvern. As a young, LGBTQ+ man I will be a tireless voice in favour of reaching out to all those I represent to ensure that they have a place and a voice. My top priority, should I become a councillor, will be to contact community groups of all types so that they know that in me they will have somebody who will listen to them and consider their concerns. Feeling part of a community should be a basic right enjoyed by all and I want to work with you to ensure that it is one that everyone in Malvern can enjoy. The pandemic has shown us how important community is, and all those that we represent should have an important place within ours.

This is a moment when so many have given so much, and they deserve a Town Council and a Town Councillor for Dyson Perrins who will lead the way, work together to forge a stronger Malvern, and ensure that we find ways that we can band together for a long time to come. I seek the opportunity to contribute to that vital mission in this vital moment. I seek the opportunity to serve this community. I seek the opportunity to be a Town Councillor.

Are there any questions you would like to ask the Town Council?

What are the Town Council's plans to make sure that Malvern continues to be a great place for young people to live, work and contribute to a strong and vibrant community?

How does the Town Council intend to engage with and create opportunities for groups within our community who might feel neglected or forgotten, such as those from disadvantaged backgrounds or minority groups and those with disabilities?

How is the Town Council seeking to engage the community in new ways during the Coronavirus pandemic?

Does the Town Council have any plans to celebrate those who have given so much to our community throughout the pandemic?

Signed	A Stitt
Print	Aidan Stitt
Date	27/09/2020

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held remotely via Zoom on
Wednesday 14 August 2020, at 6.00 pm**

REVIEW OF THE GOVERNMENT'S PLANNING WHITE PAPER

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Full Council gives delegation to the Planning White Paper Task and Finish group alongside the Town Clerk to submit a response to the consultation "Planning for the Future" on behalf of the Town Council. All Councillors will be sent a copy of the response and have a short period of time to make comments before final submission.

3. Background

- 3.1. At the meeting of Operations and Planning Committee held on 2 September, it was agreed to set up a Task and Finish group of five members to prepare a response to the government consultation "Planning for the Future"
- 3.2. The first meeting of this task and finish group was held on 14 September and it was agreed that a planning consultant would be appointed to assist in producing a precise and detailed response to this important consultation.
- 3.3. Unfortunately the appointed planning consultant has been involved in a fairly serious accident, the result of which has been a delay of approximately two weeks to the agreed timetable.
- 3.4. The timescale was always rather tight to present a full draft response to this meeting of Full Council, but it is now simply not possible.
- 3.5. In order to meet the consultation response deadline of 29 October and to avoid the process of appointing another consultant, it is now suggested that Council gives delegation to the task and finish group in conjunction with the Town Clerk to submit a response.
- 3.6. A draft response will be prepared ahead of 29 October and circulated to all Councillors with a short period of time for comments to be made before the official submission date.
- 3.7. The appointment of a consultant was felt appropriate as this brings specific planning knowledge to help formulate a more professional precise and informed response to a lengthy consultation document.

4. Financial Implications

- 4.1. A budget of £1,000 has been allocated to allow the appointment of a consultant for this consultation.

5. Legal Implications

- 5.1. This consultation related to reform of the current planning system and may affect the Town Council's role in planning matters.

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
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OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is asked to consider the recommendations from the meeting of Operations and Planning Committee held on 2 September and 7 October 2020 and listed below.

2.2. Recommendations to be presented by the Chairman of the Operations and Planning Committee or, if absent, the Vice-Chairman.

2 September 2020

- i. It was **RECOMMENDED** that as part of a larger project to review wilding areas across the town as a whole, Town Council ward councillors would be asked to identify other possible sites not in Town Council ownership but suitable for wilding and a small task and finish group set up to review these.
- ii. It was **RECOMMENDED** that a new five-year allotment tenancy (self-managed) be approved for the Monksfield Lane allotment site.

7 October 2020

- i. The Committee **RECOMMENDED** that the underspend from the Christmas Lights Switch-on event in 2020 should be used to fund a Christmas tree and lights in Malvern Link.
- ii. The Committee **RECOMMENDED** that Malvern Town Council purchases a new Kawasaki DX Pro under emergency expenditure, for operational/ gardening purposes.

3. Background

- 3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.
- 3.2. Full Council is therefore asked to consider the recommendations listed above in 2.2 and to approve, amend or refer back to committee as appropriate.
- 3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.

3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chairman of Committee before the Council meeting.

4. Financial Implications

4.1. Please see individual committee reports.

5. Legal Implications

5.1. Please see individual committee reports for specific details.

5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End

Linda Blake
Town Clerk