

UNADOPTED

MINUTES OF A MEETING OF
THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL
held remotely via Zoom on
Wednesday 28 October 2020 at 6.00 pm

Councillors

Participating

C Hooper (Chairman)
N Houghton (Vice Chairman)
J Dallow
L Lowton
R McLaverty-Head
J Satterthwaite
A Stitt
P Tuthill

Apologies

N Mills
J O'Donnell

In attendance

Linda Blake - Town Clerk
Louise Wall - Minute Clerk

Jacci Phillips, Community Action
1 member of the public

93. APOLOGIES FOR ABSENCE

Apologies received from Cllr Neville Mills and Cllr James O'Donnell were noted.

94. DECLARATIONS OF INTEREST

None.

95. 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, to be signed by the Chairman in due course:

- Policy and Resources Committee meeting 29 July 2020

PUBLIC PARTICIPATION

There was no Public Participation.

The Chairman announced that he would be altering the order of business so that agenda item 8, Malvern Town Community Support Grant 20221/22 – Community Action and District could be taken first.

96. MALVERN TOWN COMMUNITY SUPPORT GRANT 2021/22 – COMMUNITY ACTION AND DISTRICT

Report PR05/20 was received and discussed.

The Town Clerk explained that Community Action (CA) has occupied the third floor at Belle Vue Terrace for some years, providing vital support to the community of Malvern. The Town Council has provided CA with an annual grant, historically set to equal the level of rent chargeable for these offices, with both the rental income and grant awarded being shown in the Town Council's Accounts.

Community Action is asked to reapply in October of each year for funding for the following financial year so that if successful, the amount of the grant can be included in the Town Council's grants budget.

UNADOPTED

Members had seen supporting documents and had been able to view further information on request from the office, if required. Jacqui Phillips, Chief Officer, attended the meeting to answer any questions from the floor.

Members were in support of the work that CA carries out and felt that it was important to help fund their work in this way. However, some members felt they required further financial information before being able to make an informed decision. Jacqui Phillips explained that the Covid-19 pandemic had meant that CA had not been able to hold an AGM so far this year and also that the accounts had been delayed. However, she assured members that the AGM would be held in the coming weeks and that the accounts would be forwarded to the Town Clerk for circulation as soon as possible.

Members queried whether, having worked from home since March, CA staff would actually occupy the offices again in the future. Jacqui Phillips explained that CA had hoped to return to the offices in October but the resurgence of Covid cases had prevented this from happening. CA intends to work from Belle Vue Terrace again as soon as they can and would like to stay there for the foreseeable futures.

It was queried whether, having received an emergency grant from the Town Council in the summer, CA needed further funding. Jacqui Phillips explained that the award of £10,000 made in the summer had been specified as particularly for Covid-related issues and was being used for equipment to enable staff to work from home when needed, whilst some would go towards telephone expenses incurred by staff, and the remainder was still to be spent. She undertook to provide a breakdown to the committee of how that grant was spent.

It was **RECOMMENDED** that Community Action be awarded a Malvern Town Community Support grant of £10,900 for the year 2021/22 and that it be included in the 2021/22 annual budget.

The Chairman announced that he would be altering the order of business so that agenda item 7, Lease of Third Floor Offices at 28-30 Belle Vue Terrace could follow the previous item, as they were connected.

97. **LEASE OF THIRD FLOOR OFFICES 28-30 BELLE VUE TERRACE**

Report PR04/20 was received and accepted.

It was **RECOMMENDED** that the lease to Community Action to occupy the third floor at 28-30 Belle Vue Terrace be renewed for a period of three years.

The meeting reverted to the order of the agenda from item 4.

98. **SMALL GRANTS SCHEME – FIRST ROUND 2020/21**

Report PR01/20 was received and accepted.

There were four qualifying applications to the small grants scheme totalling £1,690. Although some members queried whether grants should be awarded to organisations that had received a grant in the previous year, the Chairman reminded members that when the grants scheme had been reviewed, it had been decided that organisations could apply every year and each application would be assessed on its own merits.

It was **AGREED** to award the following small grants:

A. 7 th Malvern Company Girls Brigade	£500
B. 1 st Malvern Company Boys Brigade	£500
C. St Mary's, Pickersleigh	£500
D. Malvern Community Forest	£190

99. LARGE GRANTS SCHEME – FIRST ROUND 2020/21

Report PR02/20 was received and accepted.

There were two applications to the large grants scheme totalling £4,848.76.

The Chase High School £2,348.76

The Chase High School has been awarded grants in the past and members queried whether a grant should be given to a school. However, it was noted that the application met with all the criteria stated and therefore was valid.

Committee **AGREED** to award a grant of £2,348.76 to the Chase High School to buy additional equipment for a recently refurbished fitness room.

Perfect Circle Theatre Company £2,500

It was noted that Perfect Circle was a not-for-profit company and the workshops would be provided at no cost to the participants.

It was felt that the workshops would provide a great opportunity for local youngsters, and that it was very timely considering that the arts sector and many young people are struggling as a result of the Covid crisis.

Therefore, it was **AGREED** to award a grant of £2,500 to the Perfect Circle Theatre Company to provide writing workshops for local young people.

100. GRASS CUTTING AT MALVERN CUBE

Report PR03/20 was received and accepted.

Members felt that the Cube was a great youth organisation that deserved to be supported by the Town Council.

It was **AGREED** that a grant in kind would be awarded to Malvern Cube for grass cutting in 2021.

101. REVIEW OF TOWN COUNCIL OBJECTIVES – SHORT AND LONG TERM

Report PR06/20 was received and accepted.

The Town Clerk explained that the task of reviewing the Council's short- and long-term objectives is carried out either with a light touch or as a more thorough task. The last in-depth review had been several years ago.

Members noted the current short- and long-term objectives but felt that to be able to review these thoroughly it would be better to delegate this to a task and finish group.

It was **AGREED** to form a task and finish group to carry out the review with members as follows:

- Cllr Clive Hooper
- Cllr Ronan McLaverty-Head
- Cllr Jack Satterthwaite
- Cllr Aidan Stitt

102. DATE AND TIME OF NEXT MEETING

It was agreed that the next meeting would be the Budget Working Party meeting on Tuesday 17 November 2020 at 6.00 pm.

The meeting finished at 6.52 pm.

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(Chairman)