

UNADOPTED

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

held remotely via Zoom on Wednesday 27 January 2021 at 6.00 pm

**Councillors**

C Hooper (Chairman)  
N Houghton  
J Dallow  
R McLaverty-Head  
N Mills  
J O'Donnell  
J Satterthwaite  
A Stitt  
P Tuthill

**Absent**

L Lowton

**In attendance**

Linda Blake - Town Clerk  
Louise Wall - Minute Clerk  
Cllr D Watkins  
Cllr N Morton

111. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

112. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

113. **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 2 December 2020

**PUBLIC PARTICIPATION**

There was no public participation.

114. **QUARTERLY ACCOUNTS – THIRD QUARTER 2020/21 OCTOBER, NOVEMBER, DECEMBER**

Report PR01/21 was received and accepted and the Town Clerk presented the quarterly accounts for the third quarter of the 2020/21 financial year.

Committee received the management accounts.

The Town Clerk reported that the third quarter showed an overspend against budget of £124 after taking into account any transfers to or from Earmarked Reserves.

There were underspends against both administration and operations of approximately £2,700 and £4,800 respectively. The Town Clerk outlined the main variances against budget as detailed in the report. There had been an overspend against the Asset Renewal and Refurbishment budget, but this overspend of £14,767 related to a number of projects not in the original budget but which had

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been agreed by Council at a later date. Overall, three quarters of the way through the financial year showed that figures were very close to budget which was more than satisfactory considering the unusual and difficult times experienced with the pandemic.

It was **NOTED** that the second half of the precept had been received earlier than usual, in October 2020, when the bank balance had hit one of the two highest points during the year at £957,893. The bank balance at the end of December was £830,000 and the breakdown of this as detailed in the report shows that the Council still have a healthy amount of reserves.

It was **RECOMMENDED** that Council approves the Quarterly Accounts for the third quarter ending 31 December 2020.

Cllr O'Donnell commended the Town Clerk, Town Council staff and the Mayor for their good management of the Town Council's operations and finances during the pandemic and this was endorsed by the committee.

### 115. **TOWN COUNCIL WEBSITE**

Report PR02/21 was received and accepted.

It was **AGREED** that the Town Council's existing website content and data would be moved to a WordPress platform at nil cost to the council.

It was also **AGREED** that a review of the Town Council website, its functionality and user experience would be reviewed in twelve months.

### 116. **COUNCILLOR TRAINING**

Report PR03/21 was received and accepted.

The Town Clerk explained that the provision of councillor training had been a subject regularly discussed as part of the Town Council's aims and objectives and that it was important to balance out the need to make informed decisions with the fact that all town councillors give their time as volunteers.

The Chairman of the Task and Finish Group, Cllr Ronan McLaverty-Head, said that at the task and finish group meeting, they agreed that this matter should be discussed fully by the Policy and Resources Committee, and Full Council, to agree whether mandatory training for councillors became one of the Town Council's aims and objectives.

Members held a full discussion on the matter, and all agreed that training could be very useful. However, some members felt that if sitting on a committee were made conditional on having undertaken relevant training, there was a risk that meetings may not be quorate. It could also put people off from becoming a councillor, and it was important to have members representing a wide cross section of the community.

It was agreed that it would be helpful if the training provided was of an online format, where people could access it at different times of the day and complete in their own time or, held in the evenings at a similar time to council meetings.

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It was suggested that it may be more sensible to make training mandatory for those who wished to become a chairman of a committee, the Mayor or Deputy Mayor, and for everyone else make training accessible and optional.

It was also suggested that a time limit be put on any training, for instance to be completed within a six-month period.

It was **AGREED** that the comments made would be considered carefully by the Aims and Objectives Task and Finish group when putting together their final recommendations. A draft training policy would be prepared for presentation to the next meeting of Policy and Resources Committee in February.

**EXCLUSION OF THE PRESS AND PUBLIC**

It was **AGREED** to resolve pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**117. STAFFING MATTERS**

The Town Clerk presented reports PR04/21 and PR05/21. Members were reminded of the confidential nature of the reports.

It was **RECOMMENDED** that a Grounds Maintenance Operative should be recruited and employed on a one-year temporary contract.

It was **RECOMMENDED** that the Council's out-of-hours call out facility should continue with changes made to call out terms, conditions and pay rates better to reflect a fair package for employees and to ensure a reliable and effective service to the public.

**118. DATE AND TIME OF NEXT MEETING**

It was **AGREED** that the next meeting of the Policy and Resources Committee will be on Wednesday 17 February 2021 at 6.00 pm.

The meeting finished at 7.10 pm.

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(Chairman)