

UNADOPTED

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

held remotely via Zoom on Wednesday 31 March 2021 at 6.00 pm

Councillors

C Hooper (Chairman)
N Houghton
L Lowton
R McLaverty-Head
J Satterthwaite
A Stitt
S Taylor (substituted for Cllr Dallow)

In attendance

Linda Blake - Town Clerk
Louise Wall - Minute Clerk

Marie Henry – Citizens Advice SW
Tiffany Hoskins – Reaction Theatre Makers
Katie Day – The Other Way Works

Absent

J Dallow (apologies)
N Mills (apologies)
J O'Donnell (apologies)
P Tuthill (apologies)

128. APOLOGIES FOR ABSENCE

Apologies for absence from Cllrs Dallow, Mills, O'Donnell and Tuthill were **NOTED**.

129. DECLARATIONS OF INTEREST

Cllr Clive Hooper – item 5, small grants application – Cllr Hooper is a Vice President and former Chair of the Malvern Civic Society.

130. 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 17 February 2021.

PUBLIC PARTICIPATION

Katie Day, Artistic Director of The Other Way Works, spoke in support of the grant application at agenda item 6. Reaction Theatre Makers have applied for a large grant of £1500 to commission Birmingham-based theatre company The Other Way Works to develop a new audio experience for individuals and families based around the bandstand in Priory Park. Katie Day explained that the company creates playful theatre that immerses audiences in a story; the bandstand project tells fictional stories based on historical accounts from local residents, and these podcasts, lasting ten to fifteen minutes, can be downloaded onto mobile phones for people to listen to whilst visiting the bandstand. Tiffany Hosking from Reaction Theatre Makers wanted to bring this to fruition for Malvern's bandstand in Priory

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Park, as part of the FEAST festival which this year will be held in September, with the podcast being available for at least a year afterwards. She believed this family-friendly project would engage local people as well as bring tourism into the area.

Members of the committee then asked various questions. Some thought that the total project cost of £12,500 was very high to provide a ten-minute podcast, but Katie explained that the costs covered several phases of development including the employment of professional artists, writers and composers. The consultation phase would involve going out into the community to interview members of the public and local history groups, which would take time. The Chairman thanked Katie Day and Tiffany Hosking for attending the meeting and making their presentation. The grant would be considered later in the meeting.

131. MALVERN TOWN COMMUNITY SUPPORT GRANT – CITIZENS ADVICE BUREAU

Report PR01/21 was received and accepted.

The Town Clerk explained that a grant has been awarded by MTC to the Citizens Advice Bureau (now Citizens Advice South Worcestershire, CASW) for many years under a long-term agreement which has been renewed every three years. The current application is for the same amount as the previous agreement and full supporting documentation was available to Councillors upon request.

Marie Henry, CEO of the CASW attended the meeting in support of the application and to answer questions from members. She explained that the service offers trusted advice to people in the Malvern Hills and Wychavon area, with at least one third of the people they see living in Malvern, and the central position of the offices in the middle of Pickersleigh ward meant that people could walk there. As part of a national organisation, they have increased powers to lobby for change but still provide a local service. They rely on the generosity of local councils to supply funding so they can meet the increasing need for their services.

Committee was asked to consider awarding a community support grant to the Citizens Advice SW of £15,500 per annum for three years.

Members agreed that the CASW offered a vitally important service, even more so with the effects of the ongoing pandemic, and that it should be supported by a Town Council grant.

It was **AGREED** that the amount of the grant should be increased to £16,000 per annum for three years.

It was **RECOMMENDED** that a grant of £16,000 per annum for three years be awarded to the Citizens Advice South Worcestershire.

132. SMALL GRANTS SCHEME, 2ND ROUND 2020/21

Report PR02/21 was received and accepted.

The Town Clerk informed members that three qualifying applications had been received in this second round of the small grants scheme.

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It was **AGREED** to award a grant of £500 to the Lyttelton Well Limited.

It was **AGREED** to award a grant of £500 Malvern Civic Society.

It was **AGREED** to award a grant of £1500 to St Richard's Hospice.

133. LARGE GRANTS SCHEME, 2ND ROUND 2020/21

Report PR03/21 was received and accepted.

Seven qualifying applications to the large grants scheme had been received. The Chairman reminded members that the grants scheme would be reviewed after the completion of a year with two rounds of applications but that the existing rules must be followed when considering the current applications.

The total amount of grant funding applied for exceeded the amount of budget available and therefore committee discussed each grant in turn with those considered to be the strongest being agreed first.

It was **AGREED** to award a large grant of £2500 to Friends of the Chase.

It was **AGREED** to award a large grant of £2100 to What Makes You Different Makes You Beautiful.

It was **AGREED** to award a large grant of £2000 to Malvern Special Families.

It was **AGREED** that a large grant should be awarded to Malvern Spa Association, but that a part award of £500 would be made.

Committee **DECLINED** to award a large grant of £1500 to Reaction Theatre Makers.

Committee **DECLINED** to award a large grant of £2112.82 to St Matthias C of E Primary School.

It was **AGREED** to defer a large grant of £2500 to The Coach House Theatre and to invite Mr Chris Basset to the next meeting of the Policy and Resources Committee so that more explanation of the application could be given.

134. ARCOS LARGE GRANT 2019

Report PR04/21 was received and accepted.

The Town Clerk explained that ARCOS had contacted the Town Council to ask if they could retain the grant awarded to them in 2019 to use for the same project which had been delayed but would proceed in May 2021.

Cllr Nick Houghton was absent from the meeting for the following vote.

It was **RECOMMENDED** that ARCOS be allowed to retain their 2019 grant of £3,500 for an outdoor play area project in May 2021.

135. ASSESSMENT OF MALVERN TOWN COUNCIL'S SIGNIFICANT RISKS IN ACHIEVING ITS SHORT-TERM OBJECTIVES

Report PR05/21 was received and accepted.

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The report set out risk assessments for each of the short term aims and objectives, including a table identifying hazards which may prevent the objective being achieved, the level of risk, consequences of failing to achieve the objective, ways of managing the risks and an assessment of whether adequate procedures were in place to ensure objectives are achieved.

Several issues were raised as part of the committee's discussions and the Town Clerk agreed to include some additional comments in the risk assessment table and to ensure that some Town Council policies were reviewed in the forthcoming months.

It was **RECOMMENDED** that the assessment of the Town Council's significant risks to achieving its short-term objectives be accepted.

At 7.54 pm, it was **AGREED** to extend the meeting from 8.00 pm for a further twenty minutes.

136. **FINANCIAL REPORTS**

The financial reports were received and accepted, along with the cash report CR1 and the bank payments schedule, both for January and February 2021.

The Town Clerk explained that the Town Council's aim was to pay all creditors within thirty days, but generally payments were made much earlier, as the importance of supporting local firms via cash flow was recognised.

It was **AGREED** that the terms of paying suppliers would be reviewed at a future Policy and Resources Committee meeting.

Cash report CR1 January and February 2021

Committee **NOTED** the cash report for January and February 2021.

Bank Payments Schedule January and February 2021

Committee **NOTED** the bank payments schedule for January and February 2021.

137. **VEXATIOUS BEHAVIOUR AND COMPLAINTS POLICY**

Report PR06/21 was received and accepted.

It was **RECOMMENDED** to adopt the draft Vexatious Behaviour and Complaints Policy without any further amendments.

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.

103. **STAFFING MATTERS**

The Town Clerk presented report PR07/21 and provided an update on staffing matters to the meeting. Committee members **AGREED** to the job description changes as submitted at the meeting.

104. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the next meeting of the Policy and Resources Committee will be on Tuesday 27 April 2021 at 6.00 pm.

The meeting finished at 8.19 pm.

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(Chairman)

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