

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

**held in the Community Hub Meeting Room, Victoria Park
on Thursday 22 August 2024 at 6pm**

Councillors

I Dawson (Chair)
N Houghton
C Fletcher
E Green
C Hooper
R McLaverty-Head
K Newbigging

Absent

M Jones (apologies)
L Lowton (apologies)

Also in attendance

Linda Blake - Town Clerk
Louise Wall – Minute Clerk
M Birks – Mayor of Malvern

11. APOLOGIES FOR ABSENCE

Apologies for absence from Cllrs Mel Jones and Lou Lowton were **NOTED**.

12. DECLARATIONS OF INTEREST

None.

13. 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, and signed by the Chairman:

- Policy and Resources Committee meeting held on 12 June 2024.

PUBLIC PARTICIPATION

None.

14. CLEANING CONTRACT – NEW COMMUNITY HUB

Report PR01/24 was received and accepted.

Quotations had been sought for cleaning all public areas of the community hub building and the kitchen and staff toilets on a daily basis.

It was **AGREED** to award the contract to Company A (Big Green Cleaning Company).

15. REVIEW OF FINANCIAL REGULATIONS

Report PR02/24 was received and accepted.

Officers had produced a table comparing the current Malvern Town Council model financial regulations, the revised NALC financial regulations and operational recommendations specific to Malvern Town Council.

Members of the committee worked through pages 1 to 24 of the document, reviewing each point separately before deciding which regulation to include in the Council's revised financial regulations.

Cllrs Emma Green, Karen Newbigging and Marilyn Birks left the meeting at 7pm.

A further meeting would be required to continue this work to the end of the document.

16. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting would be Thursday 12 September 2024 at 6pm.

The meeting finished at 8.00 pm

.....(Chairman)

DRAFT