

UNADOPTED

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

**held in the Community Hub Meeting Room, Victoria Park
on Wednesday 5 February 2025 at 6pm**

Councillors

Cllr Iain Dawson (Chair)
Cllr Clive Hooper (Vice-chair)
Cllr Clive Fletcher
Cllr Lou Lowton
Cllr Ronan McLaverty-Head
Cllr Karen Newbigging
Cllr Emma Green

Absent

Cllr Melanie Jones (apologies)

Also in attendance

Linda Blake (Town Clerk)
Julia Winkworth (Minute Clerk)
Cllr David Mead
Cllr Marilyn Birks

40. APOLOGIES FOR ABSENCE

Apologies for absence from Cllr Melanie Jones were **NOTED**.

41. DECLARATIONS OF INTEREST

None.

42. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of proceedings and signed by the Chairman.

- Policy and Resources Committee meeting held on 16 January 2025

PUBLIC PARTICIPATION

None.

43. REVIEW OF STANDING ORDERS

Report PR01/24 was received.

The chair opened the discussion and asked committee members to raise any issues which they felt needed addressing.

The following Recommendations were made:

Section 9 Notices of Motion

The issue of whether a written notice requires a seconder was raised.

It was **RECOMMENDED** that the use of wording 'and provide a seconder' would be added to Standing Order 9B.

It was further **RECOMMENDED** to remove Standing order 9D and keep all else the same.

How Malvern Town Council interpret 'clear days'

The Committee discussed the definition of 'clear days' and how to achieve consistency with the Standing Orders. Standing Orders 3A and 3B cannot be changed as they are in bold and mandatory. But the Council could increase the notice period of meetings as best working practice for the Town Council as this would make it more onerous for the Town Council and doesn't drop below the legal minimum.

It was **RECOMMENDED** to change the word 'weekend' to 'a Saturday, a Sunday' and to also add an addendum stating the Council will use MTC definition of 'clear days' for this purpose as well. Arrange to add change of wording to last page * paragraph.

Standing Order 15 B – It was **RECOMMENDED** that all reports should be served within 2 clear days unless there are extreme circumstances not to, e.g. illness.

Standing Order 19 would be left to discuss at a meeting after the Staffing Committee has been formed.

Standing Order 4 -The discussion was then redirected back to Standing Order Section 4. It was **RECOMMENDED** that the term 'Sub-Committee' should replace 'Task & Finish Groups' going forward, and that sub-committees would have a timeframe determined at the time of appointment.

It was further **RECOMMENDED** that that there should be an agenda item for sub-committees enabling them to submit a brief written report to go back to the parent committee or Full Council as applicable.

44. DATE AND TIME OF NEXT MEETING

The next meeting will take place on Wednesday 26 March 2025 at 6.00pm.

The meeting finished at 7.55pm.

.....(Chairman)