

UNADOPTED

MINUTES OF A MEETING OF
MALVERN TOWN COUNCIL

held on Wednesday 12 June 2019

Council Chamber, Belle Vue Terrace, Malvern at 6.00 pm

Councillors

Present

N Morton (Chairman)
C Bovey
S Charles
J Dallow
C Hooper
N Houghton
L Lambeth
J Leibrandt
L Lowton
R McLaverty-Head
N Mills
J O'Donnell
D Roberts
S Taylor

J Thomas
D Watkins

Absent

P Mewton (apologies)
C Palmer (apologies)
P Smith (apologies)
P Tuthill (apologies)

In attendance

Linda Blake – Town Clerk
Charles Porter – Operations Manager
Louise Wall – Minute Clerk

4 members of the public

24. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from:

- Councillor Pat Mewton – family illness
- Councillor Cynthia Palmer – hospital
- Cllr Peter Smith – prior engagement
- Councillor Paul Tuthill - illness

25. DECLARATIONS OF INTEREST

Cllr Mills – item 4, member of MRATHS

Cllr Thomas – item 12, lives near to Victoria Park.

The Mayor announced that he would be altering the order of business so that agenda items 10 and 11 would now be taken alongside Public Participation, followed by agenda item 4.

PUBLIC PARTICIPATION

It was **AGREED** to adjourn the meeting for public participation and the Mayor invited members of the public to present their questions, statements or petitions submitted under the Council's Public Participations Procedure.

Betty Hughes of Malvern Pride explained to Council the vision for Malvern's first Pride event, which is to take place in Priory Park on 27 July 2019. It will be a family-friendly day with music and food from local bands and businesses, and has so far been very well supported by organisations such as the fire brigade, West Midlands Police, and Malvern Hills District Council. Malvern Pride asked for support from the Town Council by promoting the event on its website and social

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media sites, flying a rainbow flag on the council flagpoles and by sponsoring three marketing banners.

Councillors then resumed the council meeting to discuss agenda item 10.

26. **NOTICE OF MOTION – MALVERN PRIDE 2019**

Cllr Nick Houghton presented his Notice of Motion which was seconded by Cllr Neil Morton.

Cllr Houghton explained that this would be the first event of this kind in Malvern and therefore would be used as a learning tool for future events. Many other local organisations were already supporting this event and therefore Town Council support would be much valued.

Members queried whether there would be a cost to the Council for purchasing flags but as these are being sponsored by QinetiQ there would not.

Some members expressed concerns over whether the event would be safe if there were any demonstrations, as there had been at other Pride events. Betty confirmed that the safety of everyone attending on the day was of the utmost importance and there would be a clear policy on handling possible protesters. Public liability insurance was in place and there would be plenty of stewards on the day, along with St John's Ambulance, the Police and Fire Brigade.

It was **RESOLVED** that Malvern Town Council supports and encourages friends, local residents and businesses to support the inaugural Malvern Pride Event to be held in Priory Park on Saturday 27 July 2019.

It was **RESOLVED** that Malvern Town Council would promote the event on its website and social media sites.

It was **RESOLVED** that the Rainbow Flag would be flown on the Council flagpoles where possible for the week before the event.

It was **RESOLVED** that Malvern Town Council would sponsor three marketing banners similar to those used for its own events, at a cost in the region of £150.00.

PUBLIC PARTICIPATION

It was **AGREED** to adjourn the meeting for public participation and the Mayor again invited members of the public to present their questions, statements or petitions submitted under the Council's Public Participations Procedure.

Richard Timney, trustee of the Poolbrook Village Hall, explained that the hall was a well-known and loved building but had fallen into disrepair over recent years as it was too cold to use and was not suitable for modern requirements.

The past three years had seen significant improvements made to the building's fabric, heating and lighting and this had enabled many educational activities, exercise classes, celebration and entertainment events to take place. The hall is available for use by everyone in the Poolbrook community and it is hoped that this will continue to be the case with more activities taking place for every sector of the community.

The next project is to install accessible toilets in a new location in the hall which has been costed at £3,400. The village hall will put in £1,000 from their reserves,

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and seek further funding from other trusts. A special grant application for £2,000 had been submitted to Malvern Town Council to help fund this.

Councillors then resumed the council meeting to discuss agenda item 11.

27. **NOTICE OF MOTION – SPECIAL GRANT APPLICATION POOLBROOK VILLAGE HALL**

Cllr Neil Morton presented his Notice of Motion which was seconded by Cllr Lynne Lambeth.

Members agreed that the hall was a great asset for the Poolbrook community and that its preservation and upkeep would benefit many people.

Cllr O'Donnell said that divisional funds were available and that an application to Section 106 should be reconsidered going forwards, perhaps for a larger project such as a new roof.

It was **RESOLVED** to award a grant in the sum of £2,000 to Poolbrook Village Hall for the provision of new disabled toilet facilities.

28. **PRESENTATION – MALVERN RADAR AND TECHNOLOGY HISTORY SOCIETY (MRATHS)**

Mike Burstow, of the Malvern Radar and Technology History Society – a registered charity - explained how the society would like to open a Malvern Science Centre to celebrate the extraordinary scientific heritage of past government research at Malvern.

The Society has identified J Building from the original site (Qinetiq) as being suitable not only in terms of size and location but also for its historical association to house this new and exciting visitor attraction – the first of its kind in Malvern, including a café and a large room capable of seating 60 people for talks.

MRATHS feels that informing the public about the largely unknown scientific achievements arising from Malvern and the people behind them would add an exciting new dimension to Malvern's tourist industry with significant local benefits to education, inspiring the next generation of scientists and engineers.

There is also a project underway to record the Qinetiq site and there are important items to be recovered before the site is cleared for development.

The Society asked for support from the Town Council in its bid to the Local Enterprise Partnership (LEP) and Malvern Hills District Council to retain J Building for assessment as the first science centre.

It also would like the Town Council to consider its ideas for a commemoration sculpture and ideas for road naming in Malvern as road names are now delegated to the Town Council. Comments from Councillors were in support of this as a very worthwhile project preserving and revealing an important part of Malvern's history.

The Chairman now reverted to the original agenda order

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29. MINUTES OF PREVIOUS MEETINGS

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings and they were signed by the Mayor:

- Full Council meeting 22 May 2019

30. MAYOR'S ANNOUNCEMENTS

The Mayor had attended the exhibition currently on at Malvern Library which details the history of the Winter Gardens and bands that performed there in the 1960s and '70s and which he highly recommended to members of the council.

The Mayor also reported that following a meeting with representatives of his two chosen charities, there was an opportunity for Councillors to take part in defibrillator training with Heartstart Malvern and to have a tour of Malvern Hills Food Bank. Members interested in taking part in either or both of these should pass their names on to officers so that arrangements could be made.

31. TOWN CLERK'S REPORT

The Town Clerk reminded Councillors that Register of Interest Forms are a legal requirement and if anyone had not yet completed theirs, they should do so soon please and return to the office.

Councillors were also asked to send in their profile photograph for the website.

Volunteer stewards are urgently needed for Bands in the Park on 23 June and 30 June and members were asked to put their names forward if not already on the list.

The Town Clerk informed members that their new Town Council email addresses are all now set up. Anyone experiencing problems logging in was urged to call into the office or to request the telephone number of MTC's IT support.

Councillors were informed that the member's forum on the Town Council website was now active and this area could be accessed by all Councillors to discuss current council issues, projects and topics.

32. REPORTS BY COUNTY AND DISTRICT COUNCILLOR REPRESENTATIVES IN ATTENDANCE

County Councillors

Cllr James O'Donnell reported that Worcestershire County Council had pledged at its last meeting, to be carbon neutral by 2050 in all areas where it is directly responsible.

District Councillors

Cllr Sam Charles had attended the Southern Area Planning Committee meeting at which the Qinetiq site was discussed. Planning Officers had worked with the developers to try and mitigate concerns which had been raised by local residents, but unfortunately there had been no residents at the meeting to make any comments. The application was passed unanimously.

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Cllr Watkins asked the District Councillors present what news there was of the Priory Park play area scheme, which was originally scheduled to be ready in time for this year's summer holidays but did not seem to have started. District Councillors responded that following the change in leadership group at the recent elections, the timescale was unknown.

33. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES

None.

34. MEMBERS' QUESTIONS

Cllr Tuthill had submitted a question regarding the provision of detailed papers for meetings and this was handed out to members in Cllr Tuthill's absence.

A brief discussion was held on the switch to electronic papers from May 2019. The Town Clerk reminded members that an amount of £30 could be claimed as a printing allowance.

The Mayor urged Councillors to try this new system for a few months and then it could be reviewed later in the year as necessary.

35. BASKETBALL FACILITIES AT VICTORIA PARK

Report CL01/19 was received and accepted.

The Town Clerk updated Council on the latest proposals for the basketball project.

Cllr Lowton presented the recommendation that had been brought forward from the meeting of the Basketball Task and Finish Group.

It was **RESOLVED** that the new basketball courts should be located on the western end of current football pitch one, adjacent to the car park in Pickersleigh Avenue, and that the football pitch and the surrounding rails would be removed from use.

36. FLAG FLYING POLICY

Report CL02/19 was received and accepted.

The Town Clerk explained that the policy had been brought to Council as there were currently no delegations in place to decide which flags should be flown on Town Council buildings, and that quite a number of requests were received.

There was an error noted in point 3.5 v) point 4, which should read 'or' not 'of':

"on the death/funeral of a member of the council or a former Mayor."

It was **RESOLVED** that the Flag Flying Policy should be accepted subject to the following amendment to point ii:

Delegations to consider requests outside of the agreed flag list will be given to the Town Clerk who may call a meeting of the Emergency Decision Making Group should any contentious issues arise.

37. AUDIT COMMITTEE RECOMMENDATIONS

Report CL03/19 was received and accepted.

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Cllr Bovey presented the recommendations from the Audit Committee meeting held on 4 June 2019.

Cllr Houghton left the chamber.

It was **RESOLVED** that the Internal Audit Report for the financial year 2018/19 be accepted.

Cllr Houghton returned to the chamber.

38. **REVIEW OF EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROL**

Report CL04/19 was received and accepted.

Council **RECEIVED** and **NOTED** the effectiveness of the system of internal control for 2018/19 and **AGREED** it was satisfactory.

As the meeting had been in progress for two hours, under Standing Order 3x, the Council AGREED to extend the meeting for a further 20 minutes.

39. **YEAR END ACCOUNTS 2018/19**

Report CL05/19 was received and accepted.

It was **NOTED** that point 4.3 should read:

“The surplus for the year has moved the balance on the Council’s Income and Expenditure Account from £470,039 at 31 March 2018 to £506,226 at 31 March 2019.”

The Town Clerk presented the Year End Accounts and reported that there was a surplus against budget in 2018/19 of £36,144 and that the Council’s finances were in a healthy position at Year End. All variances were explained in the summary in pages 8-10 of the accounts.

It was **RESOLVED** to approve and adopt the Year End Accounts as attached at Appendix A to the report.

40. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19**

CL06/9 was received and accepted.

Each recommendation was then taken separately as follows:

- i. Council **CONSIDERED** and **APPROVED** Section 1 of the AGAR – Annual Governance Statement 2018/19 and **ENSURED** it was signed and dated by the Chairman and Town Clerk.
- ii. Council **CONSIDERED** and **APPROVED** Section 2 of the AGAR – Accounting Statements 2018/19, **APPROVED** the Accounting Statements by resolution and **ENSURED** they were signed and dated by the Chairman.
- iii. Council **NOTED** the Annual Internal Audit Report 2018/19 as page 3 of the AGAR.

41. **POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS**

Report CL07/19 was received and accepted.

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Cllr Thomas presented the recommendations from the Policy and Resources Committee meeting held on 5 June 2019 and these were then taken separately as follows:

- i. It was **RESOLVED** to approve the Quarterly Accounts for the fourth and final quarter, ending 31 March 2019.
- ii. It was **RESOLVED** to keep the small grants application form in its current layout for this year, with some minor amendments to the policy
- iii. It was **RESOLVED** that the grants scheme timetable be amended to open one month earlier than in previous years and to give a six-week period to return applications rather than a month.

42. APPOINTMENT OF REPRESENTATIVE TO CALC

Report CL08/9 was received and accepted.

It was **RESOLVED** to appoint Cllr Clive Hooper as a representative on the County Association of Local Councils (CALC).

43. DATE OF NEXT MEETING

It was agreed that the date of the next meeting of Full Council would be Wednesday 7 August 2019 at 6.00pm.

The meeting finished at 8.17 pm.

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(Chairman)