

UNADOPTED

**MINUTES OF A MEETING OF  
THE POLICY AND RESOURCES COMMITTEE  
MALVERN TOWN COUNCIL  
held remotely via Zoom on  
Wednesday 29 July 2020 at 6.00 pm**

**Councillors**

Participating

C Hooper (Chairman)  
N Houghton (Vice Chairman)  
J Dallow  
L Lowton  
R McLaverty-Head  
N Mills  
J O'Donnell  
P Tuthill

**In attendance**

Linda Blake - Town Clerk  
Louise Wall - Minute Clerk

**83. APOLOGIES FOR ABSENCE**

None.

**84. DECLARATIONS OF INTEREST**

None.

**85. 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 3 June 2020

**PUBLIC PARTICIPATION**

There was no Public Participation.

**86. FINANCIAL REPORTS**

Report PR01/20 was received and accepted, along with the cash report ref CR1 and the bank payments schedule, both for April, May and June 2020.

A reimbursement made to Dr J Harcup for expenses relating to the Jeseník exchange visit in May and October 2019 was queried. The Town Clerk explained that this was a late claim but was as agreed by Full Council in March 2019.

The Town Clerk informed committee that the presentation from the CCLA on investments had been delayed but Mark Davies hoped to attend the next meeting.

**Cash Report CR1 April, May and June 2020**

Committee **NOTED** the cash report for April, May and June 2020.

**Bank Payments Schedule April, May and June 2020**

Committee **NOTED** the bank payments schedule for April, May and June 2020.

***The Chairman welcomed a member of the public who joined the meeting at this point.***

**87. INSURANCE CONTRACT RENEWAL**

Report PR02/20 was received and accepted.

The Town Clerk explained that the current insurance contract was about to come to an end and a thorough review of the Council's insurance needs had been carried out. Four companies had been contacted to submit a quotation with one declining to do so. The three remaining companies had submitted prices within a very small price range, having been asked to use the cover items listed at appendix A to the report.

The Town Clerk stated that a three-year contract would be preferable to a one-year contract as reviewing insurance needs and obtaining quotations was a lengthy process, and therefore doing this less frequently would save time and money. There was also an indication that insurance costs may increase following the economic uncertainties caused by the Covid-19 pandemic. However, Officers had no preference in which company was chosen and members were asked for their comments.

Councillors felt that with tender prices so close, it seemed sensible to remain with the current insurance broker given that their service levels had been very high.

It was **AGREED** that Malvern Town Council would renew its insurance policy with WPS and that it would be for a three-year agreement.

The Chairman thanked the Town Clerk for presenting a thorough report and for her work in getting reduced quotations for the insurance premiums.

**88. TOWN COUNCIL GRANTS SCHEME – SMALL GRANTS, LARGE GRANTS AND EMERGENCY GRANTS**

Report PR03/20 was received and accepted.

The Town Clerk reminded members that at the last meeting of the Policy and Resources Committee, it had been agreed that the main requirements of the grants review had been to simplify the small grant scheme application process and create a more robust marking scheme for the large grants applications.

Members queried the previous decision that Emergency Grants applications would not be scrutinised by the Policy and Resources Committee but would go straight to Full Council, having been scored by Officers.

Therefore, it was **RECOMMENDED** that Policy and Resources Committee would review and scrutinise applications to decide which awards should be made before asking Full Council to approve the necessary expenditure.

Members then considered the application forms, marking criteria and timetable for the grants scheme 2020/21.

Application forms

Minor amendments were **AGREED** to standardise the forms.

It was also **AGREED** that there should be a clear description of what is and is not classed as an emergency grant within the grants paperwork and guidance notes, with examples to help organisations understand what qualifies.

Marking criteria

All forms contain the criterion that there must be "demonstration that the project is beneficial to Malvern Town residents". It was **AGREED** that as this particular requirement was a very important aspect of the grants scheme, this should be "double-weighted" in the scoring. The emergency grants should also have double

## UNADOPTED

weighting for demonstration of why they are exceptional. Therefore, the scoring would be as follows:

Small grants – clause 4 would be scored between 2 and 10, with overall score being out of 30. The cut-off point for qualification of application would be 20.

Large grants – clause 5 would be scored between 2 and 10, with overall score being out of 45. The cut-off point for qualification of application would be 25.

Emergency grants – clause 5 and 9 would be scored between 2 and 10, with overall score being out of 55. The cut-off point for qualification of application would be 40.

### Grants timetable

It was suggested that publishing the timetable on the Town Council website could be helpful to organisations in forward-planning. The Town Clerk agreed that this was possible and that it could be done each year following agreement of the council meeting calendar.

The grants scheme will be reviewed in a year's time and the Chairman thanked Officers for their work in producing the draft documents.

It was **RECOMMENDED** that with these changes, Full Council adopts the Town Council grants scheme application forms, marking criteria and timetable.

## 89. **ZERO TOLERANCE ON HARASSMENT AND ABUSE – GUIDELINES FOR COUNCILLORS**

Report PR04/20 was received and accepted.

It was **AGREED** that the policy should be re-named as “Malvern Town Council Zero Tolerance Policy on Harassment and Abuse of Councillors” to reflect better its aims.

It was **AGREED** to make a minor amendment to point 5.1 so that it read more clearly.

*“Councillors have a responsibility to record incidences of council-related violence, including threats and verbal abuse to the Town Clerk and Mayor. All incidents including physical attacks, serious or persistent threats and verbal abuse must be recorded in writing at the Town Council offices”* would now read

*“Councillors have a responsibility to report to the Town Clerk and Mayor incidences of council-related violence, including threats and verbal abuse. All incidents including physical attacks, serious or persistent threats and verbal abuse must be recorded in writing at the Town Council offices.”*

It was **RECOMMENDED** that with these changes, Full Council adopts the “Malvern Town Council Zero Tolerance Policy on Harassment and Abuse of Councillors”.

## 90. **MALVERN TOWN COUNCIL INFORMATION TECHNOLOGY USERS POLICY**

Report PR05/20 was received and accepted.

The Chairman congratulated the Task and Finish group on their work in producing the draft document.

It was **AGREED** to amend point 4.1 to make it clear that it related to staff and not Councillors.

It was **RECOMMENDED** that with this change, Full Council adopts the Malvern Town Council Information Technology Users Policy.

91. **EQUALITY AND DIVERSITY POLICY**

Report PR06/20 was received and accepted.

Some minor grammatical amendments were suggested to standardise the document.

It was **RECOMMENDED** that with these changes, Full Council adopts the Malvern Town Council Equality and Diversity Policy.

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

It was agreed that the date of the next meeting of Policy and Resources Committee would be Wednesday 16 September 2020 at 6.00pm, to be held remotely via Zoom.

The meeting finished at 7.03 pm.

.....  
(Chairman)

DRAFT