

UNADOPTED

MINUTES OF THE ANNUAL MEETING OF  
MALVERN TOWN COUNCIL

held at the United Reformed Church Hall, Malvern Link on  
Wednesday 26 May 2021 at 6.00 pm

**Councillors**

Present

C Bovey  
J Dallow  
C Hooper  
N Houghton  
L Lambeth  
J Leibrandt  
L Lowton  
P Mewton  
N Mills  
R McLaverty-Head  
N Morton  
C Palmer  
J Satterthwaite  
P Smith  
A Stitt  
S Taylor  
D Watkins

**Absent**

S Charles (apologies)  
J O'Donnell  
P Tuthill (apologies)

**Also in attendance**

L Blake - Town Clerk  
L Wall – Minute Clerk  
C Lawrence – Events Officer

The outgoing Mayor opened the meeting at 6.10 pm, after some technical difficulties with live-streaming of the meeting had been resolved. He thanked Cllr Lambeth for her support as Deputy Mayor over the past two years and also staff and fellow councillors for their help and support especially over the difficult past twelve months.

**13. APPOINTMENT OF MAYOR**

Two nominations had been received for the position of Mayor of Malvern Town Council. The nominees made a short presentation in support of their application, after which it was agreed that the vote should be in the form of a secret ballot.

It was **RESOLVED** that Cllr Nicholas Houghton be appointed Mayor of Malvern Town Council for 2021/22.

**14. MAYOR'S DECLARATION OF OFFICE**

The Mayor, Cllr Nicholas Houghton, signed the Declaration of Office, witnessed by the Town Clerk.

**15. PRESENTATION OF PAST MAYOR'S BADGE**

The new Mayor, Cllr Nicholas Houghton, presented a Past Mayor's badge to Cllr Neil Morton and thanked him for his work and achievements in his term of office as Mayor.

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### 16. **APPOINTMENT OF DEPUTY MAYOR**

Two nominations had been received for the position of Deputy Mayor of Malvern Town Council. The Chairman invited the nominees to make a short presentation in support of their application, and after a secret ballot,

It was **RESOLVED** that Cllr Clive Hooper be appointed Deputy Mayor of Malvern Town Council for 2021/22.

### 17. **DEPUTY MAYOR'S DECLARATION OF OFFICE**

The Deputy Mayor, Cllr Clive Hooper, signed the Declaration of Office, witnessed by the Town Clerk.

### 18. **APOLOGIES FOR ABSENCE**

Apologies received from Cllr Samantha Charles and Cllr Paul Tuthill were **NOTED**.

### 19. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

### 20. **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 they were signed by the Mayor:

- Full Council meeting 21 April 2021.

### **PUBLIC PARTICIPATION**

None.

### 21. **MAYOR'S ANNOUNCEMENTS**

The Mayor thanked those who had stood for election. He informed council that he would announce his chosen charities in a few days' time.

### 22. **TOWN CLERK'S REPORT**

The Town Clerk reported that a response had finally been received from WCC regarding the 20mph speed limits and this would be forwarded to councillors with their weekly pack. A response regarding the 99 steps was still awaited although this was expected soon.

Members were reminded to check agendas for the location of meetings as these would be varied whilst accommodating social distancing measures and the end of legislation allowing virtual meetings.

The Health and Wellbeing Fair and Earth Day had been held successfully online and it was hoped that later in the summer, some Bands in the Park afternoons could be held in Priory Park, as well as other regular summer events.

The Operations Team were entering a busy time of the year with planting of summer bedding and hanging baskets going up around the town. Rosebank Gardens has had a new wall at its southern end as well as a new display of bedding in the entranceway. The land slippage is still under observation.

23. **REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE**

County Reports

**Cllr Jack Satterthwaite**, newly elected member for Malvern Chase division, reported that he was on the Economy and Environment Overview and Scrutiny Panel responsible for scrutinising services relating to economy, environment, highways and infrastructure, which sat well with his background in transport planning. Cllr Satterthwaite noted his concerns over the roadworks in Barnards Green and the effect that they were having on local businesses. He therefore would be looking at ways to promote the business area over the summer. Cllr Satterthwaite also reported that he was keen to encourage the county council to declare a county-wide climate emergency.

The Council offered their congratulations to Cllr Satterthwaite on his election and to Cllr Palmer and Cllr Bovey for their election as Charman and Vice-Chairman of the District Council respectively.

The Town Clerk informed Council that two further written reports had been submitted by Cllr Natalie McVey and Cllr Karen Hanks and it was **AGREED** that these would be circulated to all members with the weekly pack.

District Reports

**Cllr Cynthia Palmer** said she was pleased to report that Splash was now open again and work had started in Priory Park, commencing with the shelters by the pond, and that tenders had been sought for the new play area.

24. **TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES**

Town Council Ward Reports

**Cllr Neville Mills** had met the new county councillor for Malvern Link, Cllr Karen Hanks, and had pointed out various issues and problems in the area, which she had agreed she would investigate.

**Cllr Neil Morton** remarked that on behalf of Chase residents, he was disappointed with the response from WCC regarding the 20mph speed limits on Longridge Road and felt that this matter should be pursued with the County Council.

25. **MEMBERS' QUESTIONS**

There were no members' questions.

26. **APPOINTMENT OF COMMITTEES AND TASK AND FINISH GROUPS**

Report AC01/21 was received and accepted.

**Policy and Resources Committee**

It was **RESOLVED** that membership of the Policy and Resources Committee be reduced from ten members to nine with membership as follows:

1. Cllr Julie Dallow
2. Cllr Clive Hooper

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3. Cllr Lou Lowton
4. Cllr Ronan McLaverty-Head
5. Cllr Neville Mills
6. Cllr James O'Donnell
7. Cllr Jack Satterthwaite
8. Cllr Aidan Stitt
9. Cllr Paul Tuthill

### **Operations and Planning Committee**

It was **RESOLVED** that membership of the Operations and Planning Committee be increased from nine members to ten with membership as follows:

1. Cllr Caroline Bovey
2. Cllr Samantha Charles
3. Cllr Lynne Lambeth
4. Cllr Josephine Leibrandt
5. Cllr Pat Mewton
6. Cllr Neil Morton
7. Cllr Cynthia Palmer
8. Cllr Peter Smith
9. Cllr Sharon Taylor
10. Cllr David Watkins

### **Audit Committee**

It was **RESOLVED** that membership of Audit Committee be confirmed at five members as follows:

1. Cllr Caroline Bovey
2. Cllr Lynne Lambeth
3. Cllr Cynthia Palmer
4. Cllr Sharon Taylor
5. Cllr David Watkins

### **Emergency Decision Making Group**

It was **RESOLVED** that membership of the Council's Emergency Decision Making Group be agreed as:

1. Mayor
2. Deputy Mayor
3. Chairman of Policy and Resources Committee
4. Vice-Chairman of Policy and Resources Committee
5. Chairman of Operations and Planning Committee
6. Vice-Chairman of Operations and Planning Committee

### **Victoria Park Pavilion Task and Finish Group**

It was **RESOLVED** that Cllr Neil Morton should be added onto the current membership of the Victoria Park Pavilion Task and Finish Group to be agreed at nine members as follows:

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1. Cllr Clive Hooper
2. Cllr Lynne Lambeth
3. Cllr Josephine Leibrandt
4. Cllr Neville Mills
5. Cllr Neil Morton
6. Cllr Cynthia Palmer
7. Cllr Peter Smith
8. Cllr Sharon Taylor
9. Cllr David Watkins

### **Environmental Panel**

It was **RESOLVED** that members of the Environmental Panel be reduced to seven members so that it would be more structured and focussed., with members as follows:

1. Cllr Julie Dallow
2. Cllr Lou Lowton
3. Cllr Neville Mills
4. Cllr Neil Morton
5. Cllr Jack Satterthwaite
6. Cllr Aidan Stitt
7. Cllr Sharon Taylor

### **Task and Finish Group – Rules and Regulations for Great Malvern Cemetery**

It was **RESOLVED** that the Task and Finish group – Rules and Regulations for Great Malvern Cemetery be continued with members as follows:

1. Cllr Lynne Lambeth
2. Cllr Cynthia Palmer
3. Cllr David Watkins

### **Other**

It was **RESOLVED** that all other committees and task and finish groups be suspended, although it was noted that these can be set up at any time during the year either by Council or a committee, to carry out a specific task and report back.

### **Chairmanship**

It was **RESOLVED** that all committees and task and finish groups will elect a Chairman and Vice-Chairman at the first meeting of the new council year. Members were reminded that following a council decision, training for Chairmen and Vice-Chairmen is mandatory and must be completed as soon as is reasonable.

## **27. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

Report AC02/21 was received and accepted.

It was **RESOLVED** that the appointment of representatives to outside bodies for 2021/22 be determined as below:

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<b>Outside Body</b>	<b>Councillor(s) for 2021/22</b>
Malvern Hills Council for Community Action	Cllr Cynthia Palmer
Malvern Hills CAB Management Committee	Cllr Neville Mills
Malvern Town Council/Malvern Hills District Council Liaison Group (Mayor and Deputy Mayor)	Cllrs Nick Houghton and Clive Hooper
County Association of Local Councils (CALC)	Cllr Clive Hooper
Malvern-Mariánské Lázně Community Partnership (MLCP)	Cllr Ronan McLaverty-Head
Malvern-Bagnères de Bigorre Twinning Association (MBTA)	Cllr Cynthia Palmer
Malvern Twinning Steering Group (Mayor and Deputy Mayor)	Cllrs Nick Houghton and Clive Hooper
Malvern Hills College Task Force	Cllrs Clive Hooper and Lynne Lambeth
Malvern Hills Youth Action Network	Cllr Aidan Stitt
Malvern Hills District Youth Action Parks Group	Cllrs Josephine Leibrandt and Aidan Stitt

### 28. **BANK MANDATE AND PAYMENT SIGNATORIES**

Report AC03/21 was received and accepted.

It was **RESOLVED** to approve the following signatories for the management of the Town Council's bank account in accordance with legal and operational requirements:

- Mayor and Deputy Mayor of Malvern Town Council
- Chairman and Vice Chairman of Policy and Resources Committee
- Chairman and Vice Chairman of Operations and Planning Committee

It was **RESOLVED** that the following six members be signatories to approve internet banking schedules as frequently prepared by Officers of the Council and to sign any cheques or other payment authorisations if they are required:

1. Cllr Nick Houghton (Mayor)
2. Cllr Clive Hooper (Deputy Mayor)
3. Cllr Lynne Lambeth
4. Cllr Ronan McLaverty-Head

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5. Cllr Neil Morton
6. Cllr David Watkins

The following ongoing resolutions with respect to its bank accounts were **NOTED**:

- a) Two from the approved signatories in 2.1 above are required to issue instructions for any changes, modifications or additions to the Council's bank accounts.
- b) The key contact for managing the bank account and allocating user permissions is the Town Clerk.
- c) The Town Clerk (or in their absence, the Operations Manager) is fully empowered to act on behalf of the Council to ensure the smooth running of the Council's bank accounts, subject to all previous authorisation permissions being adhered to.
- d) Two from the six members agreed above are required to sign and approve internet banking schedules and direct debit instructions before payments are made by Officers.

### 29. **PAYMENT OF ANNUAL SUBSCRIPTIONS, MEMBERSHIP OF ORGANISATIONS**

Report AC04/21 was received and accepted.

It was **RESOLVED** to approve the following subscriptions:

<b><u>Organisation</u></b>	<b><u>Cost 2021/22</u></b>
Worcestershire CALC/NALC	£2,522
Chartered Institute of Public Finance and Accountancy	£339
LAVAT Consulting VAT Forum	£250
Local Government Employers	£468
Institute of Cemetery Management	£95
Cotswold Line Promotion Group	£15
Caring for God's Acre	£100
Rural Market Town Group	Free membership until end of March 2022, then £150
<b>Total</b>	<b><u>£3,789</u></b>

### 30. **ANNUAL REVIEW PROCESS**

## UNADOPTED

Report AC05/21 was received and accepted.

It was **RESOLVED** to delegate a review of the following items, with any recommendations, to come back to Full Council for ratification:

- a) Review of delegation arrangements to committees, subcommittees, staff and other local authorities – Policy and Resources Committee.
- b) Review of the Terms of Reference for Committees - Policy and Resources Committee.
- c) Review and adoption of appropriate standing orders and financial regulations - Policy and Resources Committee.
- d) Review of inventory of land and assets including buildings and office equipment – Operations and Planning Committee.
- e) Review and confirmation of arrangements for insurance cover in respect of all insured risks - Policy and Resources Committee.
- f) Review of the Council's Complaints Procedure - Policy and Resources Committee.
- g) Review of the Council's policies, procedures and practices in respect of obligations under Freedom of Information and Data Protection legislation - Policy and Resources Committee.
- h) Review of the Council's policy for dealing with the press/media - Policy and Resources Committee.
- i) Review of the Council's Employment policies and procedures - Policy and Resources Committee.
- j) Review of the Council's expenditure incurred under s137 of the Local Government Act 1972 or the General Power of Competence – Policy and Resources Committee.
- k) Determining the time and place of ordinary meetings of the Council up to and including the next meeting of Annual Council – next meeting of Full Council.

### 31. **POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS**

Report AC06/21 was received and accepted, and the Chairman presented the recommendations from the meeting held on 27 April 2021.

- i. **Minute 6 Quarterly Accounts – Fourth and final quarter 2020/21, January, February, March 2021**

It was **RESOLVED** to approve the quarterly accounts for the fourth and final quarter, ending 31 March 2021.

### 32. **ENVIRONMENTAL POLICY AND STRATEGY FOR MALVERN TOWN COUNCIL**

Report AC07/21 was received and accepted.

It was **RESOLVED** to adopt the Environmental Policy and the Environmental Strategy as attached to the meeting reports.

It was **NOTED** that these are working documents and additions may be made as the work of the Environmental Panel progresses.

### 33. **VICTORIA PARK PAVILION PROJECT TASK AND FINISH GROUP**



**UNADOPTED**

The Chairman of the Task and Finish Group updated council on the Victoria Park Pavilion project, saying that works were progressing behind the scenes, with the intention of being able to present a detailed business case to Full Council soon.

**34. REVIEW OF REPORTS SUBMITTED BY GRANT RECEIVING BODIES 2019**

Report AC08/21 was received and accepted.

The grant reports, received later than usual due to the pandemic delaying various projects, were **NOTED**.

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

It was agreed that the date of the next meeting would be Wednesday 16 June 2021 at a venue to be advised.

The meeting finished at 7.40 pm.

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(Chairman)

DRAFT