

UNADOPTED

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

held in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern  
on Tuesday 6 July 2021 at 6.00 pm

**Councillors**

J Dallow  
C Hooper (Chairman)  
L Lowton  
R McLaverty-Head (from 6.25 pm)  
N Mills  
J O'Donnell  
J Satterthwaite (Vice Chairman)  
A Stitt

**Absent**

P Tuthill (apologies)

**In attendance**

Linda Blake - Town Clerk  
Louise Wall - Minute Clerk  
Cllr N Houghton - Mayor

**9. ELECTION OF CHAIRMAN**

Cllr Clive Hooper was elected as Chairman of the Policy and Resources Committee for 2020/21 and he thanked members for their continued support.

**10. ELECTION OF VICE CHAIRMAN**

Cllr Jack Satterthwaite was elected Vice Chairman of the Policy and Resources Committee for 2020/21.

**11. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr Paul Tuthill and for lateness from Cllr McLaverty-Head 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, to be signed by the Chairman:

- Policy and Resources Committee meeting 27 April 2021.

**PUBLIC PARTICIPATION**

None.

**14. INSURANCE CONTRACT RENEWAL**

Report PR01/21 was received and accepted.

The Town Clerk reminded members that a review and confirmation of arrangements for insurance cover was part of the annual review process. The current contract will be entering its second year when it renews on 1 August 2021. Officers were happy with the broker; there was the potential for a rebate if no claims were made, and although the exact premium was not yet known, it was not

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expected to have risen substantially. The renewal premium of £15,140 for the general policy and £2,298 for motor insurance, subject to any updates, fall well within the budget of £20,000.

The renewal of the Council's insurance contract on 1 August 2021 was **NOTED**.

### 15. **FINANCIAL REPORTS**

The financial reports were received and accepted, along with the cash report CR1 and the bank payments schedule, both for April and May 2021.

The Town Clerk explained some of the main points of the report:

- Bank balances at the end of May 2021 amounted to £629,842, lower than at the same time last year, but in 2020 the first instalment of the precept had been received much earlier.
- Debtor days were low, and an outstanding debt had been paid since the report was prepared.
- Creditor days were within the Council's payment terms and reflected its aim to pay suppliers on time.

Councillors questioned how the debtor days were calculated. The Town Clerk explained that a formula was used to work out debtor days, taking into account the value of the debtors and the number of days taken to pay off the total debt.

#### **Cash Report CR1 April and May 2021**

Committee **NOTED** the cash report for April and May 2021.

#### **Bank Payments Schedule April and May 2021**

Committee **NOTED** the bank payments schedule for April and May 2021.

### 16. **CYCLE TO WORK SCHEME**

Report PR03/21 was received and accepted.

The Town Clerk explained that a member of staff had requested the Council to consider signing up to this scheme whereby a new bike is purchased by the Council, but the cost is recouped from the member of staff via a salary sacrifice over a period of time agreed, in this case five years.

Members felt this scheme was an excellent idea, being cost-neutral and demonstrating commitment to the declaration of a climate emergency.

It was **RECOMMENDED** that Council should adopt the Bike2Work scheme, which would be available to all staff.

### 17. **REVIEW OF MALVERN TOWN COUNCIL'S COMPLAINTS PROCEDURE**

Report PR04/21 was received and accepted.

Members questioned whether anyone had used the complaints procedure but the Town Clerk answered that generally, complaints are generally received via the website 'contact us' form or by telephone, and are resolved informally.

***Cllr Ronan McLaverty-Head joined the meeting.***

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The current policy was thought to be adequate, and members **AGREED** to keep it in place as it was, and then to review again within the agreed timescale, or earlier if it was tested by a formal complaint and found to be lacking.

**18. TIMETABLE FOR POLICY REVIEWS IN 2021/22**

Report PR05/21 and the list of council policies at Appendix A were received and noted.

Members noted that some policies were overdue for review and agreed that these should be prioritised for review.

It was suggested that as a large amount of work would be involved, a task and finish group should look at each policy in detail and bring recommendations for any changes required back to Policy and Resources Committee.

It was **AGREED** that a Task and Finish Group be formed to carry out an initial review of the policies before reporting back to Policy and Resources Committee.

Members of the Task and Finish Group were agreed as:

- Cllr Aidan Stitt
- Cllr James O'Donnell
- Cllr Jack Satterthwaite

**EXCLUSION OF THE PRESS AND PUBLIC**

It was **AGREED** to resolve pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**STAFFING MATTERS**

The Town Clerk gave a verbal report to the committee regarding staffing matters.

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

It was **AGREED** that the next meeting of the Policy and Resources Committee will be on Tuesday 24 August 2021 at 6.00 pm.

Members also **AGREED** that Policy and Resources Committee meetings should be held where possible on Tuesdays for the current council year.

The meeting finished at 6.57 pm.

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(Chairman)