

UNADOPTED

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

held remotely via Zoom on Wednesday 17 February 2021 at 6.00 pm

**Councillors**

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

**Absent**

A Stitt  
P Tuthill (apologies)

**In attendance**

Linda Blake - Town Clerk  
Louise Wall - Minute Clerk  
Cllr D Watkins

**119. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr Tuthill were **NOTED**.

**120. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**121. 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 27 January 2021.

**PUBLIC PARTICIPATION**

There was no public participation.

**122. REVIEW OF SHORT TERM AND LONG TERM OBJECTIVES**

Report PR01/21 was received.

The Town Clerk explained that the Task and Finish Group set up to review the objectives had met three times and carried out a thorough and in-depth review of both short and long term aims and objectives and these were now presented to the meeting for comments. It was noted that a new section had been added to both documents to incorporate the Town Council's declaration of a climate emergency.

The Chairman of the Task and Finish Group added that there were also a couple of points covering training for councillors, which took into consideration comments made at the last Full Council meeting. He felt that both sets of aims and objectives now represented a workable and comprehensive guide for the council.

It was noted that 4c) in the long term aims and objectives should read:

## UNADOPTED

*“Implement a review of the Neighbourhood Plan within six months of the adoption of any reviews to the South Worcestershire Development Plan (SWDP).”*

With this correction, it was **RECOMMENDED** to accept the short and long term aims and objectives as prepared by the Aims and Objectives Task and Finish Group.

### 123. **TOWN COUNCIL TRAINING POLICY**

Report PR02/21 was received and accepted.

The Town Clerk explained that after discussions by the Aims and Objectives Task and Finish Group and comments from Policy and Resources Committee at its last meeting, it had been agreed that a draft training policy should be prepared for further consideration.

The draft policy was discussed, and members requested the following amendments be made:

3.3 GDPR to be written in full

4.2 add “whenever possible”

It was **RECOMMENDED** that with the above amendments, the Training Policy for Town Councillors be adopted.

### 124. **REVIEW OF EARMARKED RESERVES**

Report PR03/21 was received and accepted.

The Town Clerk presented the report and explained that Earmarked Reserves were held for specific purposes, established on a “needs” basis in line with planned or anticipated requirements.

The Town Clerk then presented the table at Appendix A to the report which showed details of Earmarked Reserves with a total as at 31 March 2021 of £323,621 if all additions are accepted.

It was **RECOMMENDED** to approve the details of Earmarked Reserves as summarised at Appendix A.

### 125. **REVIEW OF WHISTLE BLOWING POLICY**

Report PR04/21 was received and accepted.

The Town Council’s whistle blowing policy was last reviewed in May 2018 and had been flagged up in the short term aims and objectives as being due for review and update. A copy of Malvern Hills and Wychavon District Councils’ policy was included for information.

Members felt that whilst the Town Council’s current policy and that of Malvern Hills and Wychavon District Councils contained useful points, a combination of both would provide a more comprehensive policy and therefore the Town Clerk was asked to provide a draft whistleblowing policy incorporating useful points from both policies whilst using input from Worcestershire CALC, staff and councillors to include hypothetical, but relevant scenarios of whistle blowing to add robustness to the policy.

**UNADOPTED**

It was **AGREED** that the Town Clerk would draft a new Town Council Whistle Blowing policy incorporating the above comments, for discussion and review at a future meeting of the Policy and Resources Committee.

**126. VEXATIOUS BEHAVIOUR AND COMPLAINTS POLICY**

Report PR05/21 was received and accepted.

The Town Clerk explained that although the Town Council had policies for dealing with complaints, harassment and abuse of both staff and councillors by members of the public, there was not currently a vexatious behaviour and complaints policy in place. Members were asked if they considered it would be prudent to adopt such a policy for Malvern Town Council.

Two example policies were attached to the report. Members generally thought that the second example was more comprehensive and should be used as a basis for drafting a policy for MTC.

It was suggested that any policy should also include steps to be taken by staff or councillors if they suffered from vexatious behaviour, and that the emergency decision making panel could be called upon if required.

It was **AGREED** that the Town Clerk would draft a Town Council Vexatious Behaviour and Complaints policy based on example two and taking into considerations comments made at the meeting, for discussion and review at the next meeting of the Policy and Resources Committee.

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

It was **AGREED** that the next meeting of the Policy and Resources Committee will be on Wednesday 31 March 2021 at 6.00 pm.

The meeting finished at 6.50 pm.

.....

(Chairman)