

UNADOPTED

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

held remotely via Zoom on Tuesday 27 April 2021 at 6.00 pm

Councillors

C Hooper (Chairman)
J Dallow
N Houghton
R McLaverty-Head
N Mills
A Stitt
P Tuthill (from 6.10 pm)

Absent

L Lowton (apologies)
J O'Donnell
J Satterthwaite (apologies)

In attendance

Linda Blake - Town Clerk
Louise Wall - Minute Clerk
Cllr D Watkins
Chris Bassett – Coach House Theatre

1. **APOLOGIES FOR ABSENCE**

Apologies for absence from Cllrs Lowton and Satterthwaite were **NOTED**.

2. **DECLARATIONS OF INTEREST**

None.

3. **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 31 March 2021.

PUBLIC PARTICIPATION

Chris Bassett of the Coach House Theatre attended the meeting to speak in support of the large grant application. It was agreed that he would speak at agenda item 4.

4. **LARGE GRANTS SCHEME, 2ND ROUND 2020/21 – RESUBMISSION OF COACH HOUSE THEATRE APPLICATION**

Report PR01/21 was received and accepted.

The Town Clerk reminded members that this grant application had been considered at the last meeting of Policy and Resources Committee, but at that time, it was decided more information was required before a decision could be made. Chris Bassett had therefore been invited to the meeting to answer any questions on the application.

Cllr Tuthill joined the meeting.

After questions from the committee, Chris Bassett explained that the grant of £2,500 would support local visual and performing arts groups in their return to the

UNADOPTED

theatre, as many of them would not have been able to earn any income over the past few months because of the Covid-19 pandemic.

The Coach House Theatre is a charity which provides theatre space in which performers from Malvern and the surrounding area can perform, hiring a room or the entire building for a session, day, or weekly rate. The performers are asked to pay for any electricity used at cost, and Mr Bassett pointed out that the lights now run on low energy LED bulbs thanks to a previous grant from the Town Council, so these costs are kept as low as possible. The business model used by the Coach House Theatre is on a hire-only basis and therefore all income from ticket sales goes to the performers - the theatre does not take a share of this.

However, to help the arts sector back into performing, the Coach House Theatre is hoping to run a scheme to offer the space at no cost, for as long as it takes until the funds to run out, which is anticipated to be at least a year. Anyone can book the rooms for this purpose providing they are non-commercial and are putting on suitable productions, and of several bookings already received, most are from Malvern-based groups.

50% of the theatre's income from room hire goes towards the upkeep of the grade II listed building whilst the other half goes towards running costs.

Members were mostly supportive of this initiative especially where it supported Malvern-based groups and Malvern residents.

It was **AGREED** to award a large grant of £2,500 to the Coach House Theatre, Malvern.

5. **REVIEW OF TOWN COUNCIL'S GRANTS SCHEME – BRAINSTORMING SESSION**

Report PR02/21 was received and accepted.

Committee was asked to review the current biannual grants scheme and make any recommendations for changes if required.

Members felt that the new scheme, introduced in June 2020, had so far worked well and that it would be sensible to continue with the scheme as it is for a further year and then carry out another review after that period.

It was **RESOLVED** that the Town Council's grants scheme should continue for a further twelve months without any changes, and then for a review to be carried out by Policy and Resources Committee.

6. **QUARTERLY ACCOUNTS – FOURTH AND FINAL QUARTER 2020/21 JANUARY, FEBRUARY AND MARCH 2021**

Management Accounts for the fourth and final quarter ending 31 March 2021

Report PR03/21 was received and accepted, and the Town Clerk presented the quarterly accounts for the fourth and final quarter of the 2020/21 financial year.

Committee received the management accounts.

The Town Clerk summarised the accounts which showed that there was a deficit balance of £24,273 being taken from General Reserves, £6,654 behind the

UNADOPTED

budgeted deficit of £17,619. In summary, this is an overspend against budget of £6,654 for the fourth quarter of the 2020/21 financial year.

There was an underspend against administration of approximately £9,800 and overspend against operations of £750. The Town Clerk outlined the main variances of these which were detailed in the report.

There had been an underspend of just over £4,000 against the Asset Renewal and Refurbishment budget mainly relating to refurbishment of the bus shelter and path edging at Rosebank Gardens, projects which have been delayed and will now take place in the next financial year (2021/22). The funds for these have been placed into Earmarked Reserves.

Year to Date

As the fourth quarter is also the final quarter, the Town Clerk outlined the main variances for the financial year 2020/21 as a whole. For the year to date, there was an overspend against budget of £6,443. This deficit would be taken out of General Reserves and was considered to be a reasonable figure for the year end, especially when considering that a number of additional projects had been included during the year including community support grants amounting to £24,500, refurbishment of two flats at Belle Vue Terrace, new IT equipment and systems, a new Kawasaki Pro-Buggy, wilding projects and new bike racks.

All other questions were answered, and members thanked the Town Clerk for her work in producing the accounts.

It was **RECOMMENDED** that Council approves the Quarterly Accounts for the fourth and final quarter, ending 31 March 2021.

Cash report CR1 March 2021

Committee **NOTED** the cash report for March 2021.

Bank payments schedule March 2021

Committee **NOTED** the bank payments schedule for March 2021.

7. TOWN COUNCIL EMERGENCY PLAN

Report PR04/21 was received and accepted.

The Town Clerk explained that the issue of an emergency plan had been raised recently by CALC and whilst the County and District councils had legal obligations to have a plan in place, this was not the case for the Town Council. However, members were asked to consider whether they felt it necessary to put an emergency plan into place and on what scale this should be.

Members thought that the Town Council was too small to require a fully detailed emergency plan of its own but it would be useful to residents if the Town Council website had information that could direct them to the relevant help as required.

It was **AGREED** that an Emergency Planning page would be included on the Town Council website to include useful emergency contact details and an overview of how the emergency planning structure works in Worcestershire.

8. DATE AND TIME OF NEXT MEETING

UNADOPTED

It was **AGREED** that the next meeting of the Policy and Resources Committee will be on Wednesday 9 June 2021 at 6.00 pm.

The meeting finished at 6.53 pm.

.....

(Chairman)

DRAFT