

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

held on Wednesday 27 March 2019 at 6.00 pm

in the Council Chamber, Malvern Town Council, Belle Vue Terrace, Malvern

Councillors

Present

J Thomas (Chairman)
J Cain
N Morton
P Tuthill

Absent

M Campbell (apologies)
M Harvey (apologies)
J O'Donnell (apologies)

In attendance

Linda Blake – Town Clerk
Louise Wall – Minute Clerk

50. APOLOGIES FOR ABSENCE

Apologies were accepted from:

- Cllr Matt Campbell (work commitment)
- Cllr Mark Harvey (no reason given)
- Cllr James O'Donnell (family illness)

51. DECLARATIONS OF INTEREST

Cllr Cain declared an interest in agenda item 5, banking of cash at a Post Office because she runs another Post Office in Malvern.

52. 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 Chairman:

- Policy and Resources Committee held on 28 February 2019

PUBLIC PARTICIPATION

There were no members of the public present at the meeting.

53. FINANCIAL REPORTS

Report PR01/19 was received and accepted, along with cash report ref CR1 and the bank payment schedule for January and February 2019.

Cash report CR1 January and February 2019

Committee **NOTED** the cash report for January and February 2019.

Bank Payments Schedule January and February 2019

Committee **NOTED** the Bank Payment Schedule for January and February 2019.

Cllr Morton congratulated the Town Clerk on keeping the creditor days low as this was unusual amongst local authorities but helped local businesses with their cash flow.

54. TOWN COUNCIL INTERNET BANKING ARRANGEMENTS

Report PR02/19 was received and noted.

It was **AGREED** to approve the new plan in place to ensure that the switch to internet banking can be completed and that the Council would open an account with Unity Trust Bank.

55. REVIEW OF EARMARKED RESERVES

Report PR03/19 was received and accepted.

The Town Clerk explained the figures on the list of Earmarked Reserves but members did not consider any further provisions or revisions needed to be made.

It was **RECOMMENDED** to approve the details of Earmarked Reserves as summarised in appendix A to the report.

56. NEW TELEPHONE SYSTEM FOR TOWN COUNCIL OFFICES

It was **NOTED** that there was an error in point 3.1 which should read that the current telephone system was put in place in November 2008 (not 2018).

Report PR04/19 was then received and accepted.

It was **RECOMMENDED** that committee support the purchase of a new telephone system for the Town Council offices.

57. DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Resources Committee will be held on Wednesday 1 May 2018 at 6.00 pm.

The meeting closed at 6.45 pm.

.....
(Chairman)