

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

held on Wednesday 28 August 2019 at 6.00 pm

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

Councillors

Present

J Thomas (Ch)
C Hooper (VCh)
J Dallow
N Houghton
N Mills
D Roberts
P Tuthill

Absent

L Lowton (apologies)
R McLaverty-Head (apologies)
J O'Donnell (apologies)

In attendance

Linda Blake – Town Clerk
Louise Wall – Minute Clerk

22. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from:

Cllr Lou Lowton – prior engagement
Cllr Ronan McLaverty-Head – holiday
Cllr James O'Donnell – holiday

Cllr Roberts arrived at the meeting

23. DECLARATIONS OF INTEREST

None.

24. 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 31 July 2019

PUBLIC PARTICIPATION

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

25. CLEANING CONTRACT

Report PR01/19 was presented to the meeting by the Town Clerk.

The cleaning contract is reviewed every 2-3 years. Having previously employed a staff member to clean the Town Council buildings, more recently the cleaning had been carried out by a cleaning company and this contract had now been terminated due to a breach of contract.

The committee discussed the two options presented for a future cleaning contract at Belle Vue Terrace offices and Great Malvern Cemetery buildings.

It was felt that employing an outside cleaning contractor would be the preferred option as it would avoid any potential problems with sick leave and holidays as the employment 'risks' remain with the outside contract.

However, members were keen to ensure that anyone employed by a cleaning contractor to work for Malvern Town Council was paid a living wage in accordance with council policy. It was noted that cleaning at Belle Vue Terrace would continue out of hours and therefore two cleaners should be employed for health and safety reasons. Members also requested that the staff who would be working on the premises should be interviewed before commencement of contract to make sure that they were compatible.

Therefore, it was **RECOMMENDED** that an outside cleaning contractor is employed on a ten—hour contract, to clean the premises at Belle Vue Terrace (seven hours) and Great Malvern Cemetery (three hours). The cleaning staff must be paid a living wage and will be interviewed before commencement of contract.

26. REVIEW OF FINANCIAL REGULATIONS

Report PR02/19 was received and accepted.

Committee reviewed the current Financial Regulations against the NALC Model Financial Regulations 2019 for England.

It was **NOTED** that the Council's Financial Regulations contain more detail due to the size of the Council and the requirement for some levels of delegation to be in place.

Amendments were discussed and made and it was **AGREED** that a revised copy would be issued to committee members to be agreed at the next Policy and Resources committee meeting prior to Full Council meeting on 25 September 2019.

27. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the next meeting of the Policy and Resources Committee will be Wednesday 18 September 2019 at 6.00 pm.

The meeting closed at 8.00 pm.

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(Chairman)