

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

**held in the Council Chamber, Belle Vue Terrace, Malvern
on Thursday 4 November 2021 at 6.00 pm**

Councillors

C Hooper (Chairman)
N Mills
J Satterthwaite (Vice Chairman)
A Stitt
S Taylor

Absent

J Ashington-Carter (apologies)
L Lowton (apologies)
R McLaverty-Head (apologies)
J O'Donnell (apologies, substituted S Taylor)
P Tuthill (apologies)

In attendance

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

20. APOLOGIES FOR ABSENCE

Apologies for absence from the following councillors were **NOTED**:

- J Ashington-Carter
- L Lowton
- R McLaverty-Head
- J O'Donnell
- P Tuthill

Cllr O'Donnell had substituted Cllr Sharon Taylor.

21. DECLARATIONS OF INTEREST

None.

22. 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 6 July 2021.

PUBLIC PARTICIPATION

None.

23. SMALL GRANTS SCHEME, 1ST ROUND 2021/22

Report PR01/21 was received and accepted.

The Town Clerk informed members that three qualifying applications had been received in the first round of the 2021/22 grants scheme.

It was **AGREED** to award a grant of £500 to 1st Malvern Company Boys Brigade

It was **AGREED** to award a grant of £500 to Newtown Sports Cerebral Palsy FC

It was **AGREED** to award a grant of £390.12 to the Malvern Museum Society.

24. LARGE GRANTS SCHEME, 1ST ROUND 2021/22

Report PR02/21 was received and accepted.

Only one qualifying application to the large grants scheme had been received.

It was **AGREED** to award a large grant of £2,500 to the Beacon Camera Club.

25. FINANCIAL REPORTS

The financial reports were received and accepted, along with the cash report CR1 and the bank payments schedule, for July, August and September 2021.

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

- Bank balances at the end of September 2021 amounted to £720,949. This is approximately £33,749 higher than at the same period last year.
- £66,484 is invested with the Local Authorities Property Fund, a long-term investment. The latest dividend payments for the period July to September totalled £576.86.
- There had been two bad debtors but measures were being taken to recover these amounts.

Cash Report CR1 July, August, September 2021

Committee **NOTED** the cash report for July, August and September 2021.

Bank Payments Schedule July, August, September 2021

Committee **NOTED** the bank payments schedule for July, August, September 2021.

26. REVIEW OF TOWN COUNCIL OBJECTIVES – SHORT AND LONG TERM

Report PR04/21 was received and accepted.

The Town Clerk reminded members that these had been thoroughly reviewed in March 2021 by a task and finish group but that it was good practice to review the objectives on an annual basis. Both short and long term objectives must then be risk-assessed as part of the annual audit requirements.

Members noted that there was no provision within the objectives to measure when and how each one was delivered. It was agreed that the objectives could be put into a table with space for this as well as any additional comments.

Some minor amendments regarding dates and events that had already happened were suggested as follows:

Short term aims and objectives

Remove 3c) to relaunch Town Council events in a Covid-safe manner, with the first event to be held to mark and celebrate the end of Covid restrictions.

Update dates and events listed at 3d).

It was **AGREED** to present the amended short term aims and objectives, and the long term aims and objectives with no changes, to the next Policy and Resources Committee meeting for approval.

It was **RECOMMENDED** that the relevant aims and objectives should form part of reports sent to committees and council where relevant so that policy decisions can be made in line with approved objectives.

27. POLICY REVIEWS

Report PR05/21 was received and accepted.

Members had been asked to review the following three policy documents:

- Anti-Fraud and Corruption Policy
- Bullying and Harassment Policy
- General Privacy Notice

Anti-fraud and Corruption policy

It was **AGREED** that the Town Clerk would check if there had been any changes in laws and regulations relating to the information in this policy.

Bullying and Harassment Policy

It was **AGREED** that the Town Clerk would update this using an ACAS template.

General Privacy Notice

It was **AGREED** that the Town Clerk would update this policy.

Drafts of all three policies will be presented to a future meeting of the Policy and Resources Committee for agreement.

Further policies were identified as needing urgent review:

- Smoke-free policy
- Social media policy
- Staff dress code
- Safeguarding

It was **NOTED** that some policies may no longer be relevant having been overtaken by changes in rules and regulations e.g. smoke-free policy.

28. DATE AND TIME OF NEXT MEETING

The date of the next meeting is to be agreed.

The meeting finished at 7.35 pm.

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(Chairman)