

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

**held in the Council Chamber, Belle Vue Terrace, Malvern
on Wednesday 25 May 2022 at 6.00 pm**

Councillors

C Hooper (Chairman)
J Satterthwaite (Vice-Chairman)
C Fletcher
R McLaverty-Head
N Mills
A Stitt

Absent

J Ashington-Carter (apologies)
J O'Donnell

In attendance

Linda Blake - Town Clerk
Cllr N Houghton - Mayor

1. ELECTION OF CHAIRMAN

Cllr Clive Hooper was elected as Chairman of the Policy and Resources Committee for 2022/23.

2. ELECTION OF VICE CHAIRMAN

Cllr Jack Satterthwaite was elected Vice Chairman of the Policy and Resources Committee for 2022/23.

3. APOLOGIES FOR ABSENCE

Apologies for absence from Cllr J Ashington-Carter were **NOTED**.

4. DECLARATIONS OF INTEREST

Cllr Clive Hooper – Vice President and past Chairman of Malvern Civic Society.

5. 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 30 March 2022.

PUBLIC PARTICIPATION

None.

6. SMALL GRANTS SCHEME, 2nd round 2021/22 – resubmission of Malvern Civic Society Application

Report PR01/22 was received and accepted.

Committee reviewed the additional details received from Malvern Civic Society relating to funding amounts and details of leaflet circulation in respect of their application to the small grants scheme.

It was **AGREED** to award a small grant of £500 to Malvern Civic Society.

7. REVIEW OF TOWN COUNCIL GRANTS SCHEME

Report PR02/22 was received and accepted.

The Town Clerk explained that after an in-depth review of the Town Council's grants scheme in June/July 2020, a two-year review of its effectiveness was now due. The

UNADOPTED

report outlined a few discussion points, and it was agreed that Committee would take each one in turn.

Timing of the Scheme

It was **AGREED** that the scheme should continue to run twice a year, once in August/September and then again in February/March.

Emergency Grants

It was **AGREED** that the Emergency grants process should continue unchanged.

Amount of Awards

Committee **AGREED** that the current limits were suitable and did not need changing with small grants being up to £500 and large grants having an advisory limit of between £501 and £2,500.

Frequency of Applications

Committee discussed whether there should be any limits of the number of times one single organisation could apply for a grant over a period of time. Whilst it was generally felt that every application should be decided on its merits, there were concerns expressed over whether more than one large grant application should be allowed in a single year from a single organisation.

It was **AGREED** that the frequency of small grants applications would not be restricted and that all applications to the small grants scheme would be assessed on their merits.

It was **AGREED** that organisations would only be able to submit one large grant application in each financial year.

Nature of Organisation

Committee discussed whether there should be any further restrictions on the type of organisations which can apply to the scheme and in particular whether schools as recipients of government funding should be able to receive grant funding.

It was **AGREED** that there should be no further restrictions imposed and that all applications would be decided on their merits rather than by nature of organisation.

Applications Forms and Assessment Forms

Committee **AGREED** that the applications forms, and assessment forms did not require any further changes.

Any Other Points

Committee members had no further suggestions or amendments to the current grants scheme.

8. QUARTERLY ACCOUNTS – FOURTH AND FINAL QUARTER 2021/22 JANUARY, FEBRUARY, AND MARCH 2022

Management Accounts for the fourth and final quarter ending 31 March 2022

Report PR03/22 was received and accepted, and the Town Clerk presented the quarterly accounts for the fourth and final quarter of the 2021/22 financial year.

UNADOPTED

Committee received the management accounts.

The Town Clerk summarised the accounts which showed that there was a deficit balance of £63,822 being taken from General Reserves, £56,160 behind the budgeted deficit of £7,662. In summary, this is an overspend against budget of £56,160 for the fourth quarter of the 2021/22 financial year.

The management accounts showed variances of approximately £12,000 over budget against administration and £1,300 over budget against operational costs. The Town Clerk outlined the main variances of these which were detailed in the report.

There had been an underspend of £14,258 against the Asset Renewal and Refurbishment budget and a net addition to earmarked reserves of £59,738 for the quarter.

Year to Date

As the fourth quarter is also the final quarter, the Town Clerk outlined the main variances for the financial year 2021/22 as a whole. For the year to date, there was an overspend against budget of £22,984. This deficit would be taken out of General Reserves and was a reasonable figure for the year end, especially when considering that a number of additional projects had taken place during the year and that nearly £20,000 of costs for three by-elections had been incurred.

Committee members expressed concerns about the effect of increasing fuel and utility costs on the Council's budget and how any further by-election costs would impact the Council's financial position. The Town Clerk explained that it was possible to reschedule certain larger operational projects should the need arise and that costs for the Belle Vue Building were dependent on whether the Council was able to sell the building or retain it. In addition, the current tenants of Belle Vue Terrace had clauses in their leases which allow the Council to review and increase the service charge costs for utilities.

Overall, the Council currently has a good amount of general reserves which does provide a buffer should costs increase about budgeted levels.

It was **RECOMMENDED** that Council approves the Quarterly Accounts for the fourth and final quarter, ending 31 March 2022.

Cash report CR1 January, February, March 2022

Committee **NOTED** the cash report for January, February, March 2022.

Bank payments schedule January, February, March 2022

Committee **NOTED** the bank payments schedule for January, February, March 2022.

The Chairman thanked the Town Clerk and the staff for a well-produced set of accounts.

9. STAFFING MATTERS

The Town Clerk informed councillors that some changes in the number of hours worked by office staff had enabled a new member of staff to be employed to work one day a week and to help cover staff holidays.

UNADOPTED

There will be no change to the overall administrative salary cost, but the employment of an extra staff member will allow more flexibility when covering office opening hours.

10. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting will be Wednesday 15 June 2022, at 6.00 pm.

The meeting finished at 7.05 pm.

.....(Chairman)

DRAFT