

## UNADOPTED

### MINUTES OF COUNCIL MEETING OF MALVERN TOWN COUNCIL

held in the Council Chamber, Malvern Hills District Council, Avenue Road  
on Thursday 23 June 2022, at 6.00 pm

#### Councillors

##### Present

N Houghton (Chairman)  
C Hooper (Vice Chairman)  
C Fletcher  
J Leibrandt  
L Lowton  
D Mead  
R McLaverty-Head  
P Smith  
A Stitt  
D Watkins

##### **Absent**

J Ashington-Carter (apologies)  
C Bovey  
L Lambeth (apologies)  
N Mills  
J O'Donnell  
C Palmer (apologies)  
J Satterthwaite (apologies)

##### **Also, in attendance**

L Blake – Town Clerk  
L Davies – Minute Clerk  
  
Cllr Natalie McVey, WCC  
Cllr Kaleem Aksar, MHDC

#### 36. **APOLOGIES FOR ABSENCE**

Apologies for absence from Councillors Jack Ashington-Carter, Lynne Lambeth, Cynthia Palmer, and Jack Satterthwaite were **NOTED**.

#### 37. **DECLARATIONS OF INTEREST**

Cllr Nick Houghton – agenda item 9, Malvern Pride: Cllr Houghton's spouse sits on the organising committee.

#### 38. **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 Mayor:

- Full Council meeting 11 May 2022.

#### 39. **MAYOR'S ANNOUNCEMENTS**

The Mayor reported that he will be hosting a charity ball on 2 September at Worcestershire Golf Club. Tickets are £35 each and available from the Town Council website.

His charity for the year is Guide Dogs, and he, along with Town Council Officers, have already met with volunteers from the Guide Dogs association.

#### 40. **UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES**

The Town Clerk updated Council as follows:

Demolition of Victoria Park Pavilion: this will begin on Monday 4 July and will be completed before the start of the summer holidays.

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By-elections: Officers have received confirmation from MHDC that a by-election has been called for all three of the current Town Council vacancies. Following a point raised about costs at the last Council meeting, the Town Clerk has requested details regarding number of electors and costs of polling cards and if necessary, will call a meeting of the Emergency Decision Making Group to make a decision as to whether polling cards should be issued.

Bands in the Park Season 2022: there has been a good response to this year's varied programme of Bands in the Park. So far, two brass, one jazz, one folk, a Red-Hot Chilli Peppers Experience and a cover band have played in Priory Park.

Armed Forces Day will take place on Sunday and will run from 12 noon until 4:30pm. It will include a range of music, children's activities and entertainment, and displays by cadet groups and veteran organisations.

Recruitment: Martin Stevenson, a long-standing member of the Operations Team, is leaving at the end of June and therefore the Council has been recruiting for a new member of staff. Martin was transferred over from Malvern Hills when the Town Council was formed, and therefore is the longest serving member of staff. The Mayor has agreed to fund a leaving gift from his Mayoral Allowance.

### 41. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE

Cllr Natalie McVey, County Councillor:

- Malvern Hills District has housed the second highest number of families from Ukraine with 118 host families and 288 guests but this is actually the highest number when taking into account population size.
- Two full time staff members have been employed for a 12-month period as connect workers to liaise with the Ukrainian families.
- An information event to welcome the Ukrainian families and hosts will be taking place at Malvern Vale Community Centre on Saturday 25 June.
- Cllr McVey has been working with housing providers to prevent 'furniture poverty'. Families and individuals in need of housing are experiencing what is known as furniture poverty, meaning that people are moving into properties that are completely unfurnished – no carpets, light bulbs etc and are struggling to afford to buy these items. Considering this issue, housing providers are being asked to offer both furnished and unfurnished accommodation.
- Cllr McVey has been working to help with the rehabilitation of offenders and to try to prevent offenders being released on a Friday afternoon with no support from housing/support officers over the weekend period.
- Unfortunately, domestic violence figures have seen an increase. Full-time staff have thirty caseloads each and a further member of staff would be required to support any further increase in domestic violence issues.
- There are ongoing Highways works in respect of roads, pathways, road closures and issues from flooding and drainage.

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Cllr Kaleem Aksar, District Councillor:

- With regards to the speculative planning application between Malvern Link and Newland, there are continuous technical disagreements as to whether permission will be granted or not.
- The lease for the woodland area by the retail park is now with MHDC.
- Traders in Malvern Link are working on a plan for road closures for their Christmas event, however there are a number of logistical issues which need to be worked through.

Reports from Worcestershire County Councillors Karen Hanks and Beverley Nielsen had already been circulated.

### 42. TOWN COUNCIL WARD REPORTS/REPRESENTATIONS ON OUTSIDE BODIES

Cllr Clive Hooper:

- CALC - there have been no CALC meetings, but one is scheduled for the last week in June.
- Malvern Hills College Task Force Group – things are moving in the right direction with funding streams being secured from MHDC and WCC.

### 43. MEMBERS QUESTIONS

There were no members' questions.

### 44. NOTICE OF MOTION – MALVERN PRIDE 2022

*Following the Chairman's declaration of an interest, Cllr Clive Hooper took the chair for this agenda item.*

It was **RESOLVED** that Malvern Town Council should support the Malvern Pride event to be held in Priory Park on Saturday 30 July in the following ways:

- i. Promoting the event on the Malvern Town Council website and social media.
- ii. Flying the Rainbow flag on the Council building on Belle Vue Terrace and on the flagpole at Great Malvern Library, as agreed in the Council's approved Flag Flying Policy.
- iii. Flying of Rainbow flags on every other flagpole in Church Street, Belle Vue Terrace, and Worcester Road, this being the main part of town in respect of the Pride event being held in Priory Park (flags to be provided by Malvern Pride). Malvern Town Council Operations staff will change flags over on Monday 25 July and then back again on Monday 8 August.

It was **AGREED** that the issue of whether the 'Progress flag' or 'Rainbow flag' would be flown would be left up to the Pride Committee.

- iv. To avoid multiple requests, the flying of flags on the flag poles within the town will be limited to the flags listed in the Malvern Town Council Flag Flying Policy and only upon official request submitted to Full Council. For any request to be

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considered a physical event should be taking place in the Town during the time the request is made for.

*Cllr Nick Houghton returned to the Chair for the remainder of the meeting.*

### 45. ADOPTION OF COUNCILLOR CODE OF CONDUCT

Report CL01/22 was received and accepted.

It was **RESOLVED** that Council adopt the new amended version of the Code of Conduct.

### 46. POLICY & RESOURCES COMMITTEE RECOMMENDATIONS

Report CL02/22 was received and accepted and the Chairman of Policy and Resources Committee, Cllr Clive Hooper, presented the recommendations from the meeting held on 25 May 2022.

#### i. Minute 8 Quarterly Accounts – fourth and final quarter 2021/22 January, February and March 2022

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

### 47. AUDIT COMMITTEE RECOMMENDATIONS

Report CL03/22 was received and accepted. In the absence of both the Chairman and the Vice-Chairman of Audit Committee, the Mayor presented the recommendations from the meeting held on 8 June 2022.

#### i. Minute 6 Annual Internal Audit Report – Financial Year Ending 31 March 2022

It was **RESOLVED** that of the Internal Audit Report 2021/22 of the Council's Internal Auditor be accepted.

#### ii. Minute 7 Review of the Effectiveness of the System of Internal Control

It was **RESOLVED** to note and agree that a satisfactory review of the systems of internal control had been completed during 2021/22.

### 48. YEAR END ACCOUNTS 2021/22

Report CL04/22 was received and accepted and the Town Clerk outlined the main points from the year end accounts.

It was **RESOLVED** to approve and adopt the Year End Accounts for 2021/22.

Councillors thanked the Town Clerk and all the staff for their hard work throughout the year.

### 49. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22

Report CL05/22 was received and accepted, and the recommendations taken separately:

- i. Council **CONSIDERED** and **APPROVED** Section 1 of the AGAR – Annual Governance Statement 2021/22 and **ENSURED** it was signed and dated by the Chairman and Town Clerk.

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- ii. Council **CONSIDERED** and **APPROVED** Section 2 of the AGAR – Accounting Statements 2021/22, **APPROVED** the Accounting Statements by resolution and **ENSURED** they were signed and dated by the Chairman.
- iii. Council **NOTED** the Annual Internal Audit Report 2021/22 as page 3 of the AGAR.
- iv. Council **AGREED** that the fully completed AGAR for 2021/22 should then be submitted with the appropriate supporting information to the external auditor.

### 50. **PLANNING CONSULTATIONS**

Report CL06/22 was received.

21/01513/FUL, 41 Geraldine Road, Malvern

It was noted that further amendments had been made in relation to the planning application at 41 Geraldine Road, but as these did not significantly change the application, it was **AGREED** that no further comments were required.

### 51. **DATE AND TIME OF NEXT MEETING**

It was agreed that the date of the next meeting would be Thursday 4 August 2022 at 6.00 pm in Malvern Hills District Council Chamber.

The meeting finished at 7pm.

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(Chairman)