

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

**held in the Council Chamber, Belle Vue Terrace, Malvern  
on Wednesday 2 November 2022 at 6.00 pm**

**Councillors**

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

**Absent**

J Ashington-Carter (apologies)  
N Mills (apologies)  
J O'Donnell (apologies)  
J Wilkinson (apologies)

**In attendance**

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

**11. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr Jack Ashington-Carter, Cllr Neville Mills, Cllr James O'Donnell and Cllr Josie Wilkinson were **NOTED**.

**12. DECLARATIONS OF INTEREST**

- Cllr Clive Hooper – Vice President and past Chairman of Malvern Civic Society, agenda item 5.
- Cllr Clive Fletcher – Accountant to Malvern Theatres Players, agenda item 6.

**13. 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 25 May 2022.

**PUBLIC PARTICIPATION**

Chris Bassett from The Coach House Theatre attended the meeting in support of agenda item 6, Malvern Theatre Players - request for deferment of large grant, and to answer any members' questions. He explained that the grant had been awarded in the second round of the Council's grants scheme in 2021/22 to offer young people free admission to see the stage production of The Wind in the Willows, scheduled for the end of August 2022. However, for several reasons, the production had not been able to take place and it was hoped to re-schedule the show for May 2023.

***The Chairman announced that he would be altering the order of business so that agenda item 6 Malvern Theatre Players – request for deferment of large grant would be brought forward.***

14. **MALVERN THEATRE PLAYERS – REQUEST FOR DEFERMENT OF LARGE GRANT**

Report PR03/22 was received and accepted.

It was **AGREED** that the large grant of £1,400 awarded to Malvern Theatre Players in 2021/22 be deferred to late spring 2023.

*The Chairman then reverted to the original order of the agenda.*

15. **SMALL GRANTS SCHEME, 1<sup>st</sup> ROUND 2022/23**

Report PR01/22 was received and accepted.

Two applications had been received:

The Phoenix Theatre Collective £500 – this application was for funding to support a half-term holiday club for 8 to 14-year-olds. Although the event had already taken place, it was noted that earlier consideration of the application had not taken place as the Policy and Resources Committee meeting scheduled for October had been cancelled.

It was **AGREED** to award a small grant of £500 to The Phoenix Theatre Collective.

St Richard's Hospice £500 – this application was for funding towards the purchase of a 'cuddle bed', which allows a patient and a loved one to stay together in one bed.

It was **AGREED** to award a small grant of £500 to St Richard's Hospice.

16. **LARGE GRANTS SCHEME, 1<sup>st</sup> ROUND 2022/23**

Report PR02/22 was received and accepted.

One qualifying large grant application had been received:

Monksfield Allotment Association (MAA) £4,500 - The Town Clerk explained that although the amount applied for was above the advised limit of £2,500 in the large grants scheme, guidelines did not prevent this.

Members of the committee discussed the application. Although MAA run the allotment well and have made various improvements over the years, it was important that they still sought permission for any alterations, including this project to install some parking spaces.

There were concerns that awarding the grant could be seen as giving permission for the project to go ahead when the association would still need to gain permission from the Town Council before starting work.

It was noted that the application had passed the large grants scheme marking criteria, and working in partnership with the allotment association could be a better solution, enabling a more suitable 'eco-friendly' surface to be laid.

It was **AGREED** that the Town Clerk would contact the Monksfield Allotment Association stating that although the application had been considered favourably, the Town Council would like to discuss options for an alternative way forward.

It was further **NOTED** that an application from Malvern Civic Society relating to work in the Malvern Town Council cemetery had been rejected by officers due to failure to comply with grant scheme rules.

## 17. **FINANCIAL REPORTS**

The financial reports were received and accepted, along with the cash report CR1 and the bank payments schedules for June, July, August and September 2022.

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

- Bank balances at the end of September 2022 amounted to £759,297.
- Interest rates on the Public Sector Deposit Fund and the Local Authorities Property Fund were rising. The Town Clerk had investigated moving more funds into these accounts but as there had been an increase in the length of notice for withdrawing funds to twelve months, it was agreed that this would be looked at again in the next council year.
- Debtor days outstanding – the Council has a target of 30 days but debtors are paying within a reasonable time and the highest number of days was 16 days in August.
- Creditor days outstanding – the Council's target payment terms are 30 days although policy is to try to pay creditors within their stated terms especially for smaller companies.
- Bank schedules – these are published on the Town Council's website for transparency. It was noted that if there is a payment to be made to a new supplier, the Town Clerk carries out an extra check on the bank details and signs the schedule.

### Cash Report CR1 June, July, August and September 2022

Committee **NOTED** the cash report for June, July, August and September 2022.

### Bank Payments Schedule June, July, August and September 2022

Committee **NOTED** the bank payments schedule for June, July, August and September 2022.

## 18. **POLICY REVIEW TASK AND FINISH GROUP RECOMMENDATIONS**

Report PR05/22 was received and accepted.

The Town Clerk informed councillors that the Policy Review Task and Finish Group had started work in June and over two meetings had reviewed eight policies, with drafts of the first four being presented at the meeting for comment, before being recommended to Full Council for adoption.

The Vice-Chairman of the Task and Finish Group, Cllr Clive Fletcher explained that one of the main tasks had been to standardise language and format of the policies.

Members then considered the following policies:

- Employees' Appearance and Dress Code Policy – it was **AGREED** to remove fourth bullet point of clause 3.6: 'it is unacceptable to wear denim, combat trousers, cords, tracksuits and general sportswear'.
- Electronic Payments Policy – no changes made

**UNADOPTED**

- Equality and Diversity Policy – no changes made
- General Privacy Policy – no changes made

It was **RECOMMENDED** that the following four policies as amended be approved and adopted:

- Appearance and Dress Code Policy
- Electronic Payments Policy
- Equality and Diversity Policy
- General Privacy Notice

***Cllr Jack Satterthwaite left the meeting at 7.00 pm and the meeting ceased to be quorate.***

***Item 9 Review of Town Council Objectives – short and long term to be deferred to the next meeting of Policy and Resources Committee on Wednesday 30 November 2022.***

**19. DATE AND TIME OF NEXT MEETING**

It was **AGREED** that the date of the next meeting will be Wednesday 16 November 2022 (Budget working party), at 6.00 pm.

The meeting finished at 7.00 pm.

.....(Chairman)