



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

**For meeting on Wednesday 30 November 2022 at 6.00 pm
Council Chamber, Belle Vue Terrace**

MALVERN TOWN COUNCIL

Town Clerk
28-30 Belle Vue Terrace
Malvern
Worcs
WR14 4PZ
Tel: 01684 566667



24 November 2022

townclerk@malvern-tc.org.uk
www.malverntowncouncil.org

MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Policy and Resources Committee (Quorum 3):

Councillors C Hooper (Ch), J Satterthwaite (V-Ch), J Ashington-Carter, C Fletcher, R McLaverty-Head, N Mills, J O'Donnell, A Stitt, J Wilkinson

All other Members of the Town Council for information only.

You are hereby invited to attend a meeting of the Policy and Resources Committee to be held in the Council Chamber, Belle Vue Terrace, Malvern on Wednesday 30 November 2022, commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

A handwritten signature in black ink, appearing to read 'L. J. Blake'.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for absence To receive and note apologies for absence
2.	Declarations of interest To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	Minutes of previous meeting To receive and confirm as a correct record the Minutes of the previous Policy and Resources Committee meeting: <ul style="list-style-type: none">➤ 2 November 2022 (previously circulated)
Public Participation <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	Review of revised forecast – Budget Year 2022/23 <ul style="list-style-type: none">➤ Report PR01/22 to follow
5.	Budget discussion document 2023/24 <ul style="list-style-type: none">➤ Document enclosed
6.	Refurbishment of Rosebank Gardens bus shelter <ul style="list-style-type: none">➤ Report PR02/22 to follow
7.	Review of Town Council objectives – short and long term <ul style="list-style-type: none">➤ Report PR03/22 to follow
8.	Date and time of next meeting <ul style="list-style-type: none">➤ Wednesday 14 December 2022, 6.00 pm

**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, 1st 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, 1st 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)

MALVERN TOWN COUNCIL
REVISED FORECAST – BUDGET YEAR 2022/23

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BUDGET SUMMARY

DRAFT RE-FORECAST 2022-2023

	Proposed Budget 2023/2024	Actual to 30/09/22	Quarter Forecast to 31/12/22	Quarter Forecast to 31/03/23	2022/2023 Revised Forecast	2022/2023 Annual Budget
ONGOING REVENUE COSTS						
Administration (Net)	-	172,594	95,174	105,402	373,170	388,741
Operations (Net)	-	100,472	70,107	57,952	228,531	234,358
Budget Contingency Fund	-	-	-	-	-	20,000
TOTAL ONGOING REVENUE COSTS	-	273,066	165,281	163,354	601,701	643,099
ASSET RENEWAL	-	56,926	30,000	28,750	115,676	79,500
VEHICLE / MACHINERY REPLACEMENT FUND	-	7,500	3,750	3,750	15,000	15,000
	-	(14,687)	-	-	(14,687)	(34,500)
SPECIAL EXPENDITURE	-	3,858	1,929	1,929	7,716	7,629
TOTAL EXPENDITURE before financing	-	326,663	200,960	197,783	725,406	710,728
FINANCING COSTS:						
Interest Received	-	(2,425)	(2,050)	(2,050)	(6,525)	(2,750)
Loan Interest	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	5,774
TOTAL FINANCING COSTS	-	(2,425)	(2,050)	(2,050)	(6,525)	3,024
TOTAL EXPENDITURE after financing	-	324,238	198,910	195,733	718,881	713,752
(FROM) EARMARKED RESERVES	-	(15,000)	(15,000)	-	(30,000)	(12,500)
TO EARMARKED RESERVES	-	-	-	-	-	-
PRECEPT	-	(350,750)	(175,375)	(175,375)	(701,500)	(701,500)
BALANCE (TO) / FROM RESERVES	-	(41,512)	8,535	20,358	(12,619)	(248)

ADMINISTRATION AND
EVENTSDRAFT RE-FORECAST 2022-2023

	Proposed Budget 2023/2024	Actual to 30/09/22	Quarter Forecast to 31/12/22	Quarter Forecast to 31/03/23	2022/2023 Revised Forecast	2022/2023 Annual Budget
INCOME	-	27,070	12,161	12,277	51,508	18,111
EXPENDITURE:						
Salaries	-	78,447	47,066	41,948	167,461	162,745
Overtime	-	636	53	-	689	300
Employment Related	-	28,422	15,237	13,473	57,132	57,964
Temporary Staff	-	-	-	-	-	-
Recruitment.	-	25	-	-	25	-
OCCUPANCY						
Utilities	-	5,184	4,195	4,195	13,574	4,081
Rates	-	5,189	2,673	2,673	10,535	4,492
Cleaning	-	3,732	1,898	1,934	7,564	4,983
Maintenance of Buildings	-	1,582	743	658	2,983	4,115
COMMUNICATION COSTS						
Telephones	-	1,827	898	898	3,623	3,032
Stationery, Postage	-	1,564	985	692	3,241	2,600
Public Relations and Advertising.	-	1,940	519	2,273	4,732	5,400
INSURANCE	-	8,690	5,000	5,000	18,690	18,000
GRANTS & DONATIONS	-	13,600	1,000	25,950	40,550	45,550
CIVIC EVENTS.	-	25,287	17,410	8,622	51,319	56,675
OTHER COSTS:						
Election Costs	-	8,213	-	-	8,213	-
Training	-	60	100	500	660	1,000
Legal & Professional	-	3,875	1,937	1,938	7,750	8,500
Consultancy Fees	-	-	-	500	500	750
Leasing	-	700	350	350	1,400	1,400
IT Expenses	-	5,219	2,437	2,321	9,977	8,320
Office Equipment	-	255	126	126	507	775
Mayors & Councillors Expenses	-	1,020	710	710	2,440	5,500
Other Expenses	-	4,197	3,998	2,918	11,113	10,670
TOTAL ADMINISTRATION COSTS.	-	199,664	107,335	117,679	424,678	406,852
NET ADMINISTRATION COSTS	-	172,594	95,174	105,402	373,170	388,741

OPERATIONS SUMMARY

DRAFT RE-FORECAST 2022-2023

	Proposed Budget 2023/2024	Actual to 30/09/22	Quarter Forecast to 31/12/22	Quarter Forecast to 31/03/23	2022/2023 Revised Forecast	2022/2023 Annual Budget
INCOME	-	47,250	22,710	23,744	93,704	96,711
EXPENDITURE:						
Normal pay	-	85,628	53,367	46,071	185,066	194,860
Overtime	-	5,706	2,961	1,680	10,347	9,000
Employment Related	-	24,486	13,589	12,517	50,592	50,319
Temporary Staff	-	-	-	-	-	1,500
Staff Travelling	-	744	400	400	1,544	1,600
OCCUPANCY						
Utilities	-	3,870	2,825	3,677	10,372	8,358
Rates	-	5,288	2,449	2,453	10,190	8,640
Cleaning	-	62	31	31	124	120
Maintenance of Buildings	-	265	506	507	1,278	1,650
COMMUNICATION COSTS						
Telephones	-	1,141	500	335	1,976	2,250
Stationery, Postage	-	-	-	-	-	-
GROUNDS MAINTENANCE	-	11,548	11,209	9,225	31,982	33,290
EQUIPMENT RUNNING COSTS	-	4,349	2,320	2,320	8,989	10,742
VEHICLE RUNNING EXPENSES	-	4,304	1,700	1,400	7,404	6,482
OTHER COSTS:						
Training	-	-	-	1,000	1,000	1,000
Risk Assessment	-	6	880	-	886	858
Other Expenses	-	325	80	80	485	400
TOTAL OPERATION COSTS	-	147,722	92,817	81,696	322,235	331,069
NET OPERATIONAL	-	100,472	70,107	57,952	228,531	234,358

OPERATIONS: ANALYSIS BY
SERVICEDRAFT RE-FORECAST 2022-2023

	Proposed Budget 2023/2024	Actual to 30/09/22	Quarter Forecast to 31/12/22	Quarter Forecast to 31/03/23	2022/2023 Revised Forecast	2022/2023 Annual Budget
ALLOTMENTS	-	(256)	175	(4,545)	(4,626)	(4,282)
CEMETERY	-	(27,207)	(9,897)	(9,156)	(46,260)	(41,957)
MAINTENANCE OF OTHER TOWN COUNCIL GROUNDS	-	121,925	75,983	66,468	264,376	278,413
LEISURE AND RECREATION	-	2,914	2,291	3,630	8,835	(3,078)
MISCELLANEOUS SERVICES	-	3,096	1,555	1,555	6,206	5,262
TOTAL OPERATION COST BY SERVICE	-	100,472	70,107	57,952	228,531	234,357

ALLOTMENTS

DRAFT RE-FORECAST 2022-2023

	Proposed Budget 2023/2024	Actual to 30/09/22	Quarter Forecast to 31/12/22	Quarter Forecast to 31/03/23	2022/2023 Revised Forecast	2022/2023 Annual Budget
INCOME	-	355	-	5,496	5,851	5,851
EXPENDITURE:						
Normal pay						
Overtime						
Employment Related						
Temporary Staff						
Staff Travelling						
OCCUPANCY						
Utilities	-	76	75	851	1,002	1,019
Rates						
Cleaning						
Maintenance of Buildings						
COMMUNICATION COSTS						
Telephones						
Stationery, Postage						
GROUNDS MAINTENANCE	-	23	100	100	223	550
EQUIPMENT RUNNING COSTS						
VEHICLE RUNNING EXPENSES						
OTHER COSTS:						
Training						
Risk Assessment						
Other Expenses						
TOTAL OPERATION COSTS	-	99	175	951	1,225	1,569
NET OPERATIONAL	-	(256)	175	(4,545)	(4,626)	(4,282)

CEMETERY

DRAFT RE-FORECAST 2022-2023

	Proposed Budget 2023/2024	Actual to 30/09/22	Quarter Forecast to 31/12/22	Quarter Forecast to 31/03/23	2022/2023 Revised Forecast	2022/2023 Annual Budget
INCOME	-	36,491	16,000	16,000	68,491	65,000
EXPENDITURE: Normal pay Overtime Employment Related Temporary Staff Staff Travelling						
OCCUPANCY						
Utilities	-	1,039	825	915	2,779	3,410
Rates	-	1,921	960	961	3,842	3,919
Cleaning	-	62	31	31	124	120
Maintenance of Buildings	-	213	356	357	926	1,150
COMMUNICATION COSTS						
Telephones	-	376	200	200	776	800
Stationery, Postage	-	-	-	-	-	-
GROUNDS MAINTENANCE	-	5,498	3,651	3,300	12,449	12,244
EQUIPMENT RUNNING COSTS	-	-	-	-	-	-
VEHICLE RUNNING EXPENSES	-	-	-	-	-	-
OTHER COSTS:						
Training	-	-	-	1,000	1,000	1,000
Risk Assessment	-	-	-	-	-	-
Other Expenses	-	175	80	80	335	400
TOTAL OPERATION COSTS	-	9,284	6,103	6,844	22,231	23,043
NET OPERATIONAL	-	(27,207)	(9,897)	(9,156)	(46,260)	(41,957)

MALVERN TOWN COUNCIL

Ref: 7

MAINTENANCE OF OTHER
TOWN COUNCIL LANDDRAFT RE-FORECAST 2022-2023

	Proposed Budget 2023/2024	Actual to 30/09/22	Quarter Forecast to 31/12/22	Quarter Forecast to 31/03/23	2022/2023 Revised Forecast	2022/2023 Annual Budget
INCOME	-	7,410	1,427	1,505	10,342	8,200
EXPENDITURE:						
Pay	-	85,628	53,367	46,071	185,066	194,860
Overtime	-	5,706	2,961	1,680	10,347	9,000
Employment Related	-	24,486	13,589	12,517	50,592	50,319
Temporary Staff	-	-	-	-	-	1,500
Staff Travelling	-	744	400	400	1,544	1,600
OCCUPANCY						
Utilities						
Rates						
Cleaning						
Maintenance of Buildings						
COMMUNICATION COSTS						
Telephones	-	765	300	135	1,200	1,450
Stationery, Postage						
GROUNDS MAINTENANCE	-	3,353	2,773	3,450	9,576	10,660
EQUIPMENT RUNNING COSTS	-	4,349	2,320	2,320	8,989	10,742
VEHICLE RUNNING EXPENSES	-	4,304	1,700	1,400	7,404	6,482
OTHER COSTS:						
Training	-	-	-	-	-	-
Risk Assessment						
Other Expenses	-	-	-	-	-	-
TOTAL OPERATION COSTS	-	129,335	77,410	67,973	274,718	286,613
NET OPERATIONAL	-	121,925	75,983	66,468	264,376	278,413

LEISURE AND
RECREATIONDRAFT RE-FORECAST 2022-2023

	Proposed Budget 2023/2024	Actual to 30/09/22	Quarter Forecast to 31/12/22	Quarter Forecast to 31/03/23	2022/2023 Revised Forecast	2022/2023 Annual Budget
INCOME	-	2,994	5,283	743	9,020	17,660
EXPENDITURE: Normal pay Overtime Employment Related Temporary Staff Staff Travelling						
OCCUPANCY						
Utilities	-	1,766	1,345	1,331	4,442	2,917
Rates	-	3,367	1,489	1,492	6,348	4,721
Cleaning	-	-	-	-	-	-
Maintenance of Buildings	-	52	150	150	352	500
COMMUNICATION COSTS Telephones Stationery, Postage						
GROUNDS MAINTENANCE	-	567	3,710	1,400	5,677	5,586
EQUIPMENT RUNNING COSTS						
VEHICLE RUNNING EXPENSES						
OTHER COSTS: Training Risk Assessment Other Expenses						
	-	6	880	-	886	858
	-	150	-	-	150	-
TOTAL OPERATION COSTS	-	5,908	7,574	4,373	17,855	14,582
NET OPERATIONAL	-	2,914	2,291	3,630	8,835	(3,078)

MISCELLANEOUS

DRAFT RE-FORECAST 2022-2023

	Proposed Budget 2023/2024	Actual to 30/09/22	Quarter Forecast to 31/12/22	Quarter Forecast to 31/03/23	2022/2023 Revised Forecast	2022/2023 Annual Budget
INCOME	-	-	-	-	-	-
EXPENDITURE: Normal pay Overtime Employment Related Temporary Staff Staff Travelling						
OCCUPANCY Utilities Rates Cleaning Maintenance of Buildings	-	989	580	580	2,149	1,012
COMMUNICATION COSTS Telephones Stationery, Postage						
GROUPS MAINTENANCE	-	2,107	975	975	4,057	4,250
EQUIPMENT RUNNING COSTS						
VEHICLE RUNNING EXPENSES						
OTHER COSTS: Training Risk Assessment Other Expenses						
TOTAL OPERATION COSTS	-	3,096	1,555	1,555	6,206	5,262
NET OPERATIONAL	-	3,096	1,555	1,555	6,206	5,262

ASSET RENEWAL / REFURBISHMENT

DRAFT RE-FORECAST 2022-2023

	Proposed Budget 2023/2024	Half Year Actual 2022/2023	Quarter Forecast 2022/2023	Quarter Forecast 2022/2023	Revised Forecast 2022/2023	Annual Budget 2022/2023
LITTER BINS	-	-	-	-	-	-
LEISURE & RECREATION						
Replacement of Trim Trail - Victoria Park	-	-	-	-	-	10,000
New Basketball Courts at Victoria Park	-	-	-	-	-	-
Victoria Park Pavilion Project	-	30,252	-	-	30,252	-
Refurbishment of Michael Crescent Play Area	-	-	15,000	-	15,000	15,000
Refurbishment of Jamaica Crescent Play Area	-	-	-	-	-	-
GROUNDS MAINTENANCE PROJECTS						
Tarmacking of Path at Dukes Meadow	-	-	-	4,000	4,000	8,000
Fencing and Footpath Works - Western bounday of Rose Bank	-	-	-	7,000	7,000	12,000
Mill Lane Car Park and Fencing	-	-	-	-	-	-
Malvern Tourism Sign in Rose Bank Gardens	-	-	-	5,000	5,000	-
Refurbishment of Bus Shelter outside Rose Bank Gardens	-	75	15,000	9,000	23,075	-
Fountain in Rose Bank Gardens	-	939	-	3,750	4,689	-
	-	-	-	-	-	-
BELLE VUE TERRACE						
Overhaul of internal drainage - Top Floor Belle Vue Terrace	-	-	-	-	-	-
CEMETERY						
Tarmacking of Cemetery Roadway	-	10,973	-	-	10,973	-
Refurbishment of Ground Floor Cemetery Lodge and Toilets	-	-	-	-	-	-
Timber building in cemetery yard	-	-	-	-	-	-
CAPITAL EXPENDITURE;	-	-	-	-	-	-
Electrical tool package	-	-	-	-	-	-
Replacement vehicles/trailers	-	-	-	-	-	22,000
John Deere Mower	-	14,687	-	-	14,687	12,500
TOTAL ASSET RENEWAL	-	56,926	30,000	28,750	114,676	79,500

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 30 November 2022 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

BUDGET DISCUSSION DOCUMENT 2023/24

		Last year
1.	Level of inflation to include within the budget	
	• NNDR (business rates)	2%
	• Fuel	8%
	• Utilities	10%
	• Contracts	2%
	• Inflation	4%
	• Cost of living increase on salaries (set nationally)	2%
2.	Strategic Assumptions	
	• Sale of Belle Vue Terrace?	
	• Building running/maintenance costs?	
	• Victoria Park?	
	What to include in the budget?	
3.	Grants Budget	
	Small Grants	£5,000
	Large Grants	£13,000
	Community Support Grants: CAB	£16,000
	CA	£10,400
4.	Events 2022/23 Budget	£56,675
	Including: Bands in the Park	£9,500
	Mayor's Bonanza	£7,500
	Christmas Lights Switch On event	£5,500
	Malvern in Bloom	£7,000
	Jubilee Event	£3,500
	Christmas Lights	£17,600
	Budget for 2023/24?	

5.	Elections Budget/Reserve	
6.	Bedding and Planting	£5,000
7.	Tree Maintenance and Surgery	£5,500
8.	Play Maintenance	£4,960
9.	Street Furniture: Bus Shelters	£500
	Noticeboards	£0
	Gas Lamps	£3,500
	Clocks	£250
	Litter Bins	£0
10.	Fountain Rosebank Gardens	£3,500
11.	Suggestions for additional expenditure or income	
12.	Contingency fund increased in 2022/23 to £20,000	
13.	Malvern Town Council Tax Base	
	• 2022/23 – 10,760.08	
14.	Precept Level 2022/23	
	• Precept was increased from £682,810 to £701,500 in 2022/23	
	• Council Tax Band D - £64.50	
	• Precept level to aim for 2023/24?	

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 30 November 2022 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

REFURBISHMENT OF ROSEBANK GARDENS BUS SHELTER

1. Purpose of report

- 1.1. For noting and agreement.

2. Recommendation

- 2.1. The Committee is recommended to agree the award of a contract to supply and fit Plastisol coated steel sheeting to the wall behind the bus shelter at Rosebank Gardens, noting the exception to financial regulations as only one quotation has been received.

3. Background

- 3.1. It was agreed by Full Council in 2021/22 budget to fully restore the bus shelter at Rosebank Gardens.
- 3.2. Steps to be taken are:
- a) Removal of glazing, glazing bars and guttering, main structure to be cut away from the wall.
 - b) Refurbishment of structure and fabrication of any new parts to take place off site.
 - c) Removal of old cladding to wall, and replacement with steel sheeting for longevity.
 - d) Reattachment of main structure to wall, installation of glazing bars and reglazing.
- 3.3. Officers have made the best possible efforts to secure a number of quotations for this work but the specialised nature of the works means that only one contractor in Herefordshire is able to satisfactorily fulfil the specification.
- 3.4. The condition of the wall to the rear of the bus shelter is very poor and numerous attempts to improve its appearance over the years have failed. £5,000 was spent in 2014 to repair and render the retaining wall but this has deteriorated over time and a longer-lasting, robust solution is now being proposed.
- 3.5. Officers have investigated options to restore the wall and are recommending that the old and deteriorated cladding is replaced with Clad Wall Plastisol coated steel sheeting, anthracite in colour (see figure 1). This is box section corrugated, with stainless steel brackets and a lifespan of at least 25 years. A darker colour will prevent the effects of weathering causing a deterioration in appearance.
- 3.6. Due to the specialised nature of this work and the need to achieve a high-quality aesthetic finish, there is only one local company able to submit a quotation to supply and fit the steel sheets in line with the specification.

4. Financial Implications

- 4.1. A budget of £15,000 was agreed in 2021/22 for the initial works.
- 4.2. The supply and fit of Clad Wall Plastisol coated steel sheeting will be at a cost of £8,750.

5. Legal Implications

- 5.1. None pertaining to this report.

End

Linda Blake
Town Clerk



Figure 1 - Proposed cladding

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 30 November 2022 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

**REVIEW OF TOWN COUNCIL OBJECTIVES
– SHORT AND LONG TERM**

1. Purpose of report

- 1.1. For decision and recommendation to Full Council.

2. Recommendation

- 2.1. Committee is asked to note and review the Council's current long-term aims and objectives (as attached at Appendix A to this report) and make any changes and updates as necessary.
- 2.2. Committee is asked to note and review the Council's current short-term aims and objectives (as attached at Appendix B to this report) and to update them for the period 1 April 2023 until 31 March 2024.
- 2.3. Committee may wish to consider delegating this task to a task and finish group who would undertake the review and then report back to the next meeting of Policy and Resources Committee.

3. Background

- 3.1. Each year the Council reviews and agrees a set of long-term and short-term objectives, which are then risk-assessed as part of the Council's annual internal audit procedure.
- 3.2. In October 2020, Policy and Resources Committee formed a task and finish group to review the Council's short-term and long-term objectives.
- 3.3. The task and finish group met on three occasions and undertook an in-depth review of all aims and objectives submitting documents detailing short-term aims and objectives 1 April 2021 until 31 March 2022 and long-term aims and objectives which were then approved by Policy and Resources Committee and Full Council.
- 3.4. IN November 2021, a further review was carried out but this time on a lighter-touch basis with some minor alterations made only to the short-term objectives.
- 3.5. It is good practice to review and update the Council's objectives on an annual basis as they must be risk assessed each year as part of the annual audit requirements.
- 3.6. Long-term objectives are set to reflect the Council's policy aims and objectives for a five-year period. Short-term objectives are set for a one-year period only and are more likely to change.

4. Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

- 5.1. None pertaining to this report.

End

Linda Blake
Town Clerk

	Long Term Aims and Objectives – 1 April 2022 until 31 March 2027
1.	<u>Performance of statutory powers and duties</u>
	The Town Council will:
a)	maintain and aim to improve, year on year, the delivery of Town Council services.
b)	commit to the Malvern council taxpayer to provide efficient, effective and best value services for Malvern.
c)	continue working with other groups and agencies when determining the future roles and responsibilities of the Town Council within the Malvern area.
d)	review each of the Town Council policies at least every four years.
2.	<u>Improvement of operational standards</u>
	The Town Council will:
a)	ensure all Council-owned and leased land and property is maintained to the highest possible standard.
b)	ensure the Council maintains its visible presence to the highest possible standard.
c)	when appropriate, negotiate with relevant local authorities and other bodies regarding potential transfer of assets, services and accompanying funding.
d)	ensure, where possible, that the management of public realm ¹ in Malvern remains in public ownership and is managed to the highest possible standard.
e)	lobby for the improvement of publicly-owned areas and other areas of public interest.
3.	<u>Promotion of Malvern and its events</u>

¹ Public realm is any space in the built environment that is free and open to everyone, including streets, squares, forecourts, parks and open spaces, and space between and within buildings that is publicly accessible.

	The Town Council will:
a)	ensure that its role and achievements in Malvern are well promoted by utilising the full range of promotional media.
b)	raise the profile of Malvern by the development of new events (both Town Council-managed and in partnership) and support and enhance the annual events calendar.
c)	be a democratic voice for the people of Malvern to address important issues as and when they arise.
4.	<u>Consideration of planning and development matters</u>
	The Town Council will:
a)	continue to assume a greater role in planning matters and consider and comment on both minor and major planning applications.
b)	make relevant representations at all stages of the planning process where it is considered appropriate, especially at local planning authority meetings.
c)	review the Neighbourhood Plan as required and in line with the timetable for the emerging South Worcestershire Development Plan Review (SWDPR).
d)	review developments in the South Worcestershire Development Plan Review (SWDPR) and other government proposals which may relate to planning, and respond as appropriate.
e)	continue to contribute towards, and where appropriate engage and comment on, local transport policy and services in Malvern, through Worcestershire County Council (WCC).
f)	utilise important contributions from residents as part of the Neighbourhood Plan and work with partner organisations to address important non-land based issues and develop and action plans accordingly.
5.	<u>Training and accessibility</u>
	The Town Council will:
a)	seek to improve its accessibility and responsiveness to the public, as far as is reasonably practicable.

b)	provide an induction session for new councillors and deliver an ongoing programme of training – specifically in financial and planning matters - for all councillors to attend and to keep up to date with any changes in the law and to ensure good working practices are followed.
c)	provide appropriate training for any councillor taking on the role of Chairman or Vice Chairman of the Council or one of its Committees, and this should be undertaken as soon as is reasonable.
d)	provide the opportunity for, and encourage, all councillors to undertake training on how the Council works (e.g. Standing Orders, Code of Conduct etc) as soon as is reasonable. This training is not mandatory.
e)	provide continuing development of Town Council staff through a reasonable programme of training to ensure good working practices are followed.
f)	deliver an ongoing commitment to ensure the welfare of staff.
6.	<u>Environmental impact on Town Council operations</u>
	The Town Council will:
a)	uphold the Town Council's declaration of a climate emergency and consider the environmental impact of Town Council operations by taking action to reduce carbon emissions where practical.
b)	respond positively to new initiatives regarding combatting climate change and incorporate these into day to day operations where practical.
c)	join with other groups and agencies to maximise the effectiveness of current and new environmental initiatives.
d)	aim to provide recycling bins in suitable locations throughout the town and encourage the use of these.
e)	encourage green transportation by investigating the viability of and implementing, where possible, improved cycle lanes within the town and within any new housing developments.
f)	consider, and use wherever possible, energy saving and efficient practices in the development of new Town Council buildings and the refurbishment of current buildings.

AGENDA ITEM 7
APPENDIX A

g)	continue to rewild suitable areas of Town Council-owned land with appropriate planting – including trees – and encourage other landowners to do the same.
h)	use, wherever possible, green energy suppliers for Town Council contracts.
7.	<u>Efficient working practices</u>
	The Town Council will:
a)	continue to investigate ways in which technology can be used to produce and develop efficient working practices.
b)	maintain and enhance its digital presence through its website and social media.
c)	ensure its meetings continue to focus on matters of importance to Malvern.

	Short Term Aims and Objectives – 1 April 2022 until 31 March 2023
1.	<u>Performance of statutory powers and duties</u>
a)	to enhance the current good working relationship with Malvern Hills District Council (MHDC), Worcestershire County Council (WCC and other appropriate bodies to provide efficient and effective services in Malvern.
b)	to carry out benchmarking to ensure services provided under Council contracts are as efficient as possible.
c)	to regularly review suppliers and expenditure by supplier to ensure that the Town Council continues to obtain the best value for money on its purchases, this to be carried out by the Policy and Resources Committee.
d)	to establish a Community Engagement Strategy setting out how Malvern Town Council can better engage with the local community to ensure issues of concern are communicated and addressed.
2.	<u>Improvement of operational standards</u>
a)	to encourage the improvement and better maintenance of pavements, highways, footpaths and PROWs within the town through liaison with WCC and to encourage the public to report any issues to the Town Council so that these can be forwarded to the appropriate County or District Councillor for action to be taken.
b)	to improve the amenities at Victoria Park including leisure facilities, public toilets, pavilion and take appropriate action to reduce anti-social behaviour.
c)	to ensure that all Town Council operations and practices are carried out in a Covid-safe manner and in accordance with the government guidelines current at that time.
3.	<u>Promotion of Malvern and its events</u>
a)	to continue to investigate ways of making certain events more cost-effective through increased involvement of volunteers and exploring sponsorship links.
b)	to continue to promote the Town Council's work through the production and distribution of at least three newsletters per year.
c)	to continue the following annual events as agreed at Full Council on 3 February 2022, government guidelines permitting: <u>2022</u>

	<p>Civic Service 9 April</p> <p>Peaky Blinders Charity Casino Night 22 April</p> <p>Health & Wellbeing Fair/Mayor's Peaks Challenge 30 April</p> <p>Queen's Jubilee Celebrations 5 June</p> <p>Bands in the Park programme 8 May - 18 Sep</p> <p>Armed Forces Day 26 June</p> <p>Heart of England in Bloom June/July</p> <p>The Mayor's Bonanza 28 August</p> <p>Field of Remembrance 10-17 November</p> <p>Armistice Day 11 November</p> <p>Remembrance Sunday 13 November</p> <p>Christmas Festival 26 November</p> <p>Christmas Charity Concert 17 December</p> <p>Festive Cheer Bags 19 December</p>
4.	<u>Consideration of planning and development matters</u>
a)	to set up a new Task and Finish Group to finish the 'light touch' review of the Neighbourhood Plan, following the SWDP review.
b)	to find ways to encourage councillors to participate in training on planning matters to assist all in understanding planning policy.
c)	to work with MHDC and community groups to take the lead in establishing a community design group that can be involved in the planning process, engaging the wider community.
d)	to strongly encourage MHDC to introduce a simplified process to ensure that properties can be placed on a local list to provide protection for appropriate buildings.
e)	to secure the future of Malvern Hills College as a continuing educational and community asset.
5.	<u>Training and accessibility</u>

a)	to continue an annual appraisal process and allow opportunities for officers to speak to the Policy and Resources Committee as necessary.
b)	to review Whistle-Blowing Policy (last carried out in May 2018).
c)	any councillor taking on the role of Chairman or Vice Chairman of the Council or one of its Committees should undertake appropriate training as soon as is reasonable.
d)	whilst training for all councillors should not be mandatory, all councillors should be given the opportunity and encouraged to undertake training on how the Council works (e.g. Standing Orders, Code of Conduct etc) as soon as is reasonable.
e)	to continue to update and develop the Member's Handbook, focusing on useful information for new members and a useful synopsis of all the main information points.
f)	to use the new council website to help support provision of clear and timely information to all councillors.
6.	<u>Environmental impact on Town Council operations</u>
a)	to uphold the Town Council's declaration of a climate emergency and consider the environmental impact of Town Council operations by taking action to reduce carbon emissions where practical.
b)	to work to provide recycling bins in suitable locations throughout the town where practical and to encourage use of these recycling bins.
c)	to provide new bike racks in suitable locations to encourage increased use of bikes.
d)	to consider, and use wherever possible, energy saving and efficient practices in the development of new Town Council buildings and the refurbishment of current buildings.
e)	to continue to rewild suitable areas of Town Council-owned land with appropriate planting – including trees - and encourage other landowners to do the same.
f)	to use, wherever possible, green energy suppliers for Town Council contracts.