

## UNADOPTED

### MINUTES OF COUNCIL MEETING OF MALVERN TOWN COUNCIL

held in the Council Chamber, Malvern Hills District Council, Avenue Road  
on Tuesday 20 December 2022, at 6.00 pm

#### **Councillors**

##### Present

N Houghton (Chairman)  
K Aksar  
C Bovey  
C Fletcher  
C Hooper  
L Lambeth  
J Leibrandt  
L Lowton  
F Matthews-Jones  
D Mead  
N Mills  
C Palmer  
A Stitt  
D Watkins  
J Wilkinson

#### **Absent**

R McLaverty-Head (apologies)  
J Satterthwaite (apologies)  
J O'Donnell (apologies)

#### **Also in attendance**

L Blake – Town Clerk  
L Wall – Minute Clerk  
C Porter – Operations Manager  
Cllr Karen Hanks (WCC)  
One member of the public

#### **114. APOLOGIES FOR ABSENCE**

Apologies for absence from Councillors Ronan McLaverty-Head, Jack Satterthwaite and James O'Donnell were **NOTED**.

#### **115. DECLARATIONS OF INTEREST**

None.

#### **116. 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 3 November 2022.

#### **PUBLIC PARTICIPATION**

None.

#### **117. MAYOR'S ANNOUNCEMENTS**

The Mayor thanked all those who had attended the Christmas Charity Concert at the weekend. The concert and Christmas Festival held at the end of November were both well-attended and had helped to raise more funds for the Guide Dogs charity, which was now approaching the target of £10,000. The Mayor reminded members that calendars were still available and these could be purchased after the meeting.

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### 118. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

#### Vacancies

The Town Clerk had received two councillor resignations from Jack Ashington-Carter and Peter Smith. These had also been sent to the Mayor and were therefore effective immediately. These resignations do not need to be advertised or filled before the elections in May 2023.

The Town Clerk also notified the meeting that James O'Donnell had not attended a Council meeting for over six months and would therefore cease to be a Town Councillor. This would need to be formally approved by Council at the next Full Council meeting.

#### Christmas Light Switch On event

This had been very successful raising £1,560 for the Mayor's Charity through the Guide Dog stall outside the post office, Santa's Grotto and through donations. Positive feedback had been received on all elements of the day.

#### Charity Calendars

The Mayor's Charity Calendar for 2023 had been selling well, raising £952 so far. The calendar features local guide dogs pictured in locations connected to the Town Council.

#### Operational Projects

Works to the bus shelter outside Rosebank Gardens will hopefully be completed in early 2023 when the cladding and glazing are installed. A competition has been launched to design three images to be displayed in the bus shelter alcoves as part of its commemoration to Queen Elizabeth II.

Works to raise the entranceway bed to Rosebank Gardens and to install the fountain will also take place in early 2023.

#### Sale of Land at Dukes Meadow

The statutory period in which local residents could comment on the proposal to sell a small piece of land at Dukes Meadow to Great Malvern Primary School has now ended. There were no objections or comments received. Solicitors will therefore be instructed to complete this sale.

### 119. REPORTS BY COUNTY AND DISTRICT COUNCIL

Cllr Beverley Nielsen had submitted a written report which would be distributed to members after the meeting.

### 120. MEMBERS QUESTIONS

There were no members' questions.

### 121. BUDGET 2023/24

Report PR01/22 was received and accepted.

There had been two Policy and Resources Committee meetings to discuss the budget for 2023/24, held on 30 November and 14 December. Cllr Clive Fletcher had chaired the Policy and Resources Committee meeting of 14 December when

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the budget recommendations had been made. He explained that members had considered the re-forecast for 2022/23 and also the figures presented by the Town Clerk for the budget 2023/24. Members had agreed that keeping any increase in the precept to 5% would be desirable, but acknowledged that realistically this would be extremely difficult without cutting services or projects.

The Town Clerk then explained that the budget process this year had been very challenging. As always, the aim had been to keep any increase in the precept as low as possible whilst maintaining services, but it was recognised that this would be difficult taking into consideration the rises in some areas of expenditure such as salaries, utilities, insurance, the change from red to white diesel and inflation.

The budget had been put together with suggestions from the Operations and Planning Committee, and Policy and Resources Committee, with the first draft resulting in an increase in precept level of 8.6%. Policy and Resources Committee had agreed to reduce the assumption of a National Local Government salary increase from 6% to 5% which resulted in the increase in precept level to 7.9%

Policy and Resources Committee had also asked for a contingency sum of £30,000 to be included in the budget 2023/24 but doing so would have taken any precept increase to over 10%. The Town Clerk had therefore not actioned this, retaining the contingency figure at £20,000. Overall, the Town Clerk felt that it was a prudent and deliverable budget and answered a number of questions from councillors.

It was **RESOLVED** to accept the following:

- i. The re-forecast for 2022/23 which results in an underspend for the year and a balance being put into reserves of £12,089.
- ii. The budget for the financial year 2023/24 which shows a net expenditure of:  
£766,975 *not* taking into account any movements in Earmarked Reserves  
and  
£756,975 taking into account movements in Earmarked Reserves.
- iii. The precept for 2023/24 should be set at £757,000. This reflects an increase of 7.9% from the precept level in 2022/23.

### 122. **MALVERN TOURISM SIGN TASK AND FINISH GROUP RECOMMENDATIONS TO FULL COUNCIL**

Report CL02/22 was received and accepted.

The Town Clerk reminded members that Full Council had resolved at its meeting on 6 October to support the installation of a 'MALVERN' tourism sign in Rosebank Gardens. A Task and Finish Group had then considered and agreed the exact location and design in order to bring recommendations back to Full Council.

The Task and Finish Group had held two meetings and presented their recommendations as follows:

- i. Location – the seven letters to be installed behind the new wall created as part of the Jenny Lind fountain project and to the left-hand side of the 99

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steps. The letters will be installed on a level piece of ground behind the flower bed in a slightly curved formation.

- ii. Design – letters will be galvanized steel of a 3D, boxed design with reinforcing provided by way of an edge around the letters:
- iii. Size – letters to be 1000mm in height, varying widths in proportion to each letter shape and 10mm thick.
- iv. Cost - £3,800.

After discussion, councillors decided that they wanted more time to review the suggested location for the 'Malvern' sign and it was **AGREED** therefore that this item be deferred until the next Full Council meeting in February 2023.

Councillors were asked to visit Rosebank Gardens in the meantime in order that a fully informed decision could be made at the next meeting.

### 123. **PUBLIC CONSULTATION ON LAND ADJACENT TO ADAM LEA PLAY AREA (MILL LANE)**

Report CL03/22 was received and accepted.

The Town Clerk explained to the meeting that after three years of negotiations and setbacks, the land at Mill Lane was about to be transferred to the Town Council. As it had been agreed in 2019 that a public consultation would be held to gain ideas on how the land could be used, Councillors were now asked to approve this process.

It was **RESOLVED** to hold a public consultation process regarding the future of the land adjacent to Adam Lea play area, in early 2023.

### 124. **NOTICE OF MOTION – INSTALLING ENVIRONMENTAL NOTICES AT TOWN COUNCIL SITES**

Cllr Lou Lowton presented the notice of motion proposing that the Town Council purchases and installs signs at sixteen green and open spaces, outlining the expectations of the public on Council land.

Some members felt that the existing signs were adequate, and that because the Town Council does not have enforcement powers, it was not worth putting up the signs.

Others believed that the signs would be a way of engaging the community and encouraging them to look after public land.

It was agreed that the suggested wording should be rearranged to read in a more positive manner as follows:

*Malvern Town Council welcomes you to this green and open space, which we hope you will enjoy.*

*In the interests of wildlife, the environment and the local community, please observe these rules:*

- *Please leave flowers and plants for local wildlife*
- *Please pick up after you dogs and take your litter, poo bags and cigarette-ends home with you*

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- No sky lanterns or balloon release
- No BBQs under any circumstances
- No fireworks except with permission of Malvern Town Council

Malvern Town Council will continue to protect this environment and appreciate your help with this.

If you need to get in touch, please call 01694 566667 or use the contact form at [www.malverntowncouncil.org](http://www.malverntowncouncil.org)

It was **RESOLVED** that Malvern Town Council will purchase and install environmental notices to 16 green and open spaces sites outlining the expectations of the public on Council land.

It was further **AGREED** that the signs should include a QR code linking to the Town Council's environmental policy and/or website.

### 125. **POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS**

Report CL04/22 was received and accepted and the Chairman of Policy and Resources Committee, Cllr Clive Hooper, presented the recommendations from the meetings held on 2 November and 14 December 2022.

Meeting held 2 November 2022

#### **Minute 18 Policy Review Task and Finish Group Recommendations**

- i. It was **RESOLVED** 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

Meeting held 14 December 2022

#### **Minute 32 Malvern Town Community Support Grant 2023/24 – Community Action Malvern and District**

- i. It was **RESOLVED** to award a Malvern Town Community Support Grant for 2023/24 of £10,900 to Community Action Malvern and District.
- ii. It was **RESOLVED** that a further £1,100 be charged annually to cover the increase in service charges.

### 126. **OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS**

Report CL05/22 was received and accepted and the Chairman of Operations and Planning Committee, Cllr Cynthia Palmer, presented the recommendations from the meeting held on 7 December 2022.

#### **Minute 55 Bands in the Park Programme 2023**

- i. It was **RESOLVED** to continue the new Bands in the Park concert format as trialled in 2022, with a mixture of music types playing every Sunday afternoon in Priory Park from 7 May to 17 September 2023.

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Councillors wished to record their thanks to Peter Smith for his long period of service to Malvern Town Council.

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

It was agreed that the date of the next meeting would be Thursday 9 February 2023 at 6.00 pm in Malvern Hills District Council Chamber.

### **EXCLUSION OF THE PRESS AND PUBLIC**

It was **AGREED** to resolve pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Councillors were given time to read the report and then a discussion followed.

It was **RESOLVED** to award a one-off winter payment allowance to all Town Council employees to assist with the rising cost of living and energy prices, details as outlined in the motion present at the meeting.

The meeting finished at 7.55 pm.

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(Chairman)