

**UNADOPTED**

**MINUTES OF THE ANNUAL MEETING OF  
MALVERN TOWN COUNCIL**

**held in the Council Chamber, Malvern Hills District Council, Avenue Road  
on Thursday 18 May 2023, at 6.00 pm**

**Councillors**

Present

S Austin  
A Cherry  
I Dawson  
C Fletcher  
J Green  
C Hooper  
N Houghton  
M Jones  
J Leibrandt  
L Lowton  
F Matthews-Jones  
D Mead  
D Watkins

**Absent**

C Bovey (Apologies)

**Also in attendance**

L Blake – Town Clerk  
L Wall – Minute Clerk

Member of the Press

The Mayor for the 2022/23 council year, Cllr Nick Houghton, opened the meeting and thanked everyone for attending.

**1. APPOINTMENT OF MAYOR**

Two nominations had been received for the position of Mayor of Malvern Town Council. It was agreed that the vote should be in the form of a secret ballot.

It was **RESOLVED** that Cllr Clive Hooper be appointed Mayor of Malvern Town Council for 2023/24.

**2. MAYOR'S DECLARATION OF OFFICE**

The Mayor, Cllr Clive Hooper, signed the Declaration of Office, witnessed by the Town Clerk.

**3. APPOINTMENT OF DEPUTY MAYOR**

Two nominations had been received for the position of Deputy Mayor of Malvern Town Council. It was agreed that the vote should be in the form of a secret ballot.

It was **RESOLVED** that Cllr David Watkins be appointed Deputy Mayor of Malvern Town Council for 2023/24.

**4. DEPUTY MAYOR'S DECLARATION OF OFFICE**

The Deputy Mayor, Cllr David Watkins, signed the Declaration of Office, witnessed by the Town Clerk.

**5. APOLOGIES FOR ABSENCE**

Apologies from Councillor Caroline Bovey were **NOTED**.

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### 6. **DECLARATIONS OF INTEREST**

None.

### 7. **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, and they were signed by the Mayor:

- Full Council meeting 13 April 2023.

### **PUBLIC PARTICIPATION**

None.

### 8. **MAYOR'S ANNOUNCEMENTS**

The Mayor reported that he had enjoyed a splendid afternoon at the Coronation Bands in the Park event on 7 May.

### 9. **TOWN CLERK'S REPORT**

The Town Clerk reported as follows:

#### Town Council Asset Tour

The Operations Manager and Town Clerk will be leading a minibus tour open to all councillors to visit some of the Town Council's assets on Tuesday 30 May at 5.30pm.

#### Bands in the Park

The Bands in the Park programme started last weekend but there are still fourteen more Sundays in Priory Park where bands will be playing a variety of music styles from Brass to Rock and from Country to Jazz. Councillors are needed to steward these events and are asked to volunteer.

#### Elections

Fourteen councillors have been elected to the Town Council, with six vacancies remaining to be filled. This will be done by co-option, and it is hoped that a special Council meeting can be called in July to achieve this.

#### Councillor Training

Councillors were reminded that if they took on the role of chair or vice-chair of the council or a committee, they will be required to undertake specific training. Details of courses will be posted on the councillor weekly memo.

#### Operations Update

The Operations Team have been busy cutting grass with electric trimmers from the new electric tool package being put to good use. They have also installed the Malvern Sign in Rosebank Gardens and put up flags throughout town. The remaining sections of cladding for the bus shelter outside Rosebank Gardens have now been fitted.

#### Mayoral Charity

The Town Clerk was delighted to announce that the most recent figure for charity funds raised for the Mayor's chosen charity in 2022/23, Guide Dogs, now stood at £12,066, which is the highest amount ever.

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### Town Council website

There is a new members section on the website for councillors to access the member's handbook and other useful documents. Log in details will be issued to everyone next week.

#### 10. **REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE**

District Councillor David Mead, Barnards Green Ward - reported that he had attended two training sessions recently but did not have a specific report to make at this meeting.

District Councillor Natalie McVey, West Ward – reported that the District Council was holding its annual council meeting next week when portfolio holders and other posts would be formalised.

County Councillor Natalie McVey, Malvern Trinity Division – reported that she had attended a Council meeting earlier in the day where the Green and Independent Alliance Group proposed a notice of motion regarding Safer Streets, calling for a number of safety measures outside schools; however, this was voted down.

#### 11. **REVIEW OF COMMITTEES/TASK AND FINISH GROUPS AND APPOINTMENT OF MEMBERS FOR THE 2023/24 COUNCIL YEAR**

Report AC01/23 was received and accepted.

##### **Policy and Resources Committee**

It was **RESOLVED** that membership of the Policy and Resources Committee be confirmed at nine members with membership as follows:

1. Cllr Iain Dawson
2. Cllr Clive Fletcher
3. Cllr Nicholas Houghton
4. Cllr Melanie Jones
5. Cllr Lou Lowton
6. To be filled by co-option
7. To be filled by co-option
8. To be filled by co-option
9. To be filled by co-option

##### **Operations and Planning Committee**

It was **RESOLVED** that membership of the Operations and Planning Committee be confirmed at ten members with membership as follows:

1. Cllr Sean Austin
2. Cllr Caroline Bovey
3. Cllr Anne Cherry
4. Cllr Judith Green
5. Cllr Josephine Leibrandt
6. Cllr Freya Matthews-Jones
7. Cllr David Mead

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8. Cllr David Watkins
9. To be filled by co-option
10. To be filled by co-option

### **Audit Committee**

It was **RESOLVED** that membership of Audit Committee be confirmed at five members with membership as follows:

1. Cllr Caroline Bovey
2. Cllr David Mead
3. Cllr Josephine Leibrandt
4. Cllr David Watkins
5. Cllr Jude Green

### **Emergency Decision Making Group**

1. Mayor
2. Deputy Mayor
3. Chair of Policy and Resources Committee
4. Vice-Chair of Policy and Resources Committee
5. Chair of Operations and Planning Committee
6. Vice-Chair of Operations and Planning Committee

### **Other**

It was **RESOLVED** that all other task and finish groups be suspended, although it was noted that these could be set up at any time during the year either by Council or a committee, to carry out a specific task and report back.

### **Chairing of meetings**

It was **RESOLVED** that all committees and task and finish groups will elect a chair and vice-chair at the first meeting of the new council year.

Members were reminded that following a council decision, training for chairs and vice-chairs is mandatory and must be completed as soon as is reasonable. Training is only required once in every council term and therefore all members who wish to be a chair or vice-chair of a committee will need to repeat this even if already undertaken.

## **12. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

Report AC02/23 was received and accepted.

It was **RESOLVED** that the appointment of representatives to outside bodies for 2023/24 be determined as below:

<b>Outside Body</b>	<b>Representatives 2023/24</b>
Malvern Hills Council for Community Action	Cllr Anne Cherry

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Malvern Hills CAB Management Committee	Cllr David Mead
Malvern Town Council/Malvern Hills District Council Liaison Group ( <i>Mayor and Deputy Mayor</i> )	Cllr Clive Hooper Cllr David Watkins
County Association of Local Councils (CALC)	Cllr Clive Hooper Cllr Clive Fletcher
Malvern-Mariánské Lázně Community Partnership (MLCP)	Cllr Josephine Leibrandt
Malvern-Bagnères de Bigorre Twinning Association (MBTA)	Cllr Iain Dawson
Malvern Twinning Steering Group ( <i>Mayor and Deputy Mayor</i> )	Cllr Clive Hooper Cllr David Watkins
Malvern Hills District Children and Young People's Partnership	Cllr Lou Lowton
Rural Market Town Group	Cllr Clive Hooper

### 13. **BANK MANDATE AND PAYMENT SIGNATORIES**

Report AC03/23 was received and accepted.

It was **RESOLVED** to approve the following signatories for the management of the Town Council's bank account in accordance with legal and operational requirements AND to approve internet banking schedules and to sign any cheques or other payment authorisations if they were required:

- 1) Cllr Clive Hooper, Mayor of Malvern
- 2) Cllr David Watkins, Deputy Mayor of Malvern
- 3) Cllr Jude Green
- 4) Cllr David Mead
- 5) Cllr Clive Fletcher
- 6) Cllr Sean Austin
- 7) Cllr Anne Cherry

The following ongoing resolutions with respect to its bank accounts were **NOTED**:

- a) Two from the approved signatories above are required to issue instructions for any changes, modifications or additions to the Council's bank accounts.
- b) The key contact for managing the bank account and allocating user permissions is the Town Clerk.
- c) The Town Clerk (or in their absence, the Operations Manager) is fully empowered to act on behalf of the Council to ensure the smooth running of

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the Council's bank accounts, subject to all previous authorisation permissions being adhered to.

- d) Two from the seven members agreed above are required to sign and approve internet banking schedules and direct debit instructions before payments are made by officers.

### 14. PAYMENT OF ANNUAL SUBSCRIPTIONS, MEMBERSHIP OF ORGANISATIONS

Report AC04/23 was received and accepted.

It was **RESOLVED** to approve the following subscriptions:

<u>Organisation</u>	<u>Estimated Cost 2023/24</u>
Worcestershire CALC/NALC	£2,649
Chartered Institute of Public Finance and Accountancy	£380
Local Government Employers	£468
Institute of Cemetery Management	£100
Cotswold Line Promotion Group	£15
Caring for God's Acre	£100
Rural Market Town Group	£133
<b>Total</b>	<b>£3,845</b>

### 15. ANNUAL REVIEW PROCESS

Report AC05/23 was received and accepted.

It was **RESOLVED** to delegate a review of the following items, with any recommendations to come back to Full Council for ratification:

- a) Review of delegation arrangements to committees, subcommittees, staff and other local authorities – Policy and Resources Committee.
- b) Review of the terms of reference for committees - Policy and Resources Committee.
- c) Review and adoption of appropriate standing orders and financial regulations - Policy and Resources Committee.
- d) Review of inventory of land and assets including buildings and office equipment – Operations and Planning Committee.
- e) Review and confirmation of arrangements for insurance cover in respect of all insured risks - Policy and Resources Committee.
- f) Review of the council's complaints procedure - Policy and Resources Committee.

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- g) Review of the Council's policies, procedures and practices in respect of obligations under Freedom of Information and Data Protection legislation - Policy and Resources Committee.
- h) Review of the Council's policy for dealing with the press/media - Policy and Resources Committee.
- i) Review of the Council's employment policies and procedures - Policy and Resources Committee.
- j) Review of the Council's expenditure incurred under s137 of the Local Government Act 1972 or the General Power of Competence – Policy and Resources Committee as part of the Annual Accounts.
- k) Determining the time and place of ordinary meetings of the Council up to and including the next meeting of Annual Council – completed by Full Council in February 2023.

### 16. **GENERAL POWER OF COMPETENCE**

Report AC06/23 was received and accepted.

It was **RESOLVED** that from 18 May 2023 until the next Annual Council Meeting after Ordinary Elections that having met the conditions of eligibility as defined in the Localism Act 2011, to adopt The General Power of Competence (GPC).

### 17. **PLANNING CONSULTATIONS**

Report AC07/23 was received and noted.

The Town Clerk explained that although this was a regular item on the agenda of Operations and Planning Committee meetings, as there were no meetings of that committee in the near future, current planning applications were presented at the meeting for comment as applicable.

There were no comments made on the planning applications listed at Appendix A to the report.

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

Report AC08/23 was received and accepted.

The Chair of Policy and Resources Committee, Cllr Clive Hooper, presented the recommendations from the meeting held on 3 May 2023.

#### i. **Minute 61 Review of Health and Safety Policy**

It was **RESOLVED** to approve and adopt the Health and Safety Policy as amended by Policy and Resources Committee.

#### ii. **Minute 62 Approval of Draft Policies (1<sup>st</sup> draft from Policy Review Task and Finish Group**

It was **RESOLVED** that the following four policies as amended by the Policy Review Task and Finish Group, and Policy and Resources Committee be approved and adopted:

- Social media policy
- Privacy policy for users of Malvern Town Council's website
- Whistleblowing at work policy
- Anti-harassment and abuse policy (councillors)

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**19. REVIEW OF REPORTS SUBMITTED BY GRANT-RECEIVING BODIES MARCH 2022**

Report AC09/23 was received.

The Town Clerk explained that any organisation awarded a grant in the Town Council's grants scheme was required to submit a short report within a year, explaining how the grant was used; it also ensured that the grant was used for the stated purpose.

Malvern Theatre Players had asked for permission to delay their grant for several reasons but had since confirmed the production of The Wind in the Willows would take place from 17-22 July.

Members **NOTED** the reports received from groups and organisations who were awarded a grant from the Town Council in March 2022.

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

It was agreed that the date of the next meeting would be Wednesday 21 June 2023 at 6.00 pm.

It was **AGREED** that the meeting will be held in the Town Council chamber at Belle Vue Terrace.

**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.

**21. BELLE VUE BUILDING/VICTORIA PARK PAVILION**

The Town Clerk updated members on the Belle Vue Building/Victoria Park Pavilion project.

The meeting finished at 7.30 pm.

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(Chairman)