

**MINUTES OF FULL COUNCIL MEETING OF
MALVERN TOWN COUNCIL**

**held in the Council Chamber, Malvern Hills District Council, Avenue Road
on Wednesday 21 June 2023, at 6.00 pm**

Councillors

Present

S Austin
C Bovey
A Cherry
I Dawson
C Fletcher
J Green
C Hooper
N Houghton
F Matthews-Jones
D Watkins

Also in attendance

L Blake – Town Clerk
L Wall – Minute Clerk
Cllr John Raine (MHDC)
Cllr Fran Victory (MHDC)
Cllr Beverley Nielsen (MHDC and WCC)
Cllr Natalie McVey (MHDC and WCC)
Cllr Malcolm Victory (MHDC and WCC)
Member of the Press

Absent

M Jones
J Leibrandt
L Lowton (apologies)
D Mead (apologies)

22. APOLOGIES FOR ABSENCE

Apologies from Councillor Lou Lowton and Councillor David Mead were **NOTED**.

23. DECLARATIONS OF INTEREST

None.

24. 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 18 May 2023.

PUBLIC PARTICIPATION

None.

25. MAYOR'S ANNOUNCEMENTS

The Mayor reported that he had attended his first events as Mayor, including:

- The opening of Escape Travel Agents
- Royal Three Counties Show and long service awards (with Deputy Mayor)
- St John's Thanksgiving Service

Upcoming events:

- Opening of Midsummer Malvern
- Mayor of Worcester's civic service
- Afternoon tea with the chair of Worcestershire County Council

The Mayor informed Council that his chosen charity for 2023/24 would be St Richard's Hospice.

26. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

The Town Clerk reported that summer bedding had all been planted out and hanging baskets put up throughout the town, including twenty extra ones purchased this year, all of which were now being watered twice a week early in the morning.

Resurfacing of the car park at Monksfield allotment site had been finished, the results of an important partnership between the allotment association and the Town Council, which resulted in extra parking for the allotment users and an improvement to one of the Town Council's assets.

Bloom judging would take place on 20 July; in preparation for this there would be ongoing work throughout the town to make sure it would be seen at its best.

Bands in the Park had so far been attended each week by a high number of people, and positive feedback received not only from members of the audience regarding the variety of music, but also from the bands themselves, who had enjoyed playing in Priory Park. Councillors were asked to provide feedback when they had stewarded a concert.

Members were reminded that the six vacant seats on the council were now being advertised, and asked to pass on details to anyone they knew to be interested. The co-option process was being advertised on the Town Council's website and forms should be submitted to the Town Clerk by 14 July. The extraordinary meeting on 26 July would be a one-item agenda at which the new councillors would be co-opted.

A date for chairmanship training had been advertised as 6 July from 6.30pm. Councillors would be sent details and any who were now chair or vice-chair of a committee were asked to attend if possible.

The office vacancy created by the resignation of Clare Lawrence after ten years would be advertised shortly. The Mayor would use his allowance to purchase a leaving gift.

27. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE

Cllr Beverley Nielsen, WCC Councillor for Malvern Langland

- The Demand Response Transport scheme had been launched but no details had been provided to county councillors.
- Speeding remained a problem in the area. Nine surveys commissioned by Cllr Nielsen had shown a need for traffic calming measures and she had asked for a 20mph limit on Church Street and Worcester Road. Although she had been told there was a policy for this at council, no details were available. Residents were frustrated at the lack of progress.
- Active Travel and Community Transport remained a focus but there was no capital funding for this.
- Residents had increasingly raised concerns over HGVs using residential road, and vehicles parking on pavements.
- Malvern Football Club were having a club fun day on 24 June from 1pm.
- Cllr Nielsen had given some of her allowance to Perfect Circle and Malvern Cube.

Cllr Beverley Nielsen, MHDC Councillor for Great Malvern

- The new administration at MHDC was now being led by an alliance of the Democratic Independent Group and the Green Party, with Leader Tom Wells and Deputy Leader Natalie McVey. Cllr Wells had recently been to court to defend the covenant on the Malvern Hills College site but the outcome would not be known until later.
- The Shared Prosperity Fund would be available for grants and signage to further the town, also to promote business, tourism, arts, and the town centre. Rural England capital funding was available but not to central Malvern which was considered to be too urban.

Cllr Natalie McVey, WCC Councillor for Malvern Trinity

- Cllr McVey had continued to support 20mph speed limits and the School Streets scheme, but this was voted against. Despite a cabinet member for highways stating at a meeting that there was an emerging policy to tackle road safety, this was later proved to not be the case.
- Two routes had been commissioned for community transport but councillors were not included in the consultation so had been unable to answer any residents' questions regarding routes.
- It was proving difficult to find a suitable minibus to fit the requirements of sixteen seats, and wheelchair access for community transport.
- West Malvern Road would be closed again at the beginning of July with a special once-a-day bus service laid on.
- Cowleigh Bank Road was due to be closed soon for improvements.
- Concerns over road safety and traffic density on Cowleigh Road and North Malvern Road would be discussed at a meeting with the police and WCC Highways Officer.

Cllr Natalie McVey, MHDC Councillor for West ward

- Concerns had been raised over road safety at the old bakery development between West and North Malvern.
- Swift boxes had been installed in Malvern Vale, funded by Cllr Raine and Cllr Wood, and it was reported that the boxes were already in use.
- A pop-up coffee shop was now operating in Malvern Vale from 8am to 12.30pm on Mondays.
- At Mill Bank, there was a trial period for 'Grow Your Community' which included health walks and other initiatives.
- Cllr McVey had used some of her funding for Aurum, a support group for girls and young women on the autism spectrum.

Cllr John Raine, MHDC Councillor for West ward

- Cllr Raine endorsed Cllr McVey's comments and reported that the new council and Executive Committee at MHDC had held first meetings.

Cllr Malcolm Victory, MHDC Councillor for Barnards Green

- Cllr Victory reported that as he was a new councillor, he had been attending lots of training sessions. He had passed on some residents' concerns over highway issues in Barnards Green and Malvern to WCC.
- He had been to a meeting along with Cllr Mead and Cllr Driscoll, both Barnards Green ward councillors, regarding the development at Storer Court, Geraldine Road.

- The same three councillors would also be taking part in a surgery for the Barnards Green area on 14 July.

Cllr Fran Victory, MHDC Councillor for Malvern Link

- Cllr Victory said she had also been attending training sessions and would also be setting up a surgery for Malvern Link, which she hoped the town councillors for Malvern Link ward would also join.

Cllr Neville Mills, MHDC Councillor for Malvern Link

Cllr Mills was not present at the meeting but had sent a report which the Town Clerk read out:

- He reported that speeding on Lower Howsell Road continued to be problematic.
- The self-closing gate at Lower Howsell playing fields was still not working.
 - The Town Clerk informed the meeting that the Operations Manager was looking into making some alterations to the adjacent fencing to resolve this.

28. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES

Cllr Anne Cherry, Malvern Hills Council for Community Action

- Cllr Cherry had attended a meeting earlier in the week, at which bus routes and the purchase of a minibus were discussed, as well as the organisation moving into a new property and how losing Town Council funding would affect them.

Cllr Iain Dawson, Malvern - Bagnères de Bigorre Twinning Association (MBTA)

- Cllr Dawson reported that the MBTA were organising a visit to Malvern in autumn from a French group and had requested Town Council funding towards this.

29. MEMBERS QUESTIONS

There were no members questions.

30. PUMP TRACK FOR LAND AT ADAM LEA

Report CL01/23 was received and accepted.

It was **RESOLVED** to appoint Company C to design and construct a pump track on land at Adam Lea.

Company C is Clarke and Kent Contractors.

31. NOTICE OF MOTION – MALVERN PRIDE 2023

Cllr Anne Cherry presented her notice of motion which proposed promoting the Malvern Pride event, due to take place in Priory Park on 29 July, on the town council's website and social media platforms.

She explained this would show the council's support of the LGBT community and noted that last year's Pride event was very good and attended by a lot of people.

Cllr Matthews-Jones endorsed Cllr Cherry's comments and seconded the notice of motion.

Members discussed the proposed resolutions and were in support. However, councillors also wished to see some flags flown in the other shopping centres of Malvern Link and Barnards Green.

It was agreed therefore to amend the second recommendation to include that delegations be given to the Town Clerk to arrange the flying of extra flags where possible.

It was **RESOLVED**:

- i. To promote the Malvern Pride event on the Malvern Town Council website and social media.
- ii. To fly Pride 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. Extra flags to be flown in Barnards Green and Malvern Link as agreed and arranged by the Town Clerk (flags to be provided by Malvern Pride). Malvern Town Council operations team will change flags over on Monday 24 July and then back again on Monday 7 August.

The Chairman announced that under Standing Order 1a he would be altering the order of business so that agenda item 12 “Audit Committee Recommendations” would be brought forward.

32. AUDIT COMMITTEE RECOMMENDATIONS

Report CL02/23 was received and accepted.

The Chair of Audit Committee, Cllr Caroline Bovey, presented the recommendations from the meeting held on 7 June 2023.

i. Minute 6 Annual Internal Audit Report – Financial Year Ending 31 March 2023

It was **RESOLVED** that the Internal Audit Report 2022/23 of the Council’s Internal Auditor be accepted and forwarded to the next meeting of Full council for approval.

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

It was **RESOLVED** that Council should note and agree that a satisfactory review of the system of internal control had been completed during 2022/23.

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

33. NOTICE OF MOTION – COMMUNITY ENGAGEMENT AND BUSINESS PLAN

Cllr Clive Hooper presented his notice of motion which recommended three proposals relating to development of the town council’s community engagement, preparation of a draft business plan by a working group of councillors and preparation of an application for the Local Council Award Scheme. The notice of motion was seconded by Cllr David Watkins.

Recommendation 1

That the Mayor and Town Clerk be authorised to explore the scope for developing the Town Council’s community engagement, by inviting discussions with other organisations, including community groups, its principal authorities and other agencies, and then to report back to the Town Council on findings, with accompanying recommendations on how further to proceed.

It was **RESOLVED** that the Mayor and Town Clerk be authorised to explore the scope for developing the Town Council's community engagement, by inviting discussions with other organisations, including community groups, its principal authorities and other agencies, and then to report back to the Town Council on findings, with accompanying recommendations on how further to proceed.

Recommendation 2

That the Council establish a small working group of councillors to prepare a draft business plan for consideration by the Council at an early meeting.

Councillors were not in favour of preparing a draft business plan and felt that Council should look at the Internal Auditor's recommendations to reduce the number of aims and objectives, to make them more relevant, achievable and measurable.

It was **RESOLVED** to amend recommendation 2 so that it read:

On the recommendation of the Internal Auditor, delegations be given to Policy and Resources Committee to review the town council's aims and objectives and prioritise them.

Recommendation 3

That the officers be authorised to prepare at an early stage an application for the Local Council Award Scheme (LCAS) Quality Gold Award, with such an application to include a business plan for the Council.

Concern was expressed about the time and resources such an application could take, therefore, this recommendation was withdrawn.

34. POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS

Report CL03/23 was received and accepted.

The Chair of Policy and Resources Committee, Cllr Iain Dawson, presented the recommendations from the meeting held on 14 June 2023.

Cllr Nick Houghton left the chamber.

i. Minute 6 Quarterly Accounts – fourth and final quarter 2022/23 January, February, March 2023

It was **RESOLVED** that Council approve the Quarterly Accounts for the fourth and final quarter, ending 31 March 2023.

ii. Minute 8 Review of flag flying policy

It was **RESOLVED** that with the amendment (to change 'Rainbow' to 'Pride'), Full Council adopts the Malvern Town Council Flag Flying Policy for council-owned flag poles.

Cllr Nick Houghton returned to the chamber.

35. YEAR END ACCOUNTS 2022/23

Report CL04/23 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 2022/23.

36. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23

Report CL05/23 was received and accepted, and the recommendations taken separately:

- i. Council **CONSIDERED** and **APPROVED** Section 1 of the AGAR – Annual Governance Statement 2022/23 and **ENSURED** it was signed and dated by the Chairman and Town Clerk.
- ii. Council **CONSIDERED** and **APPROVED** Section 2 of the AGAR – Accounting Statements 2022/23, **APPROVED** the Accounting Statements by resolution and **ENSURED** they were signed and dated by the Chairman.
- iii. Council **NOTED** the Annual Internal Audit Report 2022/23 as page 3 of the AGAR.
- iv. Council **AGREED** that the fully completed AGAR for 2022/23 should then be submitted with the appropriate supporting information to the external auditor no later than Monday 3 July 2023.

37. VICTORIA PARK TASK AND FINISH GROUP (TO INCLUDE THE FUTURE OF BELLE VUE TERRACE)

Report CL06/23 was received.

It was **RESOLVED** to elect six members to serve on a new Victoria Park Task and Finish Group as follows:

- Cllr Anne Cherry
- Cllr Nick Houghton
- Cllr Jude Green
- Cllr Freya Matthews-Jones
- Cllr David Mead
- Cllr David Watkins

It was **RESOLVED** to agree the new terms of reference for the Task and Finish Group as attached to the report.

38. DATE AND TIME OF NEXT MEETING

It was agreed that the date of the next meeting would be Wednesday 9 August 2023 at 6.00 pm.

The meeting finished at 7.55pm.

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(Chairman)