

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

**held in the Council Chamber, Belle Vue Terrace, Malvern
on Wednesday 14 June 2023 at 6.00 pm**

Councillors

I Dawson
C Fletcher
N Houghton
M Jones (from 6.05pm)
L Lowton

Also in attendance

Linda Blake - Town Clerk
Louise Wall – Minute Clerk
Cllr Clive Hooper
Cllr David Watkins

1. ELECTION OF CHAIR

Cllr Iain Dawson was elected Chair of the Policy and Resources Committee for 2023/24.

Cllr Jones joined the meeting at 6.05pm

2. ELECTION OF VICE-CHAIR

Cllr Clive Fletcher was elected Vice-chair of the Policy and Resources Committee for 2023/24.

3. APOLOGIES FOR ABSENCE

None.

4. DECLARATIONS OF INTEREST

None.

5. 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 these were signed by the Chairman:

- Policy and Resources Committee meeting 3 May 2023.

PUBLIC PARTICIPATION

None.

**6. QUARTERLY ACCOUNTS – FOURTH AND FINAL QUARTER 2022/23,
JANUARY, FEBRUARY, MARCH 2023**

Management Accounts for the fourth and final quarter ending 31 March 2023

Report PR01/23 was received and accepted and the Town Clerk presented the quarterly accounts for the fourth and final quarter of the 2022/23 financial year.

Committee received the management accounts.

The Town Clerk summarised the accounts which showed that there was a deficit balance of £4,511 being taken from General Reserves, £1,412 ahead of the budgeted deficit for the quarter, after having taken account of any transfers to and

from earmarked reserves. In summary, this is an underspend against budget of £1,412 for the fourth quarter of the 2022/23 financial year.

The management accounts showed variances of £1,005 under budget against administration and £6,269 over budget against operational costs. The Town Clerk outlined the main variances of these which were detailed in the report.

There had been an underspend of £3,151 against the Asset Renewal and Refurbishment budget.

Year to date

As the fourth quarter is also the final quarter, the Town Clerk outlined the main variances for the financial year 2022/23 as a whole. For the year to date, there was an underspend against budget of £31,343. This surplus would be added to General Reserves.

Budgeting for the 2022/23 financial year was undertaken in December 2021, when there were many variables and unknown factors for large projects. Notably, it had been assumed that Belle Vue Terrace building would have been sold and the Town Council offices set up in a new building at Victoria Park, neither of which had happened, therefore the underspend was a reasonable figure and overall the council had performed well.

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

7. REVIEW OF TOWN COUNCIL GRANTS SCHEME

- Cllr Iain Dawson declared an interest - he is secretary for the 1st Malvern Scout Group who have applied to the scheme in the past.
- Cllr Nick Houghton declared an interest – Malvern Pride have applied to the scheme in the past.

Report PR02/23 was received and accepted.

The Town Clerk explained that the grants scheme had seen a detailed review in 2020, followed by light touch reviews in 2021 and 2022, when no major changes were made. However, it was now time for a thorough review to be carried out again, and councillors were asked to make recommendations for any changes based on eight discussion points included in the report.

Attention was drawn to the fact that there had been fewer applications made for both large and small grants in the past two years, despite the scheme running biannually, and members were asked to consider possible reasons for this.

Councillors also discussed the issue of whether running costs could be claimed for and how this would be governed.

It was **AGREED** to hold an extra meeting of the Policy and Resources Committee so that the grants scheme could be discussed in detail, with the reviewed scheme being recommended to Full Council for adoption.

8. REVIEW OF FLAG FLYING POLICY

Report PR03/23 was received and accepted.

The Town Clerk explained that this policy related only to the two flag poles in Town Council ownership – on the front of the building at Belle Vue Terrace and at the library.

It was **AGREED** to change the wording of 'Rainbow' flag to 'Pride' flag to represent the meaning of it more accurately.

It was **RECOMMENDED** that with this amendment, Full Council adopts the Malvern Town Council Flag Flying Policy for council-owned flag poles.

9. CALENDAR FOR POLICY REVIEWS

Report PR04/23 was received and accepted.

Following the work of the policy review task and finish group in recent months, all policies were now up to date. A calendar of suggested dates for future reviews was presented to committee for approval. The schedule would mean that each policy would be reviewed at least once in each four-year council term, with the exception of:

The environmental policy which will be reviewed annually, by the Operations and Planning Committee

Larger policies such as health and safety, financial regulations, and standing orders which have each been given a separate quarter for review

A task and finish group may need to be set up to discuss any policies relating to human resources

It was **AGREED** to approve the calendar for policy reviews to cover the period 2023/24 until 2026/27.

10. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting will be Wednesday 2 August 2023 at 6.00 pm.

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.

11. STAFFING MATTERS

The Town Clerk updated the meeting on current staffing matters.

The meeting finished at 6.45 pm.

.....(Chairman)