

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

**held in the Council Chamber, Belle Vue Terrace, Malvern
on Thursday 7 September 2023 at 6.00 pm**

Councillors

I Dawson (Chair)
C Fletcher (Vice-chair)
M Birks
N Houghton
M Jones
C Lee
K Newbigging

Absent

J MacLusky (apologies)
R McLaverty-Head (apologies)

Also in attendance

Linda Blake - Town Clerk
Louise Wall – Minute Clerk
Cllr Clive Hooper (Mayor)

18. APOLOGIES FOR ABSENCE

Apologies for absence from Cllr Julie MacLusky and Ronan McLaverty-Head were **NOTED**.

19. DECLARATIONS OF INTEREST

None.

20. 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 25 July 2023.

PUBLIC PARTICIPATION

None.

21. QUARTERLY ACCOUNTS – 1ST QUARTER TO 30 JUNE 2023

Report PR01/23 was received and accepted, and the Town Clerk presented the quarterly accounts for the first quarter of the 2023/24 financial year. Committee received the management accounts.

The first quarter, ending 30 June 2023, showed an overspend against budget of £3,673.

Administration costs were £11,465 under budget for the first quarter and operational costs were £217 over budget. Asset refurbishment and renewal was £29,983 over budget due to four main projects being delayed, causing an apparent overspend. The Town Clerk outlined the main variances as detailed in the report and answered questions from members of the committee.

The total cash balance as at 30 June 2023 was £978,810, but it was noted that this was one of two high points during the year, following receipt of the precept from Malvern Hills District Council in June and December.

Councillors asked whether it would be possible for training to be provided to help newer councillors understand how the accounts are put together and the Town Clerk confirmed that she was happy to provide this.

It was **RECOMMENDED** that Full Council approves the quarterly accounts for the first quarter ending 30 June 2023.

22. REVIEW AND PRIORITISATION OF THE TOWN COUNCIL'S AIMS AND OBJECTIVES

Report PR02/23 was received and accepted.

The Town Clerk explained that the Internal Auditor Duncan Edwards had, as part of his audit report, commented that the Town Council's aims and objectives needed to have more specific measurable outputs, and that the number of aims and objectives should be moderated to help achieve this.

Members discussed the difference between an aim and an objective, agreeing that an aim was an overall goal or desirable outcome, whilst objectives were more specific statements describing the steps or actions needed to achieve an aim.

Members of the committee felt that having fewer but more specific aims would make it easier to monitor and achieve them. However, it was recognised that there was a lot of work involved in this task, and that a separate task and finish group would be better able to do this.

It was **AGREED** to set up a task and finish group to review and prioritise the Town Council's aims and objective, both short and long term, and to report back to Policy and Resources Committee. The three members of the task and finish group would be Councillor Mel Jones, Councillor Marilyn Birks and Councillor Clive Fletcher.

23. REVIEW OF SUPPLIERS AND EXPENDITURE BY SUPPLIER

Report PR03/23 was received and accepted.

The Town Clerk explained that reviewing the Town Council's suppliers and expenditure by supplier was one of the Council's short-term aims and objectives. A spreadsheet had been created of the 198 suppliers who had accounted for nearly £400,000 of expenditure. Of these, the top fifty by highest expenditure were listed and presented at the meeting, for review and comment.

Committee **NOTED** the review of the Town Council's suppliers, and expenditure by supplier as attached to the report.

24. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting would be Wednesday 4 October 2023.

The meeting finished at 6.50 pm.

.....(Chairman)