

## UNADOPTED

### MINUTES OF THE MEETING OF MALVERN TOWN COUNCIL

held on Wednesday 19 June 2024 at 6.00 pm  
in the Council Chamber, Belle Vue Terrace, Malvern

#### **Councillors**

##### Present

M Birks (Chair)  
S Austin  
C Bovey  
I Dawson  
C Fletcher  
E Green  
J Green  
C Hooper  
N Houghton  
M Jones  
J Leibrandt (from 6.01pm)  
L Lowton (from 6.01pm)  
J MacLusky  
D Mead  
S Meager (from 6.15pm)  
K Newbigging  
D Watkins

##### Absent

A Cherry (apologies)  
F Matthews-Jones (apologies)  
R McLaverty-Head (apologies)  
L Blake, Town Clerk (apologies)

##### **Also in attendance**

C Porter – Deputy Town Clerk  
L Wall – Minute Clerk  
Cllr Beverley Nielsen MHDC and WCC  
11 members of the public

The Mayor welcomed everyone to the meeting and explained that in Linda Blake's absence the meeting would be clerked by Charles Porter, Deputy Clerk.

#### **21. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr McLaverty-Head, Cllr Matthews-Jones, Cllr Anne Cherry and the Town Clerk were noted.

#### **22. DECLARATIONS OF INTEREST**

##### Agenda item 10 Notice of Motion Malvern Pride 2024

- Cllr Sean Austin is a committee member of Malvern Pride.
- Cllr Nick Houghton is a committee member of Malvern Pride.

*Cllr Lou Lowton and Cllr Josephine Leibrandt joined the meeting at 6.01pm.*

#### **23. MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the following meetings be approved and adopted as a correct record of the proceedings, and they were signed by the Mayor:

- Full Council meeting 10 April 2024
- Extraordinary meeting 15 May 2024
- Annual Council meeting 15 May 2024

## UNADOPTED

***The Chair announced that she would like to alter the order of the agenda, to bring forward the following items:***

- Item 9 Town Council Response to Malvern Hills Trust's Public Consultation on a Proposed Parliamentary Bill
- Item 17 Policy and Resources Committee Recommendations
- Item 18 Year End Accounts 2023/24
- Item 19 Annual Governance and Accountability Return 2023/24

### **PUBLIC PARTICIPATION**

#### **Malvern Hills Trust's Public Consultation on a Proposed Parliamentary Bill**

Three speakers expressed their thoughts and objections to the proposed Parliamentary Bill. They felt that some of the information provided in the consultation was incorrect and that a consultation should not be run during purdah. They asked Council to take into consideration all of their comments before submitting a response.

#### **Review of Funding Arrangements/Grants for Twinning/Partnership Organisations**

The secretary of the Mariánské Lázně Community Partnership told members how the current partnership had been running for twelve years and was a successful arrangement that he would like to see continue. He noted that the group was not looking for funding from the Town Council but hoped that the Council would continue to support the partnership in other ways.

### **24. TOWN COUNCIL RESPONSE TO MALVERN HILLS TRUST'S PUBLIC CONSULTATION ON A PROPOSED PARLIAMENTARY BILL**

Report CL01/24 was received and accepted.

It was **RESOLVED** to appoint a group of Town Councillors to be given delegations to work with the Town Clerk to prepare and submit a response on proposals by the Malvern Hills Trust for a Parliamentary Bill to update the Malvern Hills Acts.

Five councillors were appointed to the group with a meeting to be arranged during the week commencing 8 July:

- Cllr David Mead
- Cllr Clive Hooper
- Cllr Josephine Leibrandt
- Cllr Karen Newbigging
- Cllr Iain Dawson

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

Report CL09/24 was received and accepted.

The Chair of Policy and Resources Committee, Cllr Iain Dawson, presented the recommendation from the meeting held on 12 June 2024.

#### **Minute 7 Quarterly Accounts – Fourth and Final Quarter 2023/24 January, February, March 2024**

It was **RESOLVED** that Council approve the Quarterly Accounts for the fourth and final quarter, ending 31 March 2024.

### **26. YEAR END ACCOUNTS 2023/24**

Report CL10/24 was received and accepted.

It was **RESOLVED** to approve and adopt the Year End Accounts for 2023/24.

## UNADOPTED

### 27. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24**

Report CL11/24 was received and accepted, and the recommendations taken separately:

- i. Council **CONSIDERED** and **APPROVED** Section 1 of the AGAR – Annual Governance Statement 2023/24 and **ENSURED** it was signed and dated by the Chair and Deputy Town Clerk.
- ii. Council **CONSIDERED** and **APPROVED** Section 2 of the AGAR – Accounting Statements 2023/24, **APPROVED** the Accounting Statements by resolution and ensured they were signed and dated by the Chair.
- iii. Council **NOTED** the Annual Internal Audit Report 2023/24 as page 3 of the AGAR.
- iv. Council **AGREED** that the fully completed AGAR for 2023/24 should then be submitted with the appropriate supporting information to the external auditor no later than Monday 1 July 2024.

### 28. **MAYOR'S ANNOUNCEMENTS**

The Mayor thanked Cllr David Watkins for his service as Deputy Mayor over the past year and said that he had acted as a mentor for some new councillors providing support and guidance, which was most appreciated.

In recognition of this and the work he had put into the new community hub project, the Mayor invited Cllr Watkins to take part in the official opening of the building during the Mayor's Bonanza, when a photographer would be on hand to record the event and an official photograph of Cllr Watkins with his family would be taken.

The Mayor then went on to thank Cllr Clive Hooper for his welcome when she joined the council and his enthusiastic support, and acknowledged that Clive had been known for his service to Malvern. The Mayor then presented Cllr Hooper with his official Mayor's portrait.

The Mayor informed members that she did not intend to list all engagements she had attended at each council meeting, but in future would provide a written update to members beforehand. She intended to go to local events where she felt she could be of help in raising the profile of organisations or those that would benefit the council. She felt that a recent informal meeting with MHDC had been a good start to community engagement.

The Mayor then announced that her charities for the coming year would be Heartstart Malvern and Cube Youth. Funds for Heartstart would be raised primarily at the Mayor's Bonanza whilst Cube Youth would be supported by the Christmas Festival and the Mayor's Peaks Challenge Walk.

### 29. **UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES**

The Deputy Clerk reported that:

- All bedding was now planted out, and 212 hanging baskets put up around the town – with 60 of these being hired by businesses
- New swings were being installed at Victoria Park, and the safety fencing would be taken down soon, opening up a connection between the café and play area
- The new tractor had arrived and the old one sold
- Flower posts had been installed at the new community hub

## UNADOPTED

### 30. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE

A report from Cllr Malcolm Victory had been circulated prior to the meeting.

Cllr Beverly Nielsen said that although her reporting was restricted by purdah, she was allowed to report on issues in her division that were not related to policy, these mainly being highways issues.

- It was likely that a 20mph limit would be imposed on Church Street but would not be allowed on the Worcester Road.
- There would be a consultation commissioned by MHDC for Edith Walk and Church Street while WCC are holding a safety consultation on Church Street. It was expected that traders and the public would be consulted.
- Double yellow lines and an 'H' bar would be painted by the nursery in Abbey Road.
- A VAS would be installed in Townsend Way to help reduce speeding. It was hoped that the Town Council would assist on position the sign.
- Funding would be made available for the repainting of five lamp posts in Graham Road.
- A petition was collecting signatures in support of a crossing by Splash on Priory Road.

### 31. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES

Cllr David Mead reported that he and the Mayor would be meeting with residents of Court Road the following week regarding road safety issues.

### 32. MEMBERS QUESTIONS

There were no members' questions.

### 33. NOTICE OF MOTION – MALVERN PRIDE 2024

Cllr David Watkins presented Report CL02/24 Notice of Motion.

An amendment to the resolution was proposed and agreed to add the word 'original' before 'Pride flag' to distinguish which flag would be flown.

- i. It was **RESOLVED** to promote the event on the Malvern Town Council website and social media and to fly an original Pride Flag on the Council building in Belle Vue Terrace and the library as agreed in the Council's approved Flag Flying policy.
- ii. It was further **RESOLVED** to fly 50 original Pride Flags in Church Street, Belle Vue Terrace and Worcester Road, Barnards Green and Malvern Link (flags to be provided by Malvern Pride). Malvern Town Council Operations Team to undertake the flag swap to fly Pride flags between Monday 22 July until Monday 5 August.

### 34. SPECIAL MOTION – REVERSAL OF COUNCIL DECISION TO ESTABLISH A STAFFING COMMITTEE

Cllr Nick Houghton presented Report CL03/24 Special Notice of Motion.

After a short discussion a vote was taken and the Special Notice of Motion fell.

### 35. REVIEW OF FUNDING ARRANGEMENTS / GRANTS FOR TWINNING / PARTNERSHIP ORGANISATIONS

Report CL04/24 was received and accepted.

## UNADOPTED

Council reviewed funding arrangements for twinning / partnership organisations.

It was **RESOLVED** that all funding requests for twinning / partnership organisations should be submitted via the Town Council's grants scheme.

### 36. **COMMUNITY ENGAGEMENT TASK AND FINISH GROUP**

Report CL05/24 was received and accepted.

The three recommendations were taken together and

- i. It was **RESOLVED** that the Mayor and Town Clerk should raise the issue of co-operation and collaboration with MHDC at the next liaison group meeting in August, and that district councillors should be invited to form a collaborative community engagement group, to try and understand each other's priorities and develop partnership working.
- ii. It was **RESOLVED** that steps be taken to schedule councillor surgeries in the new building at Victoria Park.
- iii. It was **RESOLVED** that the Town Council has a stall at Malvern Pride event on Saturday 27 July, to be manned by Councillors only.

### 37. **VICTORIA PARK TASK AND FINISH GROUP**

Report CL06/24 was received and accepted.

The report stated that financial implications were to be confirmed and members queried what the cost might be.

Cllr Houghton said that the company he worked for had recently purchased a defibrillator for around £1,500.

Therefore, an amendment was proposed and agreed to include 'up to £1800' in the recommendation.

- i. It was **RESOLVED** to purchase a defibrillator and bleed kit to be installed on the side of the new community hub. This equipment to be donated to Heartstart Malvern who would check and maintain the equipment on a regular basis and register it on the appropriate site so that it was available for all to use.
- ii. It was **RESOLVED** that the official opening of the new community hub would be at the Mayor's Bonanza on Sunday 25 August 2024. The Mayor would welcome everyone and then hand over to Cllr David Watkins to officially open the building.

### 38. **KOROSTEN TWINNING STEERING GROUP**

Report CL07/24 was received and accepted.

- i. It was **RESOLVED** that a Twinning Open Day for the Korosten Community be held at the new community hub from 1pm on Saturday 17 August. This to be advertised using social media, posters, and press coverage. The event would include food and music, with the aim to introduce people to the Korosten Community and recruit interested parties to join the Twinning Association.

### 39. **AUDIT COMMITTEE RECOMMENDATIONS**

Report CL08/24 was received and accepted.

The Chair of Audit Committee, Cllr David Watkins, presented the recommendations from the meeting held on 5 June 2024.

**UNADOPTED**

Minute 6 Annual Internal Audit Report – Financial Year ending 31 March 2024

It was **RESOLVED** that the Internal Audit Report 2023/24 of the Council's Internal Auditor be accepted and forwarded to the next meeting of Full Council for approval.

Minute 7 Review of the Effectiveness of the System of Internal Controls

Committee **NOTED** the work carried out and **RECOMMENDED** that Council should agree a satisfactory review of the system of internal control had been completed during 2023/24.

**40. REVIEW OF REPORTS SUBMITTED BY GRANT-RECEIVING BODIES MARCH AND SEPTEMBER 2023**

Report CL12/24 was received and **NOTED**.

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

It was agreed that the date of the next meeting would be Wednesday 31 July 2024 at 6.00 pm, venue to be confirmed.

The meeting finished at 8.13 pm.

.....  
(Chairman)

DRAFT