

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

**held in the Council Chamber, Belle Vue Terrace, Malvern  
on Wednesday 12 June 2024 at 6.00 pm**

**Councillors**

I Dawson (Chair)  
A Cherry (substitute for N Houghton)  
C Fletcher  
E Green  
C Hooper  
M Jones  
L Lowton  
R McLaverty-Head  
K Newbigging

**Absent**

N Houghton (apologies)

**Also in attendance**

Linda Blake - Town Clerk  
Louise Wall – Minute Clerk  
M Birks – Mayor of Malvern  
C Bassett, Coach House Theatre

*The outgoing Chair announced that he would bring agenda item 7 'Malvern Theatre Players – request for change of grant purpose' forward, ahead so that it would follow public participation.*

**1. ELECTION OF CHAIR**

Cllr Iain Dawson was elected Chair of Policy and Resources Committee for 2024/25.

**2. ELECTION OF VICE-CHAIR**

Cllr Clive Hooper was elected Vice-chair of Policy and Resources Committee for 2024/25.

**3. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr Nick Houghton were **NOTED**. Cllr Houghton had substituted Cllr Anne Cherry.

**4. DECLARATIONS OF INTEREST**

Agenda item 7 Malvern Theatre Players – request for change of grant purpose – Cllr Clive Fletcher declared an interest, as he prepares accounts for the Coach House Theatre.

**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 signed by the Chairman:

- Policy and Resources Committee meeting held on 13 May 2024.

**PUBLIC PARTICIPATION**

Chris Bassett, Manager of The Coach House Theatre had attended the meeting to explain why there had been a request made to change the purpose of the grant awarded in March 2024. Due to a combination of reasons, it had been decided to

postpone the production of Alice in Wonderland to the following year. Rather than carry the grant into the next financial year, the Theatre had asked if they may use the grant for a pantomime to be held in the run up to Christmas, which would have several performances, including those especially for a dementia group and families referred from the food bank.

Mr Bassett then answered some questions from members of the committee.

6. **MALVERN THEATRE PLAYERS – REQUEST FOR CHANGE OF GRANT PURPOSE**

Report PR02/24 was received and accepted.

It was **AGREED** to agree a change to the purpose of the large grant of £1,400 awarded to Malvern Theatre Players in March 2024.

7. **QUARTERLY ACCOUNTS – FOURTH AND FINAL QUARTER 2023/24 JANUARY, FEBRUARY, MARCH 2024**

**Management Accounts for the fourth and final quarter ending 31 March 2024**

Report PR01/24 was received and accepted and the Town Clerk presented the quarterly accounts for the fourth and final quarter of the 2023/24 financial year, explaining that figures relating to the project to build a new community hub at Victoria Park had not been included but had been recorded separately to the main accounts

Committee received the management accounts.

The Town Clerk summarised the accounts which showed that there was a deficit balance of £66,320 being taken from General Reserves, £63,119 over 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 £63,119 for the fourth quarter of the 2023/24 financial year.

The management accounts showed variances of approximately £61,500 over budget against administration and £2,000 under budget against operational costs. The Town Clerk outlined the main variances of these which were detailed in the report.

**Year to date**

As the fourth quarter is also the final quarter, the Town Clerk outlined the main variances for the financial year 2023/24 as a whole. For the year to date, there was an overspend against budget of £22,212.

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

8. **REVIEW OF FINANCIAL REGULATIONS**

It was **AGREED** that officers would form a document incorporating both existing financial regulations and the new NALC model, highlighting any differences, incidences where there are alternatives or a choice of value or timescale, and updates. This would then be considered at the next meeting of Policy and Resources Committee on 7 August 2024.

9. **REVIEW OF FREEDOM OF INFORMATION POLICY**

Report PR04/24 was received and accepted. It was **AGREED** to defer this item to the next meeting of Policy and Resources Committee as some free expert advice had been offered in reviewing the current policy.

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

It was **AGREED** that the date of the next meeting would be Wednesday 7 August 2024 at 6pm.

The meeting finished at 6.35pm

.....(Chairman)

DRAFT