

## UNADOPTED

### MINUTES OF THE MEETING OF MALVERN TOWN COUNCIL

in the Community Hub Meeting Room, Victoria Park Road, Malvern Link  
held on Wednesday 31 July 2024 at 6pm

#### **Councillors**

##### Present

M Birks (Chair)  
S Austin  
C Bovey  
A Cherry  
I Dawson  
C Fletcher  
E Green (from 6.35pm)  
J Green  
C Hooper  
N Houghton  
J MacLusky  
F Matthews-Jones  
D Mead  
S Meager (from 6.05pm)  
K Newbigging  
D Watkins

##### Absent

M Jones (apologies)  
J Leibrandt (apologies)  
L Lowton  
R McLaverty-Head (apologies)

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

L Blake – Town Clerk  
L Wall – Minute Clerk  
Cllr Beverley Nielsen (MHDC and WCC)  
  
Member of the Press

#### **42. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr McLaverty-Head, Cllr Leibrandt and Cllr Jones, and for lateness from Cllr Emma Green were noted.

#### **43. DECLARATIONS OF INTEREST**

Agenda item 13 Review of updated report submitted by Malvern Rugby Club on grant received September 2023

- Cllr Iain Dawson is a member of Malvern Rugby Club.

#### **44. MINUTES OF PREVIOUS MEETING**

It was pointed out that the minutes of the previous meeting held on 19 June 2024 did not include the suspension of standing orders to extend the meeting beyond 8pm. The minutes would be amended accordingly, and

It was **RESOLVED** that with this amendment, the minutes of the following meeting be approved and adopted as a correct record of the proceedings, to be signed by the Mayor:

- Full Council meeting 19 June 2024.

***Cllr Simon Meager joined the meeting at 6.05pm***

#### **PUBLIC PARTICIPATION**

None.

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### 45. MAYOR'S ANNOUNCEMENTS

The Mayor had compiled a list of engagements she had attended and this had been included in the reports pack for the meeting. However, she had omitted to include Armed Forces Day in the list, and also wanted to note that many of the events had been run entirely by Malvern Town Council staff, and that she had not been aware of how much the Town Council did.

The Mayor then thanked councillors involved in compiling a response to the Malvern Hills Trust public consultation, saying it was good to see the dedication and time put into this.

Thanks were also made by the Mayor to the councillors who were on the Pride Committee and those who had helped on the Town Council stall on the day.

The Mayor reminded colleagues of the importance of ensuring all committee meetings were quorate and that they should notify the office as soon as possible of their absence, trying to get a substitute if possible.

### 46. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

The Town Clerk reports on Town Council operations and activities as follows:

#### Community Hub Building

- Progress had been made in furnishing the new hub and finishing the landscaping, and the whole area was now looking very different to before works started.
- Office furniture had been installed, and the meeting room set up with the tables having been moved from Belle Vue Terrace and new conference chairs purchased.
- A booking system for use of the Community Room would be launched the following week and a self-filling hot water boiler fitted to serve the room, the aim being that the booking process would be as self-sufficient as possible
- A defibrillator had now been fitted to the front of the building and Heartstart would be offering free training sessions out of the community hub during the autumn.
- The café tenant had informed officers that the new café would be called 'Bilberry Café'. The tenant had still to sign the lease.
- It was intended that whilst the final bits and pieces were moved to the new building the Council offices and telephones would be shut for a couple of days.
- Internal and external signage had been ordered and would be installed over the next few weeks
- Further landscaping works would take place in the autumn when the weather was more conducive to growing.

#### Asset Tour

The asset tour would take place on Thursday 22 August at 2.30pm. Councillors were asked to let the office know if they had not already stated an interest and wanted to take part.

#### Staffing Vacancy

Amy Bromage, the Town Council's Events and Communications Officer had now started her employment, working hard on organising the Mayor's Bonanza due to take place on 25 August.

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### Heart of England in Bloom

The judges had visited Malvern on Friday 19 July for Malvern's entry into the large town category of the Heart of England in Bloom. Despite moving offices and preparing for Bloom judging in the same week, it all came together well and the judges were very impressed with the town's entry and the things that they were shown along the route. Stops included Davenham, Malven Cube, Great Malvern Station and Radar Museum, Great Malvern Cemetery with the final reception being held in the new community meeting room where the Mayor welcomed the judges with some poetry. Results were expected in October.

### Bike pump track

The planning application for the pump track at Adam Lee had been submitted the previous week, the closing date for comments was 20 August.

### Councillor surgeries

Further to the previous Council resolution to hold councillor surgeries from the new building, four dates had now been set as an initial timetable and the timing and frequency would then be reviewed. The dates were 2 and 16 September, and 7 and 21 October, and a rota of slots for councillors to cover would be circulated.

## 47. **REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE**

Cllr Karen Hanks, WCC Malvern Link Division, had sent in a written report that had been circulated prior to the meeting but briefly mentioned the main points and answered questions arising from it.

### ***Cllr Emma Green joined the meeting at 6.35pm***

Cllr Mead, MHDC Barnards Green Ward, had attended a meeting about a new initiative to engage people at various centres, where they could attend to find out what help was available regarding housing and other issues; he would report back when he had further information.

Cllr Hanks mentioned that she had some divisional funds remaining and that councillors should contact her if they had a project in mind.

### ***Cllr Hanks left the meeting at 6.40pm***

## 48. **TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES**

Cllr Iain Dawson, Town Council representative on the Poolbrook Village Hall Committee, reported that a recent meeting had been cancelled.

Cllr Nick Houghton, Town Council representative for Community Action was due to meet with the CEO to discuss how the funding they received is used, and to find out if they paid the living wage. He said Community Action provided a very valuable service but were in need of more volunteers.

Cllr Clive Hooper, Town Council representative for CALC, had attended a meeting in July when it was mentioned that NALC were hoping to get feedback from councils about what they required from the organisation. There was a pilot scheme of six councils who would set up guidelines, and develop a programme.

## 49. **MEMBERS QUESTIONS**

There were no members' questions.

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

Report CL01/24 was received and noted.

The Trust had thanked the Town Council for its very clear and detailed response.

### 51. TOWN COUNCIL INSURANCE CONTRACT

Report CL02/24 was received and accepted.

It was **RESOLVED** to award a three-year insurance cover contract for the period 1 August 2024 until 31 July 2027 to Company C (James Hallam Ltd Insurance Brokers).

### 52. COMMUNITY ENGAGEMENT TASK AND FINISH GROUP

Cllr Jude Green, Chair of the Community Engagement Task and Finish Group, reported that the stall at Malvern Pride had been successful with people dropping by throughout the afternoon to chat about what the Town Council did. Conversations covered topics such as the skatepark, parking, bus services, potholes and dog waste. Councillors were able to direct and inform people as necessary and it was agreed that it would be worth having a stall again next year.

Other items arising from the Community Engagement Task and Finish Group meeting had been that a community day should be held in the new meeting room, and the date set for this was Saturday 2 November, from 10am until 3pm. Community groups would be invited to have a stall. Also that councillor surgeries should be held, and arrangements for these were underway as mentioned in the Town Clerk's report.

### 53. OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS

Report CL03/24 was received and accepted.

The Chair of Audit Committee, Cllr David Watkins, presented the recommendations from the meeting held on 17 July 2024.

#### Minute 12 Lease of Lane at Queen Elizabeth Road to Malvern Ramblers Cricket Club

It was **RESOLVED** to grant a lease for land at Queen Elizabeth Road to Malvern Ramblers Cricket Club as follows:

- The yearly rent should be increased to £840
- Thereafter, there should be a biennial rent review and increase of the RPI average over two years, but that any increase would be capped at 5%
- The lease should be for thirty years, but with a break clause at 15 years.

#### Minute 13 Lease of café at Victoria Park

It was **RESOLVED** that the tenant of the café at Victoria Park be allowed to apply for a licence to serve alcohol, on the condition that if there was an increase in anti-social behaviour as a result of the café serving alcohol, the Town Council reserved the right for permission to be withdrawn.

### 54. REVIEW OF REPORT SUBMITTED BY MALVERN RUGBY CLUB ON GRANT RECEIVED SEPTEMBER 2023

Report CL04/24 was received and **NOTED**.

### 55. DATE AND TIME OF NEXT MEETING

**UNADOPTED**

It was agreed that the date of the next meeting would be Wednesday 4 September 2024 at 6.00 pm.

The meeting finished at 7.12 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.

*Cllr Simon Meager left the meeting at 7.15pm*

**56. ROSEBANK GARDENS**

The Town Clerk gave an update on Rosebank Gardens.

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(Chairman)

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