

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

**held in the Community Hub Meeting Room, Victoria Park  
on Wednesday 6 November 2024 at 6pm**

**Councillors**

C Hooper (Chair)  
N Houghton  
C Fletcher  
R McLaverty-Head  
K Newbigging

**Absent**

I Dawson (apologies)  
E Green (apologies)  
M Jones (apologies)  
L Lowton (apologies)

**Also in attendance**

Linda Blake - Town Clerk  
Louise Wall – Minute Clerk  
Cllr M Birks – Mayor of Malvern

In the absence of the Chair of Policy and Resources Committee Cllr Iain Dawson, the meeting was chaired by Vice-chair Cllr Clive Hooper.

**27. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllrs Iain Dawson, Emma Green, Mel Jones and Lou Lowton were **NOTED**.

**28. DECLARATIONS OF INTEREST**

None.

**29. 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 signed by the Chairman:

- Policy and Resources Committee meeting held on 12 September 2024.
- Policy and Resources Committee meeting held on 2 October 2024.

**PUBLIC PARTICIPATION**

None.

**30. REVIEW OF FINANCIAL REGULATIONS**

Report PR01/24 was received and accepted.

The Town Clerk reminded members that a thorough review had been carried out by the committee over two previous meetings, with the resulting comments being combined into a new draft document.

It was **RECOMMENDED** that Council adopt the Financial Regulations as attached to these minutes.

**31. BUDGET DISCUSSION DOCUMENT 2025/26**

Report PR02/24 was received and accepted.

The Town Clerk explained that the budget discussion document was issued so that members could give the Town Clerk some policy guidelines on how the budget would be put together and provide an input into the following year's budget.

Members discussed each item on the document, using last year's figures and reasonable assumptions to suggest budget figures for 2025/26.

<b>1.</b>	<b>Level of inflation to include within the budget</b>	
	• NNDR (business rates)	7.5%
	• Fuel	2%
	• Utilities	Gas & electric 5%
		Water 10%
	• Contracts	3%
	• Inflation	3%
	• Cost of living increase on salaries (set nationally)	5%
<b>2.</b>	<b>Strategic Assumptions</b>	
	• Skatepark	£6,000
	• Sale of land	£2,000
	• Rose Bank Gardens	£30,000
	• Community Hub	£10,000
<b>3.</b>	<b>Grants Budget</b>	
	Small Grants	£5,000
	Large Grants	£18,000
	Community Support Grants: CAB	£18,000
<b>4.</b>	<b>Events Budget</b>	
	Including: Bands in the Park	£7,350
	Mayor's Bonanza	£6,300
	Christmas Lights Switch On event	£6,400
	Malvern in Bloom	£7,900
	Christmas Lights	£18,600
<b>5.</b>	<b>Suggestions for additional expenditure or income</b>	None
<b>6.</b>	<b>Contingency fund</b>	To remain at £20,000

**7. Malvern Town Council Tax Base**

- 2024/25 – 11,110

It was noted that the actual tax base for 2024/25 was lower than expected but the actual figure for 2025/26 would not be known until mid-December

**8. Precept Level 2024/25**

- Council Tax Band D - £74.58
- Precept level to aim for 2025/26

It was noted that whilst the aim was to keep any increase low, costs and inflation should be set at a reasonable level to avoid any reduction in services and a guideline 5% should be applied. It was also felt that a Band D council tax charge should be kept under £80.

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

It was **AGREED** that the date of the next meeting would be Wednesday 11 December 2024 at 6pm.

The meeting finished at 6.50pm

.....(Chairman)

DRAFT