

UNADOPTED

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

**held in the Community Hub Meeting Room, Victoria Park  
on Thursday 16 January 2025 at 6pm**

**Councillors**

Cllr Iain Dawson (Chair)  
Cllr Clive Hooper (Vice-Chair)  
Cllr Karen Newbigging  
Cllr Clive Fletcher  
Cllr Ronan McLaverty-Head

**Absent**

Cllr Emma Green (apologies)  
Cllr Melanie Jones (apologies)  
Cllr Lou Lowton (apologies)

**Also in attendance**

Linda Blake – Town Clerk  
Julia Winkworth – Minute Clerk  
Cllr David Mead – Deputy Mayor  
Cllr David Watkins  
Cllr Marilyn Birks - Mayor

**33. APOLOGIES FOR ABSENCE**

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

**34. DECLARATIONS OF INTEREST**

**Agenda Item 5 – Budget 2025/26**

- Cllr Karen Newbigging is an allotment holder.

**35. MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the previous meeting be approved and adopted as a correct record of proceedings and signed by the Chairman.

**PUBLIC PARTICIPATION**

None.

**36. MALVERN MUSEUM LARGE GRANT APPLICATION**

Report PR01/24 was received and noted.

Following submission of the additional information on reserves, it was **AGREED** to award a grant of £2,500 to Malvern Museum.

**37. BUDGET 2025/26**

The Town Clerk presented Budget Report PR02/24 and gave explanation on the precept increase and answered questions accordingly.

Cllr Birks arrived at 6.10pm

The proposed budget submitted to the meeting included an increase in precept of 4.75% which when taking into account the increase in Council Tax base for the next financial year would result in a 3.9% increase in Council Tax.

Policy and Resources Committee **RECOMMENDED** that the Proposed Budget 2025-26 as presented to the meeting be submitted to the next meeting of Full Council for approval.

**38. ONLINE BANKING PAYMENT SCHEDULE – 22 NOVEMBER / 16 DECEMBER / 23 DECEMBER 2024**

Report PR03/24 was received and noted.

The Town Clerk explained the principle behind the process and the Chair and Vice Chair confirmed that they were satisfied with the information as provided.

A request was made that on future payment schedules an additional column should be inserted to record the Purchase Invoice Numbers for each payment.

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

The meeting finished at 6.20pm.

.....(Chairman)