

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

**held in the Community Hub Meeting Room, Victoria Park  
on Wednesday 7 May 2025 at 6pm**

**Councillors**

I Dawson (Chair)  
C Fletcher  
E Green  
J Green (substitute for Cllr Jones)  
C Hooper  
L Lowton  
R McLaverty-Head  
K Newbigging (6.10pm)

**Absent**

M Jones (apologies)

**Also in attendance**

Linda Blake - Town Clerk  
Julia Winkworth – Minute Clerk  
M Birks – Mayor of Malvern  
D Mead – Deputy Mayor  
J Leibrandt (6.05pm – 7.20pm)

**54. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr Mel Jones were **NOTED**. Cllr Jones had substituted Cllr Jude Green to take her place. Cllr Newbigging for lateness.

**55. DECLARATIONS OF INTEREST**

Agenda Item 4

Cllr Emma Green is a member of the Korosten Twinning committee.

**56. MINUTES OF PREVIOUS MEETING**

Cllr Hooper suggested that any wording relating to Malvern Citizens Advice Bureau in the previous minutes should read Citizens Advice.

Following the change in wording, it was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of proceedings and signed by the Chairman.

- Policy and Resources Committee meeting held on 26 March 2025

**PUBLIC PARTICIPATION**

None.

57. **APPLICATION FOR TWINNING RESERVE FUNDS – KOROSTEN MALVERN TWINNING ASSOCIATION (KMTA)**

Report PR01/25 was received and accepted.

The committee **AGREED** to award Korosten Malvern Twinning Association (KMTA) Twinning Reserve Funding of £1,500.

58. **ONLINE BANKING PAYMENT SCHEDULES – JANUARY/FEBRUARY/MARCH 2025**

Report PR02/25 was received and accepted.

Due to staff absence the chair had not had sufficient time to scrutinise the Payment Schedules ahead of the meeting.

It was **AGREED** to defer Agenda Item 5 to the next meeting.

Cllr Karen Newbigging arrived at 6.10pm.

59. **REVIEW OF PROTOCOLS AND PRACTICES**

Report PR03/25 was received and accepted.

It had been noted that a number of councillors had raised queries and concerns relating to the clarification of best practice and the need to draft and implement guidelines to provide effective, transparent and accountable administration and governance.

Issues were discussed as follows -

**Approval of Draft Minutes**

An issue had been raised surrounding the approval of draft minutes and whether the final approval of draft minutes remained with the clerk/minute taker or the chair of the meeting.

Advice received from CALC had stated that draft minutes are those of clerk/minute taker until they are discussed at the meeting where they are being approved. The Clerk being the Legal Officer of the Council and being politically independent.

A discussion took place around the course of action to take should agreement on draft minutes not be reached.

It was **RECOMMENDED** that all meetings should be recorded.

It was **RECOMMENDED** that draft minutes from meetings would be sent for consideration by the chair, but that the final say on the draft minutes to be submitted remained with the clerk/minute taker until they are discussed at the next meeting at which point all councillors can have an input on their accuracy.

It was **NOTED** that an amendment to the handbook would be made to reflect this.

**Publication of Agendas and Reports**

It was **NOTED** that this had been looked at as part of Standing Orders.

Councillors had no objections to the current system of issuing all reports on a Friday unless there were very specific reasons preventing this.

**Dates and format of Sub-Committee meetings**

It was **RECOMMENDED** that informal meetings (working party style) to discuss ideas ahead of formal recommendations being made should be able to take place and be

organised on an adhoc basis. When policy recommendations are ready to be formulated then a more formal meeting with an agenda, officers present and to be minuted should take place ahead of submission of these recommendations to a committee or to Full Council.

It was further **RECOMMENDED** that the formal meetings of sub-committees should be communicated to all councillors as part of the weekly memo.

It was **AGREED** that following the discussions at this meeting, officers would draft a policy document encompassing the points made for submission and consideration at the next meeting of Policy and Resources Committee and then subsequent recommendation to Full Council.

#### Attendance at Sub-Committee

It was **NOTED** that Standing Orders already state that unless permitted by the chair, a councillor may only speak once. Although rarely enforced, this can be used if necessary to control contributions within a meeting.

#### Publication of draft minutes

It was **RECOMMENDED** that draft minutes should be publicised within 15 working days of the meeting.

#### Correspondence/Communication

After discussions, it was **AGREED** that the Town Clerk would investigate the use of a generic email address for correspondence and complaints from the public and whether this can include a ticketing system or reference number. This matter would come back to a future meeting of this committee for further discussion.

Cllr Leibrandt left at 7.20pm during this discussion item.

It was **RECOMMENDED** that a full response to requests for information, complaints, clarification and replies to questions that come in from members of the public, town councillors, district or county councillors, stakeholders etc. would be given within 20 working days and if this was not possible, an explanation will be given and a timeframe for response detailed.

#### Frequency of meetings

It was felt that the agendas for Policy and Resources committee meetings are generally quite full but that there may be an opportunity to look at the frequency of Operations and Planning meetings.

## **60. REVIEW OF STANDING ORDERS**

Report PR04/25 was received.

#### Standing Order 9

It was **RECOMMENDED** that Notices of Motion should be able to be submitted to Council Committees as well as to Full Council.

#### Standing Order 3b

This Standing Order included a definition of clear working days and had been sent back to committee from Full Council.

The Town Clerk clarified that the words in bold within standing orders are mandatory and cannot be changed. Whilst council can have its own best practice for clear

working days, should an extraordinary meeting be called, council could not refuse to comply with the legal definition of clear working days as detailed in bold.

It was **RECOMMENDED** that the footnote on page 18 of Standing Orders should be included at the end of 3b but not in bold type.

Wording to be used: *The Council will in best practice use its own definition of clear days for this purpose.*

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

It was **AGREED** that the date of the next meeting would be Wednesday 18 June 2025 at 6pm.

The meeting finished at 7.57 pm.

.....(Chairman)