



# **MALVERN TOWN COUNCIL**

## **POLICY AND RESOURCES COMMITTEE**

### **REPORTS**

**For meeting on Wednesday 7 May 2025 at 6.00 pm  
In the Park View Meeting Room, Community Hub, Victoria Park Road,  
Malvern Link**

# MALVERN TOWN COUNCIL

Town Clerk  
Community Hub  
Victoria Park Road  
Malvern Link  
WR14 2JY



30 April 2025

[townclerk@malvern-tc.org.uk](mailto:townclerk@malvern-tc.org.uk)  
Tel: 01684 566667

## MEETING OPEN TO MEMBERS OF THE PUBLIC

### To Members of the Policy and Resources Committee (Quorum 5):

Councillors Iain Dawson (Chair), Clive Hooper (Vice-Chair), Clive Fletcher, Emma Green, Melanie Jones, Lou Lowton, Ronan McLaverty-Head, Karen Newbigging

### All other Members of the Town Council for information only.

You are hereby invited to attend a meeting of the Policy and Resources Committee to be held in the Park View Community Room, Victoria Park Road, Malvern Link on Wednesday 7 May 2025, commencing at 6.00pm for the transaction of the business shown on the Agenda below.

**Linda Blake**  
**Town Clerk**

No.	Agenda Item
1.	<b>Apologies for Absence</b> To receive and note apologies for absence
2.	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the Minutes of the previous Policy and Resources Committee meeting: <ul style="list-style-type: none"><li>➤ 26 March 2025 (previously circulated)</li></ul>
<b>Public Participation</b> <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	<b>Application for Twinning Reserve Funds – Korosten Malvern Twinning Association (KMTA)</b> <ul style="list-style-type: none"><li>➤ Report PR01/25 to follow</li></ul>
5.	<b>Online Banking Payment Schedules – January/February/March 2025</b> <ul style="list-style-type: none"><li>➤ Report PR02/25 to follow</li></ul>
6.	<b>Review of Protocols and Practices</b> <ul style="list-style-type: none"><li>➤ Report PR03/25 to follow and committee discussion</li></ul>

<b>7.</b>	<b>Review of Standing Orders</b> ➤ Report PR04/25 to follow
<b>8.</b>	<b>Date and Time of Next Meeting</b> ➤ Wednesday 18 June 2025 at 6.00 pm

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

**held in the Community Hub Meeting Room, Victoria Park  
on Wednesday 26 March 2025 at 6pm**

**Councillors**

I Dawson (Chair)  
C Hooper  
C Fletcher  
K Newbigging  
R McLaverty-Head  
L Lowton (6.05pm)

**Absent**

E Green (apologies)  
M Jones

**Also in attendance**

Linda Blake - Town Clerk  
Julia Winkworth – Minute Clerk  
M Birks – Mayor of Malvern  
D Mead – Deputy Mayor  
Representatives from organisations  
seeking a Town Council grant

**45. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr Emma Green and were **NOTED**.

**46. DECLARATIONS OF INTEREST**

Cllr Clive Hooper declared two declarations of interest with regards to St Richards Hospice (previous Mayoral Charity and continued interest) and Dame Laura Knight Society (member of the society) and confirmed he would not take part in any discussion or vote during these items.

Cllr Clive Fletcher declared two declarations of interest with regards to Malvern Coach House Theatres (Accountant) and with his work at St Richards Hospice.

Cllr Iain Dawson declared a previous interest with regards to 1<sup>st</sup> Malvern Scouts as secretary but is no longer involved.

**47. MINUTES OF PREVIOUS MEETING**

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 5 February 2025

**PUBLIC PARTICIPATION**

Citizens Advice Bureau

The Chair invited Annie Robson, Chief Executive Officer for South Worcestershire Citizens Advice Bureau, Malvern to present a report. A statistics handout was given out to the Councillors as part of the discussion. The CAB provide a valuable service

for a wide community and the reasons for service users continuing to need advice have been based around:

- significant increase in homelessness
- continued cost of living crisis – more longer term nowadays
- more referrals for foodbanks and support networks in Malvern
- fuel poverty, particularly in Malvern
- large houses, low income and therefore individuals being asset rich, cash poor

The CAB work closely with partner organisations including the following groups, to maintain well established links for the community:

- Malvern Football Club Help Centre
- Resettlement Officer for Ukrainian Families and other refugee committees
- MHDC Liaison Officers

There has also been an increase in the number of face-to-face appointments as a result of individuals having problems accessing forms online.

The CAB is very reliant on local government funding. The year ahead will be challenging; the main focus is to keep well maintained links so that they can provide the best advice and support for everyone.

### Small Grants

#### Friends of Dame Laua Knight Society

The group are seeking funding of £600 to implement a permanent commemoration of Dame Laura Knight, who lived in Malvern for over 30 years. A small group of members have been working on a sculpture, designed by a local artist Andrew Finley, to be situated in one of the new sections of Malvern Theatres.

#### Girlguiding Malvern

Mary Flynn informed committee that following the pandemic a lot of young people have had less social interaction than at other times. The Girlguiding group are holding a 'Jamboree' weekend of activities for members of all ages. As part of this, the idea is for young people to celebrate diversity and improve their confidence by holding drumming workshops and Bollywood dance workshops. A member of 5<sup>th</sup> Malvern Link Guides also spoke to the group about the importance of Project Jamboree to promote inclusivity, diversity and boost confidences. She explained to Councillors how Girlguiding have provided her with many experiences which have boosted her self-esteem and confidence.

#### Malvern Community Partnership

Mark Young explained that this application was for £500 to fund an official reception for Czech visitors and the Czech ambassador in June/July 2025.

The partnership are involved in running a two week festival featuring talks on technology, Artificial Intelligence and a children's talk in Malvern Priory amongst others. Events are being run for free or at very low cost and it is hoped that many parts of the Malvern Community can be brought together by this proposal.

Cllr Marilyn Birks arrived at 6.38pm

## Large Grants

### 1<sup>st</sup> Malvern Scout Group

Jonathan Burton, Beaver Leader of 1<sup>st</sup> Malvern Scout Group outlined the project to provide an accessible toilet to improve the scout hut. They currently have 60 members, and this increases by 30 members each year as the young people progress into new sections of the scout group.

They have £8,000 of pledges so far but are still looking for a further £4,500 of funding.

### Malvern Male Voice Choir

Two representatives explained to the group that they had been present in Malvern for 103 years and although mainly a group of volunteers they need professional musicians to help perform.

The grant of £2,000 is sought for new jackets and copies of music as well as assistance to fund concerts at Christchurch and Malvern Cube.

### Malvern Cube

Karen Humphries, Chair of Trustees attended the meeting and outlined the application for £1,475. Malvern Cube is a community and dance centre, completely self-funded. Following the death of a valued member last year at The Cube they have set up a memorial garden where the community can come in and sponsor a raised bed and maintain it. The funding is for a bench to sit in the garden for all to enjoy, raise the existing raised beds to assist volunteers with their continued projects when they attend the community gardens and also a retractable hose to lessen the requirement of carrying watering cans.

### Malvern Spa Association

Carly Tinkler, President of Malvern Spa Association explained to Committee that since the 1990's the MSA has been protecting and enhancing the water heritage of the Wells within Malvern. The MSA have around 800 volunteers that are involved with the well dressing. They would like assistance with funding for the first three Malvern Water projects:

- Water music for 21st Century – performed at the Midsummer festival – amount requested £500
- Drama workshops – amount requested £1,500
- Malvern Water Film – amount requested £500

### Coach House Theatres

Chris Bassett, Executive Trustee of the theatre attended the meeting and informed the council of a festival they are planning in collaboration with a local artist to host local playwrights' projects (Ink and Curtain Festival) A private donor has donated two thirds of the funding, along with a possible grant to support marketing, maintenance (grade two listed building) and continued increase in costs to enable drama groups to come along and present their plays in a professional setting. The Town Council contribution of £1,500 would be to extend the festival for a week and an amount towards brochure and printing costs.

This completed the end of Public Participation.

48. **MALVERN TOWN COMMUNITY SUPPORT GRANT – CITIZENS ADVICE BUREAU**

Report PR01/24 was received and accepted.

It was suggested that an amendment should be made to provide funding for a three-year period rather than an application needing to be submitted every year.

It was **RECOMMENDED** that a grant of £19,000 (an increase of £1,000 from 2024/25) be awarded to the Citizens Advice Bureau for 2025/26, 2026/27 and 2027/28.

49. **SMALL GRANTS SCHEME 2<sup>ND</sup> ROUND 2024/2025**

Report PR02/24 was received and accepted.

St Richard's Hospice - £500

It was **AGREED** to award £500 to St Richard's Hospice.

Friends of Dame Laura Knight Society - £500

There were a few concerns from Councillors which were discussed, but further to those discussions, it was **AGREED** to award £500 to Friends of Dame Laura Knight Society.

Girlguiding Malvern - £500

It was **AGREED** to award £500 to Girlguiding Malvern.

Malvern Green Space - £380

It was **AGREED** to award £380 to Malvern Green Space.

Malvern Community Partnership - £500

It was **AGREED** to award £500 to Malvern Community Partnership.

50. **LARGE GRANTS SCHEME, 2<sup>ND</sup> ROUND 2024/25**

Report PR03/24 was received and accepted.

1<sup>st</sup> Malvern Scout Group - £2,500

It was **RECOMMENDED** that £2,500 be awarded to 1<sup>st</sup> Malvern Scout Group.

We Are Men United - £2,500

It was **AGREED** to defer this application to September 2025 and also invite the group or representative to attend the meeting and discuss the application further.

Malvern Community Kitchens - £954.97

It was **RECOMMENDED** that £954.97 be awarded to Malvern Community Kitchens.

Malvern Cube – £1,475

It was **RECOMMENDED** that £1,475 be awarded to Malvern Cube

Malvern Spa Association - £2,500

It was **RECOMMENDED** that £2,500 be awarded to Malvern Spa Association.

Barnards Green Cricket Club - £1,800

It was **RECOMMENDED** to award a part grant to Barnards Green Cricket Club of £1,150 for coaching and refreshments.

Malvern Male Voice Choir - £2,000

It was **RECOMMENDED** that £2,000 be awarded to Malvern Male Voice Choir.

Coach House Theatre - £1,500

It was **RECOMMENDED** that £1,500 be awarded to Coach House Theatre.

**51. REVIEW OF EARMARKED RESERVES**

Report PR04/24 was received and accepted.

It was **RECOMMENDED** to review and approve the details of Earmarked Reserves as summarised in the report.

**52. REVIEW OF STANDING ORDERS**

Report PR05/24 was received and accepted.

Cllr Hooper had raised an issue with the “clear days” in the revised Standing Orders. An addendum was added but there was still some confusion over the wording. It was **AGREED** to defer this item to the next meeting as the matter needs more consideration.

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

It was **AGREED** that the date of the next meeting would be Wednesday 7 May 2025 at 6pm.

The meeting finished at 8pm.

.....(Chairman)



**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
MALVERN TOWN COUNCIL**

**to be held on Wednesday 7 May 2025 at 6pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**APPLICATION FOR TWINNING RESERVE FUNDS –  
KOROSTEN MALVERN TWINNING ASSOCIATION**

**1. Purpose of report**

1.1. For decision.

**2. Recommendation**

Policy and Resources Committee are asked to consider and agree that Twinning Reserve Funding of £1,500 should be awarded to the Korosten Malvern Twinning Association (KMTA).

**3. Background**

3.1. At the meeting of Full Council held on 13 November 2024, a Twinning Agreement with Korosten in the Ukraine was approved. It was also resolved to allocate a twinning reserve of £1,500 to help launch the agreement with funds to be available from 1 April 2025.

3.2. The precedent of a twinning reserve was set when funds were agreed to support firstly the Mariánské Lázně Community Partnership and then subsequently Malvern-Bagnères de Bigorre Twinning Association. Both of these organisations drew down funds gradually over a number of years.

3.3. The Korosten Malvern Twinning Association have written to the Town Clerk and submitted a detailed timetable of activities and associated costings for twinning related activities from November 2024 until Spring 2026. Some of these costs have already been incurred, some are required immediately and others relate to future plans – See Appendix A.

3.4. KMTA would like to claim the reserve in full and therefore officers have worked with them to put together a list of items to be purchased by the draw down of funds:

• Banners	£100
• Office Supplies	£200
• Printer	£170
• Official signing ceremony costs	£80
• Launch Event Costs	£158.55
• Education Events and Workshops	£300
• Independence Day Celebrations August 2025	£500
Total	£1508.55
Total claim	<b><u>£1500</u></b>

3.5. The award of this funding and the amount to be released is at the discretion of Policy and Resources Committee.

3.6. The KMTA have stressed the meaningful benefit that these projects will bring to the local community, the Ukrainian residents in Malvern and the people of Korosten in the Ukraine. They are also actively seeking additional sources of support and planning fundraising activities in order to raise the remaining funds needed.

**4. Financial Implications**

4.1. A one-off twinning reserve of £1,500 has been allocated to support the launch activities of KMTA. This can be drawn down in individual amounts or as a lump sum and will be paid into the designated bank account.

**5. Legal Implications**

5.1. None pertaining to this report.

End

Linda Blake  
Town Clerk

**AGENDA ITEM 4  
APPENDIX A**

<b>Activity and Preparation</b>	<b>Description</b>	<b>Timeline</b>	<b>Estimated Cost</b>
Send Constitution	Exchange the constitution document to formalize the partnership structure	November	N/A
Council Meeting	Motion to be raised at the meeting after short presentation	November 13th	N/A
Official Signing Ceremony	Formalise the partnership with an official signing event.	January	£80
Launch Event at the Hub	Host a launch event at a community hub to celebrate the partnership and engage people to be involved in the different activities which help to develop twinning.	March	£158.55  Already spent Need to repay from personal spending
Educational Events and Workshops	Organise educational events and workshops that encourage cultural and knowledge exchange	April and ongoing	£300 to include printing and workshop materials  Monies needed ASAP
Multi-Cultural Festival	Host a festival to showcase the cultural diversity of both communities	June	N/A funded by Czech twinning

**AGENDA ITEM 4  
APPENDIX A**

An online journey to a twin community.	Twin Cities Week. Media materials (articles, videos, historical publications) will be created and published in the media and on our own communication channels	July	£200 materials costs
Independence Day	Celebration with Malvern Rotary club	August	£500 venue hire refreshments advertising and printing entertainment costs
Potato Pancake Festival	Celebrate with a traditional potato pancake event to honour cultural heritage and to share Ukrainian traditions.	September	£300 Room hire , advertising, costs of ingredients
Annual General Meeting (AGM)	Review partnership achievements, challenges, and set new goals for the coming year	October	£150 room hire, printing and refreshments
Poetry Festival	Organise a poetry festival to celebrate literary contributions from both towns	October	£200 room hire, printing, refreshments
Reporting concert of the Palace of Culture of Korosten City Council	Participation of artists, singers and musicians from Malvern in a reporting concert in Korosten (possibly online)	December, 2025	£400 travel expenses,venue hire, refreshments
Visit of a delegation from Malvern to the Korosten City	a favourable to participate in the International Festival of Potato Pancakes	Spring 2026	£3000 Travel and accommodation costs

**AGENDA ITEM 4  
APPENDIX A**

Territorial Community	in Korosten (in case of security situation)		
Economic Development Theme	Focus on economic growth, small business development, and demographic structures	Year-round	£300 advertising, printing, business events
Democratic Process	Encourage and showcase democratic engagement and participatory processes in both council	Year-round	N/A
Printer	For printing	Asap urgently needed	£170
Offices supplies	Ink, paper, stationary, files	Asap urgently needed	£200
Roller Banners	Information sharing	Asap	£100
Total			£5820

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
MALVERN TOWN COUNCIL**

**to be held on Wednesday 7 May 2025 at 6pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**REPORT ON ONLINE BANKING PAYMENT SCHEDULES  
JANUARY/FEBRUARY/MARCH 2025**

**1. Purpose of report**

1.1. For noting and comment, as necessary.

**2. Recommendation**

Policy and Resources Committee should note the online banking payments as attached to this report and to note any issues that have arisen with control checks.

**3. Background**

3.1. Malvern Town Council recently reviewed its Financial Regulations with a new version being adopted by Full Council on 13 November 2024.

3.2. Within the new Financial Regulations, changes have been made to the way in which online banking payments are processed, checked, and approved.

3.3. Previously all online banking payments were approved in person by two approved Councillor signatories, however, it was felt that this process was both too onerous, particularly for small amounts and in most cases could not stop the need for payment when goods and services had already been delivered. Members of Policy and Resources Committee decided it was more important to check amounts paid for accuracy against bank statements and orders and thus amendments were made.

3.4. The new Financial Regulations state that:

“The Responsible Finance Officer will present schedules of online banking payments to the next scheduled meeting of Policy and Resources Committee. Prior to this meeting, the Chair and Vice-Chair of this Committee will randomly select three invoices to be checked against the bank statement. A record of the check will be made and any issues identified will be reported at the meeting.”

3.5. There are four payment schedules to be considered at this meeting of Policy and Resources Committee:

- 16 January 2025
- 14 February 2025
- 13 March 2025
- 21 March 2025

**4. Financial Implications**

4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. The Town Council adopted the current Financial Regulations in November 2024.
- 5.2. As part of the annual audit process, the Town Council must ensure it has an effective system of internal control in place, this includes arrangements for bank payments.

End

Linda Blake  
Town Clerk

**Malvern Town Council**  
**Online Banking Payment Schedule**  
**16 January 2025**

IB No.	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2877	16/01/2025	ALLIANCE PAYROLL SERVICES LTD	132.90	Payroll charges - December 2024	[Signature]	KJB
2878	16/01/2025	BIG GREEN CLEANING COMPANY	1092.00	Cleaning contract, community hub - January 2025	[Signature]	VJB
2879	16/01/2025	D J YAPP	870.00	Repairs required due to falling masonry at North Malvern Clock Tower	[Signature]	VJB
2880	16/01/2025	DOLPHINTEC	28.62	Call charges, community hub - November 2024	[Signature]	KJB
2881	16/01/2025	EE	73.56	Mobile phone charges - December 2024 - Operations Team and Admin / Events phone	[Signature]	KJB
2882	16/01/2025	ELLIS DAWE & SON LTD	75.73	7 wooden boards and 20 pegs for new Rose Beds at the Community Hub	[Signature]	KJB
2883	16/01/2025	FUELGENIE BUSINESS ACCOUNT	312.75	Fuel account November 2024	[Signature]	KJB
2884	16/01/2025	P&R ALARMS LTD	120.00	Service of fire alarms at the community hub	[Signature]	VJB
2885	16/01/2025	RPM MALVERN	173.76	2 new tyres for the trailer and 2 puncture repairs	[Signature]	KJB
2886	16/01/2025	WATER PLUS LTD	137.06	Water charges Lower Howsell 14/9/24 - 14/12/24	[Signature]	VJB
2887	16/01/2025	WATER PLUS LTD	137.49	Water charges cemetery office 4/11/24 - 4/12/24	[Signature]	KJB
2888	16/01/2025	VIKING OFFICE UK	109.18	2 x 6 packs of Tork toilet rolls for the public toilet at the community hub	[Signature]	VJB
2889	16/01/2025	FBC MANBY BOWDLER	1020.00	Professional charges up to 19/12/24 - land slippage at Rose Bank Gardens	[Signature]	VJB
2890	16/01/2025	SCARLETT NUN	40.00	Refund of allotment deposit paid twice in error	[Signature]	KJB
2891	16/01/2025	CLIVE HOOPER	50.00	Members annual printing allowance 2024 / 2025	[Signature]	KJB

*Bank details checked VJB*

*Bank details checked VJB*

*Bank details checked VJB*

**Total Payments:**

**4,373.05**

**Councillor Authorisation for Payment**

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**Malvern Town Council  
Online Banking Payment Schedule**

**14 February 2025**

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2892	13545	14/02/2025	A J GAMMOND LTD	27.83	1 tap and connectors for Goodwood Road Allotments	JP	KB
2893	13521	14/02/2025	ALLIANCE PAYROLL SERVICES LTD	141.30	Payroll charges January 2025	JP	KB
2894	13487 13488	14/02/2025	A L B SERVICES	6090.00	Dismantling of Christmas lights, licence application for works and replacement timer clock for lights on Belle Vue Island	JP	KB
2895	13552	14/02/2025	BIG GREEN CLEANING COMPANY	1092.00	Cleaning contract February 2025	JP	KB
2896	13477 13539 13538	14/02/2025	BRADFORD'S BUILDING SUPPLIES LTD	176.92	7 pairs of safety glasses, 1 tin of WD40 and 1 Dewalt multi-tool oscillating blade and 2 Dewalt Brushless multi-tool (body only)	JP	KB
2897	13498	14/02/2025	BRITISH GAS TRADING	457.38	Gas charges gas lamps 1/10/24 - 31/12/24	JP	KB
2898	13493 13494	14/02/2025	BROADLEAF TREE CARE SPECIALISTS	1100.00	Removal of 1 dead Oak tree - Leigh Sinton Road / Yates Hay Road junction and cut 1 large Oak tree to ground level at Craig Lee	JP	KB
2899	13543	14/02/2025	BROXAP LTD	5395.20	10 Derby standard litter bins for various locations and 1 bike rack for the community hub at Victoria Park	JP	KB
2900	13497 13550	14/02/2025	BRITISH GAS	100.38	Electricity charges Lower Howsell 2/12/24 - 1/2/25	JP	KB
2901	13548 13549	14/02/2025	BRITISH GAS	81.62	Electricity charges Link Church Clock 22/11/24 - 21/1/25	JP	KB
2902	13500 13501 13502	14/02/2025	DESIGN IN THE SHIRES	460.80	Quarterly web hosting and website support November and December 2024	JP	KB
2903	13491	14/02/2025	D J YAPP	360.00	Repairs to 2 leaks on the cemetery chapel roof and clearing of gutters	JP	KB
2904	13519 13555 13556 13557	14/02/2025	DOLPHINTEC	231.74	Call charges September 2024 and January 2025, photocopy charges 12/12/24 - 9/1/25	JP	KB
2905	13547	14/02/2025	EE	73.56	Mobile phone charges January 2025	JP	KB
2906	13560	14/02/2025	FBC MANBY BOWDLER LLP	3000.00	Professional fees up to 30/1/25 regarding land slippage at Rose Bank Gardens	JP	KB
2907	13504	14/02/2025	FUELGENIE BUSINESS ACCOUNT	215.67	Fuel account December 2024	JP	KB
2908	13495	14/02/2025	HOUSEKEEPERS OF MALVERN	96.00	Cleaning contract cemetery 7/1/25 - 21/1/25	JP	KB
2909	13489	14/02/2025	JERRY WIDDAS	1143.00	Wet pour supplies for play areas and replacement roundabout seat for Victoria Park	JP	KB
2910	13541	14/02/2025	LEIGH SINTON GARDEN MACHINERY LTD	17.53	Chainsaw chain and file	JP	KB
2911	13544	14/02/2025	LINK TOOLS	25.16	Various grinding discs	JP	KB
2912	13540	14/02/2025	GO GREENER LTD	258.00	Skip hire to clear allotment at Goodwood Road	JP	KB

*Bank details checked KB.*

*Bank details checked KB.*

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2913	13546	14/02/2025	CITIZENS ADVICE SOUTH WORCESTERSHIRE	9000.00	Community Support Grant 2024 / 2025 - June 2025 (2nd instalment of 2)	JP	KJB
2914	13554	14/02/2025	PAPERSTATION LTD	439.19	Stationery, cleaning products and black sacks	JP	KJB
2915	13496	14/02/2025	PETER HAMILTON PLANNING CONSULTANCY	850.00	Planning consultancy fees - planning application Elgar Avenue (50% payment in advance)	JP	KJB
2916	13505	14/02/2025	QUINTECH COMPUTER SYSTEMS LTD	36.00	Transfer of domain name - malvern-tc.org.uk	JP	KJB
2917	13542 13551	14/02/2025	SCREWFIX (TRADE UK)	54.66	Fixings for Elgar paintings at Rose Bank Gardens and a sealant gun and nozzles for fixing bike shelter at the community hub	JP	KJB
2918	13499	14/02/2025	WATER PLUS LTD	27.88	Water charges cemetery office 11/12/24 - 11/1/25	JP	KJB
2919	13503 13558	14/02/2025	TUDOR ENVIRONMENTAL	333.12	12 pairs of Operational trousers and credit for 2 as returned due to incorrect sizing	JP	KJB
2920		14/02/2025	MALVERN MUSEUM	2500.00	Large Grant as agreed by Policy & Resources Committee 2/10/24	JP	KJB
2921		14/02/2025	MALVERN THEATRE PLAYERS	1400.00	Large Grant as agreed by Policy & Resources Committee March 2024	JP	KJB

*Bank details checked KJB*

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Total Payments:

**35,184.94**

*Handwritten notes and signatures in the left margin, including a vertical list of names and some illegible text.*

**Malvern Town Council**  
**Online Banking Payment Schedule**  
**13 March 2025**

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2922	13621	13/03/2025	ALLIANCE PAYROLL SERVICES LTD	132.90	Payroll charges February 2025	WD	KJB
2923	13618	13/03/2025	BIG GREEN CLEANING COMPANY	1092.00	Cleaning contract community hub - March 2025	WD	KJB
2924	13619	13/03/2025	BRADFORD'S BUILDING SUPPLIES LTD	43.80	Replacement fence panel for the cemetery	WD	KJB
2925	13568	13/03/2025	BROADLEAF TREE CARE SPECIALISTS	250.00	Reduction of 1 Japanese Fir tree overhanging the main road at the cemetery	WD	KJB
2926	13570 13571	13/03/2025	BRITISH GAS	75.72	Electricity charges, Link Church Clock 22/12/24 - 21/1/25	WD	KJB
2927	13616	13/03/2025	BRITISH GAS	54.79	Electricity charges, Lower Howsell 2/1/25 - 1/2/25	WD	KJB
2928	13572	13/03/2025	DOLPHINTEC	89.38	Photocopy charges 9/1/25 - 13/2/25	WD	KJB
2929	13559	13/03/2025	DULUX DECORATOR CENTRE	26.80	1 tin of black gloss paint for frames of "Elgar paintings" ahead of being reinstalled in the bus shelter outside of Rose Bank Gardens	WD	KJB
2930	13607	13/03/2025	EE	73.56	Mobile phone charges February 2025 - Operations Team and Events / Admin phone	WD	KJB
2931	13620	13/03/2025	ELLIS DAWE & SON LTD	48.60	7 wooden boards and 20 pegs for improvement works to gateways at Victoria Park	WD	KJB
2932	13614	13/03/2025	FUELGENIE BUSINESS ACCOUNT	316.97	Fuel account - January 2025	WD	KJB
2933	13615	13/03/2025	HOUSEKEEPERS OF MALVERN	128.00	Cleaning contract cemetery 28/1/25 - 18/2/25	WD	KJB
2934	13569	13/03/2025	NEWSQUEST MEDIA GROUP	217.80	Grant advert in the Malvern Gazette 7/2/25	WD	KJB
2935	13598	13/03/2025	QUINTECH COMPUTER SYSTEMS LTD	192.00	Install and configure new 8 port POE switch at the community hub	WD	KJB
2936	13612 13613	13/03/2025	WATER PLUS LTD	42.68	Water charges, Knapp Way Allotments - 10/12/24 - 10/2/25	WD	KJB
2937	13608	13/03/2025	WATER PLUS LTD	21.49	Water charges, Cemetery toilet - 11/1/25 - 11/2/25	WD	KJB
2938	13609 13610 13611	13/03/2025	WATER PLUS LTD	308.40	Water charges, Cemetery office - 4/12/24 - 4/1/25	WD	KJB
2939	13617	13/03/2025	SPOTLESS WINDOW CLEANING	50.00	Cleaning of windows inside and out at the community hub	WD	KJB
2940	13622	13/03/2025	JBA CONSULTING	5820.00	50% upfront payment - Hydraulic modelling and flood risk assessment at land off Elgar Avenue	WD	KJB
2941	13623	13/03/2025	READY RENT LTD	30.00	Hire of a waker plate for improvement works to gateways at Victoria Park	WD	KJB
2942	13624	13/03/2025	TUDOR ENVIRONMENTAL	66.62	2 pairs of replacement cargo trousers	WD	KJB

*Bank details checked KJB*

*Bank details checked KJB*

**Total Payments:** 9,081.51

**Malvern Town Council**  
**Online Banking Payment Schedule**  
**21 March 2025**

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2943	13625 13626 13627	21/03/2025	BRITISH TELECOMMUNICATIONS PLC	1784.01	Broadband charges - Community Hub - 1/5/24 - 28/2/25		

**Total Payments:** 1,784.01

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
MALVERN TOWN COUNCIL**

**to be held on Wednesday 7 May 2025 at 6pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**REVIEW OF PROTOCOLS AND PRACTICES**

**1. Purpose of report**

1.1. For committee discussion and recommendation.

**2. Recommendation**

Policy and Resources Committee are asked to consider whether the Council should draft and implement some best practice guidelines to provide effective, transparent and accountable local governance for the Town

**3. Background**

3.1. The day to day administration of Malvern Town Council is governed by some clearly defined legal requirements and guidelines, but many protocols and procedures are guided by an ongoing and unwritten best practice.

3.2. Recent feedback from some councillors has been that it would be useful for Malvern Town Council to develop written and agreed procedures and protocols in certain areas, to provide clarity over best practice and to remove any uncertainty for members of the public.

3.3. A list of items which could be considered are listed in the background below, although this list may not be exhaustive.

**A. Publication of Agendas and Reports**

There is a legal requirement to publish agendas within three clear days of a meeting. There is no such requirement for the publication of reports.

There has been some debate over the definition of clear working days and how this applies to the Town Council, but although the mandatory standing order cannot be changed, an approved best practice could be agreed for this.

Currently the Town Council does not include a Saturday or Sunday as a clear day when issuing agendas and reports are published on a Friday afternoon (as far as possible) for meetings the following week.

*Discussion Point – guidelines for publication of agendas and reports*

**B. Publication of Draft Minutes and Minutes**

Draft minutes are published on the Town Council website until they are approved by the relevant Committee or Council and then they become the legally adopted record for the meeting.

Once again, there is no legal timescale for the publication of draft minutes and Council may wish to consider a protocol for this.

*Discussion Point – guidelines for publication of minutes.*

*Suggestion – within 15 working days.*

### **C. Dates for Meetings**

The current practice is that dates for Council meetings and Committee meetings are agreed by Full Council before the Annual Council Meeting in May each year and then published on the website.

Certain meetings such as the Annual Council Meeting and the Annual Town Meeting must be held within a stated timeframe, and others need to be held at certain times to meet deadlines such as the AGAR and precept request. The dates of other meetings are at the discretion of Council.

Discussions have already taken place as to whether the meeting calendar includes too many meetings and therefore creates too much of a time demand and difficulties with attendance and a protocol could be developed to cover this.

Sub Committee meetings and Working Parties have, historically set their dates to suit their business after each individual meeting, but consideration may wish to be given to whether a more formal structure should be set.

*Discussion Point – timescale for publication of meeting dates, is the current calendar workable and are additional guidelines required for sub committees and task and finish groups?*

### **D. Correspondence / Communication**

Town Council Officers receive frequent requests for information, clarification, and replies to questions and these come from members of the public, town councillors, district or county councillors or partnership organisations just to name a few. Some requests can be responded to very quickly as the officer involved has the information and time to respond almost immediately, whereas others require further information needing to be sought from either within or outside the Town Council.

Whilst a timescale of agreed actions is included within the Town Council complaints procedure, there are no other agreed protocols or procedures in respect of general queries or requests for information.

Councillors will note that Freedom of Information Requests are covered by specific legislation.

Correspondence can come in the form of an email, website enquiry, letter, personal visit or telephone call and an appropriate timescale for a response to each could be included. Councillors are asked to note that it would be prudent to allow a realistic timescale as officer annual leave and sickness can make a shorter timescale difficult within a small team.

*Discussion Point – timescales and procedures for dealing with requests across various mediums and of varying detail.*

*Suggestion – an acknowledgement of the correspondence within 10 working days.*

*Suggestion - all matters should be addressed within six weeks.*

### **4. Financial Implications**

- 4.1. None pertaining to this report.

### **5. Legal Implications**

- 5.1. Certain protocols and procedures are governed by legislation such as that in the 1972 Local Government Act.

End  
Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
MALVERN TOWN COUNCIL**

**to be held on Wednesday 7 May 2025 at 6.00 pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**REVIEW OF STANDING ORDERS**

**1. Purpose of report**

1.1. For review and decision.

**2. Recommendation**

2.1. Policy and Resources Committee is asked to consider, review and revise as necessary, the Town Council's standing orders with recommendations to go to Full Council for approval and adoption.

**3. Background**

3.1. The last review of standing orders was carried out by Policy and Resources Committee in February 2025. Committee members reviewed the Standing Orders, identified areas which needed clarification and made amendments as required.

3.2. The updated and amended Standing Orders were sent to Full Council on 12 February 2025. These are attached at Appendix A and show amendments as made by committee in red.

3.3. A number of queries were put forward during the Full Council meeting held in February 2025 and therefore following a proposal by the Chair of Policy and Resources, it was agreed that the draft Standing Orders should go back to the next meeting of this committee.

3.4. Standing Orders written in bold reflect mandatory statutory or legal requirements and may not be changed.

3.5. Recommendations from Policy and Resources Committee will then go to Full Council for adoption.

3.6. This item was deferred at the March meeting of Policy and Resources and therefore is back for committee recommendations.

**4. Financial Implications**

4.1. None pertaining to this report.

**5. Legal Implications**

5.1. A council requires standing orders to regulate its proceedings and business.

5.2. Standing orders in bold type contain legal and statutory requirements and so cannot be amended.

End

Linda Blake  
Town Clerk



## MALVERN TOWN COUNCIL

# STANDING ORDERS



**1. RULES OF DEBATE AT MEETINGS**

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. This standing order has been deleted from MTC's standing orders.
- h. A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j. Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k. One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p. During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

- q. A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect **mandatory** statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t. Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the Chair of the meeting.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## **3. MEETINGS GENERALLY**

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●
- a. ● **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. ● **The minimum three clear days \* for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

- c. ● **The minimum three clear days' \* public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d. ●● **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Public participation will take place following 'Apologies for Absence', 'Declarations of Interest' and 'Approval of the Minutes of the last meeting' (if relevant)
- f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed thirty minutes unless directed by the Chair of the meeting.
- g. Subject to standing order 3(f), a member of the public shall not speak for more than five minutes.
- h. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i. A person shall raise their hand when requesting to speak (except when a person has a disability or is likely to suffer discomfort).
- j. A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l. ●● **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m. ●● **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n. ●● **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o. ● **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p. ● **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

q. ●●● **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

r. ●●● **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

s. ● **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before the vote is taken and before moving on to the next item of business on the agenda.

t. The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

u. ●●● **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

v. ● **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

w. ●●● **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

x. A meeting shall not exceed a period of two hours. At the discretion of the Chair, the council may agree to suspend standing orders and the meeting be extended for a further thirty minutes.

#### **4. COMMITTEES AND SUB-COMMITTEES**

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d. The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting that they are unable to attend;
  - vi. shall permit the members of a standing committee or committee to appoint the Chair and Vice-Chair of that standing committee or committee at the first meeting of the committee held after the Annual Council in May;
  - vii. this standing order has been deleted from MTC's standing orders;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no fewer than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.
- e. **Sub-committees will be formed rather than task and finish groups and shall have a timeframe determined at the time of appointment by either Full Council or a Standing Committee as appropriate.**
- f. **Written reports from the Chair of sub-committees will be an agenda item for meetings of the parent Standing Committee or Full Council to facilitate progress updates where applicable.**

## **5. ORDINARY COUNCIL MEETINGS**

- a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**  
*Note: Elected councillors take office on the fourth day following ordinary elections and in both cases the number of days is calculated disregarding Sundays, bank holidays and days appointed for public thanksgiving.*
- b. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council. (In the case of Malvern Town Council, this is currently the Mayor and the Deputy Mayor).**
- f. **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g. **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j. **Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:**
  - i. **in an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. receipt of the minutes of the last meeting of a committee;
  - iv. consideration of the recommendations made by a committee;
  - v. review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. review of the terms of reference for committees;
  - vii. appointment of members to existing committees;

- viii. appointment of any new committees in accordance with standing order 4;
- ix. review and adoption of appropriate standing orders and financial regulations;
- x. review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
- xi. review of representation on or work with external bodies and arrangements for reporting back;
- xii. in an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. review of inventory of land and other assets including buildings and office equipment;
- xiv. confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. review of the Council's and/or staff subscriptions to other bodies;
- xvi. review of the Council's complaints procedure;
- xvii. review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);
- xviii. review of the Council's policy for dealing with the press/media;
- xix. review of the Council's employment policies and procedures;
- xx. review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

*Items v. to xxi may be referred to a committee before final ratification by Full Council during the council year.*

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a. **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c. The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d. If the Chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

## **7. PREVIOUS RESOLUTIONS**

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least seven councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

### **a. Where one position is to be filled:**

Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

### **b. Where more than one position is to be filled:**

Where there are more nominations than positions available to be filled, each councillor at the meeting shall have the same number of votes as vacancies. A councillor can choose to place fewer votes than vacancies, but cannot place more. A councillor may also only vote for each candidate once. If there is a tie in votes, which does not allow for the election of the required number of candidates, then the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes are given in favour of the required number of people to fill the vacancies.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a. A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days\*\* before the meeting **and provide a seconder.**
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d. ~~If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least five clear days\* before the meeting. (remove this SO)~~



- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded and numbered in the order that they are received.
- h. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

**10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting;
  - xvii. to close the meeting; or
  - xviii. to congratulate, thank or encourage an individual or body or to send condolences or best wishes to someone.

**10B QUESTIONS**

- a. Councillors' questions regarding any aspect of council business, addressed to a named councillor or officer, must be sent via the Town Clerk, not later than three working days before the Council meeting.

- b. Every question put shall be answered by that named person, either verbally or in writing at the meeting or, in the case of more complex issues, at the earliest possible opportunity.
- c. The questioner shall have the right to ask a supplementary question and receive an answer, either verbally at the meeting or in writing at the earliest possible opportunity thereafter.
- d. No further discussion or debate will be permitted.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **12. DRAFT MINUTES**

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a. Draft minutes will be confirmed at the next meeting of the relevant Council or committee having been served on Councillors with the agenda to attend the meeting at which they are due to be approved.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- d. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:  
“The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on ( ) in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e. ●●● **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f. Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### **13. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b. Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f. A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

- h. **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

#### **14. CODE OF CONDUCT COMPLAINTS**

- a. Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b. Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c. The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d. **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

#### **15. PROPER OFFICER**

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
- i. **at least three clear days \* before a meeting of the Council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. **At least two clear days \*\* before a meeting of the Council, a committee or a sub-committee issue all reports relating to agenda items for that meeting, as far as is practicably possible;**
- iii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five clear days\*\* before the meeting confirming their withdrawal of it;
- iv. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- v. **facilitate inspection of the minute book by local government electors;**
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. hold acceptance of office forms from councillors;
- viii. hold a copy of every councillor's register of interests;
- ix. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- x. liaise, as appropriate, with the Council's designated Data Protection Officer;
- xi. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xii. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xiii. arrange for legal deeds to be executed; (see also standing order 23).
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xvi. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Operations and Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Operations and Planning committee;
- xvii. manage access to information about the Council via the publication scheme; and
- xviii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect (see also standing order 23).

**16. RESPONSIBLE FINANCIAL OFFICER**

- a. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

**17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioner's Guide".
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September, 31 December and 31 March in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least fourteen days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

**18. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity, unless it proposes to use an existing list of approved suppliers (framework agreement)**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

**19. HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of Council OR the Policy and Resources Committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Town Clerk will ensure that levels of staff absence are reported to Policy and Resources Committee on a quarterly basis.
- c. The Chair of the Policy and Resources Committee or in their absence, the Vice-Chair, along with the Chair of the Council shall upon a resolution conduct a review of the performance and annual appraisals of the work of the Town Clerk and the Operations Manager. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Policy and Resources Committee. The Policy and Resources Committee shall also have the responsibility of reviewing annual appraisals of all Town Council employees once they have been completed by the Town Clerk and the Operations Manager.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair of the Policy and Resources Committee or in their absence, the Vice-Chair of the Policy and Resources Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Policy and Resources Committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the Chair or Vice-Chair of the Policy and Resources Committee, this shall be communicated to another member of the Policy and Resources Committee, which shall be reported back and progressed by resolution of the Council.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

**20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *If gross annual income or expenditure (whichever is the higher) exceeds £200,000* **the Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**



**21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*See also standing order 11. (Below is not an exclusive list).*

- a. **The Council shall appoint a Data Protection Officer, if required.**
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. **The Council shall maintain a written record of its processing activities.**

**22. RELATIONS WITH THE PRESS/MEDIA**

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

**23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution or the delegated powers of the Proper Officer.
- b. **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

*The above is applicable to a Council without a common seal.*

**24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS**

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each correspondence sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

**25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:  
inspect any land and/or premises which the Council has a right or duty to inspect;  
or  
issue orders, instructions or directions.

**26. STANDING ORDERS GENERALLY**

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least seven councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

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\* The Council will in practice use its own definition of clear days for this purpose. See below \*\*

\*\* A 'clear day' does not include the day on which notice was issued, the day of a meeting, a ~~weekend~~, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.