

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

**held in the Community Hub Meeting Room, Victoria Park  
on Wednesday 18 June 2025 at 6pm**

**Councillors**

I Dawson (Chair)  
J Green  
L Lowton  
C Hooper  
R McLaverty-Head  
K Newbigging

**Absent**

M Jones (apologies)  
C Fletcher (apologies)

**Also in attendance**

Linda Blake - Town Clerk  
Julia Winkworth – Minute Clerk  
M Birks – Mayor of Malvern (6.01pm)  
Cllr D Watkins (6.05pm)

**1. ELECTION OF CHAIR**

Cllr Iain Dawson was elected as Chair of Policy and Resources Committee for 2025/26.

**2. ELECTION OF VICE-CHAIR**

Cllr Clive Hooper was elected as Vice-chair of Policy and Resources Committee for 2025/26.

**3. APOLOGIES FOR ABSENCE**

Apologies for absence were **NOTED** from Councillors Mel Jones and Cllr Clive Fletcher.

**4. DECLARATIONS OF INTEREST**

None.

**5. MINUTES OF PREVIOUS MEETING**

At a previous meeting Councillor Hooper requested an amendment to the draft minutes of a meeting which took place on 7 May 2025 in respect of an error of wording for Malvern Citizens Advice Bureau; the Councillor advised that they are known as Citizens Advice.

Following further clarification from the companies website, a further amendment was now requested that the original correction was incorrect and should be further amended to Citizens Advice South Worcestershire. This was **AGREED** by committee.

## **PUBLIC PARTICIPATION**

None.

### **6. ONLINE BANKING SCHEDULES – JANUARY THROUGH TO MAY 2025**

Report PR01/25 was received and accepted.

Bank Schedules from January to March 2025 had been carried forward from a previous meeting and schedules from April and May had now been added. The Chair and Vice Chair had carried out the required checks on the banking schedules. Cllr Hooper was awaiting information from the Council's Finance Officer on the April schedule, but due to holiday absence from the point of Cllr Hooper's contact, this information had not yet been supplied.

Committee **NOTED** the online banking payments for January, February, March and May 2025.

It was **AGREED** that April schedule would be deferred until next month.

Cllr David Watkins arrived at 6.05pm.

### **7. REVIEW OF PROTOCOLS AND PRACTICES**

Report PR02/25 was received and accepted.

A review of protocols and practices had been carried out at the last meeting with recommendations yet to be considered by Full Council.

As part of this review it had been agreed that a policy document would be drafted to encompass the main points. Officers have therefore drafted 3 documents for discussion at this meeting.

Committee members discussed a number of points within the documents and the Town Clerk provided clarification as required.

The following points were discussed and **AGREED**:

- i) It was agreed that a 'date for next meeting' of each sub-committee and working party should be established at each meeting and then availability will be allocated and these dates would also be noted on the weekly memo so all Councillors are aware of when they are happening.
- ii) It was **AGREED** that advice would be sought from CALC on how best to manage the recording and note taking of confidential items to ensure an audit trail is given and therefore accountability and transparency for any decision.
- iii) Standing orders state that the Chair has the power to extend the meeting. Following this point, it was **AGREED** that the third bullet point, as noted below within Minutes for Full Council section was moved to the bottom of section A as more relevant for 'Production, Approval and Publication of Minutes for Committee and Council

*If the meeting is running close to the two-hour time limit, an extension can be recommended by the chair and agreed by the committee to enable all current items to be discussed. If there are remaining agenda items, the chair may prefer for the agenda items to be deferred to the next meeting. If an extension occurs, please note down the extension clause accordingly in the relevant minuted agenda item. Use the following wording:*

***Under Standing Order 3 (x) the Chair proposed that the meeting be extended (enter time specified by Chair). A vote was taken, and it was agreed to extend the meeting until (enter time specified by Chair)***

**8. REVIEW OF TOWN COUNCIL GRANTS SCHEME**

Report PR03/25 was received and accepted.

It was **AGREED** that a smaller sub-committee would meet to review the grants scheme in more detail and that the first meeting would take place on Monday 28 July at 2pm in the Park View meeting room. The date will also be included on the weekly memo.

The following Councillors expressed an interest in being involved:

- Cllr Karen Newbigging
- Cllr Lou Lowton
- Cllr Jude Green
- Cllr Clive Hooper

**9. QUARTERLY ACCOUNTS – FOURTH AND FINAL QUARTER 2024/25**

Report PR04/25 was received.

The Town Clerk gave a summary of her report to the Committee with further information on the following areas:

- Surplus for the fourth quarter ending 31 March 2025, being placed into General Reserves is £6,421
- Management Accounts for the fourth quarter show variances of approximately £19,000 over budget against Administration and £13,500 under budget against Operational Costs. There is an overspend of £3,079 against Asset Refurbishment/Renewal and a surplus against financing costs of £929.
- Asset Refurbishment and renewal is £3,079 over budget
- For the year to date to 31 March 2025, there is a surplus budget of £64,978 being placed into reserves. £64,759 ahead of budgeted surplus of £220. For the financial year 24/25 administration is approximately £14,000 over budget, operational areas are £40,000 under budget and Asset refurbishment/renewal is below budget by £48,282. In summary there is an overspend against budget of £64,759 for 2024 25 financial year.

The total cash balance at 31 March 2025 was £612,177.

Cllr Watkins thanked the Town Clerk for her report. To produce a set of figures for this quarter like these, following the upheaval of moving premises is amazing. Should commend the supporting officers too with all the work involved.

The Town Clerk also thanked the Events team, Operations team, Operations Manager and all the supporting officers in the team for their work and support – full team effort.

It was **RECOMMENDED** that the quarterly accounts should go forward to full council for approval.

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

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

The meeting finished at 7.30 pm.

.....(Chairman)

DRAFT