

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

**held in the Community Hub Meeting Room, Victoria Park  
on Wednesday 10 September 2025 at 6pm**

**Councillors**

I Dawson (Chair)  
C Fletcher  
J Green  
M Jones  
L Lowton  
C Hooper  
R McLaverty-Head

**Absent**

K Newbigging (apologies)

**Also in attendance**

Linda Blake - Town Clerk  
Lyndsey Davies – Minute Clerk  
M Birks – Mayor of Malvern  
Cllr S Austin  
Cllr D Watkins  
4 members of the public

**11. APOLOGIES FOR ABSENCE**

Apologies for absence were **NOTED** from Cllr Karen Newbigging.

**12. DECLARATIONS OF INTEREST**

None.

**13. MINUTES OF PREVIOUS MEETING**

Minutes were received and noted.

**PUBLIC PARTICIPATION**

All four members the public present wished to speak on Agenda item 4, Flag Raising Policy. There were concerns that the Council would agree to fly the Pride Flag as part of its policy and those present felt that this was a political flag, that it was controversial and that it raised issues around the ideology of rights for single safe spaces for women and girls.

It was felt that the Progress Pride flag promoted a controversial and political agenda, and it would be inappropriate for the Town Council to support and promote the flying of the Progress Pride next year. The Rainbow Flag should be flown or alternatively neither of these flags.

#### 14. **REVIEW OF FLAG FLYING POLICY**

Report PR01/25 was received and accepted.

There was a lengthy debate regarding the flag flying policy, which flags it should cover and what changes were required.

Committee **RECOMMENDED** that Council should approve the following revisions to the Flag Flying Policy.

**Point 1.1** should read - Malvern Town Council manages two main flag poles within the town. One in front of the Town Council Community Hub Building and the other in the grounds of Malvern Library.

In addition, the Town Council provides flags during the summer months to be erected in flagpole holders of commercial properties within Great Malvern, Barnards Green and Malvern Link.

**Point 2.2** - Flags to be included as part of the annual calendar will include:

v. The words Pride Flag will be replaced with the words 'The Rainbow Flag' (6 horizontal equal stripes of red, orange, yellow, green, blue and violet)

vi. National Flags for the towns of Marianske Lazne and Bagneres de Bigorre will be replaced with 'Any Countries National Flag'

The committee discussed the current national and local issues being caused by the flying of St George's Flags and Union Flags on building and lampposts. It was **NOTED** that the Town Council did not have any powers or responsibility for any flags flown anywhere except on Town Council land or buildings or those placed in its flagpole holders during the summer.

It was **RECOMMENDED** that the Council's annual activity of flying St George's Flags and Union Flags on commercial properties during the summer months should be reviewed in April 2026 ahead of summer 2026.

The Town Clerk confirmed that all flags currently flying on Town Council owned flagpoles in the three town centres will be taken down in mid-September as is the procedure every year. The Union Flag will remain on flagpoles at Malvern Library and the Community Hub Building.

#### 15. **REVIEW OF VEXATIOUS BEHAVIOUR AND COMPLAINTS POLICY**

Report PR02/25 was received and accepted.

The Committee discussed whether this policy required any changes particularly in the light of recent issues with a vexatious complainant. It was noted that this policy should provide protection for both staff members and councillors should there be continuous vexatious behaviour from members of the public.

Committee members felt that it would be useful for this policy to contain a flow chart of step-by-step actions that would be taken in the event of a vexatious complaint or vexatious behaviour. It was therefore **AGREED** that the Town Clerk would work alongside the Mayor to draft a flow chart of actions which would be reviewed by the committee at the next Policy and Resources meeting.

16. **REVIEW OF CCTV POLICY**

Report PR03/25 was received and accepted.

The Town Clerk confirmed that this was a relatively new policy which was required when the new Community Hub building at Victoria Park began to be used. There had only been one request from the police to look at CCTV footage to date.

The Committee **RECOMMENDED** that Council should approve the CCTV Policy in its current format.

17. **REVIEW OF COMPLAINTS POLICY**

Report PR04/25 was received and accepted.

Cllr Lou Lowton informed the committee that she had researched the local Ombudsman Code of Conduct – Local Government Guide, and that the current Town Council Policy needed to be updated to be fully compliant with this Code of Conduct.

Committee **AGREED** that Cllr Lowton would circulate the Code of Conduct – Local Government Guide to all committee members for review and discussion at the next meeting of Policy and Resources Committee on Wednesday 8 October 2025.

18. **UPDATE TO SECTION 19 OF STANDING ORDERS; HANDLING STAFF MATTERS**

Report PR05/25 was received and accepted.

It was **RECOMMENDED** that Full Council should adopt the changes to Section 19 of Standing Orders as outlined in Appendix A, subject to the word annual being inserted before the word's appraisal of the Town Clerk under Point C.

19. **UPDATE TO POLICY AND RESOURCES TERMS OF REFERENCE**

Report PR06/25 was received and accepted.

It was **RECOMMENDED** that the Terms of Reference for Policy and Resources as presented to the meeting be adopted by Full Council as this reflects the transfer of staffing responsibilities to the new Staffing Committee.

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

It was **AGREED** that the date of the next meeting would be Wednesday 8 October 2025 at 6pm.

The meeting finished at 7.40pm.

.....(Chair)