

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

**held in the Park View Meeting Room, Victoria Park Road, Malvern Link  
on Wednesday 4 February 2026 at 6pm**

**Councillors**

I Dawson (Chair)  
C Fletcher  
M Jones  
K Newbigging (6.10pm)  
H Clements  
D Ward

**Absent**

R McLaverty-Head (Apologies)  
L Lowton (Apologies)  
C Hooper (Apologies)

**Also in attendance**

Linda Blake - Town Clerk  
Julia Winkworth – Minute Clerk  
M Birks – Mayor of Malvern (6.02pm)  
Cllr D Watkins  
Cllr A Cherry

**38. APOLOGIES FOR ABSENCE**

Apologies for absence were **NOTED** from Cllrs Ronan McLaverty-Head, Lou Lowton and Clive Hooper.

Cllr Marilyn Birks arrived at 6.02pm.

**39. DECLARATIONS OF INTEREST**

None.

**40. MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings, and these were signed by the Chair:

- Policy and Resources Committee meeting 29 October 2025

**PUBLIC PARTICIPATION**

None.

**41. ONLINE BANKING PAYMENT SCHEDULES – APRIL TO DECEMBER 2025**

Report PR01/25 was received.

The Chair requested that this item be deferred to a future meeting due to not having sight of some of the previous schedules in time. The Town Clerk asked if the Schedules from April to September could be agreed but as checks had not been fully completed on the September schedule it was **AGREED** to defer the entire agenda item.

**42. MANAGEMENT ACCOUNTS FOR THE THIRD QUARTER OF 2025/26 ENDING 31 DECEMBER 2025**

Report PR02/25 was received and accepted.

The Town Clerk presented a summary of the Council’s financial activities for the third quarter (October to December 2025) to the committee. Committee were informed that there is a deficit balance of £4,343 being taken from reserves for the quarter. This is slightly higher than the deficit budgeted of £1,345 meaning that there is an overspend of £2,998 for the third quarter of 2025/26.

It was **RECOMMENDED** that the Management Accounts for the third quarter 2025/26 be approved by Full Council.

Councillor Watkins thanked the Town Clerk for the financial report and detailed information.

Cllr Karen Newbigging arrived during this report at 6.10pm.

**43. REVIEW OF TOWN COUNCIL COMPLAINTS POLICY**

Report PR03/25 was received and accepted.

After a lengthy discussion, a number of amendments to the Complaints Policy were agreed.

It was **RECOMMENDED** that the Complaints Policy should be updated as per Appendix A attached.

**44. REVIEW OF ANTI-FRAUD, BRIBERY AND CORRUPTION POLICY**

Report PR04/25 was received and accepted.

Following a brief discussion, it was **RECOMMENDED** that the Anti-Fraud, Bribery and Corruption Policy be approved with no amendments being required.

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

It was **AGREED** that the date of the next meeting would be Wednesday 25 March 2026 at 6pm.

The meeting finished at 7pm.

.....(Chair)