

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

**held in the Community Hub Meeting Room, Victoria Park
on Wednesday 6 May 2026 at 6pm**

Councillors

I Dawson (Chair)
C Fletcher
K Newbigging
Sean Austin
D Ward
H Clements
C Hooper
M Jones (6.07pm)

Absent

R McLaverty-Head (apologies)
L Lowton

Also in attendance

Linda Blake - Town Clerk
Julia Winkworth – Minute Clerk
Amy Bromage – Communications and
Events Officer
Cllr D Watkins
Cllr D Mead (6.07pm)
Mr and Mrs Phelps representing
Malvern Museum of Fashion

48. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Cllr Ronan McLaverty-Head. Cllr McLaverty-Head had substituted Cllr Austin.

49. DECLARATIONS OF INTEREST

None.

50. 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 Wednesday 25 March 2026.

PUBLIC PARTICIPATION

None.

51. LARGE GRANTS SCHEME 25/26, ADDITIONAL ITEM OMITTED FROM 2ND ROUND – MUSEUM OF FASHION MALVERN CIC

Report PR01/25 was received and accepted.

Mrs Wendy Phelps was in attendance to answer questions following receipt of the large grants application from Museum of Fashion Malvern CIC.

Following questions from a few Councillors, it was **AGREED** that a grant award of £704.69 would be made to utilise the remaining funds from the 2025/26 budget. This award would cover the following

Really Useful Boxes	£544.50
Acid Free Tissue Paper	<u>£160.19</u>
	<u>£704.69</u>

It was further **AGREED** that the Museum of Fashion Malvern would be encouraged to reapply for the remaining elements of their grant bid when the next grant window opens in August 2026.

Cllrs Mel Jones and David Mead arrived at 6.07pm.

52. SOCIAL MEDIA POLICY

Report PR02/25 was received and accepted.

Following a brief discussion and Councillor questions, it was **RECOMMENDED** that the draft Social Media Policy as updated by the Council's Communications Officer should be forwarded to Full Council.

Amy Bromage, Communications and Events Officer left the meeting at 6.12pm.

53. REVIEW OF INFORMATION TECHNOLOGY USERS' POLICY

Report PR03/25 was received and accepted.

Following a committee discussion, it was **RECOMMENDED** that the Information Technology Users' Policy as presented at the meeting should be approved and adopted subject to an addition in the introduction that this policy should be read in conjunction with the Council's Data Protection and GDPR policies.

54. REVIEW OF VEXATIOUS BEHAVIOUR AND COMPLAINTS POLICY

Report PR04/25 was received and accepted.

It was **RECOMMENDED** that the Council's Vexatious Behaviour and Complaints Policy be adopted in its current format.

55. COUNCILLOR INDUCTION/TRAINING POLICY

Report PR05/25 was received and accepted.

The Town Clerk gave a brief update on what the Town Council's current process involved when a new Councillor was elected on to the Town Council and suggested that the Council may wish to consider implementing a formal policy to cover this area.

Worcestershire CALC had been approached for a template policy and are looking at preparing one ahead of May 2027 elections.

It was **RECOMMENDED** to adopt the Wiltshire Association of Local Council's New Councillor Induction Guide. This would be reviewed in one year ahead of Town Council elections and would also include the Councillor's signature to say that the induction process had been carried out.

56. REVIEW OF FLAG FLYING POLICY

Report PR06/25 was received and accepted.

A number of suggestions were tabled for which flags should be flown outside of commercial properties. After discussion, Committee **RECOMMENDED** to fly the Worcestershire Flag on flagpoles outside commercial properties during Summer 2026. The total number of flags being flown should be reduced to Great Malvern – 10, Barnards Green – 5 and Malvern Link – 5.



Cllr Clive Hooper left the meeting during this agenda item at 6.55pm.

57. ONLINE BANKING PAYMENT SCHEDULES – APRIL TO DECEMBER 2025

Report PR07/25 was received and accepted.

Due to the Vice-Chair not being present to report on any issues arising from the reporting back of the Online Banking Payment Schedules for April to December 2025 at the meeting, it was **AGREED** to defer this item again.

The Town Clerk felt that the 'reporting' element of the process for Online Banking Payment Schedules was not working effectively and committee discussed the practicalities and reporting requirements of the new procedure.

Committee **AGREED** the Chair and Vice-Chair should continue to sample check the payments schedules but that only errors or omissions raised should be reported back, not the schedules in full.

58. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting would be Wednesday 10 June 2026 at 6pm.

The meeting finished at 7.18pm.

.....(Chair)

DRAFT