

**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 June 2026 at 6pm**

Councillors

L Lowton (Chair)
C Hooper
M Jones
R McLaverty-Head
K Newbigging
N Wanklin
D Ward
J Leibrandt (6.01pm)
C Fletcher (6.04pm)

Absent

Also in attendance

Linda Blake - Town Clerk
Julia Winkworth – Minute Clerk
Cllr I Dawson
Cllr D Watkins
Cllr D Mead
Cllr S Austin
Cllr A Cherry (6.01pm)

1. ELECTION OF CHAIR

Cllr Lou Lowton was elected as Chair of Policy and Resources Committee for 2026/27.

Cllrs Cherry and McLaverty-Head arrived at 6.01pm.

Cllr Lou Lowton thanked the outgoing Chair, Cllr Iain Dawson, for all his valuable contributions to the work of Policy and Resources Committee during the last three years.

2. ELECTION OF VICE-CHAIR

Cllr Mel Jones was elected as Vice-chair of Policy and Resources Committee for 2026/27.

Cllr Fletcher arrived at 6.04pm.

3. APOLOGIES FOR ABSENCE

None.

4. **DECLARATIONS OF INTEREST**

None.

5. **MINUTES OF PREVIOUS MEETING**

Minute item 52

It was **AGREED** that a note be added to minute item 52 in the minutes of the previous Policy and Resources meeting that took place on Wednesday 6 May 2026.

*It was **NOTED** that a Social Media Policy specifically for Town Councillors would be useful and that this was an item for consideration at a future meeting.*

Subject to this amendment it was **RESOLVED** that the minutes of the Policy and Resources Committee which took place on Wednesday 6 May 2026 be approved and adopted as a correct record of the proceedings and will be signed by the Chair.

PUBLIC PARTICIPATION

None.

6. **GRANTS SUB-COMMITTEE**

It was **AGREED** that a Grants Sub-Committee would be set up and that membership would be Cllr Fletcher, Cllr Newbigging and Cllr McLaverty-Head. Meetings would be scheduled to start at 4.30pm.

7. **SOCIAL MEDIA POLICY FOR COUNCILLORS**

Report PR01/26 was received and noted.

Full Council had resolved to introduce a Social Media Policy for all members, and three sample documents had been included for Councillors to consider.

A discussion took place about whether a separate policy should be created, but it was felt that a separate document entitled 'Guidance notes for Councillors' would be very useful.

The issue of separate Social Media accounts/profiles was raised, and it was noted that Councillors are not required to have any Social Media presence as a Councillor should they not wish to do so.

It was **RECOMMENDED** that Town Councillors should have a second and different profile or page for Social Media platforms if they choose to comment or post in their role as a Town Councillor.

It was **RECOMMENDED** that Social Media Guidance Notes for Councillors should be drafted by Officers to be presented to the next Policy and Resources meeting and that this should include items from the sample documents as follows:

- Do's and Don'ts/Stop and Think
- Legal Framework
 - Copyright
 - Data Protection
 - Legal Framework
- Definitions
 - What is Social Media?
 - Why use Social Media as a Councillor?

It was further **RECOMMENDED** that the current Social Media policy would then be reviewed to see if additions for Councillor specific matters should be added or if a separate policy is needed.

Cllr Cherry left the meeting at 6.14pm.

Cllr Austin left the meeting at 6.32pm.

8. **QUARTERLY ACCOUNTS - FOURTH AND FINAL QUARTER 2025/26**

Report PR02/26 was received and accepted.

The Town Clerk distributed a Financial Year Variance report at the meeting and presented the Quarterly Accounts and financial position to the Committee.

The Town Clerk gave a brief summary of the accounts for the final quarter which show that there was a deficit balance of £35,453 being taken from reserves. This is behind the budgeted deficit for the quarter £15,293 by £20,160, after taking into account transfers to or from Earmarked Reserves.

For the Financial Year as a whole, it was **NOTED** that there was an overspend of £34,498 and that the higher than usual Cemetery income had helped to bring this figure down. Overspends for the year included election costs, professional fees, employment related costs, utilities, business rates, and vehicle running costs.

Several items of expenditure were discussed as follows;

It was **AGREED** that the Town Clerk work with Cllr Mead to appeal increases in business rates at Great Malvern Cemetery

and

It was **AGREED** that an item should be put on the next Policy and Resources Committee meeting to look at the cost of elections and the possibility of not using polling cards.

The Town Clerk answered several queries on the accounts, and it was **RECOMMENDED** that Full Council approve the quarterly accounts for the quarter ending 31 March 2026.

Cllr Jones left the room at 7pm and returned shortly afterwards.

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

Report PR03/26 was received and accepted.

This item had been deferred from previous meetings due to time constraints and a committee member not being present at time of discussion.

Cllr Hooper had noted an error on an invoice during a process he carried out in July 2025. Following discussion, it was **AGREED** that this was an exceptional situation, and that being mindful of manually generated supplier invoices, the current process should continue.

Cllr Fletcher left the meeting at 7.08pm.

Cllr Leibrandt left the meeting at 7.13pm.

10. REVIEW OF ELECTRONIC PAYMENTS POLICY

Report PR04/26 was received and accepted.

Following discussions, it was **RECOMMENDED** that this policy should be adopted subject to the addition of the following point:

- When supplier or customer bank details change, any changes should be received in writing by post or email with these being confirmed by Officers via telephone.

11. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting would be Wednesday 23 September 2026 at 6pm.

Cllr Newbigging gave apologies in advance.

The meeting finished at 7.26pm.

.....(Chair)

DRAFT