



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

4 NOVEMBER 2021

6.00 PM

UNADOPTED

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

**held in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern
on Tuesday 6 July 2021 at 6.00 pm**

Councillors

J Dallow
C Hooper (Chairman)
L Lowton
R McLaverty-Head (from 6.25 pm)
N Mills
J O'Donnell
J Satterthwaite (Vice Chairman)
A Stitt

Absent

P Tuthill (apologies)

In attendance

Linda Blake - Town Clerk
Louise Wall - Minute Clerk
Cllr N Houghton - Mayor

9. ELECTION OF CHAIRMAN

Cllr Clive Hooper was elected as Chairman of the Policy and Resources Committee for 2020/21 and he thanked members for their continued support.

10. ELECTION OF VICE CHAIRMAN

Cllr Jack Satterthwaite was elected Vice Chairman of the Policy and Resources Committee for 2020/21.

11. APOLOGIES FOR ABSENCE

Apologies for absence from Cllr Paul Tuthill and for lateness from Cllr McLaverty-Head were **NOTED**.

12. DECLARATIONS OF INTEREST

None.

13. 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, to be signed by the Chairman:

- Policy and Resources Committee meeting 27 April 2021.

PUBLIC PARTICIPATION

None.

14. INSURANCE CONTRACT RENEWAL

Report PR01/21 was received and accepted.

The Town Clerk reminded members that a review and confirmation of arrangements for insurance cover was part of the annual review process. The current contract will be entering its second year when it renews on 1 August 2021. Officers were happy with the broker; there was the potential for a rebate if no claims were made, and although the exact premium was not yet known, it was not

UNADOPTED

expected to have risen substantially. The renewal premium of £15,140 for the general policy and £2,298 for motor insurance, subject to any updates, fall well within the budget of £20,000.

The renewal of the Council's insurance contract on 1 August 2021 was **NOTED**.

15. **FINANCIAL REPORTS**

The financial reports were received and accepted, along with the cash report CR1 and the bank payments schedule, both for April and May 2021.

The Town Clerk explained some of the main points of the report:

- Bank balances at the end of May 2021 amounted to £629,842, lower than at the same time last year, but in 2020 the first instalment of the precept had been received much earlier.
- Debtor days were low, and an outstanding debt had been paid since the report was prepared.
- Creditor days were within the Council's payment terms and reflected its aim to pay suppliers on time.

Councillors questioned how the debtor days were calculated. The Town Clerk explained that a formula was used to work out debtor days, taking into account the value of the debtors and the number of days taken to pay off the total debt.

Cash Report CR1 April and May 2021

Committee **NOTED** the cash report for April and May 2021.

Bank Payments Schedule April and May 2021

Committee **NOTED** the bank payments schedule for April and May 2021.

16. **CYCLE TO WORK SCHEME**

Report PR03/21 was received and accepted.

The Town Clerk explained that a member of staff had requested the Council to consider signing up to this scheme whereby a new bike is purchased by the Council, but the cost is recouped from the member of staff via a salary sacrifice over a period of time agreed, in this case five years.

Members felt this scheme was an excellent idea, being cost-neutral and demonstrating commitment to the declaration of a climate emergency.

It was **RECOMMENDED** that Council should adopt the Bike2Work scheme, which would be available to all staff.

17. **REVIEW OF MALVERN TOWN COUNCIL'S COMPLAINTS PROCEDURE**

Report PR04/21 was received and accepted.

Members questioned whether anyone had used the complaints procedure but the Town Clerk answered that generally, complaints are generally received via the website 'contact us' form or by telephone, and are resolved informally.

Cllr Ronan McLaverty-Head joined the meeting.

UNADOPTED

The current policy was thought to be adequate, and members **AGREED** to keep it in place as it was, and then to review again within the agreed timescale, or earlier if it was tested by a formal complaint and found to be lacking.

18. **TIMETABLE FOR POLICY REVIEWS IN 2021/22**

Report PR05/21 and the list of council policies at Appendix A were received and noted.

Members noted that some policies were overdue for review and agreed that these should be prioritised for review.

It was suggested that as a large amount of work would be involved, a task and finish group should look at each policy in detail and bring recommendations for any changes required back to Policy and Resources Committee.

It was **AGREED** that a Task and Finish Group be formed to carry out an initial review of the policies before reporting back to Policy and Resources Committee.

Members of the Task and Finish Group were agreed as:

- Cllr Aidan Stitt
- Cllr James O'Donnell
- Cllr Jack Satterthwaite

EXCLUSION OF THE PRESS AND PUBLIC

It was **AGREED** to resolve pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

STAFFING MATTERS

The Town Clerk gave a verbal report to the committee regarding staffing matters.

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

It was **AGREED** that the next meeting of the Policy and Resources Committee will be on Tuesday 24 August 2021 at 6.00 pm.

Members also **AGREED** that Policy and Resources Committee meetings should be held where possible on Tuesdays for the current council year.

The meeting finished at 6.57 pm.

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(Chairman)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Thursday 4 November 2021 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

SMALL GRANTS SCHEME – 1ST ROUND 2021/22

1. Purpose of report

- 1.1. For decision.

2. Recommendation

- 2.1. Committee is recommended to consider and approve as appropriate applications for the Town Council's small grants scheme.

3. Background

- 3.1. The Town Council has received three qualifying requests for donations that can be assessed under the small grants scheme:

A. 1 st Malvern Company Boys Brigade	£500.00
B. Newtown Sports Cerebral Palsy Football Club	£500.00
C. Malvern Museum Society	£390.12

- 3.2. One application received from Malvern Hills Community Land Trust scored 13 out of 20 and therefore did not qualify for consideration under grant scheme rules.
- 3.3. Policy and Resources Committee completed a comprehensive review and revision of its grants policy in June and July 2020. A further review took place in April 2021 after the first year of the new bi-annual scheme and it was agreed to continue for a further twelve months without any further changes.
- 3.4. Officers have completed a marking scheme form to assess each application and to give an indication of how closely they feel an application adheres to the scheme criteria by way of a score against five criteria. Each small grant application is scored out of a maximum of 30 points with applicants requiring 20 points to qualify for consideration. The allocated score is only guidance and it is the role of the Policy and Resources Committee to review each grant application and determine which applications to agree and the size of each award.
- 3.5. A copy of each application form is included at Appendix A to this report. Supporting information, such as bank statements and accounts, has been supplied and checked by Officers and is available on request from the office. Members are invited to familiarise themselves with the full details of these applications, and if any Councillor has any specific questions on an application, they should contact the office in advance of the meeting.
- 3.6. All grant applicants were invited to submit a short statement explaining how a small grant will be beneficial to their organisation and to the residents of Malvern Town, which is a key element of the small grants scheme. These statements are included with the application forms.

- 3.7. Members are reminded that small grants are for amounts up to £500 and should provide benefit both to the individual organisation and to residents of Malvern Town. Part grants or conditions of award can be considered if the committee feels these are appropriate.

4. Financial Implications

- 4.1. The Council has set aside a total of £10,000 in its 2021/22 budget, for the payment of small grants.
- 4.2. Three qualifying small grant applications have been received this year. The applications add up to a total requested amount of £1,390.12. This is well within the budget for the year, but members should be mindful that each application must be assessed on its individual merit and that this is the first of two rounds of possible grant applications for 2021/22.

5. Legal Implications

- 5.1. The Town Council has the power to award grants under sections 137, 142, 144 and 145 of the Local Government Act 1972 and section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 5.2. The Town Council can also award grants using the Power of General Competence.

End

Linda Blake
Town Clerk

**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	1 st Malvern Boys Brigade
Amount Requested:	£500
Time of Grant Application:	September 2021

Assessment of small grant applications is made against the following five criteria, where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 4, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
SUB TOTAL				20	5
OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				25	

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

SMALL GRANTS are for amounts up to and including £500.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details.

1. About your organisation	
Name of organisation:	1 st Malvern Company Boys' Brigade
Address:	Malvern Baptist Church, Abbey Road
Nature of organisation and charity registration number (if applicable):	Voluntary Organisation
VAT registration number (if applicable):	
Date organisation established:	Locally re-formed May 1988, Nationally 1883
2. Contact details	
Contact name:	Mrs Angela Noble
Position within organisation:	Officer and Section Leader
Address for correspondence:	50 Crown Lea Avenue, Malvern, WR14 2DP
Daytime telephone:	01684 895744
Email address:	1stMalvernBoysBrigade@gmail.com
3. About your application	
Amount requested:	£500
Briefly outline the reason for your application and how the amount requested will be spent:	We are running an environmental and conservation project this year for the younger age group as part of their awards. We would like to make this more hands on and include Science kits looking at

	renewable energy and create insect homes for their gardens. We also have a number of older boys who have outgrown their uniform over the last year. We need to purchase some additional blazers so we can provide all boys with correctly fitting uniforms	
How will the grant benefit Malvern Town residents/the Malvern Town community?	The Volunteer helpers and Boys are all based in Malvern Town.	
How many residents of Malvern Town will benefit?	21 under 18 and 16 adults	
Have you received any grant funding from the Council in previous years and if so, please detail:	2015 £500 Grant towards new sports equipment & expedition costs 2016 £000 No application made 2017 £500 Grant towards members expedition training residential weekend 2018 £500 Grant towards training of Company Expedition Training Officers 2019 £500 Grant towards Uniform 2020 £500 grant for gazebo, feather and back to face to face activity	
What is the planned delivery date for the project/activity?	The project award is for 6 weeks of half hour each over the school year. The blazer requirement is immediate and required for any Parades we provide a band for (e.g. Remembrance Sunday).	
What arrangements are in place for the delivery and management of this project?	Online research of the prices has taken place. The project requirements are part of our planning for the upcoming school year.	
4. Financial information		
Total cost of your project:	Up to £1046 (depending on which science kits are purchased)	
What funding has been secured to date and from where?	Some funds are available from last years receipts.	
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?	Funding for uniform is supported by parents and subs and a grant from Philadelphia Trust. We are investigating other funding sources (e.g. QinetiQ) to support the science activities.	
	Now	Previous year
Annual income	£9,643	£13,668

Annual expenditure	£7,908	£13,280
Surplus/loss for the year	£1,734	£388
Savings/reserves	£3,815	£2,137
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	No
Sort code:		
Account number:		
Account name:	First Malvern Company Boys' Brigade	
6. Supporting information to be included ✓		
Latest available statement of accounts.	See attached	
A copy of your organisation's aims and objectives.	See below	
A statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	See below	
7. Declaration		
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>		
Name:	ANGELA NOBLE	

Signature:	
Date:	5 Sep 2021

For more information or to submit your application, contact Deborah Powell on 01684 566667 or dpowell@malvern-tc.org.uk

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. If you do not wish for any of your personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at www.malverntowncouncil.org/policies

Statement of Benefit

All age groups within the Company aged from 5 to 18 years will benefit.

The Boys' Brigade offers a Project Award which requires six half hour sessions over the school year. We could provide worksheets and talks, but people (especially children) learn better by hands-on activities. The kits will allow experimentation of renewable energy, and one also uses recycled parts (drinks cans and CDs). The Insect houses will allow the children to support campaigns to increase the populations of bees and insects in gardens. We are also hoping to provide wildflower seed packets as part of the project, either for use in gardens or to provide balcony pots.

The blazers will enable boys to be consistent in what they wear, not disadvantaging those who can't afford to purchase the appropriate clothing. It has been our strategy to provide uniform as an inclusion policy.

In the longer term, the Company itself will benefit through retention of members at all levels.

The target groups will be the

- Hard to recruit Anchor & Junior members aged between 5 & 11 years
- Difficult to retain 11 to 18 year old age group

Their experiences in the Brigade help to build assertiveness, resilience, confidence & skills for work and friendship groups so as to encourage community awareness; all to the benefit of Malvern and its citizens. We have past members now actively engaged locally, for example in public services as part of the Link & Dyson Police Team; in Army reserves; in 6th form colleges & local modern apprenticeships. A strong Company will also ensure a continued provision of a band for the Town's traditional activities.

Aims of the organisation

The Boys' Brigade is a Christian, Uniformed youth organisation committed to providing a safe environment in which both Boys and young men can develop socially and emotionally towards mature adulthood.

The aims and objectives are the advancement of Christ's Kingdom amongst Boys and the promotion of habits of obedience, reverence, discipline, self-respect and all that tends towards a true Christian manliness. In practice, the Object means:

- To help members develop and grow in moral character
- To train members to become loyal and responsible citizens
- To promote members physical fitness and develop their leadership potential.

**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	Newtown Sports Cerebral Palsy Football Club
Amount Requested:	£500
Time of Grant Application:	September 2021

Assessment of small grant applications is made against the following five criteria, where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 4, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
SUB TOTAL		2	6	12	
OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				20	

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

SMALL GRANTS are for amounts up to and including £500.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details.

1. About your organisation	
Name of organisation:	Newtown Sports CP Football Club (affiliated with Newtown Sports Junior Football Club)
Address:	Sports Pavilion, Greenhill Drive, Malvern, Worcestershire, WR14 2BW
Nature of organisation and charity registration number (if applicable):	An inclusive football team for children with Cerebral Palsy and other disabilities
VAT registration number (if applicable):	N/A
Date organisation established:	January 2015
2. Contact details	
Contact name:	Deana Wilkinson
Position within organisation:	Volunteer and parent
Address for correspondence:	23 Hornyold Avenue, Malvern, Worcs, WR14 1QJ
Daytime telephone:	01684 578 947
Email address:	deana.wilkinson@googlemail.com
3. About your application	
Amount requested:	£500
Briefly outline the reason for your application and how the amount requested will be spent:	We would like to buy a gazebo which would help protect our children, who because of their disabilities, can really struggle with cold, windy, or hot conditions. We would like to get it branded to display

	our club logo and promote our little team and town.	
How will the grant benefit Malvern Town residents/the Malvern Town community?	By supporting the children who don't always get access to sports when they have disabilities.	
How many residents of Malvern Town will benefit?	We already have 14 families from the town and surrounding areas and hope to continue growing our wonderful team.	
Have you received any grant funding from the Council in previous years and if so, please detail:	No	
What is the planned delivery date for the project/activity?	November 2021	
What arrangements are in place for the delivery and management of this project?	It will be a simple purchase	
4. Financial information		
Total cost of your project:	£800	
What funding has been secured to date and from where?	£300 from team fund raising (sponsored runs, etc)	
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?	No	
	Now	Previous year
Annual income	£	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	No

Sort code:	
Account number:	
Account name:	NEWTOWN SPORTS JUNIOR FC
6. Supporting information to be included ✓	
Latest available statement of accounts.	
A copy of your organisation's aims and objectives.	*
A statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	*
7. Declaration	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	Deana Wilkinson
Signature:	<i>D E Wilkinson</i>
Date:	06/09/2021

For more information or to submit your application, contact Deborah Powell on 01684 566667 or dpowell@malvern-tc.org.uk

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Newtown Sports Cerebral Palsy Football Club

The team has been running for more than six and a half years now. We started as a team for children with cerebral palsy, but now take children with all kinds of disabilities. We have children with learning needs, Autistic Spectrum Disorder and heart conditions, alongside those with cerebral palsy. We have always welcomed children with these different disabilities and will never turn anyone away. The club was started out of a need for somewhere for children with disabilities in our local community to play together in a safe, friendly, happy environment where there is no pressure, no worries, only fun and friendship.

As a team we play in the Sandwell Inclusion League. We have two teams, an U12 and a U16 team. We train at Greenhill Drive as part of the wider Newtown Sport FC club. We also play against other teams across the country and have made good friends in places as diverse as Oldham, Bridgewater, Manchester and Swindon.

Everything we do happens because of the support of our volunteers. All coaches are volunteers. Parents give up their time, money and energy to give their children the best they can. We fund everything ourselves and with the kind support and donations from friends and supporters.

We are always looking for unique opportunities for our young players outside of our training too. We meet up over the summer break for social events like playing footgolf together at Hereford Golf Club; we have been on TV for ITV News, supporting a newly organised disability team in Hereford; on MUTV for a documentary about Paralympics swimming star Sascha Kindred; we played on a floating pitch in Cardiff Bay, as part of the Champions League Finals celebrations; met players from Russia and Australia, while helping as ball-boys (and girls) and mascots for the CP World Cup matches in Burton: and taken part in worldwide football training with teams from across 6 continents. And in 2019 our team was runner-up in the best CP Sport team of the year competition! This year we have raised money for the CP Sport charity by walking, running, cycling and wheeling in a wheelchair for 20 miles in March during lockdown. We have met local sporting superstars from a range of Paralympic sports, who help to inspire and enthuse us. It doesn't stop there, as we have been invited to compete in an international junior CP football tournament in Scotland, hopefully next year, providing another wonderful life experience for the children.

Sport really can change lives and that is what we aim to do by supporting the amazing children at Newtown Sports CP and Pan-Disability football team.

MALVERN TOWN COUNCIL SMALL GRANT APPLICATION FORM

SMALL GRANTS are for amounts up to and including £500.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details.

1. About your organisation	
Name of organisation:	MALVERN MUSEUM SOCIETY
Address:	THE ABBEY GATEWAY ABBAY ROAD MALVERN
Nature of organisation and charity registration number (if applicable):	MUSEUM OF LOCAL HISTORY FOR GENERAL PUBLIC, EDUCATIONAL PURPOSES + LOCAL HISTORY RESEARCH CHARITY REGISTRATION 508766
VAT registration number (if applicable):	
Date organisation established:	1978
2. Contact details	
Contact name:	JANETTA CONDON
Position within organisation:	VOLUNTEER RESEARCHER + CATALOGUE WORKING ON PHOTOGRAPHIC COLLECTIONS
Address for correspondence:	APT 4 WHITBOURNE LODGE 137 CHURCH STREET MALVERN WR14 2AN
Daytime telephone:	01684 566210
Email address:	jancondon@gmail.co.uk
3. About your application	
Amount requested:	£ 390.12
Briefly outline the reason for your application and how the amount requested will be spent:	TO SUPPORT CONSERVATION, DIGITISATION AND DISPLAY OF PHOTOGRAPHS "MALVERN IN A DAY" BY MICHAEL DOWTY - JULY 30 1971

How will the grant benefit Malvern Town residents/the Malvern Town community?	PRESERVE UNIQUE HISTORICAL ARCHIVE OF MALVERN 50 YEARS AGO. RAISE AWARENESS OF RECENT SOCIAL HISTORY. ENCOURAGE PUBLIC TO FURTHER CONTRIBUTE THEIR OWN WRITTEN, ORAL & PHOTOGRAPHIC MEMORIES	
How many residents of Malvern Town will benefit?	RESIDENTS ARE ALREADY COMING FORWARD WITH PHOTOGRAPHS OF MALVERN 50 YEARS ON. 25 HAVE WRITTEN OR RECORDED THEIR MEMORIES. LOCAL SHOPS & BUSINESSES ARE BECOMING INTERESTED - A LIVING ARCHIVE IS RESULTING	
Have you received any grant funding from the Council in previous years and if so, please detail:	NO	
What is the planned delivery date for the project/activity?	JULY - AUGUST 2020. EXHIBITION OF THE DOLBY PHOTOGRAPHS AND MEMORIES OF LOCAL PEOPLE WILL BE HELD IN CHURCH / EXHIBITION WALK.	
What arrangements are in place for the delivery and management of this project?	SPACE FOR EXHIBITION HAS BEEN SECURED. PHOTOGRAPHIC AND IT SUPPORT IS IN PLACE. SPECIALIST ADVICE HAS BEEN CONTRIBUTED BY THE HIVE STAFF (CONSERVATION / ARCHIVES) A LIST OF LOCAL / ORAL HISTORIANS WHO HAVE BEEN CONSULTED IS AVAILABLE. PROJECT MANAGED BY APPLICANT.	
4. Financial information		
Total cost of your project:	£390.12	
What funding has been secured to date and from where?	£ FUNDING EXPECTED FROM PRESENTATION IN OCT. £450 OTHER SOURCES CURRENTLY BEING EXPLORED	
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?	POSSIBILITY OF RETAIL INVOLVEMENT AND THAT OF OTHER LOCAL ORGANISATIONS. PRIVATE FUNDING MAY BE AVAILABLE	
	Now	Previous year
Annual income OF MALVERN MUSEUM SOCIETY	£32,293 (31st MARCH 2020)	£
Annual expenditure	£10,722 (31st MARCH 2020)	£
Surplus/loss for the year	£	£
Savings/reserves	£	£
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:		

Account number:	
Account name: MALVERN MUSEUM SOCIETY LTD BUSINESS PREMIUM ACCOUNT (BARCLAYS BANK)	
6. Supporting information to be included ✓	
Latest available statement of accounts.	✓
A copy of your organisation's aims and objectives.	✓
A statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	✓
7. Declaration	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	JANETTA CONDON
Signature:	
Date:	1/9/21

For more information or to submit your application, contact Deborah Powell on 01684 566667 or dpowell@malvern-tc.org.uk

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Aims and Objectives

To establish, maintain and equip premises for use as a local history museum for the benefit of the general public including school parties for educational purposes and local history research.

What the charity does:

- Education/training
- Arts/culture/heritage/science
- Environment/conservation/heritage

Who the charity helps:

- Children/young People
- The General Public/mankind

How the charity helps:

- Provides Buildings/facilities/open Space
- Provides Advocacy/advice/information

From the Charity Commission Website

Malvern in a Day

Malvern in a Day is a set of 202 black and white photographs taken by well-known Worcester photographer Michael Dowty on Friday July 30th in 1971. The collection is currently housed in Malvern Library. The collection starts with a scene in Malvern Link taken at 6.10am and ends with a photograph taken from Link Common at about 9.30pm of the moon over the hills to celebrate the Apollo 15 mission to land the "moon buggy".

Many of the images are of people going about their everyday lives in and around Malvern, including postmen delivering the mail, people going to work, street sweeping, catching buses, shopping... Various forms of transport are included with motorbikes, cars and vans typical of the time. Many photos show shops and services, with fascinating glimpses of prices, adverts and goods displayed in windows. What we wore, how we did our hair and how we spent our spare time is recorded. None of the photos has been posed. Some buildings no longer exist, some altered, some are new. Many of the shops and services themselves have disappeared or have changed premises.

The collection is of considerable significance to the social history of the area. It is now fifty years old and, so that it can be useful to future generations, needs conservation, digitisation and storage to archive standards to protect it and make it available.

An exhibition in Church (Exhibition) Walk of a selection of photographs is planned for next summer (2022).

There has already been considerable interest in the photographs from members of the public. During the pandemic, there has been a pause in access to the original prints. But an appeal to the public and groups in Malvern (including Malvern Family History Society, Civic Society and MRATHS) has resulted in the creation of a complementary collection of written and audio accounts of the 1970s. Civic Society members also took photographs on the 50th anniversary of the Dowty collection. The resulting archive will let future generations see the changes in their town. Businesses in the centre of Malvern have already started to talk to me about former uses of their premises and some have provided or taken photographs.

There is huge potential to use this archive material in care homes and retirement complexes (e.g. Davenham and Cartwright Court), and within the school curriculum by involving teachers in the development of learning materials. There is also scope for future publications and to lending the exhibition to other organisations

This archive is expected to develop as it becomes better known. Those who see the exhibition next year will be encouraged to add their own memories and information so that our community, present and future, can continue to take a glimpse through this fascinating window into our fairly recent past and reflect on the differences between then and now, and perhaps even influence what is to come.

Exhibition costs:

Production of 25 A1 sized posters x est £4 for enlarging and printing

(Consumables only)

(in conjunction with Ian Thompson of Beacon Camera Club 100.00

at about a third of the commercial rate)

NB there may be design costs incurred- not yet known

Digitisation costs:

Ian has the equipment to digitise the collection to archive and

Web standards. Costs not yet known but would depend on

Consumables.

Ian Thompson would not charge for the time involved in carrying out the work.

Archive standard storage stationery/equipment for originalPhotographs:

*200 Polyester pockets (5 already received as samples) 124.75

(4xMTM 225x176mm Conservation Resources(UK) Ltd)

Quote includes VAT and delivery.

*Acid free archive standard paper A4 2pks x100sheets

For writing number and titles of photographs

(£4.95 per pk My-History code AQPL100) 9.92

*Storage boxes for permanent storage of photographs

And for transit to be scanned.

(Est 10 boxes x £7.46 My-History code MHAB1209 brown) 74.60

Archive pens- Pilot 3 black x £2.95 (My-History code G2PEN) 8.85

(My-History prices include VAT but not delivery which varies depending

on size, weight and method of delivery) estimate £12 12.00

External hard drive for audio storage of Malvern Memories 60.00

TOTAL £390.12

Malvern in a Day**Additional information**

The photographs, taken on July 30th 1971, are a part of the historic resources collections housed in Malvern Library. These resources are now being catalogued by a team of volunteers from Malvern Museum as the first stage in the process to conserve them physically and to digitise them for improved public access.

The team comprises:

Nirupama Fallon (Malvern Library)

Ann Backhouse (Friends of Malvern Museum)

Janetta Condon (Friends of Malvern Museum)

Cora Weaver (Chair of Friends of Malvern Museum)

Janetta Condon's present focus is on the **Malvern in a Day** Collection of photographs by Michael Dowty. The following information applies to this area of work:

Local organisations contacted:

Beacon Camera Club (Posters and digitisation- Ian Thompson)

Cartwright Court (McCarthy and Stone)

Davenham (Friends of the Elderly)

Malvern Civic Society (Katherine Barber and Andrew Huntley)

Malvern Family History Society

Malvern Radar and Technology History Society

Morgan Cars

Rock Around The Hills project and archive

Worcestershire Federation of Women's Institutes

Sources of advice consulted:

Catherine Banks, Barnards Green History Group

Colin Banks, IT support and advice

Clare Gilliam, Oral historian, Malvern, Rock around the hills

James E. Herring, Oral historian, Dunbar History Society

Gill Holt, Oral historian, Malvern

Brian Iles, Local Historian, Malvern

Rhonda Niven, Conservation Officer, The Hive, Worcester

Oral History Society

Malvern Town Council - Small grant application

Documents enclosed:

- 1.Small grant application form
- 2.Latest statement of accounts of Malvern Society Ltd
- 3.Aims and objectives of Malvern Museum Society Ltd
- 4.Malvern in a Day supporting statement
- 5.Exhibition and conservation estimated costs
6. Malvern in a Day additional information

Jan Condon 1/9/2021

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Thursday 4 November 2021 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

LARGE GRANTS SCHEME – 1ST ROUND 2021/22

1. Purpose of report

- 1.1. For decision.

2. Recommendation

- 2.1. Committee is recommended to consider and approve as appropriate applications for the Town Council's large grants scheme.

3. Background

- 3.1. The Town Council has received one qualifying request for donations that can be assessed under the large grants scheme:

- The Beacon Camera Club - £2,500

- 3.2. Policy and Resources Committee completed a comprehensive review and revision of its grants policy in June and July 2020. A further review took place after the first year of the new bi-annual scheme and it was agreed to continue for a further twelve months without any further changes.

- 3.3. Officers have completed a marking scheme form to assess each application and to give an indication of how closely they feel an application adheres to the scheme criteria by way of a score against eight criteria. Each large grant application is scored out of a maximum of 45 points. This is only guidance and it is the role of the Policy and Resources Committee to review each grant application and determine which applications to agree and the size of each award.

- 3.4. A copy of the application form is included at Appendix A to this report. Supporting information, such as bank statements and annual accounts, has been supplied and checked by Officers and is available on request from the office. Members are invited to familiarise themselves with the full details of these applications, and if any Councillor has any specific questions on an application, they should contact the offices in advance of the meeting.

- 3.5. All grant applicants were invited to submit a short statement explaining how a large grant will provide significant and wide-reaching benefit for the residents of Malvern Town, which is a key element of the large grants scheme. This statement is included with the application form.

- 3.6. Members are reminded that large grants are for amounts over £500 and should provide a **significant** and wide-reaching benefit to the residents of Malvern Town. Part grants or conditions of award can be considered if the committee feels these are appropriate.

4. Financial Implications

- 4.1. The Council has set aside a total of £18,000 in its 2021/22 budget, for the payment of large grants.
- 4.2. One large grant application has been received this year with a requested amount of £2,500. This is less than 15% of the budgeted amount but members should be mindful that all applications must be awarded on their merits and this is the first of two rounds of possible grant applications for the financial year 2021/22.

5. Legal Implications

- 5.1. The Town Council has the power to award grants under sections 137, 142, 144 and 145 of the Local Government Act 1972 and section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 5.2. The Town Council can also award grants using the Power of General Competence.

End

Linda Blake
Town Clerk

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	BEACON CAMERA CLUB
Amount Requested:	£2,500
Time of Grant Application:	September 2021

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL				8	35
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				43	

**MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**

LARGE GRANTS are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details.

1. About your organisation	
Name of organisation:	Beacon Camera Club
Address:	Malvern Vale Community Centre, Swinyard Rd., Malvern WR14 1FG
Nature of organisation and charity registration number (if applicable):	We are a Camera Club based in Malvern whose aim is to "To aid and educate the public in the technology and art of photography". Charity Registration No 1183689
VAT registration number (if applicable):	N/A
Date organisation established:	1971
2. Contact details	
Contact name:	Martin Pocock
Position within organisation:	Fund raising Committee Chairman
Address for correspondence:	33 Cowleigh Bank Malvern WR14 1QP
Daytime telephone:	01684 568751 07717 573901
Email address:	martin.s.pocock@gmail.com

3. About your application	
Amount requested (if above £2,500 please state specific reason for this)	£2,500
Briefly outline the reason for your application and how the amount requested will be spent:	At the vast majority of Club events photographs are displayed via a LCD projector. The money will be spent on purchasing a replacement, high resolution state of the art projector as the current machine is approaching the end of its useful life.
How will the grant benefit Malvern Town residents/the Malvern Town community?	The grant would have clear benefits to the 120+ club members as the projector is extensively for all club and special interest group meetings. Part of photographic excellence that our members all strive to achieve requires the presentation of high quality images that this projector will provide. However, the benefit to our local community is far wider than just our membership. Our senior members often give photographic presentations to various local organisations and schools on subjects such as travel, nature and wildlife photography. Our Clubs vision is to aid and educate the public in the technology and art of photography and the projector is absolutely essential to these activities.
How many residents of Malvern Town will benefit?	We currently have 120 members the vast majority who live in the local area. However in the last 12 months our senior members presentations have reached significantly more members at a series of presentations. Our main Theatre based event has over the last few years attracted well over 100 members of the public to each event.
Have you received any grant funding from the Council in previous years and if so, please detail:	No
What is the planned delivery date for the project/activity?	We would be looking to purchase the new projector as soon as the necessary capital has been raised, hopefully in October 2021

What arrangements are in place for the delivery and management of this project?	<p>A Requirements Specification for the Projector will be produced by a Sub - Committee consisting of three of our most experienced and knowledgeable members.</p> <p>This Requirements Specification will outline the key performance features of the projector that will include;</p> <ul style="list-style-type: none">• Light Output and Brightness• Pixel Density & Display Ratio• Colour Reproduction• Inputs• Portability <p>The Requirements Specification will be presented to the Club Committee for approval.</p> <p>Once the Requirements Specification has been approved, the Sub-Committee will then select the best value for money projector that meets (or exceeds) the requirements. This will then be presented to the Club Committee for final approval</p>	
Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?	This project is to replace a vital piece of club equipment that is approaching the end of its useful life. It is approaching the time at which component failure will start to become an issue and the obsolescence of spare parts will provide a barrier to repair.	
4. Financial information		
Total cost of your project:	£5,000	
What funding has been secured to date and from where?	£2,147. The money has been raised from a monthly lottery and donations from members	
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?	The remainder of the money would be raised from the monthly lottery	
	Now	Previous year
Annual income	£ 9648	£11981

Annual expenditure	£5555	£9091
Surplus/loss for the year	£ 4093	£2827
Savings/reserves	£11225	£7132
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	
Sort code:		
Account number:		
Account name:	Beacon Camera Club	
6. Supporting information to be included ✓		
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	Annex A Annex A1	
A list of those involved in running the organisation, including trustees if appropriate.	Annex B	
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	Annex C	
A recent bank statement in the name of the organisation.	Annex D	
Supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	Annex E	
A business plan or other similar document showing future plans for the organisation.	Annex F	
7. Declaration		
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has</p>		

been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	Martin Pocock
Signature:	
Date:	

For more information or to submit your application, please contact Deborah Powell on 01684 566667 or dpowell@malvern-tc.org.uk

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. If you do not wish for any of your personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at www.malverntowncouncil.org/policies

Supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.

The grant would have clear benefits to the 120+ club members as the projector is used for all club and special interest group meetings. The photographic excellence that our members all strive to achieve requires the presentation of high quality images that this projector will provide. The increased resolution and projection range of this equipment will enable us to project our images to larger audiences at much higher resolution and quality than the existing machine.

There is a fundamental desire to keep the cost of membership as low as possible. Membership subscriptions only cover 50% of the cost of hiring the Vale Community Centre where we hold our meetings and paying for visiting speakers. The other 50% has to be raised from events and donations. Without the fundraising efforts and grants, the purchase of large capital items would require an increase in those subscriptions to a level that some members would find financially challenging. Low yearly subscriptions are more likely to encourage new (particularly young) members to join the club.

However, the benefit to our local community is far wider than just our membership. Our Clubs stated vision is to aid and educate the public in the technology and art of photograph. To this end our senior members often give photographic presentations to various local organisations and schools on subjects such as travel, nature and wildlife photography and the projector is absolutely essential to these activities.

One of our major initiatives each year is arrange a presentation from one of the UK's leading photographers. This event is open to members of the public and held at a local theatre. The events were very popular and well attended by members of the public who had an interest in photography . The projector is an essential feature at this event.

We are looking at how we can attract more young people into the club. Thoughts of holding a Malvern Young photographer of the year competition and other similar events are currently being considered by the committee with the projector

We would also be prepared to support other clubs and charities that had need of such equipment.

FINANCIAL REPORTS
CR1 – JULY, AUGUST AND SEPTEMBER 2021

Cash Movements

1. Total bank balances at the end of September 2021 amounted to £720,949. This is approximately £33,749 higher than at the same period last year.
2. The Council opened an account with The Public Sector Deposit Fund in January 2017 in order to obtain better rates of interest on deposit:
 - The balance on account at the end of September 2021 was £258,516
3. The Council has also invested £66,484 of funds with the Local Authorities Property Fund. This is a long-term investment of funds and the latest dividend payments for the period July to September totalled £576.86.

Debtor Days Outstanding

Debtor days were 13.20 days at the end of September 2021. There are two bad debtors, one of which is a funeral director and credit control measures are being taken to recover the debts.

Creditor Days Outstanding

Creditor days were 18.25 at the end of September 2021 which is within the Council's payment terms of 30 days and reflects the Council's commitment to paying suppliers within their stated payment terms where possible.

SCHEDULE OF CHEQUE PAYMENTS AND ONLINE PAYMENTS: JULY, AUGUST AND SEPTEMBER 2021

Scheduled Payments (excluding Non-Cheque Payments and other payments) for this period totalled:

ONLINE – JULY 2021	£39,908.33
ONLINE – AUGUST 2021	£38,181.80
ONLINE – SEPTEMBER 2021	£20,785.77

Total	£98,875.90
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July 2021

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 31 July 2021 is set out below. All balances have been confirmed by reconciliation with bank statements.

Transaction	Unity Trust Bank Account	Public Sector Deposit Account	Local Authorities Property Fund	Total
	£		£	£
Balance:				
30 June 2021	578,139	258,516	66,484	903,139
Receipts				-
Interest	621			621
Precept	-			-
Grants or VAT refunds	-			-
Other	13,581			13,581
Cancelled / (Bounced Cheque)				-
External payments				-
Cheque / Online Payments	(39,908)			(39,908)
Non - Cheque Payments	(42,258)			(42,258)
Transfers between accounts:				-
Inwards				-
Outwards				-
Balances:				
31 July 2021	510,174	258,516	66,484	835,174
Balances at start of financial year	389,507	258,516	66,484	714,507

DEBTOR AGEING

	Jul-21	Jun-21	May-21	Pre-May	Prepaid amounts	Total debtors
Value	2,189.60	687.00	144.00	128.00	-	3,148.60

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

	Debtors		Suppliers	
	Value	Days	Value	Days
March 2021	7,011.68	17.99	11,306.31	13.85
April 2021	10,640.14	30.75	42,771.47	12.89
May 2021	3,148.60	9.05	53,277.78	27.40
June 2021	7,940.00	15.67	31,975.25	23.50
July 2021	1,667.70	6.89	28,296.82	19.32
August 2021				
September 2021				
October 2021				
November 2021				
December 2021				
January 2022				
February 2022				
March 2022				

August 2021

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 31 August 2021 is set out below. All balances have been confirmed by reconciliation with bank statements.

Transaction	Unity Trust Bank Account	Public Sector Deposit Account	Local Authorities Property Fund	Total
	£		£	£
Balance:				
31 July 2021	510,174	258,516	66,484	835,174
Receipts			-	-
Interest	5			5
Precept	-			-
Grants or VAT refunds	8,343			8,343
Other	7,160			7,160
Cancelled / (Bounced Cheque)				-
External payments				-
Cheque / Online Payments	(38,182)			(38,182)
Non - Cheque Payments	(41,714)			(41,714)
Transfers between accounts:				-
Inwards				-
Outwards				-
Balances:				
31 August 2021	445,787	258,516	66,484	770,787
Balances at start of financial year	389,507	258,516	66,484	714,507

DEBTOR AGEING

	Aug-21	Jul-21	Jun-21	Pre-Jun	Prepaid amounts	Total debtors
Value	3,197.00	26.00	272.00	240.00	-	3,735.00

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

	Debtors		Suppliers	
	Value	Days	Value	Days
March 2021	7,011.68	17.99	11,306.31	13.85
April 2021	10,640.14	30.75	42,771.47	12.89
May 2021	3,148.60	9.05	53,277.78	27.40
June 2021	7,940.00	15.67	31,975.25	23.50
July 2021	1,667.70	6.89	28,296.82	19.32
August 2021	3,735.00	12.50	28,029.97	17.05
September 2021				
October 2021				
November 2021				
December 2021				
January 2022				
February 2022				
March 2022				

September 2021

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 30 September 2021 is set out below. All balances have been confirmed by reconciliation with bank statements.

Transaction	Unity Trust Bank Account	Public Sector Deposit Account	Local Authorities Property Fund	Total
	£		£	£
Balance:				
31 August 2021	445,787	258,516	66,484	770,787
Receipts			-	-
Interest				-
Precept	-			-
Grants or VAT refunds				-
Other	14,001			14,001
Cancelled / (Bounced Cheque)				-
External payments				-
Cheque / Online Payments	(20,786)			(20,786)
Non - Cheque Payments	(43,054)			(43,054)
Transfers between accounts:				-
Inwards				-
Outwards				-
Balances:				
30 September 2021	395,949	258,516	66,484	720,949
Balances at start of financial year	389,507	258,516	66,484	714,507

DEBTOR AGEING

	Sep-21	Aug-21	Jul-21	Pre-Jul	Prepaid amounts	Total debtors
Value	3,841.27	1,159.00	- 118.00	-	-	4,882.27

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

	Debtors		Suppliers	
	Value	Days	Value	Days
March 2021	7,011.68	17.99	11,306.31	13.85
April 2021	10,640.14	30.75	42,771.47	12.89
May 2021	3,148.60	9.05	53,277.78	27.40
June 2021	7,940.00	15.67	31,975.25	23.50
July 2021	1,667.70	6.89	28,296.82	19.32
August 2021	3,735.00	12.50	28,029.97	17.05
September 2021	4,882.27	13.20	18,475.36	18.25
October 2021				
November 2021				
December 2021				
January 2022				
February 2022				
March 2022				

Malvern Town Council
Online Banking Payment Schedule

9 July 2021

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1087	09/07/2021	ALLIANCE PAYROLL SERVICES LTD	113.79	Payroll charges June 2021	<i>hus</i>	<i>Ch</i>	<i>DP</i>	<i>PJB</i>
1088	09/07/2021	THE JAZZ COLLECTIVE	600.00	Performance by Jazz Alchemy at bands in the park 27/6/21 and performance by The Beemers 4/7/21	<i>hus</i>	<i>Ch</i>	<i>DP</i>	<i>PJB</i> <i>Paul recently checked</i>
1089	09/07/2021	BLUE FUSION WEB	25.00	Registration renewal malverntowncouncil.org	<i>hus</i>	<i>Ch</i>	<i>DP</i>	<i>PJB</i>
1090	09/07/2021	CHRIS BOYD LTD	1980.00	Internal Audit Report 2020/21	<i>hus</i>	<i>Ch</i>	<i>DP</i>	<i>PJB</i>
1091	09/07/2021	BRITISH TELECOMMUNICATION PLC	667.25	Telephone, internet and line charges - all sites	<i>hus</i>	<i>Ch</i>	<i>DP</i>	<i>PJB</i>
1092	09/07/2021	BROADLEAF TREE CARE	870.00	Tree works at Townsend Way and removal of half an Oak Tree in Charles Way	<i>hus</i>	<i>Ch</i>	<i>DP</i>	<i>PJB</i>
1093	09/07/2021	BRITISH GAS	16.21	Electricity charges Link Church Clock 22/5/21 - 21/6/21	<i>hus</i>	<i>Ch</i>	<i>DP</i>	<i>PJB</i>
1094	09/07/2021	BRITISH GAS	18.02	Electricity charges Lower Howsell 2/6/21 - 1/7/21	<i>hus</i>	<i>Ch</i>	<i>DP</i>	<i>PJB</i>
1095	09/07/2021	BRITISH GAS	221.37	Gas charges Cemetery 23/4/21 - 16/6/21	<i>hus</i>	<i>Ch</i>	<i>DP</i>	<i>PJB</i>
1096	09/07/2021	BWT UK LTD	25.14	5 large bottles of water for MTC Offices	<i>hus</i>	<i>Ch</i>	<i>DP</i>	<i>PJB</i>
1097	09/07/2021	EDF ENERGY	63.45	Electricity North Malvern Clock 11/3/21 - 25/6/21	<i>hus</i>	<i>Ch</i>	<i>DP</i>	<i>PJB</i>
1098	09/07/2021	EON NEXT	34.29	Electricity Cemetery 1/5/21 - 31/5/21	<i>hus</i>	<i>Ch</i>	<i>DP</i>	<i>PJB</i>
1099	09/07/2021	FUELGEMIE BUSINESS ACCOUNT	366.77	Fuel account May 2021	<i>hus</i>	<i>Ch</i>	<i>DP</i>	<i>PJB</i>
1100	09/07/2021	MALVERN HILLS DISTRICT COUNCIL	1248.64	Wheeler bin hire Cemetery £903.24 and 28-30 Belle Vue Terrace £153.40 and Chamber hire for P&R and OAP meetings £192.00	<i>hus</i>	<i>Ch</i>	<i>DP</i>	<i>PJB</i>
1101	09/07/2021	MCL	93.67	Photocopy charges 7/5/21 - 15/6/21	<i>hus</i>	<i>Ch</i>	<i>DP</i>	<i>PJB</i>
1102	09/07/2021	P&R ALARMS	7.45	Replacement alarm batteries at the Cemetery	<i>hus</i>	<i>Ch</i>	<i>DP</i>	<i>PJB</i>
1103	09/07/2021	PPL PRS LTD	290.40	Music licence required for Bands in the Park, Alternative Bands and The Mayor's Bonanza	<i>hus</i>	<i>Ch</i>	<i>DP</i>	<i>PJB</i>

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1104	09/07/2021	PITNEY BOWES LTD	150.85	Lease of the franking machine 30/6/21 - 30/9/21	fw	CA	DP	PJB
1105	09/07/2021	PRINCIPAL HYGIENE SYSTEMS LTD	241.49	Toilet rolls, hand towels and cleaning products	fw	CA	DP	PJB
1106	09/07/2021	PRINTED BANNERS AND SIGNS	199.68	3 x banners for the Health and Well Being event 1/5/21 (including large banner used as online backdrop)	fw	CA	DP	PJB
1107	09/07/2021	RAPTORS WORLD (Mr T Prouen) CA	162.50	25% deposit for hire of mechanical dinosaur for the Mayor's Bonanza 29/8/21	fw	CA	DP	PJB
1108	09/07/2021	WATER PLUS LTD	21.33	Water charges Knapp Way Allotments 29/12/20 - 29/6/21	fw	CA	DP	PJB
1109	09/07/2021	WATER PLUS LTD	99.03	Water/drainage charges ground floor 28-30 Belle Vue Terrace 26/3/21 - 26/6/21	fw	CA	DP	PJB
1110	09/07/2021	STORAGE KING	682.99	Storage of basketball surfacing 18/7/21 - 17/8/21 (to be deducted from final Flexcourt invoice)	fw	CA	DP	PJB
1111	09/07/2021	YARD HOUSE PLANTS	9140.40	Hanging baskets, troughs and summer bedding	fw	CA	DP	PJB
1112	09/07/2021	TUDOR ENVIRONMENTAL	44.04	10 x pack of surface wipes and 200 pairs of disposable gloves	fw	CA	DP	PJB
1113	09/07/2021	V8 MEDIA	162.00	Website support June 2021	fw	CA	DP	PJB
1114	09/07/2021	WFL (UK) LTD	449.79	759 litres of red diesel for machinery	fw	CA	DP	PJB
1115	09/07/2021	R M Johnson WORCESTER FIRE PROTECTION	634.25	Service and replacements of fire extinguishers at 28-30 Belle Vue Terrace, Cemetery, Victoria Park, Dukes Meadow and Lower Howsell	fw	CA	DP	PJB
1116	09/07/2021	YMCA WORCESTERSHIRE LTD	51.00	Hire of the Summer room at Malvern Vale Community Centre for Full Council meeting 24/6/21	fw	CA	DP	PJB

18,680.80

Councillor Authorisation for Payment

1) David Watling
2) Cllr M. Hooper
7 July, 2021.

Total Payments:

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24/6/21


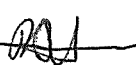


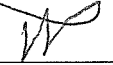
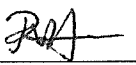



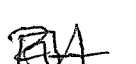
**Malvern Town Council
Online Banking Payment Schedule**

26 July 2021



IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1117	26/07/2021	SAUCE CITY JAZZ (GEOFF GANSOME) PA	340.00	Bands in the Park programme 18-July-21	NO	PA	DP	VB
1118	26/07/2021	BRITISH GAS	7.60	Electricity Link Church Clock 22/5/21 - 7/7/21	NO	PA	DP	VB
1119	26/07/2021	BRITISH GAS	33.25	Gas charges Cemetery 17/6/21 - 7/7/21	NO	PA	DP	VB
1120	26/07/2021	CHARLES PORTER	112.95	Mileage claim Operations Manager Apr, May & June 2021	NO	PA	DP	VB
1121	26/07/2021	EE	161.22	Mobile phone charges - June 2021	NO	PA	DP	VB
1122	26/07/2021	E W COMMERCIAL PUBLICATIONS	350.00	Printing of 10,000 copies of the 2nd Summer Newsletter	NO	PA	DP	VB
1123	26/07/2021	FUELGENIE BUSINESS ACCOUNT	486.90	Fuel account June 2021	NO	PA	DP	VB
1124	26/07/2021	HOUSEKEEPERS OF MALVERN	592.00	Cleaning contract 19/5/21 - 16/6/21	NO	PA	DP	VB
1125	26/07/2021	LEIGH SINTON GARDEN MACHINERY LTD	31.20	Repairs to the Stihl hedge cutter	NO	PA	DP	VB
1126	26/07/2021	LINK TOOLS	23.25	Drill bits, screws and WD40 for repairing gate at Greenfields Road	NO	PA	DP	VB
1127	26/07/2021	CITIZENS ADVICE SOUTH WORCESTERSHIRE PA	8000.00	Community Support Grant 2021/22 1st instalment of 2	NO	PA	DP	VB
1128	26/07/2021	MCL	29.29	Photocopy charges 15/6/21 - 16/7/21	NO	PA	DP	VB
1129	26/07/2021	PAPERSTATION LTD	143.40	Stationery - June 2021	NO	PA	DP	VB
1130	26/07/2021	RED PENGUIN PA	204.00	2 Ecoflex pavement signs for Events	NO	PA	DP	VB
1131	26/07/2021	RON SIMS LTD	150.00	Service of boiler for main building at 28-30 Belle Vue Terrace	NO	PA	DP	VB
1132	26/07/2021	WATER PLUS LTD	14.93	Water charges Dukes Meadow 24/4/21 - 3/7/21	NO	PA	DP	VB
1133	26/07/2021	WATER PLUS LTD	35.59	Water drainage charges rear stores 28-30 Belle Vue Terrace 4/4/21 - 4/7/21	NO	PA	DP	VB
1134	26/07/2021	SPECSAVERS	85.00	5 VDU Eyecare vouchers for office staff as per agreed eyecare policy	NO	PA	DP	VB

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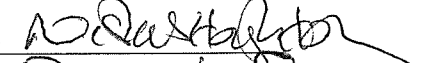

IB No.	Date	Supplier Name	Amounts	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1135	26/07/2021	TRAVAIL EMPLOYMENT GROUP	1199.24	Temporary Grounds Operative - 72 hours			DP	VB <i>Bank details checked VB</i>
1136	26/07/2021	SIGHT CONCERN WORCESTERSHIRE	590.00	Money from Malvern Peaks Walk May 2019 (which has been retained in Town Council accounts in error)			DP	VB
1137	26/07/2021	HEARTSTART MALVERN	3513.99	Funds raised for Mayoral Charity 2020/21			DP	VB <i>Bank details checked VB</i>
1138	26/07/2021	MALVERN HILLS FOODBANK	3513.98	Funds raised for Mayoral Charity 2020/21			DP	VB <i>Bank details checked VB</i>
1139	26/07/2021	MALVERN HILLS FOODBANK	804.87	50% Share of money from Christmas Cheer Box Project			DP	VB

CHEQUE PAYMENT

300023	26/07/2021	THE SALVATION ARMY	804.87	50% Share of money from Christmas Cheer Box Project			DP	
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21,227.53

Councillor Authorisation for Payment

1) 
2) 

Total Payments:

**Malvern Town Council
Online Banking Payment Schedule**

4 August 2021

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (Initials)	Authorisation Given (initials)
1140	04/08/2021	ALL ABOUT MAGAZINES	415.80	Distribution of 9,900 copies of the 2nd Summer Newsletter	LL		DP	VJB
1141	04/08/2021	LYDBROOK BAND	320.00	Bands in the Park programme 25/7/21	LL		DP	VJB
1142	04/08/2021	BRITISH GAS TRADING	457.38	Gas charges gas lamps 1/4/21 - 30/6/21	LL		DP	VJB
1143	04/08/2021	BRITISH GAS	51.20	Electricity charges Cemetery Lodge 29/5/21 - 28/6/21	LL		DP	VJB
1144	04/08/2021	COTSWOLD LINE PROMOTION GROUP	15.00	Annual subscription renewal for CLPG	LL		DP	VJB
1145	04/08/2021	EDEN CHURCH	108.00	Hire of auditorium at the Eden Centre for Extraordinary Full Council Meeting 29/7/21	LL		DP	VJB
1146	04/08/2021	GOWN ENGINEERS LTD	4140.00	Initial site visit and report following land slippage in Rose Bank Gardens	LL		DP	VJB
1147	04/08/2021	LEDBURY PLANT HIRE	1944.00	Grave digger hire August, September and October 2021	L.L.		DP	VJB
1148	04/08/2021	LYNDSEY DAVIES	21.00	Reimbursement of money paid for alcohol licence for the Mayor's Bonanza 29/8/21 (card payment only)	L.L.		DP	VJB
1149	04/08/2021	PLAYSAFETY LTD	834.00	Playground inspection training course and exam fees for 2 Operations Team 14/7/21	L.L.		DP	VJB
1150	04/08/2021	WATER PLUS LTD	23.84	Water drainage charges 28-30 Belle Vue Terrace 15/4/21 - 15/7/21	LL		DP	VJB
1151	04/08/2021	TRAVAIL EMPLOYMENT GROUP	141.58	Temporary Grounds Operative 8.5 hours 22/7/21	LL		DP	VJB
1152	04/08/2021	WPS (JAMES HALLAM LTD)	18036.39	Renewal of Town Council Insurance policy and motor insurance for the period 1/8/21 - 31/7/22	LL		DP	VJB
1153	04/08/2021	HOUSEKEEPERS OF MALVERN	416.00	Cleaning contract 21/6/21 - 14/7/21	L.L.		DP	VJB
1154	04/08/2021	EE	156.43	Mobile phone charges July 2021 Operations Team and admin/events phone	L.L.		DP	VJB

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27,080.62

Councillor Authorisation for Payment

1) K. Lambell
2) M. R. H. G. G. G.

Total Payments:

Malvern Town Council
Online Banking Payment Schedule

25 August 2021

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1155	25/08/2021	A4 APPAREL LTD	588.26	Clothing for the Operations Team	fw	Ch	DP	KTB
1156	25/08/2021	ALLIANCE PAYROLL SERVICES LTD	110.19	Payroll charges July 2021	fw	Ch	DP	KB
1157	25/08/2021	STOURPORT ON SEVERN BRASS BAND	350.00	Bands in the Park programme 1/8/21	fw	Ch	DP	KB
1158	25/08/2021	POOLBROOK STRING (D Neville)	125.00	Bands in the Park programme 15/8/21 (half slot)	fw	Ch	DP	KB
1159	25/08/2021	AVONBANK (EVESHAM) BRASS BAND	260.00	Bands in the Park programme 8/8/21	fw	Ch	DP	KB
1160	25/08/2021	BHGS LTD	94.80	Plant food for hanging baskets and troughs	fw	Ch	DP	KB
1161	25/08/2021	BRITISH GAS	18.65	Electricity charges Lower Howsell 2/7/21 - 3/8/21	fw	Ch	DP	KB
1162	25/08/2021	BRITISH GAS	44.90	Electricity charges Cemetery Lodge 29/6/21 - 28/7/21	fw	Ch	DP	KB
1163	25/08/2021	COMMUNITY ACTION	5450.00	Community Support Grant 2021/22 1st instalment of 2	fw	Ch	DP	KB
1164	25/08/2021	BWT UK LTD	17.21	6 large bottles of water for MTC Offices	fw	Ch	DP	KB
1165	25/08/2021	LEIGH SINTON GARDEN MACHINERY LTD	40.00	Strimmer cord	fw	Ch	DP	KB
1166	25/08/2021	MALVERN HILLS DISTRICT COUNCIL	96.00	Hire of chamber for Full Council meeting 3/8/21	fw	Ch	DP	KB
1167	25/08/2021	NEWSQUEST MEDIA GROUP	360.00	Grant advert in the Malvern Gazette 30/7/21 and 6/8/21	fw	Ch	DP	KB
1168	25/08/2021	NOMIX ENVIRO LTD	360.11	4 Hilite and 2 Dual - Malvern in Bloom consumables	fw	Ch	DP	KB
1169	25/08/2021	NORMAN MAYS	380.00	Official framed photograph of the Mayor	fw	Ch	DP	KB
1170	25/08/2021	PRINCIPAL HYGEINE SYSTEMS LTD	411.46	10 boxes of black sacks, toilet rolls, hand towels and cleaning products	fw	Ch	DP	KB
1171	25/08/2021	QUINTECH COMPUTER SYSTEMS LTD	180.00	Maintenance of laptop required due to problems with encryption and passwords	fw	Ch	DP	KB
1172	25/08/2021	WATER PLUS LTD	303.17	Water/drainage charges Cemetery Office 11/5/21 - 11/8/21	fw	Ch	DP	KB
1173	25/08/2021	TRAVAIL EMPLOYMENT GROUP	1082.63	Temporary Grounds Operative 65 hours over 3 weeks	fw	Ch	DP	KB

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IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1174	25/08/2021	V8 MEDIA	298.80	Website support July 2021 and quarterly umbraco charge	fw	CH	DP	FB
1175	25/08/2021	WHATLEY RECORDON SOLICITORS	330.00	Professional fees - advice on email and attachments in respect of MTC's contract with Flex Court Europe	fw	CH	DP	FB
1176	25/08/2021	LINDA BLAKE	200.00	Top up of petty cash	fw	CH	DP	FB

11,101.18

Councillor Authorisation for Payment

1) *[Signature]* 24/8/21
2) *Cheryl Hoopes*
25 August, 2021.

Total Payments:

**Malvern Town Council
Online Banking Payment Schedule**

8 September 2021

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1177	08/09/2021	3 COUNTIES TOILET HIRE	200.00	Hire of 1 disabled toilet and 2 standard toilets for the Mayor's Bonanza	fw	fw	DP	VB
1178	08/09/2021	BROADLEAF TREE CARE	1500.00	Removal of all vegetation on embankment area where landslide took place in Rose Bank Gardens	fw	fw	DP	VB
1179	08/09/2021	BRITISH GAS	37.36	Electricity charges cemetery lodge 29/7/21 - 19/8/21	fw	fw	DP	VB
1180	08/09/2021	BRITISH GAS	23.38	Electricity charges Link Church Clock 8/7/21 - 21/8/21	fw	fw	DP	VB
1181	08/09/2021	BRITISH GAS	68.02	Gas charges cemetery 8/7/21 - 19/8/21	fw	fw	DP	VB
1182	08/09/2021	BRITISH GAS	18.48	Electricity charges Lower Howsell 2/8/21 - 1/9/21	fw	fw	DP	VB
1183	08/09/2021	CLARE LAWRENCE	25.48	Reimbursement of money paid for plastic glasses for Mayor's Bonanza (card payment only)	fw	fw	DP	VB
1184	08/09/2021	D J YAPP	1000.00	Repairs to cemetery roof including clearance of Ivy from guttering	fw	fw	DP	VB
1185	08/09/2021	EDWARD FURBOROUGH	3000.00	Hire and management of a mini fairground (2 large rides and fairground stall) for the Mayor's Bonanza	fw	fw	DP	VB
1186	08/09/2021	EE	154.50	Mobile phone charges August 2021	fw	fw	DP	VB
1187	08/09/2021	EON NEXT	152.05	Gas charges Victoria Park 25/9/20 - 2/5/21	fw	fw	DP	VB
1188	08/09/2021	EON NEXT	47.34	Electricity charges Middle Flat whilst unoccupied (bill issued late)	fw	fw	DP	VB
1189	08/09/2021	FUELGENIE BUSINESS ACCOUNT	441.99	Fuel account July 2021	fw	fw	DP	VB
1190	08/09/2021	GENE GENIE AND THE LEMON SQUEEZERS	400.00	Performance at the Mayor's Bonanza	fw	fw	DP	VB
1191	08/09/2021	KITLOCKER.COM LTD	70.43	8 outdoor basketballs for the launch at Victoria Park 29/8/21	fw	fw	DP	VB
1192	08/09/2021	LINK TOOLS	23.00	New lock for Victoria Park to replace vandalised one	fw	fw	DP	VB
1193	08/09/2021	MCL LTD	15.90	Photocopy charges 16/7/21 - 16/8/21	fw	fw	DP	VB
1194	08/09/2021	PA PROMOTIONS	278.64	100 branded water bottles for the launch of basketball courts at Victoria Park 29/8/21	fw	fw	DP	VB
1195	08/09/2021	PURCHASE POWER	23.79	£50 credit for the franking machine discounted by credit due to change of machine	fw	fw	DP	VB

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IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1196	08/09/2021	RAPTORS WORLD (Mr T Preen)	487.50	Hire of Dinosaur experience for the Mayor's Bonanza (80% final payment)	fw	AD	DP	VB
1197	08/09/2021	SARAH MARTYN ACOUSTIC (Marelin Phillips)	200.00	Performance and walk arounds at the Mayor's Bonanza	fw	AD	DP	VB
1198	08/09/2021	SCREWFIX	5.78	Screws for Bee Hotels - Part of Bloom Project undertaken by Malvern Menshed	fw	AD	DP	VB
1199	08/09/2021	SOLO CIRCUS & CO (Mark Russell)	350.00	Performance at the Mayor's Bonanza	fw	AD	DP	VB
1200	08/09/2021	STAGE SERVICES EVENT PRODUCTION fw	1150.00	Hire of a stage and full PA sound provision for the Mayor's Bonanza	fw	AD	DP	VB
1201	08/09/2021	SUPERNOVA (Mr L J Ames)	300.00	Performance at the Mayor's Bonanza	fw	AD	DP	VB
1202	08/09/2021	THE BRETHRYN	250.00	Performance at the Mayor's Bonanza	fw	AD	DP	VB
1203	08/09/2021	TRAVAIL EMPLOYMENT GROUP	1082.64	Temporary grounds worker 65 hours over 2 weeks	fw	AD	DP	VB
1204	08/09/2021	DANCE IN MOTION	50.00	Donation for a performance at the Mayor's Bonanza	fw	AD	DP	VB

11,356.28

Councillor Authorisation for Payment

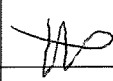
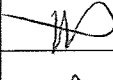

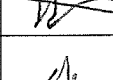
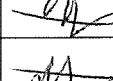
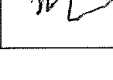
- 1) fw 6/9/21
- 2) AD

Total Payments:

**Malvern Town Council
Online Banking Payment Schedule**

24 September 2021

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1205	24/09/2021	ALLIANCE PAYROLL SERVICES LTD	100.46	Payroll charges August 2021	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i>
1206	24/09/2021	B & G LOCK & TOOL CO. LTD	86.12	12 x padlocks for general use	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i>
1207	24/09/2021	NAILSWORTH SILVER BAND <i>X</i>	220.00	Bands in the Park programme 22/8/21	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i> <i>Bank details correct PB</i>
1208	24/09/2021	BRITISH GAS	18.48	Electricity charges Lower Howsell 2/8/21 - 1/9/21	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i>
1209	24/09/2021	CLASSIC MARQUEES OF MALVERN LTD	360.00	Hire of a marquee for the Mayors Bonanza	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i>
1210	24/09/2021	BWT UK LTD	32.34	5 large bottles of water for MTC Offices	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i>
1211	24/09/2021	EON NEXT	28.22	Electricity charges Lyttelton Well Clock 1/6/21 - 31/8/21	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i>
1212	24/09/2021	EON NEXT <i>*</i>	38.99	Electricity (standing charge only) Middle Flat 22/7/21 - 7/9/21 (unoccupied)	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i> <i>Bank details correct PB</i>
1213	24/09/2021	GENE GENIE AND THE LEMON SQUEEZERS <i>[Signature]</i>	430.00	Performance for Alternative Bands in the Park 12/9/21	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i>
1214	24/09/2021	KITLOCKER.COM LTD	17.56	Bag for basketballs	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i>
1215	24/09/2021	LEIGH SINTON GARDEN MACHINERY LTD	121.37	Replacement guide bar and chain for the pole pruner and 2 trimmer heads	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i>
1216	24/09/2021	MCL LTD	20.58	Photocopy charges 16/8/21 - 14/9/21	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i>
1217	24/09/2021	NETWORK FENCING AND LANDSCAPING	440.40	Repairs to basketball courts fencing following vandalism	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i>
1218	24/09/2021	NEWSQUEST MEDIA GROUP	183.60	Advert in the Malvern Gazette for a Councillor vacancy in Pickersleigh Ward 23/7/21	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i>
1219	24/09/2021	P & R ALARMS	89.71	Intruder alarm monitoring at Victoria Park 7/7/21 - 6/10/21	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i>
1220	24/09/2021	MALVERN PARTY BALLOONS	80.00	2 balloon towers for the opening of the new basketball courts at Victoria Park 29/8/21	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i> <i>Bank details correct PB</i>
1221	24/09/2021	PITNEY BOWES LTD	150.85	Lease of the franking machine 1/10/21 - 31/12/21	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i>
1222	24/09/2021	<i>Werner de Jong</i> RED HOT CHILLI PEPPERS EXPERIENCE	400.00	Performance for Alternative Bands in the Park 5/9/21	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i>
1223	24/09/2021	SCREWFIX	42.97	2 boxes of bolts for bin repairs and a pack of dust masks	<i>[Signature]</i>	<i>L.L.</i>	<i>DP</i>	<i>PB</i>

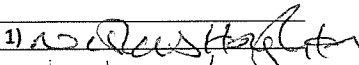
IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1224	24/09/2021	SMITH OF DERBY LTD	300.00	Call out to Barnards Green clock to investigate fault. Full inspection and report on works required		LL	DP	KB
1225	24/09/2021	TRAVAIL EMPLOYMENT GROUP	2448.44	Temporary grounds operative - 4 weeks (final payment)		LL	DP	KB
1226	24/09/2021	VALUATION OFFICE AGENCY	3000.00	Valuation of MTC Assets for accounting purposes		LL	DP	KB
1227	24/09/2021	WFL (UK) LTD	659.40	1,000 litres of red diesel for machinery		LL	DP	KB
1228	24/09/2021	MILLERS DISCOUNT TYRE CENTRE	15.00	Puncture repair on the John Deere Mower		LL	DP	KB
1229	24/09/2021	WORCESTERSHIRE ACUTE HOSPITALS NHST	145.00	Occupational health report for pension service requested by Town Clerk		LL	DP	KB

Bank details checked
KB

Bank details checked
KB

9,429.49

Councillor Authorisation for Payment

1) 
2) L. Lamborn

Total Payments:

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Thursday 4 November 2021 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

**REVIEW OF TOWN COUNCIL OBJECTIVES
– SHORT AND LONG TERM**

1. Purpose of report

- 1.1. For decision and recommendation to Full Council.

2. Recommendation

- 2.1. Committee is asked to note and review the Council's current long-term aims and objectives (as attached at Appendix A to this report) and make any changes and updates as necessary.
- 2.2. Committee is asked to note and review the Council's current short-term aims and objectives (as attached at Appendix B to this report) and to update them for the period 1 April 2022 until 31 March 2023.
- 2.3. Committee may wish to consider delegating this task to a task and finish group who would undertake the review and then report back to the next meeting of Policy and Resources Committee, but it should be noted that a comprehensive in-depth review had been undertaken twelve months ago and therefore a lighter touch review may be appropriate.

3. Background

- 3.1. Each year the Council reviews and agrees a set of long-term and short-term objectives, which are then risk-assessed as part of the Council's annual internal audit procedure.
- 3.2. In October 2020, Policy and Resources Committee formed a task and finish group to review the Council's short-term and long-term objectives.
- 3.3. The task and finish group met on three occasions and undertook an in-depth review of all aims and objectives submitting documents detailing short-term aims and objectives 1 April 2021 until 31 March 2022 and long-term aims and objectives which were then approved by Policy and Resources Committee and Full Council.
- 3.4. It is good practice to review and update the Council's objectives on an annual basis as they must be risk assessed each year as part of the annual audit requirements.
- 3.5. Long-term objectives are set to reflect the Council's policy aims and objectives for a five-year period. Short-term objectives are set for a one year period only and are more likely to change.

4. Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

- 5.1. None pertaining to this report.

End

Linda Blake
Town Clerk

1. Performance of statutory powers and duties

- a) to enhance the current good working relationship with Malvern Hills District Council (MHDC), Worcestershire County Council (WCC and other appropriate bodies to provide efficient and effective services in Malvern.
- b) to carry out benchmarking to ensure services provided under Council contracts are as efficient as possible.
- c) to regularly review suppliers and expenditure by supplier to ensure that the Town Council continues to obtain the best value for money on its purchases, this to be carried out by the Policy and Resources Committee.
- d) to establish a Community Engagement Strategy setting out how Malvern Town Council can better engage with the local community to ensure issues of concern are communicated and addressed.

2. Improvement of operational standards

- a) to encourage the improvement and better maintenance of pavements, highways, footpaths and PROWs within the town through liaison with WCC and to encourage the public to report any issues to the Town Council so that these can be forwarded to the appropriate County or District Councillor for action to be taken.
- b) to improve the amenities at Victoria Park including leisure facilities, public toilets, pavilion and take appropriate action to reduce anti-social behaviour.
- c) to ensure that all Town Council operations and practices are carried out in a Covid-safe manner and in accordance with the government guidelines current at that time.

3. Promotion of Malvern and its events

- a) to continue to investigate ways of making certain events more cost-effective through increased involvement of volunteers and exploring sponsorship links.
- b) to continue to promote the Town Council's work through the production and distribution of at least three newsletters per year.
- c) to relaunch Town Council events in a Covid-safe manner, with the first event to be held to mark and celebrate the end of Covid restrictions.
- d) to continue the following annual events as agreed at Full Council on 5 August 2020, government guidelines permitting:
 - i. 22 April 2021 Earth Day event
 - ii. 1 May 2021 Health and Wellbeing Fair and Mayor's Peaks Challenge
 - iii. May to September 2021 17-week Bands in the Park programme
 - iv. 27 June 2021 Armed Forces Day event in Priory Park
 - v. July to August 2021 Alternative Bands in the Park performances
 - vi. 1 August 2021 The Mayor's Bonanza.

4. Consideration of planning and development matters

- a) to set up a new Task and Finish Group to finish the 'light touch' review of the Neighbourhood Plan, following the SWDP review.
- b) to find ways to encourage councillors to participate in training on planning matters to assist all in understanding planning policy.
- c) to work with MHDC and community groups to take the lead in establishing a community design group that can be involved in the planning process, engaging the wider community.
- d) to strongly encourage MHDC to introduce a simplified process to ensure that properties can be placed on a local list to provide protection for appropriate buildings.
- e) to secure the future of Malvern Hills College as a continuing educational and community asset.

5. Training and accessibility

- a) to continue an annual appraisal process and allow opportunities for officers to speak to the Policy and Resources Committee as necessary.
- b) to review Whistle-Blowing Policy (last carried out in May 2018).
- c) any councillor taking on the role of Chairman or Vice Chairman of the Council or one of its Committees should undertake appropriate training as soon as is reasonable.
- d) whilst training for all councillors should not be mandatory, all councillors should be given the opportunity and encouraged to undertake training on how the Council works (e.g. Standing Orders, Code of Conduct etc) as soon as is reasonable.
- e) to continue to update and develop the Member's Handbook, focusing on useful information for new members and a useful synopsis of all the main information points.
- f) to use the new council website to help support provision of clear and timely information to all councillors.

6. Environmental impact on Town Council operations

- a) to uphold the Town Council's declaration of a climate emergency and consider the environmental impact of Town Council operations by taking action to reduce carbon emissions where practical.
- b) to work to provide recycling bins in suitable locations throughout the town where practical and to encourage use of these recycling bins.
- c) to provide new bike racks in suitable locations to encourage increased use of bikes.
- d) to consider, and use wherever possible, energy saving and efficient practices in the development of new Town Council buildings and the refurbishment of current buildings.
- e) to continue to rewild suitable areas of Town Council-owned land with appropriate planting – including trees - and encourage other landowners to do the same.
- f) to use, wherever possible, green energy suppliers for Town Council contracts.

LONG TERM AIMS AND OBJECTIVES

1. Performance of statutory powers and duties

The Town Council will:

- a) maintain and aim to improve, year on year, the delivery of Town Council services.
- b) commit to the Malvern council taxpayer to provide efficient, effective and best value services for Malvern.
- c) continue working with other groups and agencies when determining the future roles and responsibilities of the Town Council within the Malvern area.
- d) Review each of the Town Council policies at least every four years.

2. Improvement of operational standards

The Town Council will:

- a) ensure all Council-owned and leased land and property is maintained to the highest possible standard.
- b) ensure the Council maintains its visible presence to the highest possible standard.
- c) when appropriate, negotiate with relevant local authorities and other bodies regarding potential transfer of assets, services and accompanying funding.
- d) ensure, where possible, that the management of public realm¹ in Malvern remains in public ownership and is managed to the highest possible standard.
- e) lobby for the improvement of publicly-owned areas and other areas of public interest.

3. Promotion of Malvern and its events

The Town Council will:

- a) ensure that its role and achievements in Malvern are well promoted by utilising the full range of promotional media.
- b) raise the profile of Malvern by the development of new events (both Town Council-managed and in partnership) and support and enhance the annual events calendar.
- c) be a democratic voice for the people of Malvern to address important issues as and when they arise.

4. Consideration of planning and development matters

The Town Council will:

- a) continue to assume a greater role in planning matters and consider and comment on both minor and major planning applications.
- b) make relevant representations at all stages of the planning process where it is considered appropriate, especially at local planning authority meetings.
- c) review the Neighbourhood Plan as required and in line with the timetable for the emerging South Worcestershire Development Plan Review (SWDPR).
- d) review developments in the South Worcestershire Development Plan Review (SWDPR) and other government proposals which may relate to planning, and

¹ Public realm is any space in the built environment that is free and open to everyone, including streets, squares, forecourts, parks and open spaces, and space between and within buildings that is publicly accessible.

LONG TERM AIMS AND OBJECTIVES

respond as appropriate.

- e) continue to contribute towards, and where appropriate engage and comment on, local transport policy and services in Malvern, through Worcestershire County Council (WCC).
- f) utilise important contributions from residents as part of the Neighbourhood Plan and work with partner organisations to address important non-land based issues and develop and action plans accordingly.

5. Training and accessibility

The Town Council will:

- a) seek to improve its accessibility and responsiveness to the public, as far as is reasonably practicable.
- b) provide an induction session for new councillors and deliver an ongoing programme of training – specifically in financial and planning matters - for all councillors to attend and to keep up to date with any changes in the law and to ensure good working practices are followed.
- c) provide appropriate training for any councillor taking on the role of Chairman or Vice Chairman of the Council or one of its Committees, and this should be undertaken as soon as is reasonable.
- d) provide the opportunity for, and encourage, all councillors to undertake training on how the Council works (e.g. Standing Orders, Code of Conduct etc) as soon as is reasonable. This training is not mandatory.
- e) provide continuing development of Town Council staff through a reasonable programme of training to ensure good working practices are followed.
- f) deliver an ongoing commitment to ensure the welfare of staff.

6. Environmental impact on Town Council operations

The Town Council will:

- a) uphold the Town Council's declaration of a climate emergency and consider the environmental impact of Town Council operations by taking action to reduce carbon emissions where practical.
- b) respond positively to new initiatives regarding combatting climate change and incorporate these into day to day operations where practical.
- c) join with other groups and agencies to maximise the effectiveness of current and new environmental initiatives.
- d) aim to provide recycling bins in suitable locations throughout the town and encourage the use of these.
- e) encourage green transportation by investigating the viability of and implementing, where possible, improved cycle lanes within the town and within any new housing developments.
- f) consider, and use wherever possible, energy saving and efficient practices in the development of new Town Council buildings and the refurbishment of current buildings.
- g) continue to rewild suitable areas of Town Council-owned land with appropriate planting – including trees – and encourage other landowners to do the same.
- h) use, wherever possible, green energy suppliers for Town Council contracts.

LONG TERM AIMS AND OBJECTIVES

7. Efficient working practices

The Town Council will:

- a) continue to investigate ways in which technology can be used to produce and develop efficient working practices.
- b) maintain and enhance its digital presence through its website and social media.
- c) ensure its meetings continue to focus on matters of importance to Malvern.

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Thursday 4 November 2021 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

POLICY REVIEWS IN 2021/22

1. Purpose of report

- 1.1. For review and decision.

2. Recommendation

- 2.1. Policy and Resources Committee is asked to consider, review and update the following three policy documents as appropriate:
- Anti-Fraud and Corruption Policy (attached at Appendix A)
 - Bully and Harassment Policy (attached at Appendix B)
 - General Privacy Notice (attached at Appendix C)

3. Background

- 3.1. One of the responsibilities of Policy and Resources Committee is to review the policies held by Malvern Town Council.
- 3.2. As a general rule, Council aims to review and update each policy at least once in every council term of four years, although some may need to be reviewed more frequently in line with legal changes.
- 3.3. Town Council policies should be clear, robust and relevant as this will allow them to be applied consistently, effectively and remove any ambivalence.
- 3.4. At the last meeting of Policy and Resources Committee, a task and finish group was formed to carry out an initial review of policies. However, circumstances and work commitments have prevented any meetings from taking place.
- 3.5. Officers have therefore selected three Town Council policies for review at this meeting, with those chosen being those that have not been reviewed for some time.
- 3.6. Committee members are asked to consider and review these policies and make suggestions on how they should be amended or updated either at the meeting or ready for consideration at the next meeting. A review date should also be included at the bottom of each policy document.
- 3.7. Committee is also asked to consider the appointment of additional members to the task and finish group looking at the ongoing timetable for policy reviews as meetings are proving difficult to schedule with only three councillors.

4. Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

- 5.1. The Town Council is required to ensure a robust annual governance system as part of its external audit requirements.

- 5.2. Many of the Town Council's policies have specific legal obligations. These include Health and Safety, GDPR, equality, and whistleblowing. The legal implications to the Council arising from its policy statements must be carefully considered in each review.

End

Linda Blake
Town Clerk

MALVERN TOWN COUNCIL ANTI FRAUD AND CORRUPTION POLICY

Malvern Town Council is committed to sound corporate governance and is determined to prevent and eradicate fraud and corruption whether it is attempted from outside or from within the Council. The Council seeks firstly to prevent any fraud and corruption but will take all steps necessary to identify suspected fraud and corruption, and pledges to pursue the recovery of any losses and the suitable punishment of those responsible.

1. Introduction

- 1.1. In administering its responsibilities the Council is committed to the highest ethical standards. It expects all its members and staff to lead by example in ensuring adherence to rules, procedures and recommended practices whilst maintaining conduct of the highest standards such that public confidence in their integrity is maintained.
- 1.2. Fraud and corruption cheats the local tax-payer and undermines the aims of the Authority to provide value for money services in an open, honest and accountable way. Members and Officers should ensure they adhere to all rules, legal requirements and all Council procedures and recommended practices. The Council requires compliance with policies relating to information security and confidentiality.
- 1.3. The Council expects that individuals and organisations (eg suppliers and contractors) that it comes into contact with, will act towards the Council with integrity and without thought or actions involving fraud or corruption.
- 1.4. The Council's Anti Fraud and Corruption Policy is based on a series of comprehensive and inter-related procedures designed to frustrate any fraudulent or corrupt act. The policy covers:
 - Culture
 - Prevention – internal control systems
 - Detection and Investigation – combining with others
 - Awareness

2. Aims and Scope of this Policy

- 2.1. This policy is a commitment that the Council will minimise the risk of fraud and corruption whilst maximizing the likelihood of detection as soon as possible and ensures any instances are fully investigated.

3. Definitions

- 3.1. Fraud
Any illegal acts characterized by deceit, concealment or violation of trust. These acts are not dependent upon the application of threat of violence or of physical force. Frauds are perpetrated by parties and organisations to obtain money, property or services; to avoid payment or loss of services; or to secure personal or business advantage, eg:
 - Theft of money
-

- Theft of goods
- Obtaining a benefit or rebate to which a person is not entitled

3.2. Corruption

The promising, requesting, offering, giving or accepting, directly or indirectly, of an inducement or reward thereof that distorts the proper performance of any duty or behaviour required of the recipient of the offer or bribe, eg:

- The taking or giving of a bribe to secure favourable treatment in the granting of a Council service or contract
- The undue use of influence to procure a Council service or contract

4. Culture

4.1. The Council has determined that the culture and tone of the organisation will be one of honesty and opposition to fraud and corruption. The Council will not tolerate malpractice or wrongdoing in the provision of its services and is prepared to take vigorous action to stamp out any instances of this kind of activity. The fight against fraud and corruption can only be truly effective where these acts are seen as anti-social, unacceptable behaviour and whistle blowing is perceived as a public-spirited action.

4.2. There is an expectation and requirement that all individuals and organisations associated in whatever way with the Council will act with integrity and that Council staff and members at all levels will lead by example in these matters.

4.3. The Council's employees and elected members are positively encouraged to raise any concerns they may have on these issues where they are associated with the Council's activity. They can do this in the knowledge that such concerns will be treated in the utmost confidence and properly investigated.

4.4. The Council appreciates that there are employees, elected members and members of the public who would fear recrimination, victimization or harassment if it were known that they were making a complaint and, therefore, the Council offers its full protection under its Whistleblowing Policy to those persons who voice their concern over any matter affecting the provision of the Council's services.

4.5. Members of the public are also encouraged to report any concerns they may have about Council staff or members via the Council's Complaints system or via their Councillor.

4.6. Where either Council staff or members are implicated, the Town Clerk must be informed immediately (unless it is possible that we may also be implicated). Any subsequent investigation into members' conduct will be conducted under the procedures set out by the Standards Board for England under the Local Government Act 2000 through national Ethical Standards Officers.

5. Prevention

- 5.1. The Town Clerk has responsibility for the prevention of fraud and corruption throughout the council. It is essential that managers understand the importance of soundly designed systems which meet key control objectives and minimise opportunities for fraud and corruption. They are responsible for assessing the potential for fraud and corruption within their council's activities and for implementing appropriate strategies to reduce this risk. To this end Internal Audit provide advice to departmental managers to ensure that they are fully aware of the need to give sufficient emphasis to the preventative aspects of fraud and corruption work.
- 5.2. Malvern Town Council is determined to frustrate the potential fraudster and to introduce a robust prevention methodology, which will involve everyone including:
- Staff
 - Members
 - Internal Control Procedures
 - Information and Communications Technology measures
 - External Agencies
 - The Public
 - Individuals and Bodies dealing with the Council

6. Staff

- 6.1. The Council is obliged to maintain, and is entitled to expect, a high standard of conduct among its employees to ensure that public confidence in their integrity and impartiality is not undermined. The public are entitled to demand conduct of the highest standard and that staff are working honestly and without bias in order to achieve the Council's objectives.
- 6.2. Staff are expected to follow the Council's Staff Code of Conduct which sets out the conduct expected of all employees in the performance of their jobs. Copies of the Staff Code of Conduct will be issued to all new employees at the commencement of their employment. The Council will invoke the appropriate disciplinary procedure for breaches of code of conduct.
- 6.3. Staff are required to operate within the Council's Standing Orders and Financial Regulations. They must also operate within Section 117 of the Local Government Act 1972, regarding the disclosure of pecuniary interests in contracts relating to the Authority or fees or rewards other than proper remuneration. Staff are required to declare to the Town Clerk and register with the monitoring officer any potential areas of conflict between their duties and responsibilities whilst acting on behalf of the Council and any other areas of their personal or professional lives.

7. Members

- 7.1. Members of the Council are expected to operate honestly and without bias within both a regulatory and advisory framework. Their Conduct is governed by:
- Code of Conduct for Members
-

- National Code of Local Government Conduct
- Local Authorities Members' Interest Regulations 1992
- Sections 94-96 of the Local Government Act 1972
- Council Standing Orders and Financial Regulations
- Local Government Act 2000: Part III

7.2. These matters are specifically brought to the attention of Members in the Member's Handbook and include the declaration and formal registration with the Director of Central Services and Enforcement of potential areas of conflict between Members' council duties and responsibilities and any other areas of their personal or professional lives.

8. Internal Control Systems

8.1. Malvern Town Council has Standing Orders, Financial Regulations and Procedures in place which act as the framework for financial control within the Authority. All staff are required to act in accordance with these rules and regulations when carrying out their duties. The Rules of Procedure, Codes and Protocols are part of the Council's published Constitution.

8.2. The Town Clerk, as the responsible financial officer, has a statutory responsibility under Section 151 of Local Government Act 1972 to ensure the proper arrangements of the Council's financial affairs and has adopted Financial Codes of Practice and Accounting and requires service managers to ensure that departmental procedure instructions exist in relation to the Council's activities.

8.3. The Council has developed and is committed to continuing with systems and procedures, which incorporate efficient and effective internal controls, adequate separation of duties wherever possible and risk and performance management.

9. Internal Audit

9.1. A continuous internal audit, under the overall direction of the Town Clerk, is maintained to review accounting, financial and all high-risk operations of the Council. Such review is carried out to:

- Ensure financial controls are effective
- Prevent the opportunity for fraud
- Detect occurrences of fraud
- Ensure the Council's services are operating in an effective, efficient and economic manner

9.2. In order to carry out their work the Council supports the fact that Internal Audit shall have access and authority to:

- Enter at any reasonable times any premises or land in occupation or possession of the Council
-

- Examine all manual and computerised documents, accounts, statements, records and correspondence relating to any financial or other transactions of the Council
- Examine information and data held on personal computers and other hardware, file servers and software
- Require any employee of the council and any other organisation or person in possession of council resources to produce cash, stores, records or any other council property under their/his/her control
- Apply any reasonable tests or checks that might be considered necessary
- Require and receive any explanations as are necessary concerning any matter under examination

9.3. Depending on the nature of the allegations, the Internal Audit Section will normally work closely with council staff and other agencies such as the Police to ensure that all allegations and evidence are properly investigated and reported upon.

10. External Audit

10.1. An external auditor appointed by the Audit Commission also audits the Council. This is a statutory requirement and the role of the external auditor covers:

- The financial standing of the Council
- Statements of Account
- Legality of transactions
- Performance indicators for Council services
- Fraud and corruption arrangements review
- Accuracy and effectiveness of all financial systems
- Value for money studies on Council services

11. Disciplinary Procedures

11.1. All staff should be aware that, as a result of any fraudulent action, the Authority will deal with such matters in accordance with the approved Disciplinary Procedures. The Council will normally wish the police to be made aware of and to independently prosecute offenders where financial impropriety is discovered.

12. Prosecution and Sanction Policy

12.1. The Council has approved a Housing and Council Tax Benefit Prosecution and Sanction Policy, which it requires its officers to apply to all cases of fraud and abuse, which occur to the Authority.

12.2. This policy clearly states:

- That Malvern Town Council is committed to protecting public funds through its action on fraud
 - The circumstances which will be considered when deciding whether it is in the public interest to pursue a prosecution; and
-

- The criteria for the use of cautions and/or administrative penalty, in appropriate circumstances

13. A Balanced Approach to Enforcement

- 13.1. The main purpose of anti-fraud and corruption activity is to protect the public purse, the public and legitimate businesses by making sure that legal requirements are met and that everyone acts/operates within Council Policy and the law. It does not just mean taking formal action, such as prosecution, but includes a wide range of actions and measures to make sure that things are as they should be and provide help or advice to prevent inappropriate activity. We will make policy and standards available to individuals to inform them of their ethical obligations.
- 13.2. We recognise that most employees, members and the public want to comply with the law and thereby operate legitimately and responsibly. We will help and advise wherever possible but will take firm action against those who ignore legal and policy requirements or act irresponsibly.
- 13.3. To achieve this we will:
- Make available information and advice on Policy and regulation in electronic and printed formats
 - Provide awareness training
 - Distribute relevant codes of practice and handbooks at the induction of new employees and members
 - Talk to witnesses and obtain witness statements where appropriate
 - Conduct interviews to investigate offences and obtain the facts
- 13.4. Guiding Principles
- **Consistency:** We will carry out our duties in fair and consistent ways. To achieve consistency we have documented procedures in place and regular refresher training for investigative officers
 - **Suitable Action:** Every case is unique and must be considered on its own facts and merits. When making decisions on the actions to take, we will always take account of the Council's policy and regulations
 - **Human Rights:** We will have regard to fairness and individual's human rights in all our prevention, detection and investigation activity and conform to the European Convention on Human Rights (as implemented by the Human Rights Act 1998)
 - **Equal Opportunities and Diversity:** We believe in openness and equality in the way we provide services and that every individual is entitled to dignity and respect. When taking prevention, investigatory and detection action we aim to ensure that there will be no discrimination against any individual on the basis of culture, ethnic or national origins, gender, disability, age, sexual orientation, political or religious beliefs, socio-economic status, or previous criminal conviction or caution which is not relevant to the current issue
-

- **Vulnerable People:** We will have regard to the particular circumstances of breaches involving young people and the elderly and we will deal with them in a manner that is appropriate
- **Individual needs:** We understand that some members of the community may have specific difficulties or special needs, which will need extra advice and assistance. Careful explanation will be given and if necessary the services of an interpreter or translation of documents will be provided. Appropriate translated material will be provided where necessary and practical help provided for people with impaired hearing, vision or other impairment
- **Complaints:** All complaints will be tracked via the Council's formal complaints or grievance procedure

14. Awareness

- 14.1. The Council is committed to raising the profile of its anti-fraud and corruption work and this Policy.

15. Management system

- 15.1. The Council will maintain activity records to monitor the quality and nature of investigations and detection activities undertaken, so as to ensure independent authorisation and review.
- 15.2. Compliance with appropriate Statute, regulation, professional body guidance and Council Policy will be ensured via refresher training and regular review and update of procedural guidance. All officers undertaking investigation activities will be suitably trained and qualified to ensure that they are fully competent to undertake such duties.
-

MALVERN TOWN COUNCIL BULLYING AND HARASSMENT POLICY

Purpose and Scope

1. Statement

- 1.1. In support of our value to Town Council staff, and in respect of others, Malvern Town Council will not tolerate bullying or harassment by, or of, any of their employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The Council is committed to the elimination of any form of intimidation in the workplace.

2. Definitions

- 2.1. *Harassment* is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This policy covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.
- 2.2. *Bullying* "Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence or capability, which many cause them to suffer stress".
- 2.3. These definitions are derived from the ACAS guidance on the topic. Both harassment and bullying are behaviours which are unwanted by the recipient. Harassment and bullying in the workplace can lead to poor morale, productivity and poor performance, sickness absence, lack of respect for others, turnover, damage to the Council's reputation and ultimately, Employment Tribunal or other court cases and payment of unlimited compensation.

3. Examples of unacceptable behaviour are as follows (this list is not exhaustive):

- 3.1. Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, deliberately undermining a competent worker by overloading work and/or constant criticism, preventing an individual's promotion or training opportunities. Bullying and harassment may occur face to face, in meetings, through written communication, including e-mail, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

4. Penalties

- 4.1. Harassment and bullying are considered examples of serious misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the Council for employees or through referral to the Standards Board of England, as a contravention of the Members Code of Conduct which may result in penalties against the member concerned.
-

5. The Legal Position

- 5.1. Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. Under the following laws, bullying or harassment may be considered unlawful discrimination: Sex Discrimination Act 1975, Race Relations Act 1976, Disability Discrimination Act 1995, Employment Equality (Sexual Orientation) Regulations 2003, Employment Equality (Religion or Belief) Regulations 2003, Employment Equality (Age) Regulations 2006. In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment and a right to damages for the victim.

Process for dealing with complaints of Harassment and Bullying

6. Informal approach

- 6.1. Anyone, employee, contractor, member or visitor, who feels he or she is being bullied or harassed, should try to resolve the matter informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour that their conduct is unacceptable, offensive or causing discomfort.

7. Formal Approach

- 7.1. *Employees:* where the employee feels unable to solve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chair of the Council or another Councillor if more appropriate. It may be more appropriate for the complaint to be put in writing after the initial discussion with the Councillor, as this will enable the formal Grievance Procedure to be invoked.
- 7.2. *Others:* any other party to the Council, other than an employee, who feels he or she is being bullied or harassed should raise their complaint with a Councillor, and where possible, the Town Clerk and request that the complaint be investigated and a hearing held to discuss the facts and recommend the way forward.

8. Grievance

- 8.1. A meeting to discuss the complaint with the complainant will be arranged within five working days of a written complaint being received and will be held under the provisions of the Council's Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting. A full investigation of the complaint will be held by an officer as appointed by the Chair/Councillor who is handling the process. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The Hearing Panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the complainant to demonstrate how the problem is to be resolved. It may be decided that mediation is required and the Council could contact NALC, an employer's body or ACAS to
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this effect or the Council may offer counselling. The employee will have a right of appeal as established by the Employment Act 2002. At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the Full Council without prior approval by the complainant. The Council will commit not to victimize the complainant for raising the complaint once the appropriate grievance/disciplinary process has been concluded.

9. Disciplinary Action

- 9.1. Following a Grievance Hearing a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour. For an employee this will follow the Disciplinary Procedure, under the Employment Act 2002 provisions, in accordance with NJC Green Book Terms and Conditions. The action must be reasonable and in some cases counselling or training in appropriate skill areas eg inter-personal communication, assertiveness, chairmanship etc, may be more appropriate than a penalty. The range of disciplinary sanctions available to the council, where a member has been involved in bullying/harassment include: admonishment and an undertaking not to repeat the process, removal of opportunities to further harass/bully, banning from committees of the Council and representation of any outside bodies, a referral to the Standards Board by the Council and/or the aggrieved victim. There may also be a referral to the Police under the Protection from Harassment Act 1997, in the most extreme cases.
- 9.2. False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure or a referral to the Standards Board.

10. Responsibilities

- 10.1. All parties to the Council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop.
- 10.2. The Council undertakes to share its policy with all members and workers and request that each party signs to demonstrate that acceptance of its terms. All new members and employees will be provided with a copy of this policy.
- 10.3. A review of the policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Clerk.
- 10.4. The Council will undertake to ensure that its members and workers are trained in the processes required by this policy as deemed appropriate.

11. Useful Contacts

AGENDA ITEM 8
APPENDIX B

- ACAS www.acas.org.uk tel: 0300 123 1100
 - Local Government Ombudsman for Wales <https://www.ombudsman.wales>
Tel: 0300 790 0203
 - Andrea Adams Trust, a charity committed to tackling workplace bullying
www.andreaadamsconsultancy.com 0333 939 0177
 - Society of Local Council Clerks (SLCC) www.slcc.co.uk Tel: 01823 253646
Advisory Note 24
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MALVERN TOWN COUNCIL GENERAL PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names, but if you use a separate list of the ID numbers which gives the corresponding names to identify the staff in the first list, then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Malvern Town Council (the Council) which is the data controller for your data.

Other data controllers the Council works with:

- Other data controllers such as local authorities
- Community groups
- Charities
- Other not-for-profit entities
- Contractors

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the Council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the Council and the other data controllers may be “joint data controllers” which means we are all collectively responsible to you for your data. Where each of the parties listed above is processing your data for its own independent purposes, then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the Council processes and for what purposes is set out in this Privacy Notice.

The Council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, aliases, photographs
 - Contact details such as telephone numbers, addresses, and email addresses
 - Where they are relevant to the services provided by a Council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants
 - Where you pay for activities such as use of a Council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers and claim numbers
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- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with legal requirements and obligations to third parties
- These types of data are described in the GDPR as “special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data
- We may process special categories of personal data in the following circumstances:
 - in limited circumstances, with your explicit written consent
 - where we need to carry out our legal obligations
 - where it is needed in the public interest
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The Council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data, to protect personal data from loss, misuse, unauthorised access and disclosure

We use your personal data for some or all of the following purposes:

- To deliver public services, including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services
 - To confirm your identity to provide some services
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- To contact you by post, email, telephone or using social media (e.g. Facebook, Twitter, WhatsApp)
- To help us to build up a picture of how we are performing
- To prevent and detect fraud and corruption in the use of public funds and where necessary for law enforcement functions
- To enable us to meet all legal and statutory obligations and powers including any delegated functions
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults at risk are provided with safe environments and generally as necessary to protect individuals from harm or injury
- To promote the interests of the Council
- To maintain our own accounts and records
- To seek your views, opinions or comments
- To notify you of changes to our facilities, services, events and staff, Councillors and other role holders
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council
- To allow the statistical analysis of data so we can plan the provision of services

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers. Sometimes, when exercising these powers or duties it is necessary to process personal data of residents or people using the Council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the Council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the Council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controller listed above under the heading “Other data controllers the Council works with”
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software
- On occasion, other local authorities or not-for-profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases, we will need you to respond with proof of your identity before you can exercise these rights.

The right to access personal data we hold on you

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

The right to correct and update the personal data we hold on you

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

The right to have your personal data erased

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it to comply with a legal obligation).

The right to object to processing of your personal data or to restrict it to certain purposes only

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

The right to data portability

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

The right to withdraw your consent to the processing at any time **for any processing of data to which consent was obtained**

You can withdraw your consent easily by telephone, email or by post (see contact details below)

The right to lodge a complaint with the Information Commissioner's Office

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Transfer of data abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page www.malverntownCouncil.org This Notice was last updated in May 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice of the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

- The Data Controller, Malvern Town Council, 28-30 Belle Vue Terrace, Malvern, WR14 4PZ email: townclerk@malvern-tc.org.uk