



# **MALVERN TOWN COUNCIL**

## **FULL COUNCIL**

### **REPORTS**

**For meeting on Thursday 3 February 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road**

# MALVERN TOWN COUNCIL

Town Clerk  
28-30 Belle Vue Terrace  
Malvern  
Worcs  
WR14 4PZ  
Tel: 01684 566667

27 January 2022



[townclerk@malvern-tc.org.uk](mailto:townclerk@malvern-tc.org.uk)  
[www.malverntowncouncil.org](http://www.malverntowncouncil.org)

## MEETING OPEN TO MEMBERS OF THE PUBLIC

### To all Members of Malvern Town Council:

You are hereby summoned to attend a meeting of Malvern Town Council to be held in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern on Thursday 3 February 2022 commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

A handwritten signature in black ink, appearing to read 'L. J. Blake'.

Linda Blake  
Town Clerk

No.	Agenda Item
1.	<b>Apologies for Absence</b> To note apologies for absence.
2.	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests.
3.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the Minutes of the previous Full Council meeting: ➤ Meeting held 21 December 2021
<b>Public Participation</b> <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	<b>Mayor's Announcements</b> ➤ Verbal report
5.	<b>Update on Town Council Operations and Activities</b> ➤ Verbal report by the Town Clerk
6.	<b>Reports by County and District Council Representatives</b> Verbal report(s) or written submissions as applicable

<b>7.</b>	<b>Town Council Ward Reports/Representatives on Outside Bodies</b> Verbal reports
<b>8.</b>	<b>Members Questions</b> The Chairman will invite members who have written in with questions to present them to Council.
<b>9.</b>	<b>Emergency Grant Application – Malvern Hills Foodbank</b> ➤ Report CL01/22 to follow
<b>10.</b>	<b>Public consultation on the New Building at Victoria Park</b> ➤ Verbal update
<b>11.</b>	<b>Appointment of Councillors to Committees</b> ➤ Report CL02/22 to follow
<b>12.</b>	<b>Calendar of meetings 2022/23 Council Year</b> ➤ Report CL03/22 to follow
<b>13.</b>	<b>Calendar of Town Council Events 2022/23</b> ➤ Report CL04/22 to follow
<b>14.</b>	<b>Operations and Planning Committee Recommendations – meeting held on 24 November 2021</b> ➤ Report CL05/22 to follow
<b>15.</b>	<b>Policy and Resources Committee Recommendations – meeting held on 8 December 2021</b> ➤ Report CL06/22 to follow
<b>16.</b>	<b>Emergency Decision Making Group</b> ➤ Report CL07/22 to follow
<b>17.</b>	<b>Date and Time of Next Meeting</b> ➤ Tuesday 15 March 2022 at 6.00 pm

**UNADOPTED**

**MINUTES OF A FULL COUNCIL MEETING OF  
MALVERN TOWN COUNCIL**

**held at The Eden Centre, Grovewood Road, Malvern  
on Tuesday 21 December 2021 at 6.00 pm**

**Councillors**

Present

N Houghton (Chairman)  
C Hooper (Vice Chairman)  
J Ashington-Carter  
L Lambeth  
C Fletcher  
J Leibrandt  
D Mead  
C Palmer  
J Satterthwaite  
P Smith  
S Taylor  
P Tuthill  
D Watkins

**Absent**

C Bovey (apologies)  
L Lowton (apologies)  
R McLaverty-Head (apologies)  
N Mills (apologies)  
N Morton (apologies)  
J O'Donnell  
A Stitt

**Also in attendance**

L Blake – Town Clerk  
L Wall – Minute Clerk  
Cllr Beverley Nielsen, WCC

**118. APOLOGIES FOR ABSENCE**

Apologies received from Cllrs Caroline Bovey, Lou Lowton, Ronan McLaverty-Head, Neville Mills and Neil Morton were **NOTED**.

**119. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**120. MINUTES OF PREVIOUS MEETING**

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

- Full Council meeting 25 November 2021.

**PUBLIC PARTICIPATION**

None.

**121. MAYOR'S ANNOUNCEMENTS**

The Mayor reported that the Christmas lights switch on event had been held, albeit at a later date and on a smaller scale. He thanked Cllr Palmer and Cllr Watkins for their help in the grotto during the Christmas Festival and presented Cllr Watkins with a gift for his efforts as Father Christmas.

The Mayor informed members that one hundred festive cheer bags were now being distributed and thanked those who had donated, including Morrisons and Co-op supermarkets.

## UNADOPTED

Finally, the Christmas wreath competition held for the traders had been judged by Cllr Palmer and the Mayor, and the winners presented with certificates and prizes.

### **122. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES**

The Town Clerk reported that all Town Council services and operations were continuing as usual but that there was a plan in place should more covid restrictions be introduced.

NALC are lobbying central government to allow meetings to be held remotely but until a decision was reached, meetings would still have to be held in person to be legal.

### **123. BUDGET 2022/23**

Report CL1/21 was received and accepted.

The Town Clerk presented to Full Council recommendations in respect of the proposed budget and precept level for 2022/23 and explained that the budget had been challenging, with expenditure patterns different to the norm because of the ongoing effects of covid. The budget had been put together with suggestions from the Operations and Planning Committee, the Budget Working Party, and Policy and Resources Committee, with the aim to keep any increase in the precept between 1% and 2%.

The Town Clerk then explained the main points of the proposed budget.

- The re-forecast was very close to the original budget, with a small amount of £467 being put into reserves.
- Some savings made on projects meant that the resurfacing of the cemetery road had been brought forward into the current financial year.
- Within the budget there are a number of different assumptions being made. These include inflationary increases on salaries, utilities and business rates. The Town Clerk explained that salary costs make up over 50% of the Town Council's budget and therefore any national increases on salary costs have a significant effect on the budget.
- There are also assumptions being made about the timing of progress on council resolutions such as the sale of Belle Vue Terrace and the new building at Victoria Park and these are made based on the best information currently held.
- A precept of £701,500 as recommended by Policy and Resources Committee would result in an increase in the council tax charge of 1.1%, or 68p, from the current year. This is based on the estimate from MHDC of the minimum tax base for Malvern in 2022/23.

Cllr Hooper, Chair of the Policy and Resources Committee, thanked the Town Clerk for her excellent summary of the proposed budget and for managing to keep the precept increase to 1.1%, and the members of the Budget Working Party and Policy and Resources Committee for their input.

There were no questions from members of the council regarding the proposed budget.

## UNADOPTED

It was **RESOLVED** to accept the following:

- i. The re-forecast for 2021/22 which results in a small underspend and therefore a balance being put into reserves of £467 for the financial year.
- ii. The budget for the financial year 2022/23 which shows a net expenditure of £713,752 *not* taking into account any movements in Earmarked Reserves and £701,252 taking into account movements in Earmarked Reserves.

It was **RESOLVED** that the precept for 2022/23 should be set at £701,500.

### 124. **VICTORIA PARK PAVILION TASK AND FINISH GROUP RECOMMENDATIONS TO FULL COUNCIL**

Report CL02/21 was received and accepted.

The Mayor read out the four recommendations put before Full Council and opened the floor for discussion. Comments made included the following:

- Could a public consultation be held properly if there was a lockdown or other restrictions in place in the New Year which would make it difficult for people to attend an open day, and therefore should recommendations ii and iii be delayed?
- It was important to show commitment to Modulek even if the public consultation was delayed.
- Deferring either or both of recommendations ii and iii would only mean delaying the project further and would not gain anything. The proposals had been put forward by the Task and Finish Group in good faith and after much deliberation.
- The public consultation could be carried out effectively by online and other means, even if no event was held in person, and if carried out properly would mean no deferment was necessary.
- An online public consultation may not be well utilised and would not allow as many people to respond as a walk-in event.
- The proposed payment to Modulek was not just for a public consultation but also to get the project moving with building design, plans and reports being produced ahead of a planning application and would show commitment to them as a supplier.
- Recommendation 3 could be amended to allow for a possible timing issue in a public consultation.

Cllr Jack Satterthwaite proposed that recommendations ii and iii as below should be deferred until the situation with the pandemic allowed a full public consultation.

- ii. An order to the value of £35,000 be submitted to Modulek to cover assistance with public consultation; detailed building design and building regulation plan checks; site surveys and reports; and planning design, submission and consultation works.
- iii. Victoria Park Pavilion Task and Finish Group be delegated to carry out a public consultation on the new building at Victoria Park to be undertaken in January/February 2022.

After a vote, this proposal failed.

## UNADOPTED

Cllr Hooper proposed an amendment to recommendation iii as follows:

- iii. Victoria Park Pavilion Task and Finish Group be delegated to carry out a public consultation on the new building at Victoria Park to be undertaken **as soon as practicable, if possible** in January/February 2022.

Council **RESOLVED** to accept this amendment.

A proposal to consider the four recommendations separately failed and therefore all recommendations were considered together in one vote.

It was therefore **RESOLVED** that:

- i. Modulek be appointed as the chosen supplier for a new two-storey building at Victoria Park.
- ii. An order to the value of £35,000 be submitted to Modulek to cover assistance with public consultation; detailed building design and building regulation plan checks; site surveys and reports; and planning design, submission and consultation works.
- iii. Victoria Park Pavilion Task and Finish Group be delegated to carry out a public consultation on the new building at Victoria Park to be undertaken as soon as practicable, if possible in January/February 2022.
- iv. All queries and requests for information relating to the Victoria Park Pavilion project from both Councillors and members of the public will be directed to and answered by the Task and Finish Group.

### 125. **EMERGENCY DELEGATIONS**

Report CL03/21 was received and accepted.

The Town Clerk explained that the recommendation had been put forward to mitigate problems should there be a period when the Council could not hold legal meetings because of covid restrictions. The suggestion was that all important and emergency decisions required to be taken in the absence of meetings would be delegated to the Town Clerk in consultation with the Emergency Decision Making Group. This would be a temporary arrangement until either remote meetings became possible or the covid restrictions were relaxed once again.

Cllr Hooper, Town Council representative at CALC, reiterated that this was a matter of concern for many local councils and NALC continued to lobby on behalf of councils to allow some flexibility in holding meetings virtually. He suggested that if delegations were given, the Town Clerk could write on behalf of the Town Council in support of this move.

It was **RESOLVED** that in the event of a period of time when Malvern Town Council is unable to hold legal meetings, all important and emergency decisions required to be taken in the absence of meetings will be delegated to the Town Clerk who will consult with the Emergency Decision Making Group.

### 126. **DATE AND TIME OF NEXT MEETING**

It was agreed that the date of the next meeting would be Thursday 3 February 2022 at 6.00 pm.

The meeting finished at 6.50 pm.

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(Chairman)

DRAFT

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL**

**to be held on Thursday 3 February 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road**

**EMERGENCY GRANT APPLICATION – MALVERN HILLS FOODBANK**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Council is recommended to consider the Emergency Grant application from Malvern Hills Food Bank as attached at Appendix A to this report, and to decide whether grant funding should be awarded.

**3. Background**

- 3.1. Policy and Resources Committee completed a comprehensive review and revision of the Council's grants policy in June and July 2020. As a result, the previous Special Grants scheme has been replaced by an Emergency Grants scheme.
- 3.2. Emergency grants provide assistance to organisations where there is an exceptional need for funding that could not have been foreseen to fit in with the normal grant funding timetable, where grants are awarded in October and March.
- 3.3. Officers are asked to provide an indicative score of emergency grants in a similar way to small and large grants. The application from Malvern Hills Food Bank has scored 41 points out of 55, and the marking scheme and a copy of the application form are attached at Appendix A. Supporting information such as bank statements, annual accounts and a written constitution have been supplied and checked by Officers and are available on request from the office.
- 3.4. The application was initially submitted to Policy and Resources Committee in December 2021, but it was agreed that this funding request should be referred to Full Council for consideration with a request for further information to be supplied regarding the level of reserves and the nature of the emergency. Representatives from the Food Bank will be in attendance at the meeting to provide this information.
- 3.5. All emergency grants are one-off emergency funding awards and there is no obligation to make any future grants.

**4. Financial Implications**

- 4.1. The Council does not set aside a specific budget for emergency grants with any applications to be determined on merit, and any funds approved by Full Council to come out of reserves.

**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. It can also use the Power of General Competence for this purpose.

End

Linda Blake  
Town Clerk

### MALVERN TOWN COUNCIL EMERGENCY GRANTS MARKING CRITERIA

Assessment of Emergency grant applications Council is made against the following nine 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 criteria 5 and 9, which are 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
9. Demonstration that grant is for exceptional circumstances and that the need for funding could not have been foreseen to fit in with the Council's normal biannual grants scheme.	2	4	6	8	10
<b>SUB TOTAL</b>		2	9	20	10
<b>OVERALL SCORE (OUT OF 55)</b> A minimum of 40 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>41</b>	

**MALVERN TOWN COUNCIL  
EMERGENCY GRANT APPLICATION FORM**

**EMERGENCY GRANTS** are for exceptional circumstances only, where the need for funding could not have been foreseen and where immediate or quick action is required.

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

<b>1. About your organisation</b>	
Name of organisation:	Malvern Hills Foodbank
Address:	Unit 4, Spring Court, Spring Lane South, Malvern, WR14 1AT
Nature of organisation and charity registration number (if applicable):	Foodbank RCN: 1151964
VAT registration number (if applicable):	n/a
Date organisation established:	2012
<b>2. Contact details</b>	
Contact name:	Peter Buchanan
Position within organisation:	Chairman of trustees
Address for correspondence:	As above
Daytime telephone:	07529 322985
Email address:	peterbuchanan@malvernhills.foodbank.org.uk
<b>3. About your application</b>	
Amount requested:	£1,000
Briefly outline the reason for your application and how the amount requested will be spent:	The withdrawal of £20/week from Universal Credit and the increase in energy prices has left many 'just about managing' families finding they

	<p>can't manage and the need for help from the Foodbank has increased more than expected. In September we received 133 referrals, October 151 and in the first half of November (up to 15<sup>th</sup>) we had already received 100 referrals.</p> <p>In seeking to help clients get through their crisis, we aim to give them 3 days nutritionally balanced food and a Morrisons voucher to enable them to purchase fresh items. The amount given depends on the size of the family. We also include essential toiletries and cleaning items.</p>
How will the grant benefit Malvern Town residents/the Malvern Town community?	In the last 6 months, over 72% of our clients live in the WR14 1, WR14 2 or WR14 3 postcodes area
How many residents of Malvern Town will benefit?	On average, each referral benefits 2.5 people, so, over the winter; 500 referrals x 70 % in Malvern Town x 2.5 people (including children) = 875 residents
Have you received any grant funding from the Council in previous years and if so, please detail:	We have been pleased to be one of The Mayor's charities 2019-2021
What is the planned delivery date for the project/activity?	Any grant will be spent over the winter and certainly by Easter 2022
What arrangements are in place for the delivery and management of this project?	All work at the Foodbank is done by volunteers, so expenses are kept to a minimum. Any grant will help us fulfil our charitable objectives and our on-going working practices help us prevent local people facing a 'heat or eat' crisis.
Please demonstrate how this application qualifies as an emergency grant?	No one could foresee the rise in basic living costs which is now affecting the most needy in our society
<b>4. Financial information</b>	
Total cost of your project:	£Most costs will be met from normal donated funds. This request is for a 'top-up' to ensure we get through the winter
What funding has been secured to date and from where?	£General donations (see finance figures below).
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?	Not for this grant, but for your information, we are seeking to extend our premises to improve storage and give a better service to clients. This will be funded from our reserves.

	Now	Previous year
Annual income	£97203	£63318
Annual expenditure	£90747	£38771
Surplus/loss for the year	£6456	£24607
Savings/reserves	£65149	£65145

#### 5. Bank details

Does your organisation have its own bank account and manage its own funds?	Yes	
Sort code:	40-31-09	
Account number:	81839330	
Account name:	Malvern Hills Foodbank	

#### 6. Supporting information to be included



A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	Previously provided
A list of those involved in running the organisation, including trustees if appropriate.	Attached in Annual Report
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.	Attached
A recent bank statement in the name of the organisation.	Attached
Supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	See above
A business plan or other similar document showing future plans for the organisation.	See Annual report

## 7. Declaration

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.

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.

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:	<b>E Peter T Buchanan</b>
Signature:	
Date:	<b>19 November 2021</b>

For more information or to submit your application, please contact Deborah Powell on 01684 566667 or [dpowell@malvern-tc.org.uk](mailto: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](http://www.malverntowncouncil.org/policies)

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Thursday 3 February 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road**

**APPOINTMENT OF COUNCILLORS TO COMMITTEES**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Council is recommended to agree the following appointments to committees:
- i. Councillor David Mead should be appointed to Operations and Planning Committee and the Environmental Panel.
  - ii. Councillor Clive Fletcher should be appointed to Policy and Resources Committee.
  - iii. Councillor Lou Lowton should be appointed to Operations and Planning Committee, having previously served on Policy and Resources Committee.

**3. Background**

- 3.1. A Town Council may arrange to discharge any of its functions through a committee or sub-committee. Malvern Town Council has two main committees: Policy and Resources, and Operations and Planning, with all Town Councillors sitting on one of these committees. A number of other committees and task and finish groups also exist, and Councillors are normally appointed onto these at the annual council meeting each year.
- 3.2. Two Councillors have recently been elected onto Malvern Town Council following by-elections in Chase Ward and Dyson Perrins Ward. Councillor David Mead has expressed a wish to serve on Operations and Planning Committee as well as the Environmental Panel, whilst Councillor Clive Fletcher would prefer Policy and Resources Committee.
- 3.3. Councillor Lou Lowton, having been appointed to Policy and Resources Committee in May 2021, would now like to switch to Operations and Planning Committee. If the appointments in 3.2 above are made, there would be a space to allow this change.
- 3.4. Membership of committees must be agreed and endorsed by Full Council. An updated list of committees, and task and finish groups is attached at Appendix A to this report.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. The Town Council has adopted a set of Standing Orders to regulate its business and proceedings. These include rules governing meetings.

- 5.2. Councillors are appointed to committees and task and finish groups every year at the annual council meeting held in May.

End

Linda Blake  
Town Clerk

**AGENDA ITEM 11**  
**APPENDIX A**

<b>Policy and Resources Committee</b> <b>9 members</b> <b>Quorum 5</b>	Cllr Jack Ashington-Carter
	Cllr Clive Fletcher
	Cllr Clive Hooper (Ch)
	Cllr Ronan McLaverty-Head
	Cllr Neville Mills
	Cllr James O'Donnell
	Cllr Jack Satterthwaite (V-Ch)
	Cllr Aidan Stitt
	Cllr Paul Tuthill
<b>Operations Committee</b> <b>10 members</b> <b>Quorum 6</b>	Cllr Caroline Bovey
	Cllr Lynne Lambeth
	Cllr Josephine Leibrandt
	Cllr Lou Lowton
	Cllr David Mead
	Cllr Neil Morton
	Cllr Cynthia Palmer (Ch)
	Cllr Peter Smith
	Cllr Sharon Taylor
	Cllr David Watkins (V-Ch)
<b>Audit Committee</b> <b>5 members</b> <b>Quorum 3</b>	Cllr Caroline Bovey (V-Ch)
	Cllr Lynne Lambeth
	Cllr Cynthia Palmer (Ch)
	Cllr Sharon Taylor
	Cllr David Watkins

**AGENDA ITEM 11**  
**APPENDIX A**

<b>Environmental Panel</b> <b>8 members</b> <b>Quorum 5</b>	Cllr Lynne Lambeth
	Cllr Lou Lowton
	Cllr David Mead
	Cllr Neville Mills
	Cllr Neil Morton
	Cllr Jack Satterthwaite
	Cllr Aidan Stitt
	Cllr Sharon Taylor
<b>Victoria Park Pavilion T &amp; F Group</b> <b>9 members</b> <b>Quorum 3</b>	Cllr Clive Hooper
	Cllr Lynne Lambeth
	Cllr Josephine Leibrandt
	Cllr Neville Mills
	Cllr Neil Morton
	Cllr Cynthia Palmer
	Cllr Peter Smith (V-Ch)
	Cllr Sharon Taylor
	Cllr David Watkins (Ch)
<b>Rules &amp; Regs GMC T &amp; F Group</b> <b>3 members</b> <b>Quorum 3</b>	Cllr Lynne Lambeth
	Cllr Cynthia Palmer
	Cllr David Watkins
<b>Emergency Decision Making Group</b> <b>6 members</b> <b>Quorum 3</b>	Mayor
	Deputy Mayor
	Chairman of P & R
	Vice-Chairman of P & R
	Chairman of Ops
	Vice-Chairman of Ops

**MALVERN TOWN COUNCIL**  
**DRAFT CALENDAR OF MEETINGS 2022/23**

2022	
Wednesday 11 May	Annual Council meeting

Wednesday 25 May	Operations and Planning Committee
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Wednesday 8 June	Audit Committee
Wednesday 15 June	Policy and Resources Committee (year end accounts)
Thursday 23 June	Full Council (year end accounts and annual return)

Wednesday 6 July	Operations and Planning Committee
Wednesday 13 July	Environmental Panel
Wednesday 27 July	Policy and Resources Committee

Thursday 4 August	Full Council
Wednesday 10 August	Audit Committee

Thursday 8 September	Full Council
Wednesday 14 September	Environmental Panel
Wednesday 21 September	Operations and Planning Committee
Wednesday 28 September	Policy and Resources Committee (grants)

Thursday 6 October	Full Council
Wednesday 12 October	Audit Committee
Wednesday 19 October	Operations and Planning Committee
Wednesday 26 October	Policy and Resources Committee

Wednesday 2 November	Budget Working Party
Thursday 3 November	Full Council
Wednesday 16 November	Policy and Resources Committee (Budget)
Wednesday 23 November	Environmental Panel

Wednesday 7 December	Operations and Planning Committee
Wednesday 14 December	Policy and Resources Committee (budget)
Tuesday 20 December	Full Council (final budget)

2023	
Wednesday 25 January	Operations and Planning Committee

Wednesday 1 February	Policy and Resources Committee
Thursday 9 February	Full Council
Wednesday 22 February	Audit Committee

Thursday 2 March	Full Council
Wednesday 8 March	Operations and Planning Committee
Wednesday 15 March	Environmental Panel
Thursday 23 March	Annual Town Meeting
Wednesday 29 March	Policy and Resources Committee (grants)

Thursday 13 April	Full Council
Wednesday 26 April	Operations and Planning Committee

Wednesday 3 May	Policy and Resources Committee
Thursday 11 May	Annual Council

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Thursday 3 February 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road**

**CALENDAR OF TOWN COUNCIL EVENTS 2022/23**

**1. Purpose of Report**

- 1.1. For noting.

**2. Recommendations**

- 2.1. Council is asked to note the Events Calendar for the period 1 April 2022 until 31 March 2023, as at Appendix A.
- 2.2. Officers are recommending that a certain number of Councillor stewards and volunteers are required to run these events. This is also a good opportunity for Councillors to talk to members of the local Malvern community.

**3. Background**

- 3.1. The Town Council runs a programme of events each year. These are organised by the Town Council's events officers, and other staff provide assistance to facilitate these events on the actual day.
- 3.2. The Town Council is a small organisation, and therefore extra help can often be required. Councillors and volunteers are essential to the running of events, particularly larger events and the Sunday afternoon band concerts.
- 3.3. The Events Calendar has been scheduled until the end of March 2023 in line with the budget year, but it should be noted that additional Mayoral events may be added to those already agreed for the year. This is often dependent on the interests and wishes of the Mayor and their charities.

**4. Financial Implications**

- 4.1. The events budget for the 2022/23 financial year has already been agreed.

**5. Legal Implications**

- 5.1. All appropriate licences and insurance will be in place in time for events.

End

Linda Blake  
Town Clerk

**AGENDA ITEM 13**  
**APPENDIX A**

<b>EVENTS</b>	<b>BRIEF OUTLINE OF EVENT</b>	<b>DATE</b>	<b>VENUE</b>	<b>EVENT TIME</b>	<b>COUNCILLORS REQUIRED</b>
CIVIC SERVICE	This is a service for the outgoing/incoming Mayor to celebrate their inauguration and raise funds for their charities.	09-Apr	St Matthias Church.	2.30pm - 4pm	4 councillors to assist with seating attendees and serving refreshments.
PEAKY BLINDERS CHARITY CASINO NIGHT	A charity event, raising funds for the Mayor's charities.	22-Apr	Malvern Cube.	7pm - 11pm	None required.
HEALTH & WELLBEING FAIR	An event to showcase local holistic and mindfulness practitioners with taster services and demonstrations on a range of activities from yoga to healthy eating.	30-Apr	Rosebank Gardens.	11am - 5pm	None required.
MALVERN PEAKS CHALLENGE	Raising funds for the Mayor's charities, this is a walk over the Malvern Hills starting from Bromsberrow Estate, and ending in Rosebank Gardens.	30-Apr	Coach House Theatre Car Park, over the Hills and Rosebank Gardens.	8.30am - 5pm	The Mayor or Deputy Mayor to award medals. 6 councillors to assist with stewarding on the walk and registering people in on the walk.
QUEEN'S JUBILEE CELEBRATIONS	An event to celebrate the Queen's Jubilee year, with vintage bands, a Lindy Hop dance group, a brass band and a vintage refreshment stall.	05-Jun	Priory Park.	12noon - 4.30pm	The Mayor or Deputy Mayor to open and close the event.

**AGENDA ITEM 13**  
**APPENDIX A**

EVENTS	BRIEF OUTLINE OF EVENT	DATE	VENUE	EVENT TIME	COUNCILLORS REQUIRED
ARMED FORCES DAY	Military style music, with local cadet and Armed Forces charity organisations in attendance.	26-Jun	Priory Park.	12noon - 4.30pm	The Mayor or Deputy Mayor to open and close the event, plus 2 councillors during the day.
HEART OF ENGLAND IN BLOOM COMPETITION	A national competition focussing on bedding displays but also activities in relation to the environment, local communities and wildlife.	June/July	Throughout the Town.	TBC	The Mayor or Deputy Mayor to attend the judging day receptions.
MAYOR'S BONANZA	A community event, with fete stalls, fairground rides, music, dance and food, whilst raising funds for the Mayor's charities.	28-Aug	Victoria Park.	12noon – 5pm	The Mayor or Deputy Mayor plus 6 – 8 councillors to run fete stalls, charity collections and general activities.
BAND CONCERTS	Free Sunday band concerts for the community.	8 May - 18 Sept	Priory Park & Rosebank Gardens.	2.30pm - 4.30pm	2 councillors (stewards) for each band concert to open and close event.
FIELD OF REMEMBRANCE	This event, run every other year, gives the public the opportunity to plant crosses in remembrance of those who served or were lost.	10 Nov - 17 Nov	Great Malvern Library Grounds.	Runs all day for 7 days	Mayor or Deputy Mayor for opening ceremony.
ARMISTICE DAY	A service held annually in Malvern Priory, to commemorate the signing of the armistice.	11-Nov	Great Malvern Priory Church.	10.45am - 12.30pm	The Mayor of Deputy Mayor to do a reading. 2 councillors to assist with refreshments.

**AGENDA ITEM 13**  
**APPENDIX A**

EVENTS	BRIEF OUTLINE OF EVENT	DATE	VENUE	EVENT TIME	COUNCILLORS REQUIRED
REMEMBRANCE SUNDAY	Held every year, wreaths and crosses are planted at Great Malvern Library and then a Church service at Great Malvern Priory.	13-Nov	Great Malvern Library Grounds & Great Malvern Priory Church.	1.40pm - 5.30pm	The Mayor or Deputy Mayor to lay a wreath, 6 councillors stewards for manning road closures.
CHRISTMAS FESTIVAL	A community event, providing a Christmas grotto, children's entertainment, music, dance, food, craft stalls, culminating in a switch-on of lights in Great Malvern.	26-Nov	Church Street, Abbey Road, Great Malvern Priory Church, Grounds & Great Malvern Library & Grounds.	12noon - 6.30pm	The Mayor or Deputy Mayor, 6 – 8 councillors to act as stewards: charity collections, helping with Christmas grotto & fete stalls.
CHRISTMAS CHARITY CONCERT	Partnership concert with Malvern Hills District Brass Band and Hills Singers, raising funds for the Mayor's charities.	17-Dec	Venue TBC.	1.30pm - 3.30pm	2 councillors to act as stewards to help with showing attendees to their seats, handing out programmes & assisting with refreshments.
FESTIVE CHEER BAGS	Born from the pandemic and run for the last 2 years, festive treats and children's games are given to either disadvantaged families or those affected by the pandemic.	19-Dec	Delivery to Malvern Salvation Army.	N/A	None required.

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL**

**to be held on Thursday 3 February 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road**

**OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Full Council is asked to consider the recommendations from the meeting of Operations and Planning Committee held on 24 November 2021 and listed below.
- 2.2. Recommendations to be presented by the Chairman of the Operations and Planning Committee or, if absent, the Vice-Chairman.

**Minute 69 The Queen's Jubilee Event**

- i. It was **RECOMMENDED** that an event be held on Sunday 5 June 2022 to commemorate the Queen's Platinum Jubilee, incorporating the suggestions as listed below:
- The Chase Brass Band to open the event.
  - The Poppy Sisters to perform vintage and wartime songs.
  - A Lindy hop dance group to perform.
  - A vintage/modern band will be booked if suitable act can be found.
  - A competition to design and make a crown which will then be judged in the best Queen's Jubilee hat competition, titled 'Crown fit for a Queen'. Prizes to be awarded at the event.
  - Handwaving flags and Union Jack hats to be sourced for the event.
  - Sound system and equipment to be outsourced to ensure a good quality of sound throughout the park.
  - A 'Vintage Tea' refreshment stall.
  - A throne and dressing up box activity
  - Cake provided with every drink purchased
- ii. It was **RECOMMENDED** that a budget of £3,500 be agreed for this event.

**Minute 70 Health and Wellbeing/Malvern Peaks Challenge Event**

- iii. It was **RECOMMENDED** to agree the plans for a Health and Wellbeing Fair/Malvern Peaks Challenge Event on Saturday 30 April 2022.

**Minute 72 CCTV at Victoria Park Basketball Courts**

- iv. It was **RECOMMENDED** that CCTV be installed at the basketball courts at Victoria Park and that £600 be spent to install power to run the system.

**3. Background**

- 3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any

recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.

- 3.2. Full Council is therefore asked to consider the recommendations listed above in 2.2 and to approve, amend or refer back to committee as appropriate.
- 3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.
- 3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chairman of Committee before the Council meeting.

**4. Financial Implications**

- 4.1. Please see individual committee reports.

**5. Legal Implications**

- 5.1. Please see individual committee reports for specific details.
- 5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End

Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL**

**to be held on Thursday 3 February 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road**

**POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Full Council is asked to consider the recommendations from the meeting of Operations and Planning Committee held on 8 December 2021 and listed below.
- 2.2. Recommendations to be presented by the Chairman of the Policy and Resources Committee or, if absent, the Vice-Chairman.

**Minute 32 Malvern Town Community Support Grant 2022/23 – Community Action and District**

It was **RECOMMENDED** that Community Action be awarded a Malvern Town Community Support grant of £10,900 for the year 2022/23 and that it be included in the 2022/23 annual budget. However, the grant would be paid in monthly instalments until either the building was sold or Community Action chose to terminate their lease.

**Minute 35 CALC Employment Award Scheme**

It was **RECOMMENDED** that the Town Council adopts and enters the CALC Employment Award Scheme.

**3. Background**

- 3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.
- 3.2. Full Council is therefore asked to consider the recommendations listed above in 2.2 and to approve, amend or refer back to committee as appropriate.
- 3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.
- 3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chairman of Committee before the Council meeting.

**4. Financial Implications**

- 4.1. Please see individual committee reports.

**5. Legal Implications**

- 5.1. Please see individual committee reports for specific details.

- 5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End

Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Thursday 3 February 2022 at 6.00 pm  
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**EMERGENCY DECISION MAKING GROUP**

**1. Purpose of Report**

- 1.1. For noting.

**2. Recommendation**

- 2.1. Council notes the approval from the Emergency Decision Making Group to place an order for annual bedding, with an exception to financial regulations, as only one quotation had been received.

**3. Background**

- 3.1. Tenders are sent out in late autumn each year for the Council's annual bedding in summer and spring as well as for hanging baskets and troughs. Tenders were initially sent out to six nurseries and following a poor response, to a further three nurseries.
- 3.2. Unfortunately, by 7 January, the second and extended closing date, only one tender had been submitted with nurseries either not responding to the invitation to tender or stating that they were too busy and all of their growing space had been allocated.
- 3.3. Officers have made the best possible efforts to secure three quotes but unavoidable circumstances have resulted in only one tender being received.
- 3.4. Due to the need to place an order by the end of January, members of the Emergency Decision Making Group were asked to approve this order noting the exception to financial regulations. The order has been placed with The Yard House who were the Council's supplier in 2021/22.

**4. Financial Implications**

- 4.1. The cost of hanging baskets and troughs for 2022 will be £4,180. This is a similar cost to 2021 and can be contained within the annual budget.
- 4.2. Summer and spring bedding costs for 2022/23 will amount to £3,695. This is a reduction of over 40% from 2021/22 and can be contained within the annual budget.

**5. Legal Implications**

- 5.1. Financial regulations state that three quotations should be obtained where orders exceed £2,500 but Council can agree an exception to this when it cannot be achieved.

End

Linda Blake  
Town Clerk