



# **MALVERN TOWN COUNCIL**

## **POLICY AND RESOURCES COMMITTEE**

### **REPORTS**

**30 March 2022**

**6.00 PM**

# MALVERN TOWN COUNCIL

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



23 March 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 Members of the Policy and Resources Committee:

Councillors C Hooper (Chair), J Satterthwaite (Vice Chair), J Ashington-Carter, C Fletcher, R McLaverty-Head, N Mills, J O'Donnell, A Stitt, P Tuthill

### All other Members of the Town Council for information only.

You are hereby invited to attend a meeting of the Policy and Resources Committee to be held in the Council Chamber, Belle Vue Terrace, Malvern on Wednesday 30 March 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. Blake'.

**Linda Blake**  
**Town Clerk**

No.	Agenda Item
1.	<b>Apologies for Absence</b> To receive and 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 Policy and Resources Committee meeting: <ul style="list-style-type: none"><li>➤ 10 March 2022 (previously circulated)</li></ul>
<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>Small grants scheme, 2<sup>nd</sup> round 2021/22</b> <ul style="list-style-type: none"><li>➤ Report PR01/22 to follow</li></ul>
5.	<b>Large grants scheme, 2<sup>nd</sup> round 2021/22</b> <ul style="list-style-type: none"><li>➤ Report PR02/22 to follow</li></ul>
6.	<b>Review of Earmarked Reserves</b> <ul style="list-style-type: none"><li>➤ Report PR03/22 to follow</li></ul>
7.	<b>Date and Time of Next Meeting</b> <ul style="list-style-type: none"><li>➤ Policy and Resources Committee - to be confirmed</li><li>➤ Policy Review Task and Finish Group – to be confirmed</li></ul>

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

**held in the Council Chamber, Belle Vue Terrace, Malvern  
on Thursday 10 March 2022 at 6.00 pm**

**Councillors**

C Hooper (Chairman)  
C Fletcher  
S Taylor (substitute for A Stitt)  
P Tuthill  
D Watkins (substitute for N Mills)

**In attendance**

Linda Blake - Town Clerk  
Louise Wall - Minute Clerk

**Absent**

J Ashington-Carter (apologies)  
R McLaverty-Head (apologies)  
N Mills (apologies) – substituted Cllr D Watkins  
J O'Donnell (apologies)  
J Satterthwaite (apologies)  
A Stitt (apologies) – substituted Cllr S Taylor

**37. APOLOGIES FOR ABSENCE**

Apologies for absence from the following councillors were **NOTED**:

- J Ashington-Carter
- R McLaverty-Head
- N Mills – had substituted Cllr D Watkins
- J O'Donnell
- J Satterthwaite
- A Stitt – had substituted Cllr S Taylor

**38. DECLARATIONS OF INTEREST**

None.

**39. 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 8 December 2021.

**PUBLIC PARTICIPATION**

None.

**40. QUARTERLY ACCOUNTS – THIRD QUARTER, OCTOBER TO DECEMBER 2021**

Report PR01/21 was received and accepted and the Town Clerk presented the quarterly accounts for the third quarter of the 2021/22 financial year.

Committee received the management accounts.

The third quarter, ending 31 December 2021, showed a deficit balance being taken from General Reserves of £9,144. As there had been a budgeted deficit for the quarter of £17,289, this meant an underspend of £8,145 for the third quarter of the 2021/22 financial year.

Administration and Operational costs were over budget for the third quarter by £4,724 and £4,153 respectively, whilst Asset Refurbishment and Renewal was £14,650 under budget. The Town Clerk outlined the main variances as detailed in the report and answered questions from members of the committee.

In summary, for the year to date there was an underspend against budget of £33,177 but this was expected to decrease during the final quarter as some projects had been delayed and would be completed in the final quarter.

Attention was drawn to the signed payment schedules which are included in the financial reports and show that all payments are checked by two councillors before being approved.

The Chairman thanked the Town Clerk for preparation of the accounts.

It was **RECOMMENDED** that Full Council approves the Quarterly Accounts for the third quarter ending 31 December 2021.

***The Chairman announced that he would be altering the order of business so that agenda item 9 Policy Review Task and Finish Group would be brought forward and discussed.***

**41. POLICY REVIEW TASK AND FINISH GROUP**

Report PR06/22 was received and accepted.

The Town Clerk explained that all policies should be reviewed at least once during each four-year term, with some requiring more frequent review. A task and finish group formed in July 2021 had not been able to meet to carry out the task of reviewing policies to present to Policy and Resources Committee. Furthermore, at the November meeting of Policy and Resources Committee, three policies for review had been referred back to the Town Clerk for her input.

It was therefore **AGREED** that, in line with the Policy and Resources budget working party which reviews budget matters, a Policies Review task and finish group be set up to concentrate solely on the review of Town Council policies, with meetings held on separate dates to the Policy and Resources Committee, and with a quorum of three in line with other task and finish groups.

***The Chairman then reverted to the original order of the agenda.***

**42. TOWN COUNCIL OBJECTIVES – SHORT AND LONG TERM**

Report PR02/22 was received and accepted.

The Town Clerk explained that the short and long term aims and objectives had already been discussed at the November meeting of this committee and some minor amendments had now been included for approval. A request had also been

made that the aims and objectives would be put into a tabled format so that there was a provision to monitor how and when each objective was achieved.

A couple of minor amendments were made and the final document is attached to these minutes at Appendix A.

It was **RECOMMENDED** that the Town Council's short term and long term aims and objectives 1 April 2022 – 31 March 2023 as attached at Appendix A to these minutes are accepted.

**43. ASSESSMENT OF MALVERN TOWN COUNCIL'S SIGNIFICANT RISKS IN ACHIEVING ITS OBJECTIVES, SHORT TERM AND LONG TERM**

Report PR03/22 was received and accepted.

The Town Clerk reminded members that this task was completed by Policy and Resources Committee each year. It is also an essential part of the council's annual audit process and serves the purpose of identifying any risks or threats which may prevent the Town Council from achieving its stated aims and objectives.

It was **RECOMMENDED** that the significant risks to achieving the Town Council's objectives, both short term and long term as attached to these minutes at Appendix B are accepted.

**44. ANTI-FRAUD AND CORRUPTION POLICY**

Report PR04/22 was received and accepted, and thanks were extended to the Town Clerk for the work she had undertaken in producing this..

There was one minor change to the draft policy – to change 'standards committee' to 'monitoring officer' under the 'Deterrence' section.

It was **RECOMMENDED** that the revised Anti-fraud and Corruption Policy within report PR04/22 be approved and adopted subject to the minor change above being made.

**45. BULLYING AND HARASSMENT POLICY**

Report PR05/22 was received and accepted.

The Town Clerk explained that the draft included more definitions for clarity and it was noted that the policy related specifically to bullying and harassment of staff, with a separate policy available in respect of zero tolerance on harassment and abuse of councillors. Thanks were extended to the Town Clerk for all her work on this draft policy.

It was **RECOMMENDED** that the revised Bullying and Harassment Policy within report PR05/22 be approved and adopted.

**46. STAFFING MATTERS**

The Town Clerk updated members that the National Joint Council for Local Government Services had agreed the new rates of pay applicable from 1 April 2021 applicable to all pay scales.

**UNADOPTED**

This increase will be applied to all March 2022 salaries with backdated pay paid as appropriate.

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

It was **AGREED** that the date of the next meeting would be Wednesday 30 March 2022.

The meeting finished at 7.45 pm.

.....(Chairman)

DRAFT

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

**to be held on Wednesday 30 March 2022 at 6.00 pm  
in the Council Chamber, Belle Vue Terrace, Malvern**

**SMALL GRANTS SCHEME – 2<sup>nd</sup> 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 two qualifying requests for donations that can be assessed under the small grants scheme:

1) Malvern Civic Society	£500.00
2) Malvern Museum Society	£479.44

- 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 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.

- 3.3. 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 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.

- 3.4. 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.

- 3.5. 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.

- 3.6. 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.

- 3.7. It should be noted that one applicant has already been awarded a grant from this year's funding but there is nothing in the grant scheme rules precluding them from applying for a second time.

**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 grants were awarded during the first round of the 2021/22 small grants scheme. These totalled £1,390.12 thus leaving £8,609.88 remaining in the budget.
- 4.3. There are two qualifying applications in this second round which add up to a total requested amount of £979.44.

**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



**SMALL GRANTS SCHEME**

1)	Malvern Civic Society	£500.00
2)	Malvern Museum Society	£479.44

**MALVERN TOWN COUNCIL  
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	Malvern Civic Society
Amount Requested:	£500
Time of Grant Application:	March 2022

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.

<b>CRITERIA</b>	<b>LOW</b>		<b>MED</b>		<b>HIGH</b>
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
<b>SUB TOTAL</b>			3	20	
<b>OVERALL SCORE (OUT OF 30)</b> A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>23</b>	

**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 CIVIC SOCIETY
Address:	46 2, ST JAMES'S RD MALVERN WR14 2TS
Nature of organisation and charity registration number (if applicable):	111 7906
VAT registration number (if applicable):	/
Date organisation established:	1958
2. Contact details	
Contact name:	ROGER SUTTON
Position within organisation:	EXEC COMM MEMBER
Address for correspondence:	As above
Daytime telephone:	01624 565 273
Email address:	ROGER.SUTTON1@BTINTERNET.COM
3. About your application	
Amount requested:	£ 1500
Briefly outline the reason for your application and how the amount requested will be spent:	CONTRIBUTION TOWARDS PRINTING COST OF MIDSUMMER MALVERN PROGRAMME

How will the grant benefit Malvern Town residents/the Malvern Town community?	2000 copies of the program are distributed in the area	
How many residents of Malvern Town will benefit?	ALL	
Have you received any grant funding from the Council in previous years and if so, please detail:	YES - SIMILAR CIRCUMSTANCES	
What is the planned delivery date for the project/activity?	4th June 2022	
What arrangements are in place for the delivery and management of this project?	CIVIC SOCIETY SUB COMMITTEE	
<b>4. Financial information</b>		
Total cost of your project:	£ 1200	
What funding has been secured to date and from where?	£500 from MWD 200 - advertising	
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?	MATCH FUNDING FROM CIVIC SOCIETY	
	<b>Now</b>	<b>Previous year</b>
Annual income	£	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£
<b>5. Bank details</b>		
Does your organisation have its own bank account and manage its own funds?	Yes	No
Sort code:	30-95-41	



Account number:	0007 7239
Account name:	MALVERN CIVIC SOCIETY
<b>6. Supporting information to be included</b> ✓	
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.	
<b>7. Declaration</b>	
<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:	Loise Sutton
Signature:	
Date:	14/2/22

For more information or to submit your application, 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)



## MIDSUMMER MALVERN GRANT APPLICATION 2022

Each year, the Civic Society organises a week of community activities; originally entitled Civic Week, it is now known as Midsummer Malvern. This year it starts on 24<sup>th</sup> June and runs until 4<sup>th</sup> July.

The Society encourages local community groups to arrange walks, talks, displays and other events in the week, the proceeds of which are retained by the organisers.

The Society, in addition to publicising the week on its web site, produces two thousand copies of a colour A5 programme which are distributed in the area. In that way, the participating groups benefit from professional publicity free of charge. The programme is also added to the District Council web site

The cost of printing the programme is covered by, in the past, grants from the District and Town Councils and advertising revenue. Bookings for the events are handled centrally using an on-line booking service.

2022 is the twelfth year of Civic Week and over that period, a considerable amount of money has been raised for local groups.

rws/14feb

**MALVERN TOWN COUNCIL  
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	Malvern Museum Society
Amount Requested:	£479.44
Time of Grant Application:	March 2022 (small grant awarded November 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.

<b>CRITERIA</b>	<b>LOW</b>		<b>MED</b>		<b>HIGH</b>
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
<b>SUB TOTAL</b>		2	6	8	5
<b>OVERALL SCORE (OUT OF 30)</b> A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>21</b>	

**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.

<b>1. About your organisation</b>	
Name of organisation:	MALVERN MUSEUM SOCIETY
Address:	PRIORY GATEHOUSE, ABBEY ROAD, MALVERN WR14 3ES
Nature of organisation and charity registration number (if applicable):	MUSEUM OF LOCAL HISTORY CHARITY NO. 508766
VAT registration number (if applicable):	
Date organisation established:	1978
<b>2. Contact details</b>	
Contact name:	CORA WEAVER
Position within organisation:	CHAIRMAN, FRIENDS OF MALVERN MUSEUM
Address for correspondence:	4 HALL GREEN, MALVERN WR14 3QX
Daytime telephone:	01684 561215
Email address:	cora@malvernspa.com
<b>3. About your application</b>	
Amount requested:	£ 479,44p
Briefly outline the reason for your application and how the amount requested will be spent:	TO PREVENT FURTHER DAMAGE TO MALVERN'S PICTURE ARCHIVE, TO PUT EACH ITEM IN AN ACID-FREE POCKET OR WRAPPING



How will the grant benefit Malvern Town residents/the Malvern Town community?	IT WILL ENSURE THAT ORIGINAL IMAGES OF MALVERN + ENVIRONS CAN BE PRESERVED + ACCESSIBLE WITHOUT FURTHER DAMAGE	
How many residents of Malvern Town will benefit?	EVERY RESIDENT WHO IS INTERESTED IN THE TOWN'S BUILT OR NATURAL LANDSCAPE FOR PERSONAL OR ACADEMIC INTEREST	
Have you received any grant funding from the Council in previous years and if so, please detail:	NOT FOR THIS PROJECT	
What is the planned delivery date for the project/activity?	MAY - NOVEMBER 2022	
What arrangements are in place for the delivery and management of this project?	TWO NEW MUSEUM VOLUNTEERS HAVE BEEN RECRUITED	
<b>4. Financial information</b>		
Total cost of your project:	£ 479.44	
What funding has been secured to date and from where?	£585 - £195 FROM GUIDED WALKS, BOOK SALES + BOOK BINDING. £390 FOR JAN CONDON PROJECT MALVERN IN A DAY.	
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?	PIECEMEAL FUND-RAISING BY VOLUNTEERS e.g. RAFFLE, SALE OF 2nd-HAND BOOKS, HISTORICAL RESEARCH, GUIDED WALKS	
	<b>Now</b>	<b>Previous year</b>
Annual income	£ 21,482	£
Annual expenditure	£ 7,211	£
Surplus/loss for the year	£ 14,271	£
Savings/reserves	£ 69,088	£
<b>5. Bank details</b>		
Does your organisation have its own bank account and manage its own funds?	Yes	No
Sort code:	20 - 98 - 61	

Account number:	80514438
Account name:	BARCLAYS BUSINESS PREMIUM ACCOUNT
<b>6. Supporting information to be included</b> ✓	
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.	✓
<b>7. Declaration</b>	
<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:	CORA WEAVER
Signature:	
Date:	2 Feb. 2022

For more information or to submit your application, 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)

## **ADDITIONAL INFORMATION**

The project is being co-ordinated by Ann Backhouse and Cora Weaver on behalf of Malvern Museum, which has a formal agreement with, and co-operation of, Malvern Library. The project was initiated after discovering in 2018 that the library had a vast collection of images of Malvern, dating back to the 18<sup>th</sup> century, which were not easily accessible, and of which many residents were unaware.

They include drawings, oil paintings, maps, watercolours, prints, postcards, photographs, letters and newspaper cuttings. They portray some of the people, and the built and natural landscapes, that have shaped Malvern's development from village to town over the past 200 years.

The majority of these images (2000+) are lying loose in drawers, some placed in unsuitable plastic covers.

For the past four years, with the help of two more volunteers recruited from Malvern Museum, Ann and Cora have been cataloguing the collection onto a spreadsheet which is now approximately half-finished. Many items are damaged by foxing, fragmentation and tearing, so all items need to be conserved in acid-free conditions if they are to resist further damage and survive for the future.

Hereford County Archives has given advice on the most suitable conservation methods.

At a future date, each image will be digitised to reduce handling, but it is important to keep this collection in Malvern, in safe conditions, if it is to be easily accessible to the Malvern public.

Both Malvern library and Malvern Museum receive enquiries from residents asking about their house history or ancestors; or about quarrying, shops or hotels, the railway or road-building; the theatre or the water cure, or what Malvern looked like at a particular time. Sharing images and knowledge between the museum and the library will benefit both organisations when residents ask for information.

This invaluable collection is a Malvern-generated resource, the result of over a century of donations by Malvern residents. It belongs to, and is in, the town, which has a responsibility to conserve its heritage.

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

**to be held on Wednesday 30 March 2022 at 6.00 pm  
in the Council Chamber, Belle Vue Terrace, Malvern**

**LARGE GRANTS SCHEME – 2<sup>nd</sup> 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 six qualifying requests for donations that can be assessed under the large grants scheme:

1) Let's Make A Change CIC	£2,387
2) Malvern Theatre Players	£1,400
3) Malvern Radar and Technology History Society	£2,400
4) Newtown Sports CP Football Team	£1,500
5) Pride in Malvern	£2,500
6) The Chase School	£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.
- 3.7. It should be noted that one applicant has already been awarded a grant from the 2021/22 financial year, but there is nothing within grant scheme rules to preclude a second application.

**4. Financial Implications**

- 4.1. The Council set aside a total of £18,000 in its 2021/22 budget, for the payment of large grants.
- 4.2. One large grant was awarded during the first round of the 2021/22 large grants scheme. This amounted to £2,500, leaving £15,500 remaining in the budget.
- 4.3. There are six qualifying applications in the second round. These add up to a total of £12,687. This remains within the overall budgeted amount but committee members should be mindful that all applications must be awarded on the strength of their submissions.

**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

**LARGE GRANTS SCHEME**

1)	Let's Make A Change CIC	£2,387
2)	Malvern Theatre Players	£1,400
3)	Malvern Radar and Technology History Society	£2,400
4)	Newtown Sports CP Football Team	£1,500
5)	Pride in Malvern	£2,500
6)	The Chase School	£2,500

**MALVERN TOWN COUNCIL  
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Let's Make A Change
Amount Requested:	£2,387
Time of Grant Application:	March 2022

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
<b>SUB TOTAL</b>				<b>28</b>	<b>10</b>
<b>OVERALL SCORE (OUT OF 45)</b> A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>38</b>	

**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.

<b>1. About your organisation</b>	
Name of organisation:	Let's Make A Change CIC
Address:	1 Richmond Road, Malvern Wr14 1NE
Nature of organisation and charity registration number (if applicable):	Community Interest Company 12454154
VAT registration number (if applicable):	345 3271 11
Date organisation established:	Feb 2020
<b>2. Contact details</b>	
Contact name:	Chris Lee
Position within organisation:	Director / Co-Founder
Address for correspondence:	1 Richmond Road, Malvern WR14 1NE
Daytime telephone:	07985 693393
Email address:	hello.amazingideas@gmail.com
<b>3. About your application</b>	
Amount requested (if above £2,500 please state specific reason for this)	£2387.00
Briefly outline the reason for your application and how the amount requested will be spent:	To establish a free to use emergency home repair service for the older population of Malvern. The money would be spent to create the enterprise as in the attached cash projection.



How will the grant benefit Malvern Town residents/the Malvern Town community?	Since the threat of Covid-19 has subsided there is a large skill shortage meaning it has become nearly impossible to find a tradesman to undertake small household repairs in a quick and affordable manner. We will provide a free to use domestic emergency repair service for pensioners who are undoubtedly feeling the brunt of the recession and are unable to find, or afford, help when they most need it.	
How many residents of Malvern Town will benefit?	We understand from the last census there are approx 18,000 people 60+ years old	
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?	As soon as funds are available we can start, hopefully just after Easter.	
What arrangements are in place for the delivery and management of this project?	We have individuals in training and have undertaken one or two practice runs already.	
Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?	This is a new initiative for us.	
4. Financial information		
Total cost of your project:	£3162.00	
What funding has been secured to date and from where?	£500.00	
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?	If we are successful in gaining the full grant, it will leave a shortfall of £150 that we will fund from our own resources.	
	Now	Previous year
Annual income	£23979	£-
Annual expenditure	£12708	£-
Surplus for the year distributed to those individuals we help	£11271	£-

Savings/reserves Retained	£1000	£--
<b>5. Bank details</b>		
Does your organisation have its own bank account and manage its own funds?	Yes	

Sort code:	23-69-72
Account number:	22739993
Account name:	Let's Make A Change CIC

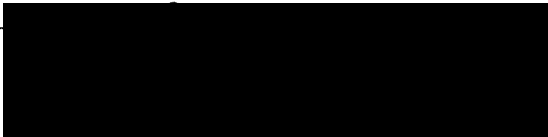
<b>6. Supporting information to be included</b>		✓
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.		Yes
A list of those involved in running the organisation, including trustees if appropriate.		Yes
A copy of your most recent annual accounts or financial 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.		Yes
A recent bank statement in the name of the organisation.		Yes
Supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.		Yes
A business plan or other similar document showing future plans for the organisation.		Yes
<b>7. Declaration</b>		

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:	Chris Lee		
Signature:			

## **Make Better and Mend**

Make Better and Mend – an exciting new project, specifically to help the over 18,000 older residents in Malvern.

Since Covid-19 has subsided, a large skill shortage has emerged meaning tradesmen are hard to find for repairs around the house. It is now nearly impossible to find somebody who can help with small household jobs in a quick and affordable manner. Tradesmen have become very expensive and often quote waiting times as long as two or three months.

Let's Make A Change is a properly constituted, not for profit, Community Interest Company based in Richmond Road, Malvern that helps homeless and disadvantaged individuals rebuild their lives by enterprise.

We propose to utilise our existing skills base for the benefit the community by offering a free home handyman service that meets the needs of the over 60's, particularly those facing economic difficulty.

Despite the apparent affluence of the Malvern area our recent survey showed many local residents are suffering economic hardship, with 46% of the over 60's that we spoke to reporting they are in, or approaching, financial difficulty because of the worsening inflationary situation in the country. People are being forced to choose between eating and keeping warm, and even urgent household repairs like broken locks have to be put off.

Our qualified and experienced team, all with enhanced DBS Certificates and Public Liability insurance of £5,000,000 in place will provide this valuable household repair service on a pro-bono basis. Call out and labour will be free, we will just ask for payment for any materials used. These costs will be quoted and agreed in writing before any work is undertaken.

The service will be offered unconditionally, free at point of delivery, regardless of colour, creed, gender, ethnic origin or social background of the recipient.

We are seeking help to fund the launch and marketing of this project as well as help provide the tools for the individuals our enterprise will encourage, to undertake the work.

We request the help of the Town Council to allow this useful and practical free service for the elderly to be developed. We already have the promise of £500 towards this venture from a prominent member of the community; any grant assistance would be greatly appreciated. Full cost projection to establish and to run for the first twelve months are attached on a separate sheet.

We will provide a free emergency handyman service where the customers will **only** pay for any materials used; directly helping the most vulnerable 25% of the population feel safe and secure in their own homes..

**MALVERN TOWN COUNCIL  
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Malvern Radar and Technology History Society (MRATHS)
Amount Requested:	£2,400
Time of Grant Application:	March 2022

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
<b>SUB TOTAL</b>			9	12	15
<b>OVERALL SCORE (OUT OF 45)</b> A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>36</b>	


**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.

<b>1. About your organisation</b>	
Name of organisation:	Malvern Radar and Technology History Society
Address:	c/o Thomson & Bancks Solicitors, 37 High Street, Pershore, WR10 1AH
Nature of organisation and charity registration number (if applicable):	Educational charity. Reg 1183001
VAT registration number (if applicable):	n/a
Date organisation established:	2010 and as reg charity 2019
<b>2. Contact details</b>	
Contact name:	Michael Burstow
Position within organisation:	Chairman
Address for correspondence:	172 Brookfarm Drive, Malvern, WR14 3SL
Daytime telephone:	07885 501086
Email address:	mikeburstow@gmail.com
<b>3. About your application</b>	
Amount requested (if above £2,500 please state specific reason for this)	£ 2,400
Briefly outline the reason for your application and how the amount requested will be spent:	MRATHS has been offered a lease for rooms at Gt Malvern Station for a technology museum (See bid)

How will the grant benefit Malvern Town residents/the Malvern Town community?	This will add a new tourist attraction to Malvern	
How many residents of Malvern Town will benefit?	All residents by increasing their knowledge of our history and their pride in the town	
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?	September 2022 (NB subject to current negotiations with lease holder)	
What arrangements are in place for the delivery and management of this project?	The project will be managed by MRATHS volunteers using accredited trades people as required	
Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?	This is new opportunity that has just arisen (23Feb2022)	
<b>4. Financial information</b>		
Total cost of your project:	£ 5,500	
What funding has been secured to date and from where?	£ 3100 from own funds for exhibition material	
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?	Some remedial work (damp) to the building structure is required but this is the landlord's responsibility	
	<b>Now (2021)</b>	<b>Previous year</b>
Annual income	£ 5404	£ 4824
Annual expenditure	£ 4065	£ 2171
Surplus/loss for the year	£ 1338	£ 2652
Savings/reserves	£ 16.807	£ 15468
<b>5. Bank details</b>		
Does your organisation have its own bank account and manage its own funds?	Yes	No

Sort code:	40-31-09
Account number:	21886037
Account name:	Malvern Radar and Technology History Society
<b>6. Supporting information to be included</b> ✓	
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	Y
A list of those involved in running the organisation, including trustees if appropriate.	Y
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.	Y
A recent bank statement in the name of the organisation.	Y
Supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	Y
A business plan or other similar document showing future plans for the organisation.	Y
<b>7. Declaration</b>	
<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:	MICHAEL C BURSTOW.
Signature:	 TRUSTEE



Date:	10 March 2022
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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)

## PROPOSAL FOR A NEW TECHNOLOGY MUSEUM

**BACKGROUND:** In 1942 two top secret government radar research establishments were evacuated in haste to Malvern. Their work was transformative to the war effort, to Malvern and subsequently to modern electronic technology worldwide.

The Malvern Radar and Technology History Society (MRATHS) exists to celebrate this history and to use it to inspire the next generation of scientists and engineers.

**PROPOSAL:** This proposal arises from a new opportunity to have a permanent focus for this history at Great Malvern Railway Station. The offer has been made to MRATHS by the Worcestershire Community Rail Partnership (WCRP) Officer, Fiona Saxon to use space within Gt Malvern Station for a Technology Museum. The space of approximately 30m<sup>2</sup> is accessible from both the road and platform. See Figures 1&2.

**GRANT:** This MTC grant will provide the funds required to purchase and install the lighting and display backing boards to a professional standard that meets applicable listed building and safety regulations. This will enable MRATHS to pursue this offer. Note that the exhibition content will be funded wholly by MRATHS. Some of this exhibition material exists and most of the remainder is either in design and build as part of a Celebration Event to celebrate the 80<sup>th</sup> anniversary of the scientists arriving in Malvern. This is being jointly planned with Malvern College.

**BENEFIT to MALVERN:** This small museum would cement a largely untold story of Malvern's history of technology and attract another specialist tourist segment as well as people with mere curiosity. These stories are still largely unknown to the public. A further offer (not part of this bid) has been made by TFW to provide material for the public waiting room at the station. Letters of support can be provided by MHDC, Civic Society, and Malvern Museum. Public interest has already been demonstrated by successful poster exhibitions and other events.

**TIMING:** This offer was made to MRATHS on 23<sup>rd</sup> February 2022. The landlord and MHDC Tourism would be happy for occupancy by mid year. September 2022 would match the Heritage Open Week whose theme is Inventions.

MRATHS have submitted this bid to catch the 11<sup>th</sup> March deadline. However, the tenancy agreement has yet to be concluded with the landlord, the building use plans are yet to be approved by conservation officer and the and the business modelling is incomplete. For these reasons, should the MRATHS bid be regarded favourably, MRATHS would agree to receiving the funds once these matters are satisfactorily concluded.

**NOTE:** A further offer has been made by WCRP to provide material for display material in the station public waiting room. (Not part of his bid)



Fig 1 – Showing proposed part of Gt Malvern station

## Great Malvern Station Space

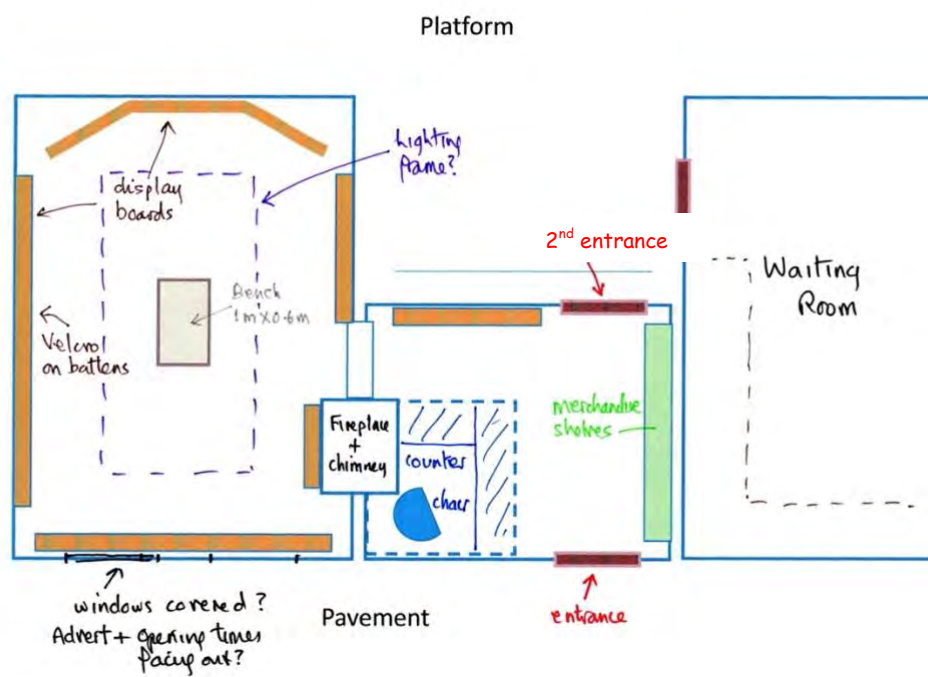


Fig 2 Showing how space might be utilised for displays etc.

**MALVERN TOWN COUNCIL  
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Newtown Sports Cerebral Palsy and Pan Disability Club
Amount Requested:	£1,500
Time of Grant Application:	March 2022 (small grant awarded November 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
<b>SUB TOTAL</b>		<b>10</b>	<b>3</b>	<b>12</b>	
<b>OVERALL SCORE (OUT OF 45)</b> A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>25</b>	

**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.

<b>1. About your organisation</b>	
Name of organisation:	Newtown Sports Cerebral Palsy and Pan Disability 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
<b>2. Contact details</b>	
Contact name:	Deana Wilkinson
Position within organisation:	Volunteer and parent
Address for correspondence:	23 Hornyold Avenue, Malvern, Worcestershire, WR14 1QJ
Daytime telephone:	01684 578 947
Email address:	deana.wilkinson@googlemail.com
<b>3. About your application</b>	

Amount requested (if above £2,500 please state specific reason for this)	£ 1,500
Briefly outline the reason for your application and how the amount requested will be spent:	Our team has been invited to take part in a national football festival in Scotland. The money would help fund flights and other travel expenses.

How will the grant benefit Malvern Town residents/the Malvern Town community?	Giving our children a chance to join the wider Pan Disability community and raise the profile of our little town.
How many residents of Malvern Town will benefit?	We currently have 15 families living in Malvern and surrounding area.
Have you received any grant funding from the Council in previous years and if so, please detail:	Yes. A small grant of £500 in December 2021 to purchase a team gazebo.
What is the planned delivery date for the project/activity?	June 2022
What arrangements are in place for the delivery and management of this project?	The accommodation at Stirling University has been booked. We are currently arranging flights and transfer details for the families.
Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?	Yes.

#### 4. Financial information

Total cost of your project:	£ 3,000	
What funding has been secured to date and from where?	£ 1,500 from small fund raising efforts (parents sponsored run, quiz nights, 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.	
	<b>Now</b>	<b>Previous year</b>
Annual income	£	£

Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£
<b>5. Bank details</b>		
Does your organisation have its own bank account and manage its own funds?	<b>Yes</b>	No

Sort code:	40-31-09
Account number:	51029177
Account name:	NEWTOWN SPORTS JUNIOR FC
<b>6. Supporting information to be included</b> ✓	
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	✓
A list of those involved in running the organisation, including trustees if appropriate.	
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.	
A recent bank statement in the name of the organisation.	
Supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	✓
A business plan or other similar document showing future plans for the organisation.	N/A

## 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:	Deana Wilkinson
Signature:	<i>D E Wilkinson</i>
Date:	10 <sup>th</sup> March 2022

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)



Newtown Sports Cerebral Palsy and Pan Disability Football Team Large Grant  
Application – March 2022

Our little Malvern team has been invited to take part in the Syngenta Juveniles Pan Disability Football Festival at Stirling University, Scotland this coming June. It will be a weekend of football matches and opportunities to make new friends with children from other pan disability teams from all over the UK. Our children rarely get these kind of life experiences, especially as many of them have complex needs and require additional physical and emotional support from parents and wider family. Our hope is that we can raise enough funds with your help to cover the cost of each of the 11 children who are going, with one of their parents, for the flight, travel to and from the airport in Scotland and their accommodation for the weekend. For many of our families it's the only way that they can afford this. This will be such an amazing experience for the children, especially after the pandemic. Also by being there, we will be raising the profile of Malvern.

## Newtown Sports FC Vision and Goals

### Our vision:

To create a coaching environment where the emphasis is on fun and improving the children's development and ability.

To improve players performances as an individual and a team player in football but also by using football as a means to address key social issues such as health, anti-social behaviour and inequality.

To make Newtown Sports FC an integral part of the community and to create opportunities for young people and adults to get involved with the running of the club.

### Our goal:

To encourage children of all ages to exercise playing football whilst at the same time improving their social skills with other children.

To create a positive and fun environment for young boys and girls to play football in.

Encourage children and young people to learn and take responsibility in their own decision making.

For all children to have fun and to play football within the true spirit of the game.

To let the game be the teacher.

Our promise as coaches:

Recognize 'difference' in young players and support all individuals to improve

Ensure that all young players experience achievement

Enhance the self-esteem of young players

Help to develop confidence in young players

Encourage young players to make decisions for themselves

Develop positive attitudes around 'fair play' and respect for others.

### One vision, one goal:

Confidence: Belief in oneself and one's powers and abilities.

Self-esteem: A realistic respect for, or a favourable impression of one self, self-assurance.

Development: The process of developing, growth, progress and improvement.

**MALVERN TOWN COUNCIL  
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Malvern Theatre Players
Amount Requested:	£1,400
Time of Grant Application:	March 2022

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
<b>SUB TOTAL</b>			9	12	15
<b>OVERALL SCORE (OUT OF 45)</b> A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>36</b>	

**MALVERN TOWN COUNCIL  
LARGE GRANT APPLICATION FORM**

*new.*

**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:	Malvern Theatre Players
Address:	Theatre House, Grange Road, Malvern, WR14 3HA
Nature of organisation and charity registration number (if applicable):	Community Theatre Company
VAT registration number (if applicable):	N/A
Date organisation established:	September 1977
2. Contact details	
Contact name:	C J BASSETT
Position within organisation:	Company Manager
Address for correspondence:	As Above
Daytime telephone:	01684 569011 / 07768 235574
Email address:	<a href="mailto:chrisb_mtp@yahoo.co.uk">chrisb_mtp@yahoo.co.uk</a>
3. About your application	
Amount requested (if above £2,500 please state specific reason for this)	£ 1400
Briefly outline the reason for your application and how the amount requested will be spent:	It is our intention to stage a production of "The Wind in the Willows" in Priory Park from the 29 <sup>th</sup> of August to the 4 <sup>th</sup> of September. As a gesture to the residents of Malvern who have supported the



	Malvern Theatre Players over the last 45 years and particularly during the Covid emergency, and to celebrate the Queen's Jubilee, we would like to offer young people free admission to the event. The grant requested will cover the cost of providing the tickets.	
How will the grant benefit Malvern Town residents/the Malvern Town community?	The young people of Malvern will have the opportunity to attend this exciting show free of charge.	
How many residents of Malvern Town will benefit?	As many as wish to attend the performances. Conservatively estimated as 360. Estimated number of young people 180, of which we are seeking a grant to cover free admission for 140.	
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?	29 August to 04 September	
What arrangements are in place for the delivery and management of this project?	<ul style="list-style-type: none"> <li>• Project accepted by Malvern Theatre Players Management</li> <li>• Malvern Hills District Council consulted over the use of Priory Park</li> <li>• Risk assessments in preparation</li> <li>• Additional public liability insurance to be obtained if required</li> </ul>	
Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?	Yes.	
<b>4. Financial information</b>		
Total cost of your project:	£ 5000	
What funding has been secured to date and from where?	£ Funding guaranteed by Malvern Theatre Players Executive Committee	
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 balance of funding will be provided by Malvern Theatre Players. If a grant is not forthcoming the show will nonetheless continue but without the free admission for young people.	
	<b>Now</b>	<b>Previous year</b>

Annual income	2019 / 2020 £ 24626	2020 / 2021 £ 14003
Annual expenditure	2019 / 2020 £ 25389	2020 / 2021 £4334
Surplus/loss for the year	2019 / 2020 £763	2020 / 2021 £ 9669
Savings/reserves	None £	2020 / 2021 £ 15000 SEE NOTE ATTACHED AT A5

## 5. Bank details

Does your organisation have its own bank account and manage its own funds?	Yes	
Sort code:	30 90 31	
Account number:	72182468	
Account name:	Malvern Theatre Players	

## 6. Supporting information to be included

✓

A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	<b>A1</b>
A list of those involved in running the organisation, including trustees if appropriate.	<b>A2</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.	<b>A3</b>
A recent bank statement in the name of the organisation.	<b>A4</b>
Supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	<b>A5</b>
A business plan or other similar document showing future plans for the organisation.	N/A

## 7. Declaration

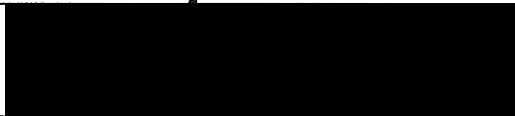
I confirm that I have read and agree to the conditions within the Town Council's grants

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>C J BASSETT</b>
Signature:	
Date:	<b>9<sup>th</sup> March 2022</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)

Malvern Theatre Players

## PRIORY PARK JUBILEE PROJECT

Production of *The Wind in the Willows*

To provide funding to support a proposed post-Covid project to encourage young people to return to live performances..

Although the effects of Covid are considered to be diminishing, people are still wary of attending indoor theatre performances. The proposed Malvern Theatre Players outdoor performances of *The Wind in the Willows* will provide a safe environment in which to enjoy this adaptation by Malvern playwright Amelia Marriette of the well - loved story. We are also hoping that the outdoor location will provide an enhanced setting in which to experience the show.

To further encourage young people aged under 14 years to come to the show, and as our contribution to the Queen's Jubilee events, we are proposing to provide free admission. Accompanying adults will be charged as normal.

It is proposed to offer 140 free tickets, on a "first come" basis against a normal under 14 years admission price of £10. The grant requested would cover the cost of this provision. The cost of providing tickets above this number will be covered by Malvern Theatre Players members and friends. No young person will be refused free admission

Please note that, although we have reserves of funds, we are having to set aside £15K to revert to original condition the industrial unit that we lease from Malvern Hills District Council and which is the store for our costume and props hire department. Post – Covid our income from the hire activity has collapsed and it is probable that we will have to vacate the building and that MHDC will require reinstatement.



Chris Bassett  
Company Manager  
09 March 2022  
Attached – Production budget

Theatre House, Grange Road, Malvern, Worcs WR14 3HA  
chrisb\_mtp@yahoo.co.uk 01684 569011



**MALVERN TOWN COUNCIL  
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	The Chase School
Amount Requested:	£2,500
Time of Grant Application:	March 2022

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
<b>SUB TOTAL</b>				<b>16</b>	<b>25</b>
<b>OVERALL SCORE (OUT OF 45)</b> A minimum of 25 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  
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.

<b>1. About your organisation</b>	
Name of organisation:	The Chase School
Address:	The Chase School, Geraldine Road, Malvern, Worcestershire
Nature of organisation and charity registration number (if applicable):	School
VAT registration number (if applicable):	
Date organisation established:	The school opened as a Secondary Modern in 1953. The school became an academy in 2011.
<b>2. Contact details</b>	
Contact name:	Brian Howell
Position within organisation:	Business Manager
Address for correspondence:	The Chase School, Geraldine Road, Malvern, Worcestershire
Daytime telephone:	01684 898759
Email address:	Bhowell@chase.worcs.sch.uk

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:	
The funds will be used for two 75" display screen in the Main Hall of school. These will be used during school performances, in assemblies, for talks and for training.	
How will the grant benefit Malvern Town residents/the Malvern Town community?	
<ul style="list-style-type: none"> <li>• Improved interaction with attendees</li> <li>• Improved effects in the ambiance</li> <li>• Full colour, video capable option to show off the information or visual aids to augment into lessons/ events.</li> <li>• When putting on a stage production, building sets and swapping them in and out can be a costly and time-consuming process. By using LED screens, we can create detailed and imaginative backgrounds for the stage without needing to have a massive budget.</li> <li>• According to the electroluminescent specialists at <a href="http://ellumiglow.com">ellumiglow.com</a>, the use of LED walls can show videos with great clarity and dazzling colour while being versatile and easy enough to construct when creating pop-up displays for temporary use.</li> <li>• When we have to make presentations, being able to engage those you're giving it to can have a big impact on whether you're successful or not. Everyone wants to make the best impression possible, and using a LED screens will definitely get their attention. You can display slide shows, data graphs, and charts or product mock-ups to help get your point across.</li> </ul>	
How many residents of Malvern Town will benefit?	<p>During any year there are over 1,300 pupils at the Chase School who would benefit. Each year, about 235 new children join the school. Therefore, over a 10-year period, at least 2,500 students will benefit.</p> <p>Also, if community groups wish to use this equipment as part of a letting, they will be able to do so.</p>
Have you received any grant funding from the Council in previous years and if so, please detail:	<ul style="list-style-type: none"> <li>• 2020/21 £2,348.76 for PE/ Sports equipment</li> <li>• 2019/20 £1,500 towards music creativity suite</li> <li>• 2018/19 £1,590 for a set of classroom chairs</li> <li>• 2017/18 £1,512 for picnic benches</li> </ul>
What is the planned delivery date for the project/activity?	Install will take place during July/ August of 2022

What arrangements are in place for the delivery and management of this project?	The IT Manager will oversee the purchase and install of equipment.
Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?	This equipment will be used on an ongoing basis and support numerous events. It will support the visualisation at performances, enhance school assemblies and sharing of information on Open Days. The screens will also increase the effectiveness of training to staff, parents and students.

4. Financial information		
Total cost of your project:	£3,951	
What funding has been secured to date and from where?	The school has £1,451 to make up the funds.	
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 funds are already ring-fenced.	
	<b>Now</b>	<b>Previous year</b>
Annual income	£7,468,000	£8,065,978
Annual expenditure	£7,768,000	£7,664,313
Surplus/loss for the year <small>excess of expenditure over income (excluding restricted fixed asset funds)</small>	£132k (excluding restricted fixed asset funds and pension)	£97k (excluding restricted fixed asset funds and pension)
Savings/reserves	£169,000 reserves	£169,000 reserves
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	
Sort code:	30 95 41	
Account number:	23934868	
Account name:	The Chase School	
6. Supporting information to be included ✓		
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	See Company Documents	
A list of those involved in running the organisation, including trustees if appropriate.	See Org. Chart	
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	See Trustees Report	

records that cover a full year, you will need to provide what records you have currently.	
A recent bank statement in the name of the organisation.	See Bank Statement
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 Grant App. Form
A business plan or other similar document showing future plans for the organisation.	See Ofsted 2021

## 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:	Brian Howell
Signature:	<i>B Howell</i>
Date:	28/01/2022

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)



Mr B Howell  
The Chase School  
Geraldine Road  
Malvern  
WR14 3NZ  
Telephone: 01684 891 961

Friday, 28 January 2022

Deborah Powell  
28-30 Belle Vue Terrace  
Malvern  
Worcestershire  
WR14 4PZ

Dear Deborah

Re: Large Grants Scheme

The Chase School would like to request financial support from Malvern Town Council. We are requesting £2,500 towards two 75" display screen in the Main Hall of the school. These will be used during school performances, in assemblies, for talks and for training. The funding will make up 63% of the costs which the school will top-up.

It is anticipated that thousands of students will benefit. The Chase has about 1330 students and each year, about 240 new students join. The technology will also support staff and local community groups.

We would like to thanks Malvern Town Council for considering our application.

Regards

Brian Howell, Business Manager

*M J Fieldhouse Headteacher*

The Chase  
Geraldine Road  
Malvern  
Worcestershire  
WR14 3NZ

T: (01684) 891 961  
E: [office@chase.worcs.sch.uk](mailto:office@chase.worcs.sch.uk)  
  
[www.chase.worcs.sch.uk](http://www.chase.worcs.sch.uk)



**MALVERN TOWN COUNCIL  
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Pride in Malvern
Amount Requested:	£2,287
Time of Grant Application:	March 2022

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
<b>SUB TOTAL</b>				<b>28</b>	<b>10</b>
<b>OVERALL SCORE (OUT OF 45)</b> A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>38</b>	

**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.

<b>1. About your organisation</b>	
Name of organisation:	Pride in Malvern
Address:	c/o 42 Alexandra Road Malvern WR14 1HF
Nature of organisation and charity registration number (if applicable):	Pride in Malvern COI Charity Commission Application in Process
VAT registration number (if applicable):	N/A
Date organisation established:	March 2019
<b>2. Contact details</b>	
Contact name:	Mary Marsh
Position within organisation:	Treasurer
Address for correspondence:	42 Alexandra Road Malvern WR14 1HF
Daytime telephone:	07941674936
Email address:	mary@mtmarsh.co.uk

3. About your application	
Amount requested (if above £2,500 please state specific reason for this)	£2,500.00
Briefly outline the reason for your application and how the amount requested will be spent:	As a result of the first ever Pride in Malvern in 2019 we were overwhelmed by the number of those attending the Pride event. LGBTQ+ members plus family and friends and allies of the LGBTQ+ community. We need to better sign the event and have reusable flags and event signage for use at fundraisers and promotional events.
How will the grant benefit Malvern Town residents/the Malvern Town community?	This is a Malvern-wide, family-friendly event designed to include and celebrate our LGBTQ+ residents as an important part of the wider community in Malvern. It is a free event and all sectors of the community will be encouraged to come along and celebrate our town's diversity.
How many residents of Malvern Town will benefit?	At the last event there were around 1000 people attending during the event. Other local organisations also attended to advertise their services of which members of the LGBTQ+ community may not have been aware.
Have you received any grant funding from the Council in previous years and if so, please detail:	Yes we received a Small Grant of £500 in 2019.
What is the planned delivery date for the project/activity?	Pride in Malvern is being held on 30 <sup>th</sup> July 2022
What arrangements are in place for the delivery and management of this project?	There are three Trustees , Committee of 5 and we will be using around 60 volunteers on the day
Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?	We held the first event in 2019 and had to shelve 2020 and 2021 events due to Covid although we were able to do some fundraising in 2020 before the first lockdown. This grant is for decorating the town and Celebrating the LGBTQ+ Community in Malvern. The banners will not be dated and can therefore be used to advertise future Pride events as well as this year's.



4. Financial information		
Total cost of your project:	£7,550	
What funding has been secured to date and from where?	<ul style="list-style-type: none"> <li>• £250 from Natalie McVey of MHDC to spend on Signing for the deaf at Pride events.</li> <li>• £500 from Malvern Town Council for Pride Gazebo. (Already mentioned in Sec'n 3).</li> <li>• £300 from the Great Malvern Hotel</li> <li>• £200 from Fundraiser at The Old Con Club.</li> </ul>	
If Town Council funding were to be given, are there any funds still to be secured and what are your organization's plans for raising these?	<ul style="list-style-type: none"> <li>• We are applying to each of the MHDC councillors for a small donation from their Ward Budgets for 2022/23.</li> <li>• We have also approached Beverley Nielsen, our local County Councillor for a donation from her WCC budget.</li> <li>• We are looking at applying for an Event Development Grant from MHDC.</li> <li>• We have been approached by GWR and are talking to them about sponsorship.</li> <li>• We will be putting out a general call for sponsors from the Malvern business community in the next month or two.</li> </ul>	
	Now – Projected for 2022	Previous year – Aug 2019 pre Covid
Annual income	£10,350	£4,453
Annual expenditure	£7,550	£2,036
Surplus/loss for the year	£2,800	£2,417
Savings/reserves	£4,162	£2,417

5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	No
Sort code:	30-96-26	
Account number:	50752968	
Account name:	Malvern Pride	
6. Supporting information to be included ✓		
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	✓(attached)	
A list of those involved in running the organisation, including trustees if appropriate.	✓(attached)	
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.	✓(attached)	
A business plan or other similar document showing future plans for the organisation.	n/a	




## 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:	MARY T. MARSH
Signature:	
Date:	1 - 3 - 2022

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)

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## **Pride in Malvern Supporting Statement for Malvern Town Council Large Grant Application March 2022**

This grant application if approved by Malvern Town Council, will support us in our work and clearly demonstrate to the local Malvern Community that Malvern Town Council is an advocate for equality for all, including but not exclusively the LGBTQ+ community and actively supports equal rights for all and everyone can be their authentic selves.

Pride in Malvern have a large local business community who support us and our aims. This was clearly demonstrated in donations being made by local businesses and shops and businesses "Pridding Up" their business shop windows in 2019. All Emergency Services support our events and are keen to promote equality. They also use our Pride events as a recruitment event to broaden their employee basis to better reflect the local community and society as a whole.

LGBTQ+ people, across our community should feel valued and welcomed by all. We aim to ensure that LGBTQ+ role models and allies are visible throughout public life and to create an environment that enables all LGBTQ+ people to participate fully in society. We aim to empower LGBTQ+ people in Malvern to be their authentic selves, enabling them to realise and achieve their full potential, and we also aim to empower LGBTQ+ people and allies to create positive change.

We are passionate about Pride in Malvern being an event available for everyone to attend, regardless of income. This means visitors do not have to pay to come to the events and they do not have to pay to see the art exhibitions or go to the talks and discussion events inside the Pride in Malvern events.

But, just because it's free to attend, that doesn't mean it costs nothing to put on these amazing events. Lots of people give their time, skills, and effort for free, to help make Pride in Malvern happen. Pride in Malvern is a not-for-profit organisation, with no paid workers and has applied for Charity status with the Charity Commission.

In the summer of 2019 It was resolved that Malvern Town Council supports and encourages friends, local residents and businesses to attend Pride in Malvern and supported the inaugural Pride in Malvern Event held in Priory Park on Saturday 27 July 2019 by way of a small grant application being approved. It also resolved that Malvern Town Council would promote the event on its website and social media sites and fly the Rainbow Flag on its Flag poles

Pride is about communities coming together in celebration, unity and solidarity.

***Pride in Malvern is all about "Changing hearts and minds"***

***This grant application is not for operational costs as these are being covered by commercial sponsors and fund raising. This grant application is for event material that can be used for the 2022 Pride in Malvern event but also for future events.***



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

**to be held on Wednesday 30 March 2022 at 6.00 pm  
in the Council Chamber, Belle Vue Terrace, Malvern**

**REVIEW OF EARMARKED RESERVES**

**1. Purpose of Report**

- 1.1. The purpose of this report is to present to Policy and Resources Committee a summary of the current position of the Council's Earmarked Reserves and to consider any further provisions or revisions which may need to be made in light of the Council's financial and operational position approaching Financial Year End 2021/22.

**2. Recommendation**

- 2.1. The Committee is recommended to review and approve the details of Earmarked Reserves as summarised in Appendix A.

**3. Background**

- 3.1. Malvern Town Council is required to maintain adequate financial reserves to meet the needs of the organisation.
- 3.2. Reserves can be categorised as **General Reserves** which are held to cushion the impact of uneven cash flows or unexpected events, or **Earmarked Reserves** which are held for a specific purpose. Earmarked Reserves are established on a "needs" basis in line with planned or anticipated requirements.
- 3.3. Earmarked Reserves are held by Malvern Town Council for six main reasons:
- 1) As part of a planned programme of Asset Renewal and Refurbishment.
  - 2) To allow the carry forward of budgeted projects that the Council has not been able to complete in the current year due to specific circumstances.
  - 3) To carry forward underspend. Earmarked Reserves can be used to carry forward these resources for specific projects.
  - 4) Perpetuity Funds are held for Townsend Way and Grave Maintenance. The capital sums of these funds cannot be utilised, but interest from investment of these funds is used to contribute towards maintenance costs in these areas.
  - 5) A Capital Receipts Reserve was created in 2010 from the sale of surplus land. This reserve can only be used to fund large capital projects undertaken by the Council and cannot be used for general running costs.
  - 6) Other Earmarked Reserves will be set up from time to time to meet known or predicted liabilities.
- 3.4. A review of Earmarked Reserves shows that the estimated balance of Earmarked Funds at 31 March 2022 is £330,892.
- 3.5. This amount is £7,271 higher than at 31 March 2021.
- 3.6. Officers are proposing the following additions/release from Earmarked Reserves:

- £2,500 as an addition to the election earmarked funds to continue building reserves ahead of the next full Town Council elections.
- £15,000 to be added into Asset Repair and Development funds for the refurbishment of Rosebank Gardens bus shelters, a project delayed from its original planned date and needing to be carried over into 2022/23.
- A release of £8,000 also from Asset Repair and Development of funds previously earmarked for the refurbishment of Barnards Green bus shelter and no longer required due to the project largely being completed by Town Council staff.

3.7. There are no other specific Earmarked Reserves allocations that have been agreed or identified as being necessary at this point. However, Committee may wish to make its own suggestions for additions.

**4. Financial Implications**

4.1. The predicted balance on Earmarked Reserves at 31 March 2021 will be £330,892 as set out in Appendix A.

4.2. Committee is advised that the Council has sufficient cash resources including that required to support the Earmarked Reserves.

**5. Legal Implications**

5.1. The requirement as such to set aside Earmarked Reserves is not set out in statute.

5.2. However, the Council is required to make arrangements for the proper administration of its financial affairs and to so manage its affairs as to secure economic, efficient and effective use of resources and safeguard its assets.

5.3. The setting aside of reserves, and hence the cash to finance the relevant expenditure when incurred, would be deemed prudent.

End

Linda Blake  
Town Clerk

**AGENDA ITEM 6**  
**APPENDIX A**

Description	Earmarked Funds at 01/04/21	Reserves added / (released) during year	Predicted Earmarked Funds at 31/03/22	Details of movements during the Year	Any further additions or releases
EM Elections	£6,810	£2,500	£9,310	Town Council elections took place in May 2019 and just over £10,000 was released from this reserve to cover costs. £2,500 was added at year end 2021 to begin building this reserve again.	The next Town Council elections are scheduled for May 2023 and therefore an addition of £2,500 is suggested at year end to continue building this reserve.
EM Asset Repair and Development	£31,464	(£5,229)/ (£8,000) /£15,000	£33,235	Reserves were released during the year for path edging works in Rosebank Gardens and final costs for the basketball courts project.	Officers are proposing that funds of £15,000 are Earmarked for the Refurbishment of Rosebank Gardens bus shelter. This project was scheduled to take place during the current financial year but it has been delayed. A further £8,000 of reserves can be released against that earmarked for the refurbishment of Barnards Green bus shelter and no longer required as the project was completed largely by Town Council staff.
EM Play Areas	Nil	Nil	Nil	No additions are required at this time.	None proposed
EM Cemetery Extension / Cemetery Refurbishment Project	£16,659	Nil	£16,659	The recent cemetery extension has now been completed, with burials now taking place in this area. This Earmarked Fund will therefore remain in place for any	None proposed

**AGENDA ITEM 6**  
**APPENDIX A**

Description	Earmarked Funds at 01/04/21	Reserves added / (released) during year	Predicted Earmarked Funds at 31/03/22	Details of movements during the Year	Any further additions or releases
				additional refurbishment or extension works that may be required in the future.	
EM Vehicle and Machinery Replacement Fund	£49,889	£15,000 / (£9,750) / (£2,250) back into general reserves	£52,889	<p>This fund is to smooth the effect on the precept of purchasing vehicles and machinery and £15,000 of funds has been added during 2021/22.</p> <p>Releases of £9,750 have been made during the year to fund a new wood chipper. Due to the budget savings achieved, £2,250 will be transferred back into General Reserves before the Year End.</p>	None proposed
EM Events and Grants	£17,399	£none	£17,399	It was agreed as part of the annual budget process to earmark £12,500 from the current year's Events underspend to help boost Town Council Event in 2021. This has not been utilised but will be carried forward in 2022.	None proposed
Capital Receipts Reserve	£98,250	Nil	£98,250	None required	None proposed
Perpetuity Funds	£66,484	Nil	£66,484	None required	None proposed
CIL Reserve – Brookfarm Drive	£36,666	Nil	£36,666	None required	None proposed

**AGENDA ITEM 6  
APPENDIX A**

Description	Earmarked Funds at 01/04/21	Reserves added / (released) during year	Predicted Earmarked Funds at 31/03/22	Details of movements during the Year	Any further additions or releases
Overall Total	£323,621	£7,271	£330,892		