



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

**For meeting on Wednesday 2 November 2022 at 6.00 pm
Council Chamber, Belle Vue Terrace**

MALVERN TOWN COUNCIL

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



26 October 2022

townclerk@malvern-tc.org.uk
www.malverntowncouncil.org

MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Policy and Resources Committee (Quorum 5):

Councillors C Hooper (Ch), J Satterthwaite (V-Ch), J Ashington-Carter, C Fletcher, R McLaverty-Head, N Mills, J O'Donnell, A Stitt, J Wilkinson

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 2 November 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.	Apologies for Absence To receive and note apologies for absence
2.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Policy and Resources Committee meeting: <ul style="list-style-type: none">➤ 25 May 2022 (previously circulated)
Public Participation <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.	Small Grants Scheme, 1st Round 2022/23 <ul style="list-style-type: none">➤ Report PR01/22 to follow
5.	Large Grants Scheme, 1st Round 2022/23 <ul style="list-style-type: none">➤ Report PR02/22 to follow
6.	Malvern Theatre Players – request for deferment of large grant <ul style="list-style-type: none">➤ Report PR03/22 to follow
7.	Financial Reports <ul style="list-style-type: none">➤ Report PR04/22 to follow➤ Cash Report Ref CR1, June, July, August and September 2022➤ Bank Payment Schedules, June, July, August and September 2022

8.	Policy Review Task and Finish Group Recommendations <ul style="list-style-type: none"> ➤ Report PR05/22 to follow
9.	Review of Town Council Objectives – Short and Long Term <ul style="list-style-type: none"> ➤ Report PR06/22 to follow
10.	Date and Time of Next Meeting <ul style="list-style-type: none"> ➤ Wednesday 16 November 2022, 6.00 pm – Budget Working Party ➤ Wednesday 30 November 2022 at 6.00 pm – Policy and Resources Committee

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

**held in the Council Chamber, Belle Vue Terrace, Malvern
on Wednesday 25 May 2022 at 6.00 pm**

Councillors

C Hooper (Chairman)
J Satterthwaite (Vice-Chairman)
C Fletcher
R McLaverty-Head
N Mills
A Stitt

Absent

J Ashington-Carter (apologies)
J O'Donnell

In attendance

Linda Blake - Town Clerk
Cllr N Houghton - Mayor

1. ELECTION OF CHAIRMAN

Cllr Clive Hooper was elected as Chairman of the Policy and Resources Committee for 2022/23.

2. ELECTION OF VICE CHAIRMAN

Cllr Jack Satterthwaite was elected Vice Chairman of the Policy and Resources Committee for 2022/23.

3. APOLOGIES FOR ABSENCE

Apologies for absence from Cllr J Ashington-Carter were **NOTED**.

4. DECLARATIONS OF INTEREST

Cllr Clive Hooper – Vice President and past Chairman of Malvern Civic Society.

5. 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 30 March 2022.

PUBLIC PARTICIPATION

None.

6. SMALL GRANTS SCHEME, 2nd round 2021/22 – resubmission of Malvern Civic Society Application

Report PR01/22 was received and accepted.

Committee reviewed the additional details received from Malvern Civic Society relating to funding amounts and details of leaflet circulation in respect of their application to the small grants scheme.

It was **AGREED** to award a small grant of £500 to Malvern Civic Society.

7. REVIEW OF TOWN COUNCIL GRANTS SCHEME

Report PR02/22 was received and accepted.

The Town Clerk explained that after an in-depth review of the Town Council's grants scheme in June/July 2020, a two-year review of its effectiveness was now due. The

UNADOPTED

report outlined a few discussion points, and it was agreed that Committee would take each one in turn.

Timing of the Scheme

It was **AGREED** that the scheme should continue to run twice a year, once in August/September and then again in February/March.

Emergency Grants

It was **AGREED** that the Emergency grants process should continue unchanged.

Amount of Awards

Committee **AGREED** that the current limits were suitable and did not need changing with small grants being up to £500 and large grants having an advisory limit of between £501 and £2,500.

Frequency of Applications

Committee discussed whether there should be any limits of the number of times one single organisation could apply for a grant over a period of time. Whilst it was generally felt that every application should be decided on its merits, there were concerns expressed over whether more than one large grant application should be allowed in a single year from a single organisation.

It was **AGREED** that the frequency of small grants applications would not be restricted and that all applications to the small grants scheme would be assessed on their merits.

It was **AGREED** that organisations would only be able to submit one large grant application in each financial year.

Nature of Organisation

Committee discussed whether there should be any further restrictions on the type of organisations which can apply to the scheme and in particular whether schools as recipients of government funding should be able to receive grant funding.

It was **AGREED** that there should be no further restrictions imposed and that all applications would be decided on their merits rather than by nature of organisation.

Applications Forms and Assessment Forms

Committee **AGREED** that the applications forms, and assessment forms did not require any further changes.

Any Other Points

Committee members had no further suggestions or amendments to the current grants scheme.

8. QUARTERLY ACCOUNTS – FOURTH AND FINAL QUARTER 2021/22 JANUARY, FEBRUARY, AND MARCH 2022

Management Accounts for the fourth and final quarter ending 31 March 2022

Report PR03/22 was received and accepted, and the Town Clerk presented the quarterly accounts for the fourth and final quarter of the 2021/22 financial year.

Committee received the management accounts.

The Town Clerk summarised the accounts which showed that there was a deficit balance of £63,822 being taken from General Reserves, £56,160 behind the budgeted deficit of £7,662. In summary, this is an overspend against budget of £56,160 for the fourth quarter of the 2021/22 financial year.

The management accounts showed variances of approximately £12,000 over budget against administration and £1,300 over budget against operational costs. The Town Clerk outlined the main variances of these which were detailed in the report.

There had been an underspend of £14,258 against the Asset Renewal and Refurbishment budget and a net addition to earmarked reserves of £59,738 for the quarter.

Year to Date

As the fourth quarter is also the final quarter, the Town Clerk outlined the main variances for the financial year 2021/22 as a whole. For the year to date, there was an overspend against budget of £22,984. This deficit would be taken out of General Reserves and was a reasonable figure for the year end, especially when considering that a number of additional projects had taken place during the year and that nearly £20,000 of costs for three by-elections had been incurred.

Committee members expressed concerns about the effect of increasing fuel and utility costs on the Council's budget and how any further by-election costs would impact the Council's financial position. The Town Clerk explained that it was possible to reschedule certain larger operational projects should the need arise and that costs for the Belle Vue Building were dependent on whether the Council was able to sell the building or retain it. In addition, the current tenants of Belle Vue Terrace had clauses in their leases which allow the Council to review and increase the service charge costs for utilities.

Overall, the Council currently has a good amount of general reserves which does provide a buffer should costs increase about budgeted levels.

It was **RECOMMENDED** that Council approves the Quarterly Accounts for the fourth and final quarter, ending 31 March 2022.

Cash report CR1 January, February, March 2022

Committee **NOTED** the cash report for January, February, March 2022.

Bank payments schedule January, February, March 2022

Committee **NOTED** the bank payments schedule for January, February, March 2022.

The Chairman thanked the Town Clerk and the staff for a well-produced set of accounts.

9. STAFFING MATTERS

The Town Clerk informed councillors that some changes in the number of hours worked by office staff had enabled a new member of staff to be employed to work one day a week and to help cover staff holidays.

UNADOPTED

There will be no change to the overall administrative salary cost, but the employment of an extra staff member will allow more flexibility when covering office opening hours.

10. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting will be Wednesday 15 June 2022, at 6.00 pm.

The meeting finished at 7.05 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 2 November 2022 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

SMALL GRANTS SCHEME – 1ST ROUND 2022/23

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:

A. Phoenix Theatre Collective	£500.00
B. St Richard's Hospice	£500.00

- 3.2. Policy and Resources Committee completed a comprehensive review and revision of its grants policy in June and July 2020. Further reviews took place in April 2021 and May 2022 with some small amendments being made.
- 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.

Phoenix Theatre Collective

- 3.7. This application has scored the minimum of 20 points required to qualify for consideration by committee. It should be noted that the event for which funding is required has now passed but this is due to the fact that the originally scheduled Policy and Resources Committee to consider grants was postponed.
- 3.8. The organisation is a new company which launched on 12 September therefore some of the documentation held by more established organisations is missing.
- 3.9. A bank account has now been set up in the name of Phoenix Theatre.

St Richard's Hospice

- 3.10. St Richard's Hospice have submitted an application for a grant of £500 to contribute towards the purchase of a "Cuddle Bed". St Richard's Hospice regularly apply to the grants scheme, their last application being in April 2021 for £500. The application form is comprehensive with all information provided as required and a score of 30 out of 30.

4. Financial Implications

- 4.1. The Council has set aside a total of £5,000 in its 2022/23 budget, for the payment of small grants.
- 4.2. Two qualifying small grant applications have been received this year. The applications add up to a total requested amount of £1,000. This is well within the budget for the year, but members should be mindful that each application must be assessed on its individual merit and that this is the first of two rounds of possible grant applications for 2022/23.

5. Legal Implications

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

End

Linda Blake
Town Clerk

**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	PHOENIX THEATRE
Amount Requested:	£500
Time of Grant Application:	September 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.

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

MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM

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

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

1. About your organisation	
Name of organisation:	PHOENIX THEATRE COLLECTIVE @THE COACH-HOUSE THEATRE
Address:	THE CHANCEL HOUSE GREEN LANE MALVERN WR14 4HU
Nature of organisation and charity registration number (if applicable):	—
VAT registration number (if applicable):	—
Date organisation established:	SEPT 1ST 2022
2. Contact details	
Contact name:	KIRSTY WEBBERLEY
Position within organisation:	FOUNDER
Address for correspondence:	THE CHANCEL HOUSE GREEN LANE MALVERN WR14 4HU
Daytime telephone:	07850956074
Email address:	cubLobb@hotmail.com
3. About your application	
Amount requested:	£ 500.00
Briefly outline the reason for your application and how the amount requested will be spent:	To cover the cost of hiring THE COACH HOUSE Theatre during the half term Drama Workshop.

How will the grant benefit Malvern Town residents/the Malvern Town community?	A half term holiday club offer to 8-14 w olds at a low daily price.	
How many residents of Malvern Town will benefit?	The club can take up to 25 students.	
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?	Oct 24-28th 2022	
What arrangements are in place for the delivery and management of this project?	Dates booked @ the theatre advertising happening: local / F Bookings happening: 7/25 current	
4. Financial information		
Total cost of your project:	£ Theatre hire + electricity 484.00 Practitioner 1080.00 Insurance 12.00 Chaperone 250.00	
What funding has been secured to date and from where?	£ 0	
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 funding so far	
	Now	Previous year
Annual income	£ THIS IS OUR FIRST PROJECT	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	No
Sort code:	[REDACTED]	

Account number:	[REDACTED]
Account name:	K CUBBERLEY LOBB
6. Supporting information to be included ✓	
Latest available statement of accounts:	NEW COMPANY NA OFFICIALLY LAUNCHING MONDAY 12 SEPT
A copy of your organisation's aims and objectives:	
A statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:	
7. Declaration	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	KIRSTY CUBBERLEY LOBB
Signature:	[REDACTED]
Date:	11.9.2022

For more information or to submit your application, contact Deborah Powell on 01684 222222 or deborah.powell@malverntowncouncil.org.uk

Grant applications are determined by the Council during public meetings, and this information will be made available 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 matters of funding that may be applicable. To find out more, you can view our privacy policy at malverntowncouncil.org.uk/privacy

The Phoenix Theatre Collective

@ The Coach House Theatre

Attention: Kirsty Cubberley, Founder Phoenix Collective

Grange Road

Malvern

WR14 3HA

Or

Kirsty Cubberley

The Phoenix Collective

The Chancel House

Green Lane

Malvern

WR14 4HU

www.phoenixcollective.co.uk

07850 956 074

Aims and Objectives

Phoenix Theatre Collective has been created to provide an all-round community theatre programme covering live performance, actor training, outreach education, schools' live production for all ages and all abilities, offering community workshops and social gatherings. It is led by Kirsty Cubberley a theatre professional director and practitioner with an interest specific learning differences and is hosted at The Coach House Theatre: a state-of-the-art community theatre centrally located in Great Malvern. Come and find your creative mojo.

This grant will enable Phoenix Theatre Collective to afford the rent charged for hiring The Coach House Theatre for the week of October half term (24-28 October) in order to offer a daily holiday drama programme stuffed full of a Post Covid exuberance for drama skills, self-confidence building, devising and fun. This is for any children between the ages of 8 – 14 years, at a low cost to parents. (£135 per child for the week) We advertise online, through our facebook pages in local press and by contacting all local schools individually. The drama workshop is called The Cracking Cabaret and will be created during that week and performed to friends and family on Friday 28th October at The Coach House Theatre. During Covid children have not had the huge benefits and learning experience that live performance gives and this week-long workshop provides plenty of opportunity for children to gain that lost experience. This is the first project from The Phoenix Collective, but during the summer Kirsty Cubberley (founder) pulled together Matilda Jnr a two-week long summer workshop with performance. Matilda Jnr was very successful and proved in great demand, hence the creation of a half term project. The Phoenix Collective is a new company and this is its first offering: the first of many!

Kirsty Cubberley

**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	ST RICHARD'S HOSPICE
Amount Requested:	£500
Time of Grant Application:	September 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.

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

**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:	St Richard's Hospice
Address:	Wildwood Drive, Worcester, WR5 2QT
Nature of organisation and charity registration number (if applicable):	Hospice. Reg charity 515668
VAT registration number (if applicable):	
Date organisation established:	1984
2. Contact details	
Contact name:	Julia Wolff
Position within organisation:	Trust Administrator
Address for correspondence:	Wildwood Drive, Worcester, WR5 2QT
Daytime telephone:	01905 958176
Email address:	jwolff@strichards.org.uk
3. About your application	

Amount requested:	£ 500
Briefly outline the reason for your application and how the amount requested will be spent:	We request your support for our In-Patient Unit by way of a contribution towards a new ' cuddle ' bed. The 'cuddle' bed is designed to allow a second person to lie beside their loved one to share a cuddle and offer comfort when they need it most. The specialist bed creates a safe space where two people can be connected and share precious moments together. It can be used by a parent and child, siblings and friends as well as couples. Physical touch has been shown to reduce stress, decrease pain and intensify bonds between people and can provide comfort to patients who are receiving palliative care. The bed can also be used as a bariatric bed if needed.

How will the grant benefit Malvern Town residents/the Malvern Town community?	Between April 2021- March 2022 St Richard's cared for 413 individuals from Malvern. A full breakdown of the services used by Malvern residents is attached. The grant will benefit patients and families from Malvern who access our In-patient services. Further details are given on the attached sheet.
How many residents of Malvern Town will benefit?	413 plus
Have you received any grant funding from the Council in previous years and if so, please detail:	<p>Yes</p> <ul style="list-style-type: none"> •£500 towards 'Browse aloud toolbar' for the St Richard's website – April 2021 •£500 towards the purchase of a riser recliner chair for the In Patient Unit - 2019 •£500 towards lap top for one of the Malvern Nurses. Oct 2018 •£271.96 towards Nebuliser 1x£99/ <u>Mask and filters</u> 2x£17.50=£35/ <u>Room Monitors</u> 2x£19.99=£39.98/ <u>Aroma Diffusers</u> 2x£23.99=£47.98/ <u>Fragrance Oils</u> £50 Oct 2017. •£298 for finger pulse oximeters awarded 19th Feb 2016 •£2000 towards the purchase of a MOTomed Movement Therapy machine 2014 •£444 towards Medical equipment in 2012..... •£500 towards travel costs for the two Specialist Nurses covering Malvern. 2011 •£500 towards the cost of saddle stools and therapy chair for Day Hospice which Malvern residents are able to access. 2010

What is the planned delivery date for the project/activity?	Purchase before 31 st March 2023.	
What arrangements are in place for the delivery and management of this project?	The purchase of the bed (and training of staff) will be overseen by Jamie Yeomans, IPU Manager.	
4. Financial information		
Total cost of your project:	£14,500	
What funding has been secured to date and from where?	We have applied to the HCR Foundation; Rowlands Trust and Gannett Foundation (Worcs Eve News) for contributions towards the cuddle bed. We have not secured any funding to date.	
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?	<p>Our total expenditure budget for this year is £9,947,402. The climate remains uncertain for some time yet and we are working to find new avenues and approaches to meet the economic demands we face. Our contribution from the NHS remains low at 22% and we need to find the remaining funds from voluntary sources. What we do receive does not contribute towards equipment.</p> <p>Furthermore, we recently undertook a workforce pay review as directed by our Board, to ensure we can recruit and retain our health care professionals. The outcome has seen a rise in our salary costs. This, along with increasing costs, has resulted in a deficit budget for 23/24 but we are working hard to ensure we close the gap over the next two financial years by looking at new funding streams and continuing to examine cost improvements.</p>	
	Now	Previous year
Annual income	£10,762,560	£9,981,124
Annual expenditure	£8,756,389	£9,225,953
Surplus/loss for the year	£2,006,171	£755,171
Savings/reserves	£5,829,492 (please see reserves policy attached).	£5,128,352
5. Bank details		

Does your organisation have its own bank account and manage its own funds?	Yes
Sort code:	20-98-87
Account number:	13567974
Account name:	St Richard's Hospice Foundation (Barclays Bank)
6. Supporting information to be included ✓	
Latest available statement of accounts.	✓
A copy of your organisation's aims and objectives.	✓
A statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	✓
7. Declaration	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	Julia Wolff
Signature:	
Date:	18th August 2022

Malvern Residents supported by St Richard's Hospice

April 2021-March 2022

There were 845 referrals from 413 patients/clients
(many people are referred more than once and to more than one service).

Malvern Referrals	
Teams	Count of Referral
Art And Creative Therapy	9
Bereavement Support S.Worcs	10
Citizens Advice	39
Chaplaincy	17
Clinical Psychology	6
Complementary Therapy	54
Family Support Bereavement	79
Family Support Counselling	57
Family Support Groups	43
Family Support Services	11
Family Support Social Workers	21
Family Support Triage	2
Gateway	111
Homecare	120
Hospice <u>At</u> Home	78
Inpatient Unit	43
Occupational Therapy	21
Physiotherapy	48
Therapeutic Programme	26
Therapeutic Programme Clinics	11
Therapeutic Programme L Well	39
Total	845

Malvern Individual	
Teams	Individuals
Art And Creative Therapy	3
Bereavement Support S.Worcs	10
Citizens Advice	9
Chaplaincy	3
Clinical Psychology	1
Complementary Therapy	8
Family Support Bereavement	57
Family Support Counselling	40
Family Support Groups	19
Family Support Services	9
Family Support Social Workers	19
Family Support Triage	2
Gateway	83
Homecare	91
Hospice <u>At</u> Home	13
Inpatient Unit	10
Physiotherapy	1
Therapeutic Programme	7
Therapeutic Programme Clinics	9
Therapeutic Programme L Well	19
Total	413

How the grant will be beneficial to St. Richard's Hospice and the residents of Malvern Town.

We provide a specialist palliative care service for adults living with a serious progressive illness and their loved ones, improving the quality of life from diagnosis, during treatment and to their last days. We care for people who have complex needs which cannot be met by other services. These include people with cancer, neurological, respiratory, cardiac and renal conditions. All our services are available to people registered with a South Worcestershire GP. Our In-Patient Unit cares for people across Worcestershire. We provided free care for 3,181 patients, loved ones and the bereaved from April 2021-March 2022.

In Patient Unit (IPU).

Our purpose-built unit offers 24-hour care for up to 17 patients, mostly in single rooms with en-suite facilities and private patio area. Patients may be admitted for several reasons, usually for management of symptoms or end of life care. Many patients return home or to an appropriate place of care, for example a nursing home. The IPU provides specialist, individualised palliative and end of life care that is totally focussed on the needs of the patient and those who are important to them. Our aim is to address and help with any issues or concerns that the patient or family may have – this could be problems regarding pain and other symptoms, physical difficulties or concerns of a spiritual, social or emotional nature.

Standards of care remain outstanding with evaluations of the Medical team from bereaved relatives 6-8 weeks following the death of their loved one - 100% rated as Excellent (Oct 21-March 22). **247 patients were cared for on the In-patient Unit from April 2021– March 2022 including 43 from Malvern. Our care is provided free of charge 24 hours a day, 365 days a year.**

Continued.

Here is some recent feedback from one son about his Fathers' care.



"It may seem strange to say, but my dad's time at St Richard's gave him a new lease of life," says George Lavis, pictured left with his brother and dad.

"As a family, we firmly believe that it was because of the care he received there that he was with us until March, when it had seemed as though he wouldn't make it through the year.

"This is something we will be forever thankful for. Moreover, the support they continue to provide to us as a family has been truly moving."

"What we collectively experienced was nothing short of amazing. "Beyond the general

tranquillity of the place, the quality of the medical equipment, the food and range of support, what underpins St Richard's as such an incredible place is undoubtedly the staff. "The extent of their attention, kindness, empathy and patience has been truly inspiring, and not only towards my dad but my mum also who remained by his side throughout."

Cuddle Bed information.

The bed comes with a 3- year warranty and full on-going training when needed. Cost per bed £14,500. One bed in total will be required in 2022-23.



11" LOW HEIGHT

Low height reduces the risk of falls and the impact of falls, while reducing the adverse effects of a fall and reducing patient mobility.



SUPERIOR WEIGHT CAPACITY

1060 LB weight capacity contributes to the equipment's capacity in meeting patient needs.



POWERED WIDTH EXPANSION

Starts at 55" and expands to 60" to accommodate patients up to 6'4".



SAFE GAP MONITORING

A software integrated system monitors bed width, ensuring the safe distance is maintained.



BUILT-IN EFFICIENT SCALE

A built-in scale provides accurate weight readings and patient position.



USER-FRIENDLY CLEANING ARCHITECTURE

An open architecture, seamless design with a clean, flat back panel, works together to facilitate cleaning.



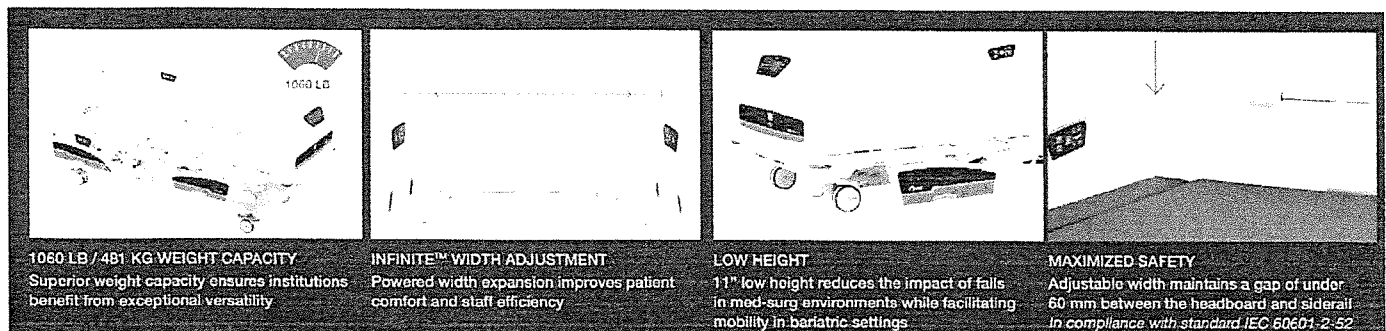
BOOSTLESS™ BACKREST SYSTEM

Backrest moves backward to reduce pressure on patient's back and improve mobility.



FALL RISK MANAGEMENT

Fall prevention is integrated with the right combination of low height, bed width, functionality and position to ensure safety.



1060 LB / 481 KG WEIGHT CAPACITY

Superior weight capacity ensures institutions benefit from exceptional versatility.

INFINITE™ WIDTH ADJUSTMENT

Powered width expansion improves patient comfort and staff efficiency.

LOW HEIGHT

11" low height reduces the impact of falls in med-surg environments while facilitating mobility in bariatric settings.

MAXIMIZED SAFETY

Adjustable width maintains a gap of under 60 mm between the headboard and siderail in compliance with standard IEC 60601-2-52.

We hope you will be able to support our investment in the new 'cuddle bed' for the In-patient Unit to help our patients living with a serious progressive illness in **Malvern** and South Worcestershire and thank you for your consideration.

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

**to be held on Wednesday 2 November 2022 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

LARGE GRANTS SCHEME – 1ST ROUND 2022/23

1. Purpose of report

- 1.1. For decision.

2. Recommendation

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

3. Background

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

- Monksfield Allotment Association - £4,500

- 3.2. Policy and Resources Committee completed a comprehensive review and revision of its grants policy in June and July 2020. Further reviews took place in April 2021 and May 2022, with some small amendments being made.

- 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.

Monksfield Allotment Association

- 3.7. This application is for £4,500 which, although allowed by grant scheme rules, would be the largest amount ever awarded under this scheme. The application

has been scored 37 out of 45 points to take into consideration that it will only benefit allotment plot holders, there have been no other sources of funding secured other than the request to the Town Council. Finally permission will need to be sought from the Council before the project can go ahead as the Council is the owner of land at Monksfield Lane, even though the site is self-managed.

Malvern Civic Society

- 3.8. An application from Malvern Civic Society has been refused as it is requesting a grant of £1,000 for enhancement of Great Malvern Cemetery which is a Town Council owned and managed asset. The Town Council cannot award grants to manage its own assets through a third party.

4. Financial Implications

- 4.1. The Council has set aside a total of £13,000 in its 2022/23 budget, for the payment of large grants.
- 4.2. One large grant application has been received this year with a requested amount of £4,500. Members should be mindful that all applications must be awarded on their merits and this is the first of two rounds of possible grant applications for the financial year 2022/23.

5. Legal Implications

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

End

Linda Blake
Town Clerk

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	MONKSFIELD ALLOTMENT ASSOCIATION
Amount Requested:	£4,500
Time of Grant Application:	September 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
SUB TOTAL			12		25
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				37	

**MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**


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

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

1. About your organisation	
Name of organisation:	Monksfield Allotment Association (MAA)
Address:	Monksfield Lane Newlands Worcestershire WR13 5BB
Nature of organisation and charity registration number (if applicable):	Constituted association with an elected committee
VAT registration number (if applicable):	Not applicable
Date organisation established:	As Madresfeld Allotments between 1959-1985; at Monksfield Lane 2010
2. Contact details	
Contact name:	Marion Helme
Position within organisation:	Elected Chair 2022
Address for correspondence:	3 St Peter's Road Malvern WR14 1QS
Daytime telephone:	07860232859 / 01684564843
Email address:	mfhelme@gmail.com monksfieldnotices@gmail.com
3. About your application	
Amount requested (if above £2,500 please state specific reason for this)	<p>£4500</p> <p>MAA has not received any external funding from any source or increased plot rental since 2016, has run at a loss for the previous two years. Measures are in place to improve longer term financial viability but due to rising costs a loss this year is anticipated.</p> <p>Initial plans made in 2020-21 to put in parking tracks at bottom of site at a cost of £1500-£2000 have had to be revised after information about drainage issues and advice from MTC Operations Manager</p>

	<p>Charles Porter after site visit in August 2022.</p> <p>Alternatives – members preparing the ground and laying surface was similar cost (e.g. £2500 for chippings plus heavy plant hire and purchase of tools)</p> <p>(Please note MAA will be applying to other sources (e.g. Severn Trent Water Community Fund and the National Allotment Garden Trust) for other essential site improvements).</p>
Briefly outline the reason for your application and how the amount requested will be spent:	<p>MAA AGM 2020 agreed additional parking spaces were needed in the area known as plot 45 (although not used as an allotment plot due to poor drainage on one side) for those with mobility problems and to relieve congestion in the top carpark. The funding will enable using a local contractor to provide hard standing for 4 or 5 cars and a communal area, and to renovate part of the top carpark so it can be used more efficiently. A copy of an estimate from Malvern Surfacing for £3780 + VAT (£756) (total £4536) is attached</p>
How will the grant benefit Malvern Town residents/the Malvern Town community?	<p>The grant will benefit all MAA members and their families and visitors, will lead to more efficient use of the site, and communal activities. With other projects improved access for all will promote community engagement.</p>
How many residents of Malvern Town will benefit?	<p>Current members (no vacant plots) 76 plus families and friends, estimate 150-200 on a regular basis.</p>
Have you received any grant funding from the Council in previous years and if so, please detail:	<p>2011 £500 from MTC for site improvements 2016 £500 from MTC towards cost of compost toilet to be provided by Southern Waste Management (offer withdrawn and funding used for temporary chemical toilet, now defunct)</p>
What is the planned delivery date for the project/activity?	<p>Within three months of funding being ascertained, weather permitting.</p>
What arrangements are in place for the delivery and management of this project?	<p>The contractor (Malvern Surfacing, Monksfield Lane) is local to the site and well known to members. Management of the project will be overseen by MAA Committee members Nick Smy and Pete Cartridge</p>
Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?	<p>In 2022-23 our new initiative is to make the site more accessible and inclusive for all members and visitors, starting with more parking provision. For those with mobility problems, walking from the car park to allotments towards the bottom of the site is a</p>

	challenge which will be helped by providing nearby parking. As a site promoting organic gardening we also need to make more efficient use of the top car park avoiding use of weedkillers which will be done by resurfacing a small area.	
4. Financial information		
Total cost of your project:	£4736	
What funding has been secured to date and from where?	£236 from MAA funds for hedging and fruit/nut tree saplings for produce and wildlife and seating adjacent to bottom parking area.	
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?	None for this project. (Annual membership fees and plot rental will be increased by 30% in January 2023 to match MTC run allotment fees and meet rising maintenance costs)	
	Now (2022)	Previous year (2021)
Annual income	£2243 (projected estimate)	£2307
Annual expenditure	£2258 (projected estimate plus contribution towards grant funded projects £236 for MTC application)	£2962
Surplus/loss for the year	£300+ (estimated, including contribution towards grant funded projects in 2022)	£555
Savings/reserves	£5144 (estimated, includes £1410 members' returnable deposits)	£5144
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes ✓	No
Sort code:	40 – 31 – 09	
Account number:	01846639	
Account name:	Monksfield Allotment Association	

6. Supporting information to be included □	
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.	✓
A quotation from Malvern Surfacing for the work is also included.	
7. Declaration	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	Marion Helme
Signature:	
Date:	8 September 2022

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

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

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

Supporting Statement: Monksfield Allotment Association

Monksfield Allotment Association (MAA) started twelve years ago on land provided by Malvern Town Council in Newlands for tenants of Madresfield Allotments. MAA is self-managed, paying annual rental to MTC under a five-year lease. Chair, Treasurer and Secretary are elected at the AGM for a three-year term and other committee members annually. Specific responsibilities (e.g. pest control, communal fruit tree care, wild life area) are taken on by other members. All routine maintenance, hedge cutting, fence repair etc. is done by member working parties. From 2015 until 2019 MAA received top Britain in Bloom annual awards – a major achievement, based on horticulture and community engagement.

The site is three miles out of Malvern, half a mile from the A449 along Monksfield Lane with no public transport. It is a narrow wedge shape with a central path and car park inside the front gate. There are 42 full size plots and 12 half plots. There is running water for plots but no electricity or toilet. The current sole car park, which is often full, has 8 to 12 spaces and includes the soil conditioner bay. No parking is permitted on the central path but two cars are allowed at the bottom of the site on grass, especially for those with limited mobility.

The site includes a clubhouse and a tool store both of which will need replacement in the next five years. The communal areas at the top of the site include seating, wildlife area with pond, and fruit trees.

MAA is funded almost solely from members' fees which have not increased for over eight years. Grants were received from MTC in 2011 and 2016 for specific projects. The last major expense was to reinforce the boundary fencing in 2020 and 2021. This was funded from reserves, resulting in an overall loss of about £500 in both years.

From 2019 MAA experienced an unsettled period. Covid restrictions limited site visits, there were no working parties for many months and reluctance to volunteer. Combined with committee changes this led to some deterioration in site infrastructure and slowed down the pace of change, although all plots continued to be fully used. Now more members volunteer, with other evidence of confidence in the committee elected in January 2022.

Our aim is to ensure MAA continues to flourish. A site survey in 2021 by the MAA technical group informed our Business Plan, as have decisions agreed at the AGMs of 2020 and 2022. Our priorities, all in progress, are to improve management systems, access and facilities and promote community engagement. With member support we will be applying again for the Britain in Bloom award in 2023. However, in a time of considerable financial uncertainty we need to be conservative in expenditure, retaining sufficient in reserves to cover members' deposits and maintain a contingency fund. With careful management our current income just covers our running costs.

The provision of funding by MTC for additional parking at the bottom of the site will not only benefit members and their families by improving access and increase use of the site by members and visitors but demonstrate the value of the allotments to the Malvern community.

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

**to be held on Wednesday 2 November 2022 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

**MALVERN THEATRE PLAYERS –
REQUEST FOR DEFERMENT OF LARGE GRANT**

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Policy and Resources Committee is recommended to consider a request from Malvern Theatre Players to defer their large grant to late spring 2023.

3. Background

- 3.1. Malvern Theatre Players applied for a large grant in the second round of the Council's grants scheme in 2021/22.
- 3.2. At a meeting held on 30 March 2022, Policy and Resources Committee agreed to award Malvern Theatre Players a grant of up to £1,400. The purpose of the grant was to offer young people free admission to see the stage production of The Wind in the Willows scheduled for the end of August 2022.
- 3.3. The Company Manager has now written to the Town Clerk to inform Council that the production of The Wind in the Willows has not been able to take place as planned and that the Theatre Players hope to re-schedule the show for late spring possibly 22 – 27 May 2023.
- 3.4. Malvern Theatre Players have not yet submitted an invoice for the funds of £1,400 to be transferred and are requesting that the grant be deferred to late spring 2023.
- 3.5. Funds have already been accrued in the Council's accounts to pay this grant, but committee must agree whether these can be deferred into the 2023/24 financial year.

4. Financial Implications

- 4.1. An amount of £1,400 was accrued at Year End 2021/22 for this grant to Malvern Theatre Players. This can either be carried over into the 2023/24 financial year or released back into general reserves depending on the committee's decision.

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

FINANCIAL REPORTS

CR1 – JUNE, JULY, AUGUST & SEPTEMBER 2022

Cash Movements

1. Total bank balances rose to £969,865 at the end of June following receipt of the first half of the annual precept. This is one of two points in the year when bank balances are at their highest. The bank balances at 30 June 2022 were £66,726 higher than at 30 June 2021.
2. Bank balances then decreased through July and August and at the end of September 2022 amounted to £759,297. This is approximately £38,348 higher than at the same period last year.
3. The Council opened an account with The Public Sector Deposit Fund in January 2017 in order to obtain better rates of interest on deposit:
 - The balance on account at the end of September 2022 was £258,516 and interest received in September 2022 was £354.81
4. The Council has also invested £66,484 of funds with the Local Authorities Property Fund. This is a long-term investment of funds and the latest dividend payments for the period June to September 2022 was £611.28

Debtor Days Outstanding

Debtor days at the end of June were 9.76, rising to 16.16 in August 2022 before falling to a very low level of 4.12 at the end of September 2022 with two small debts, which were paid slightly late. This is well within the Council's target of 30 days and indicates that debtors are paying within a reasonable amount of time.

Creditor Days Outstanding

Creditor days were 15.88 in June. They increased to 24.13 in July because of the receipt of a couple of large invoices and two invoice queries causing a delay in payment. Debtor days decreased to 6.91 in August when the larger invoices had been paid and the value of invoices also decreased to its lower level for the year to date and then by the end of September 2022 had risen again to 25.66. This is within the council's target payment terms of 30 days, although there is a policy to try and pay creditors within their stated payment terms as far as possible to help support the cash flow needs of smaller businesses.

SCHEDULE OF CHEQUE PAYMENTS AND ONLINE PAYMENTS: JUNE, JULY, AUGUST AND SEPTEMBER 2022

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

ONLINE – JUNE 2022	£29,790.48
ONLINE – JULY 2022	£24,254.11
ONLINE – AUGUST 2022	£89,248.12
ONLINE – SEPTEMBER 2022	£12,969.67

Total

£156,262.38

June 2022

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 30 June 2022 is set out below. All balances have been confirmed by reconciliation with bank statements.

Transaction	Unity Trust Bank Account	Public Sector Deposit Account	Local Authorities Property Fund	Total
	£		£	£
Balance:				
31 May 2022	350,144	258,516	66,484	675,144
Receipts				
Interest	187			187
Precept	350,750			350,750
Grants or VAT refunds	-			-
Other	15,003			15,003
Cancelled / (Bounced Cheque)				-
External payments				
Cheque / Online Payments	(29,790)			(29,790)
Non - Cheque Payments	(41,429)			(41,429)
Transfers between accounts:				
Inwards				-
Outwards				-
Balances:				
30 June 2022	644,865	258,516	66,484	969,865
Balances at start of financial year	475,157	258,516	66,484	799,458

DEBTOR AGEING

	Jun-22	May-22	Apr-22	Pre-Apr	Prepaid amounts	Total debtors
Value	1,893.93	886.26	-	686.00	-	3,466.19

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

	Debtors			Suppliers	
	Value	Days		Value	Days
March 2022	9,788.27	14.16		55,416.80	27.81
April 2022	4,915.93	12.77		27,996.16	23.14
May 2022	5,510.26	13.50		33,616.07	24.03
June 2022	3,466.19	9.76		28,627.20	15.88
July 2022					
August 2022					
September 2022					
October 2022					
November 2022					
December 2022					
January 2023					
February 2023					
March 2023					

July 2022

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 31 July 2022 is set out below. All balances have been confirmed by reconciliation with bank statements.

Transaction	Unity Trust Bank Account	Public Sector Deposit Account	Local Authorities Property Fund	Total
	£		£	£
Balance:				
30 June 2022	644,865	258,516	66,484	969,865
Receipts				
Interest	815			815
Precept				-
Grants or VAT refunds	-			-
Other	8,431			8,431
Cancelled / (Bounced Cheque)				-
External payments				
Cheque / Online Payments	(24,254)			(24,254)
Non - Cheque Payments	(42,069)			(42,069)
Transfers between accounts:				
Inwards				-
Outwards				-
Balances:				
31 July 2022	587,788	258,516	66,484	912,788
Balances at start of financial year	475,157	258,516	66,484	799,458

DEBTOR AGEING

	Jul-22	Jun-22	May-22	Pre-May	Prepaid amounts	Total debtors
Value	3,109.00	(1,174.07)	1,250.13	144.00	-	3,329.06

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

	Debtors		Suppliers	
	Value	Days	Value	Days
March 2022	9,788.27	14.16	55,416.80	27.81
April 2022	4,915.93	12.77	27,996.16	23.14
May 2022	5,510.26	13.50	33,616.07	24.03
June 2022	3,466.19	9.76	28,627.20	15.88
July 2022	3,329.06	12.88	61,972.04	24.13
August 2022				
September 2022				
October 2022				
November 2022				
December 2022				
January 2023				
February 2023				
March 2023				

August 2022

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 31 August 2022 is set out below. All balances have been confirmed by reconciliation with bank statements.

Transaction	Unity Trust Bank Account	Public Sector Deposit Account	Local Authorities Property Fund	Total
	£		£	£
Balance:				
31 July 2022	587,788	258,516	66,484	912,788
Receipts				
Interest	236			236
Precept				-
Grants or VAT refunds	7,089			7,089
Other	11,224			11,224
Cancelled / (Bounced Cheque)				-
External payments				
Cheque / Online Payments	(89,248)			(89,248)
Non - Cheque Payments	(45,885)			(45,885)
Transfers between accounts:				
Inwards				-
Outwards				-
Balances:				
31 August 2022	471,203	258,516	66,484	796,203
Balances at start of financial year	475,157	258,516	66,484	799,458

DEBTOR AGEING

	Aug-22	Jul-22	Jun-22	Pre-Jun	Prepaid amounts	Total debtors
Value	7,751.00	256.00	(1,631.07)	444.00	-	6,819.93

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

	Debtors		Suppliers	
	Value	Days	Value	Days
March 2022	9,788.27	14.16	55,416.80	27.81
April 2022	4,915.93	12.77	27,996.16	23.14
May 2022	5,510.26	13.50	33,616.07	24.03
June 2022	3,466.19	9.76	28,627.20	15.88
July 2022	3,329.06	12.88	61,972.04	24.13
August 2022	6,819.93	16.16	24,891.78	6.91
September 2022				
October 2022				
November 2022				
December 2022				
January 2023				
February 2023				
March 2023				

September 2022

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 30 September 2022 is set out below. All balances have been confirmed by reconciliation with bank statements.

Transaction	Unity Trust Bank Account	Public Sector Deposit Account	Local Authorities Property Fund	Total
	£		£	£
Balance:				
31 August 2022	471,203	258,516	66,484	796,203
Receipts				
Interest	355			355
Precept				-
Grants or VAT refunds				-
Other	19,114			19,114
Cancelled / (Bounced Cheque)				-
External payments				
Cheque / Online Payments	(12,970)			(12,970)
Non - Cheque Payments	(43,405)			(43,405)
Transfers between accounts:				
Inwards				-
Outwards				-
Balances:				
30 September 2022	434,297	258,516	66,484	759,297
Balances at start of financial year	475,157	258,516	66,484	799,458

DEBTOR AGEING

	Sep-22	Aug-22	Jul-22	Pre-Jul	Prepaid amounts	Total debtors
Value	1,143.13	601.00	-	-	-	1,744.13

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

	Debtors			Suppliers	
	Value	Days		Value	Days
March 2022	9,788.27	14.16		55,416.80	27.81
April 2022	4,915.93	12.77		27,996.16	23.14
May 2022	5,510.26	13.50		33,616.07	24.03
June 2022	3,466.19	9.76		28,627.20	15.88
July 2022	3,329.06	12.88		61,972.04	24.13
August 2022	6,819.93	16.16		24,891.78	6.91
September 2022	1,744.13	4.12		32,683.85	25.66
October 2022					
November 2022					
December 2022					
January 2023					
February 2023					
March 2023					

**Malvern Town Council
Online Banking Payment Schedule**

16 June 2022

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1596	16/06/2022	ALLIANCE PAYROLL SERVICES LTD	121.38	Payroll charges May 2022	<i>fw</i>	<i>fw</i>	<i>DP</i>	<i>KJB</i>
1597	16/06/2022	ARTISTRYELF (ELIZABETH LAWRENCE-FIELDEN)	300.00	Provision of Art and Craft workshop at the Queen's Jubilee Event 5/6/22	<i>fw</i>	<i>fw</i>	<i>DP</i>	<i>KJB</i>
1598	16/06/2022	BHGS LTD	82.08	24 brackets for hanging baskets	<i>fw</i>	<i>fw</i>	<i>DP</i>	<i>KJB</i>
1599	16/06/2022	BRADFORDS BUILDING SUPPLIES LTD	39.53	6 bags of postcrete to fix Obelisk in Rose Bank Gardens	<i>fw</i>	<i>fw</i>	<i>DP</i>	<i>KJB</i>
1600	16/06/2022	BRITISH GAS	27.55	Electricity charges Lower Howsell 3/5/22 - 1/6/22	<i>fw</i>	<i>fw</i>	<i>DP</i>	<i>KJB</i>
1601	16/06/2022	BRITISH GAS	93.19	Gas charges middle flat 28-30 Belle Vue Terrace 7/1/22 - 18/3/22 (Currently Vacant)	<i>fw</i>	<i>fw</i>	<i>DP</i>	<i>KJB</i>
1602	16/06/2022	<i>(Nicola Saunders)</i> CANDY AND THE SOUND <i>fw</i>	250.00	Band performance at the Queen's Jubilee Event 5/6/22	<i>fw</i>	<i>fw</i>	<i>DP</i>	<i>KJB</i>
1603	16/06/2022	MALVERN CHASE BRASS BAND	180.00	Brass band performance at the Queen's Jubilee Event 5/6/22	<i>fw</i>	<i>fw</i>	<i>DP</i>	<i>KJB</i>
1604	16/06/2022	COOLMOVES DANCE & FITNESS	50.00	Dance performance at the Queen's Jubilee Event 5/6/22	<i>fw</i>	<i>fw</i>	<i>DP</i>	<i>KJB</i>
1605	16/06/2022	BWT UK LIMITED	73.02	10 large bottles of water for MTC offices and Council Chamber	<i>fw</i>	<i>fw</i>	<i>DP</i>	<i>KJB</i>
1606	16/06/2022	DKE AUDIT SERVICES	1750.00	Internal audit for the financial year ending 31 March 2022	<i>fw</i>	<i>fw</i>	<i>DP</i>	<i>KJB</i>
1607	16/06/2022	<i>(AE Hodgekiss)</i> EDCO MECHANICAL SERVICES <i>fw</i>	197.50	Supply and fit 1 set of basin taps in toilet on 2nd floor 28-30 Belle Vue Terrace	<i>fw</i>	<i>fw</i>	<i>DP</i>	<i>KJB</i>
1608	16/06/2022	EE	168.86	Mobile phone charges admin/events phone and Operations Team May 2022	<i>fw</i>	<i>fw</i>	<i>DP</i>	<i>KJB</i>
1609	16/06/2022	EON NEXT	42.52	Electricity charges middle flat 28-30 Belle Vue Terrace 5/5/22 - 31/5/22	<i>fw</i>	<i>fw</i>	<i>DP</i>	<i>KJB</i>
1610	16/06/2022	FLATWORLD (NEIL POULTER)	350.00	Band performance for Bands in the Park 12/6/22	<i>fw</i>	<i>fw</i>	<i>DP</i>	<i>KJB</i>
1611	16/06/2022	CLIVE HOOPER	57.78	Mileage claim for civic engagements - Deputy Mayor 24/7/21 - 13/3/22	<i>fw</i>	<i>fw</i>	<i>DP</i>	<i>KJB</i>
1612	16/06/2022	LEDBURY PLANT HIRE	1944.00	Grave digger hire May, June and July 2022	<i>fw</i>	<i>fw</i>	<i>DP</i>	<i>KJB</i>

Bank details checked R

Bank details checked R

Bank details checked R

Bank details checked R

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1613	16/06/2022	LYDBROOK BAND	320.00	Band performance for Bands in the Park 29/5/22	fw	DP	DP	KJB
1614	16/06/2022	MHDC-NNDR	157.00	Council tax middle flat June 2022 (unoccupied)	fw	DP	DP	KJB
1615	16/06/2022	ORILLO (CAMBABEST LTD)	34.00	Set of taps for Dukes Meadow Pavilion	fw	DP	DP	KJB
1617	16/06/2022	PRINTED4YOU LTD	142.20	150 paper flags for the Queen's Jubilee Event 5/6/22	fw	DP	DP	KJB
1618	16/06/2022	PRINTWASTE RECYCLING	11.76	Collection of 12 bags of recycling paper and 2 bags of cardboard	fw	DP	DP	KJB
1619	16/06/2022	STAGE SERVICES EVENT PRODUCTION	750.00	PA hire equipment for the Queen's Jubilee Event 5/6/22	fw	DP	DP	KJB
1620	16/06/2022	TALLIS AMOS GROUP LTD	714.13	Supply 1 mower deck gear box and spindle for the John Deere Mower	fw	DP	DP	KJB
1621	16/06/2022	TRIP FOR BISCUITS (Laura Turner)	500.00	Instrumental performance at the Queen's Jubilee Event 5/6/22	fw	DP	DP	KJB
1622	16/06/2022	WFL (UK) LTD	869.94	500 litres of white diesel	fw	DP	DP	KJB
1623	16/06/2022	WESTERN POWER DISTRIBUTION	908.02	Disconnection of electricity at Victoria Park Pavilion	fw	DP	DP	KJB
1624	16/06/2022	WHAT MAKES YOU DIFFERENT MAKES YOU BEAUTIFUL	1969.40	Payment of monies raised during the year - Mayors Charity 2021/22	fw	DP	DP	KJB
1625	16/06/2022	PAULA TRAFFORD	30.00	Return of money paid for stall at Health and Wellbeing Event 2020 (Cancelled)	fw	DP	DP	KJB
1626	16/06/2022	NICHOLAS BOUGHTON	30.00	Return of money paid for stall at Health and Wellbeing Event 2020 (Cancelled)	fw	DP	DP	KJB
1627	16/06/2022	A LATHAM	30.00	Return of money paid for stall at Health and Wellbeing Event 2020 (Cancelled)	fw	DP	DP	KJB
1628	16/06/2022	NICOLETTE STRUGGLES	30.00	Return of money paid for stall at Health and Wellbeing Event 2020 (Cancelled)	fw	DP	DP	KJB
Total Payments:								

12,223.86 Councillor Authorisation for Payment

12,193.86 DP

1) John W. Pines 16/6/22.
2) Nicolette Struggles 16/6/22

Bank details checked KJB

Bank details checked KJB

Bank details checked KJB

Bank details checked KJB

Bank details checked KJB

Bank details checked KJB

**Malvern Town Council
Online Banking Payment Schedule**

24 June 2022

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1629	24/06/2022	BRITISH GAS	18.48	Electricity charges Link Church Clock 22/5/22 - 7/6/22	<i>fw</i>	<i>fw</i>	<i>fw</i>	<i>fw</i>
1630	24/06/2022	CHARLES PORTER	124.05	Mileage claim February to May 2022 and reimbursement of money paid for Queen Elizabeth roses for the Jubilee Obelisk in Rose Bank Gardens	<i>fw</i>	<i>fw</i>	<i>fw</i>	<i>fw</i>
1631	24/06/2022	E PURSLOW & SON LTD	13167.60	Projects 2021/22 (carried forward) - Repairs and resurfacing of roads at Great Malvern Cemetery	<i>fw</i>	<i>fw</i>	<i>fw</i>	<i>fw</i>
1632	24/06/2022	FUELGENIE BUSINESS ACCOUNT	393.09	Fuel account May 2022	<i>fw</i>	<i>fw</i>	<i>fw</i>	<i>fw</i>
1633	24/06/2022	HOUSEKEEPERS OF MALVERN LTD	512.00	Cleaning contract 23/5 - 15/6/22	<i>fw</i>	<i>fw</i>	<i>fw</i>	<i>fw</i>
1634	24/06/2022	MILLERS TYRE CENTRE LTD	209.64	2 front tyres for the Isuzu pickup truck and puncture repair on the John Deere Mower	<i>fw</i>	<i>fw</i>	<i>fw</i>	<i>fw</i>
1635	24/06/2022	MORGAN BLACKSMITHS LTD	24.00	Weld and repair throttle on John Deere Mower	<i>fw</i>	<i>fw</i>	<i>fw</i>	<i>fw</i>
1636	24/06/2022	N POWER	28.49	Electricity charges former water feature at Hampden Road - May 2022	<i>fw</i>	<i>fw</i>	<i>fw</i>	<i>fw</i>
1637	24/06/2022	PAPERSTATION LTD	139.50	Stationery - May 2022	<i>fw</i>	<i>fw</i>	<i>fw</i>	<i>fw</i>
1638	24/06/2022	PITNEY BOWES LTD	150.85	Lease of the franking machine 1/7/22 - 30/9/22	<i>fw</i>	<i>fw</i>	<i>fw</i>	<i>fw</i>
1639	24/06/2022	RED HOT CHILI PEPPERS EXPERIENCE (WERNER DE JONG)	400.00	Bands in the Park performance 19/6/22	<i>fw</i>	<i>fw</i>	<i>fw</i>	<i>fw</i>
1640	24/06/2022	SCREWFIX (TRADE UK)	43.98	Flashing light for the truck and jubilee clips for Malvern in Bloom	<i>fw</i>	<i>fw</i>	<i>fw</i>	<i>fw</i>
1641	24/06/2022	TUDOR ENVIRONMENTAL	76.74	3 hi-vis vests and small garden tools for the Operations Team	<i>fw</i>	<i>fw</i>	<i>fw</i>	<i>fw</i>
1642	24/06/2022	V 8 MEDIA	298.80	Quarterly Umbraco hosting and Website support June 2022	<i>fw</i>	<i>fw</i>	<i>fw</i>	<i>fw</i>
1643	24/06/2022	KATE MACAULAY	40.00	Return of allotment deposit as unable to take on tenancy	<i>fw</i>	<i>fw</i>	<i>fw</i>	<i>fw</i>
1644	24/06/2022	THE OUTREACH PROJECT AT MALVERN BOOK COOP	1969.40	Payment of monies raised during the year - Mayors Charity 2021/22	<i>fw</i>	<i>fw</i>	<i>fw</i>	<i>fw</i>
		Total Payments:						

17,596.62

Councillor Authorisation for Payment

1) *fw* 24/6/22
2) *fw* 24/6/22

Malvern Town Council
Online Banking Payment Schedule

8 July 2022

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1645	08/07/2022	ALLIANCE PAYROLL SERVICES LTD	129.88	Payroll charges June 2022	✓	DEM	DP	KB
1646	08/07/2022	AMELIA K ACADEMY	100.00	Singing and dancing performance at the Armed Forces Day Event 26/6/22	✓	DEM	DP	KB
1647	08/07/2022	BLUE FUSION WEB	25.00	Annual registration renewal malverntowncouncil.org	✓	DEM	DP	KB
1648	08/07/2022	BRITISH TELECOMMUNICATIONS PLC	1132.87	Telephone, internet and line charges 28-30 Belle Vue and the Cemetery	✓	DEM	DP	KB
1649	08/07/2022	COTSWOLD LINE PROMOTION GROUP	15.00	Annual subscription to CLPG as agreed at Annual Council meeting 11/5/22	✓	DEM	DP	KB
1650	08/07/2022	EE	168.24	Mobile phone charges Operations Team and Admin/events phone - June 2022	✓	DEM	DP	KB
1651	08/07/2022	EON NEXT	47.25	Electricity charges middle flat 28-30 Belle Vue Terrace - June 2022 (currently unoccupied)	✓	DEM	DP	KB
1652	08/07/2022	FBC MANBY BOWDLER LLP	2340.00	Professional services - ongoing advice and correspondence regarding landslip at Rose Bank Gardens up to 30/6/22	✓	DEM	DP	KB
1653	08/07/2022	HEART OF ENGLAND IN BLOOM	165.00	Entry fee 2022	✓	DEM	DP	KB
1654	08/07/2022	KEVIN GOODMAN	150.00	Medieval surgeon and first aid display at Armed Forces Day Event 26/6/22	✓	DEM	DP	KB
1655	08/07/2022	MALVERN HILLS DISTRICT COUNCIL	1152.64	Hire of Council Chamber for Full Council meeting 23/6/22 - £96.00 and wheelie bin hire at cemetery and 28-30 Belle Vue Terrace - £1,056.64	✓	DEM	DP	KB
1656	08/07/2022	MHDC-NNDR	157.00	Council tax middle flat 28-30 Belle Vue Terrace (unoccupied)	✓	DEM	DP	KB
1657	08/07/2022	MILLERS TYRE CENTRE LTD	20.34	Puncture repair on the John Deere Mower	✓	DEW	DP	KB
1658	08/07/2022	1ST MALVERN RAINBOWS	200.00	Arts and Craft workshop at the Armed Forces Day Event 26/6/22	✓	DEM	DP	KB
1659	08/07/2022	READY RENT LTD	30.00	Hire of a tower to erect hanging baskets on bandstand in Priory Park	✓	DEM	DP	KB
1660	08/07/2022	RON WARD	40.00	Organist fees - funeral 13/6/22	✓	DEW	DP	KB

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IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1661	08/07/2022	SCREWFIX	117.46	Hacksaw and blades, 2 x flashing beacons for Ford Transit and a workbench as staff retirement gift	DEM	MD	OP	KB
1662	08/07/2022	WATER PLUS LTD	35.84	Water charges Lower Howsell 29/3/22 - 29/6/22	DEM	AM	OP	KB
1663	08/07/2022	YARD HOUSE PLANTS	7719.60	Summer bedding - (£2,120.40) hanging baskets and troughs - (£5,599.20)	DEM			

Total Payments:

13,746.12

Councillor Authorisation for Payment

6026.52

1) Mr. Paul H. L. H.
2) D. F. H. H.

Cancelled - no bank details.

**Malvern Town Council
Online Banking Payment Schedule**

29 July 2022

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1664	29/07/2022	ALL ABOUT MAGAZINES <i>fw</i>	468.00	Distribution of 11,144 copies of the summer newsletter	<i>fw</i>	<i>fw</i>	<i>df</i>	<i>JB</i>
1665	29/07/2022	A L B SERVICES <i>fw</i>	672.00	Installation of CCTV socket at Victoria Park	<i>fw</i>	<i>fw</i>	<i>df</i>	<i>JB</i>
1666	29/07/2022	AVONBANK BRASS BAND (EVESHAM)	260.00	Bands in the park performance 3/7/22	<i>fw</i>	<i>fw</i>	<i>df</i>	<i>JB</i>
1667	29/07/2022	BHGS LTD	108.00	2 x bags of Potassium Nitrate	<i>fw</i>	<i>fw</i>	<i>df</i>	<i>JB</i>
1668	29/07/2022	MALVERN BIG BAND	350.00	Bands in the park performance 15/5/22	<i>fw</i>	<i>fw</i>	<i>df</i>	<i>JB</i>
1669	29/07/2022	BRITISH GAS TRADING	457.38	Gas charges gas lamps 1/4/22 - 30/6/22	<i>fw</i>	<i>fw</i>	<i>df</i>	<i>JB</i>
1670	29/07/2022	BRITISH GAS	37.90	Gas standing charges middle flat 19/3/22 - 4/7/22 (unoccupied)	<i>fw</i>	<i>fw</i>	<i>df</i>	<i>JB</i>
1671	29/07/2022	BRITISH GAS	25.84	Electricity charges Lower Howsell 2/6/22 - 1/7/22	<i>fw</i>	<i>fw</i>	<i>df</i>	<i>JB</i>
1672	29/07/2022	FUELGENIE BUSINESS ACCOUNT	443.04	Fuel account - June 2022	<i>fw</i>	<i>fw</i>	<i>df</i>	<i>JB</i>
1673	29/07/2022	HOUSEKEEPERS OF MALVERN <i>fw</i>	512.00	Cleaning contract 20/6/22 - 13/7/22	<i>fw</i>	<i>fw</i>	<i>df</i>	<i>JB</i>
1674	29/07/2022	MALVERN HILLS DISTRICT BRASS BAND	270.00	Performance at Armed Forces Day event 26/6/22	<i>fw</i>	<i>fw</i>	<i>df</i>	<i>JB</i>
1675	29/07/2022	MATT PELOW <i>fw</i>	150.00	Bands in the park performance 17/7/22	<i>fw</i>	<i>fw</i>	<i>df</i>	<i>JB</i>
1676	29/07/2022	NPOWER	704.10	Electricity charges Christmas Lights (unmetered supply) 27/11/2020 - 31/3/21	<i>fw</i>	<i>fw</i>	<i>df</i>	<i>JB</i>
1677	29/07/2022	NPOWER	97.20	Electricity charges Barnards Green Bus Shelter Clock 1/4/21 - 13/5/21	<i>fw</i>	<i>fw</i>	<i>df</i>	<i>JB</i>
1678	29/07/2022	NPOWER	53.34	Electricity charges Rose Bank Gardens Bus Shelter Clock 1/4/21 - 13/5/21	<i>fw</i>	<i>fw</i>	<i>df</i>	<i>JB</i>
1679	29/07/2022	NPOWER	27.42	Electricity charges former water feature Hampden Road - June 2022	<i>fw</i>	<i>fw</i>	<i>df</i>	<i>JB</i>
1680	29/07/2022	WATER PLUS LTD	25.10	Water/drainage 28-30 Belle Vue Terrace 15/4/22 - 15/7/22	<i>fw</i>	<i>fw</i>	<i>df</i>	<i>JB</i>

Bank details checked JB

Bank details checked JB

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1681	29/07/2022	WATER PLUS LTD	37.37	Water/drainage rear building 28-30 Belle Vue Terrace 4/4/22 - 4/7/22	fw	AS	DP	KJB
1682	29/07/2022	WATER PLUS LTD	19.82	Water charges Dukes Meadow 3/4/22 - 3/7/22	fw	AS	DP	KJB
1683	29/07/2022	WATER PLUS LTD	39.58	Water charges Knapp Way Allotments 29/4/22 - 29/6/22	fw	AS	DP	KJB
1684	29/07/2022	WATER PLUS LTD	38.90	Water/drainage cemetery toilet block 1/5/22 - 1/7/22	fw	AS	DP	KJB
1685	29/07/2022	ST JOHN AMBULANCE	144.00	Provision of First Aid at the Armed Forces Day Event 26/6/22	fw	AS	DP	KJB
1686	29/07/2022	THE FUN FIRM	200.00	£200 deposit in advance for hire of 6 bumper cars for the Mayor's Bonanza 28/8/22	fw	AS	DP	KJB
1687	29/07/2022	THE POPPY SISTERS (Mrs S P Gaddard)	150.00	Singing performance at the Armed Forces Day Event 26/6/22	fw	AS	DP	KJB
1688	29/07/2022	YARD HOUSE PLANTS	7719.60	Summer Bedding (£2,120.40) hanging baskets and troughs (£5,599.20)	fw	AS	DP	KJB
1689	29/07/2022	V8 MEDIA	162.00	Website support July 2022	fw	AS	DP	KJB
1690	29/07/2022	WFL (UK) LTD	1907.40	1,000 litres of white diesel for machinery	fw	AS	DP	KJB
1691	29/07/2022	STEVE ALLARD & SON	1206.00	Stone Mason, cleaning and repairs to headstones in Great Malvern Cemetery (this is a project from 2016 agreed by Full Council and funded by the Civic Society / Spa Association, works only now completed)	fw	AS	DP	KJB
1692	29/07/2022	CIVIC SOCIETY	500.00	Small Grant 2022 as agreed by Policy and Resources Committee 25/5/22	fw	AS	DP	KJB
1693	29/07/2022	LINDA BLAKE	250.00	Transfer of funds for reimbursement of cash to top up petty cash float	fw	AS	DP	KJB
1694	29/07/2022	UKRAINE APPEAL	1191.60	Payment of remaining monies raised through Mayor's Peaks Challenge for DEC Ukraine Humanitarian Appeal	fw	AS	DP	KJB

Total Payments:

18,227.59

Councillor Authorisation for Payment

1) Approved 29/7/22.
2) Approved by 2/8/22

Bank details checked KJB

Bank details checked KJB

Bank details checked KJB

Bank details checked KJB

Bank details checked KJB

**Malvern Town Council
Online Banking Payment Schedule**

12 AUGUST 2022

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1695	12/08/2022	HZ ENTERTAINMENT LTD	315.00	20% Deposit in advance for Land Zorb Arena, dart football, inflatable archery and generator for the Mayor's Bonanza 28/8/22	DEH	JP	DP	JPB
1696	12/08/2022	LAURENCE HARPER	250.00	Hire of Children's Victorian ride at the Queen's Jubilee Event 5/6/22	DEH	JP	DP	JPB
1697	12/08/2022	WATER PLUS LTD	87.69	Water/drainage charges Cemetery Office (resolution of billing issues 11/11/21 - 11/7/22)	DEH	JP	DP	JPB
1698	12/08/2022	JAMES HALLAM LTD	18430.89	Council Guard Insurance and Motor Insurance 1/8/22 - 31/7/23 (final year of 3 year agreement)	DEH	JP	DP	JPB
1699	12/08/2022	EE	155.69	Mobile phone charges Operations Team and Admin/Events phone July 2022	DEH	JP	DP	JPB
		Total Payments:						

19,239.27 Councillor Authorisation for Payment

1) DEH
2) JPB

**Malvern Town Council
Online Banking Payment Schedule**

25 August 2022

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1700	25/08/2022	ALLIANCE PAYROLL SERVICES	126.06	Payroll charges August 2022		DEM	dy	KJB
1701	25/08/2022	BRITISH GAS	26.58	Electricity charges Lower Howsell 2/7/22 - 1/8/22		DEM	dy	KJB
1702	25/08/2022	BRITISH GAS	36.22	Electricity charges Link Church Clock 8/6/22 - 21/7/22		DEM	dy	KJB
1703	25/08/2022	COLWALL STONE (Andrew Cameron)	90.00	Removal of steels from wall as part of refurbishment of bus shelter outside Rose Bank Gardens		DEM	dy	KJB
1704	25/08/2022	WORCESTER CONCERT BRASS	240.00	Bands in the park performance 4/8/22		DEM	dy	KJB
1705	25/08/2022	BWT UK LTD	58.62	10 large bottles of water for MTC offices and Council Chamber		DEM	dy	KJB
1706	25/08/2022	DUKES JAZZ SOCIETY (PETER JOHNSON)	200.00	Bands in the park performance 10/7/22		DEM	dy	KJB
1707	25/08/2022	DULUX DECORATOR CENTRE	450.12	Paint, brushes, white spirit, materials for painting benches, railings and fences at Rose Bank Gardens and Great Malvern Cemetery		DEM	dy	KJB
1708	25/08/2022	EON NEXT	53.55	Electricity (standing charge only) middle flat 1/7/22 - 3/8/22 (unoccupied)		DEM	dy	KJB
1709	25/08/2022	E W COMMERCIAL PUBLICATIONS	487.00	Printing of 11,244 colour copies of the Summer Newsletter		DEM	dy	KJB
1710	25/08/2022	GAZEBO SHOP (PITBITZ LTD)	945.71	Purchase of gazebo for the Armed Forces Day Event (cost covered by the MOD grant)		DEM	dy	KJB
1711	25/08/2022	GENE GENIE & THE LEMON SQUEEZERS	400.00	Bands in the park performance 7/8/22		DEM	dy	KJB
1712	25/08/2022	HOUSEKEEPERS OF MALVERN	592.00	Cleaning contract 19/7/22 - 17/8/22		DEM	dy	KJB
1713	25/08/2022	I-SING CHOIRS (HELEN JONES)	100.00	Choir performance at Armed Forces Day Event 26/6/22		DEM	dy	KJB
1714	25/08/2022	LEDBURY PLANT HIRE	1944.00	Grave digger hire - August, September and October 2022		DEM	dy	KJB
1715	25/08/2022	LEIGH SINTON GARDEN MACHINERY LTD	27.98	2 litres of 2 stroke oil for strimmers		DEM	dy	KJB
1716	25/08/2022	CITIZENS ADVICE SOUTH WORCESTERSHIRE	8000.00	Community Support Grant 2022/23 - 1st instalment of 2		DEM	dy	KJB
1717	25/08/2022	MHDC-NNDR	157.00	Council tax middle flat 28-30 Belle Vue Terrace (unoccupied)		DEM	dy	KJB

Bank details checked KJB

Bank details checked KJB

Bank details checked KJB

Bank details checked KJB

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1718	25/08/2022	NAILSWORTH BRASS BAND	230.00	Bands in the park performance 24/7/22		DEM	DP	KB
1719	25/08/2022	NEWSQUEST MEDIA GROUP	180.00	Grant Scheme advert in the Malvern Gazette 5/8/22		DEM	DP	KB
1720	25/08/2022	NPOWER	446.59	Electricity charges Barnards Green Bus Shelter 14/5/21 - 31/3/21 (unmetered)		DEM	DP	KB
1721	25/08/2022	NPOWER	245.84	Electricity charges Rose Bank Gardens Bus Shelter 14/5/21 - 31/3/22 (unmetered)		DEM	DP	KB
1722	25/08/2022	PRINTED BANNERS AND SIGNS	64.80	Banner for the Mayor's Bonanza 28/8/22		DEM	DP	KB
1723	25/08/2022	RURAL SERVICES PARTNERSHIP LTD	86.40	Subscription to Rural Market Town Group 1/7/22 - 31/3/23 (as agreed at Annual Council 11/5/22)		DEM	DP	KB
1724	25/08/2022	WATER PLUS LTD	117.80	Water/drainage charges Lower Howsell 11/7/22 - 11/8/22		DEM	DP	KB
1725	25/08/2022	WATER PLUS LTD	18.04	Water charges Knapp Way Allotments 29/6/22 - 29/7/22		DEM	DP	KB
1726	25/08/2022	SHIRE CONSULTING	1080.00	Half day bore hole investigation and 2 site visits at Rose Bank Gardens (work completed March 2021, but invoice submitted July 2022)		DEM	DP	KB
1727	25/08/2022	THE DOG RIVER BAND (EA Nicholls)	400.00	Bands in the park performance 31/7/22		DEM	DP	KB
1728	25/08/2022	TUDOR ENVIRONMENTAL	83.98	4 pairs of trousers and 1 hi-vis vest for the Operations Team		DEM	DP	KB
1729	25/08/2022	WORCESTERSHIRE CALC	2501.97	Calc fee capped and Naic affiliation fee subscription (as agreed at Annual Council May 2022)		DEM	DP	KB
1730	25/08/2022	MODULEK	35394.00	Submission of prior approval demolition application for Victoria Park Pavilion and payment and payment of subcontractor works to demolish pavilion		DEM	DP	KB
1731	25/08/2022	TALLIS AMOS GROUP LTD	15224.59	1 x John Deere X940 Signature Series ride on mower (2 wheel drive and 2 wheel steer) less £2,400 part exchange value for old John Deere Mower		DEM	DP	KB

Total Payments:

70,008.85

Councillor Authorisation for Payment

1)
2)

Bank details checked KB.

Bank details checked KB.

Bank details checked KB.

**Malvern Town Council
Online Banking Payment Schedule**

2 SEPTEMBER 2022

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1732	02/09/2022	270 ADVENTURE LTD	810.00	Hire of 4 person climbing wall for the Mayor's Bonanza 28/8/22	fw	PWS	DP	PB
1733	02/09/2022	3 COUNTIES TOILET HIRE	246.00	Hire of 2 standard toilets and 1 disabled toilet for the Mayor's Bonanza	fw	PWS	DP	PB
1734	02/09/2022	BRADFORDS BUILDING SUPPLIES LTD	14.02	Cutting discs, oil and sandpaper	fw	PWS	DP	PB
1735	02/09/2022	DESIGN IN THE SHIRES	162.00	Website support August 2022	fw	PWS	DP	PB
1736	02/09/2022	FBC MANBY BOWDLER LLP	2340.00	Professional fees regarding landslip at Rose Bank Gardens to 31 August 2022	fw	PWS	DP	PB
1737	02/09/2022	FUELGENIE BUSINESS ACCOUNT	622.94	Fuel account July 2022	fw	PWS	DP	PB
1738	02/09/2022	NATURAL CHOICE	40.00	Fruit basket delivered to events officer (staff welfare)	fw	PWS	DP	PB
1739	02/09/2022	KEEL TOYS LTD	432.00	144 x soft toys as prizes at the Mayor's Bonanza 28/8/22	fw	PWS	DP	PB
1740	02/09/2022	MAINE STREET (WILLIAM DAVIES)	300.00	Rock band performance at the Mayor's Bonanza 28/8/22	fw	PWS	DP	PB
1741	02/09/2022	MALVERN HILLS DISTRICT COUNCIL	96.00	Hire of Council Chamber for Full Council Meeting 4/8/22	fw	PWS	DP	PB
1742	02/09/2022	P&R ALARMS	89.70	Intruder alarm maintenance at Victoria Park (contract now ended) and intruder alarm maintenance 28-30 Belle Vue Terrace 9/7/22 - 8/9/22	fw	PWS	DP	PB
1743	02/09/2022	PURCHASE POWER	107.00	£100 credit for the franking machine	fw	PWS	DP	PB
1744	02/09/2022	SCREWFIX (TRADE UK)	9.99	100 pairs of disposable gloves for the Operations Team	fw	PWS	DP	PB
1745	02/09/2022	SOLO CIRCUS (MARK RUSSELL)	375.00	Circus performance and workshops at the Mayor's Bonanza 28/8/22	fw	PWS	DP	PB
1746	02/09/2022	WATERLOOABBA (MA Phillips)	300.00	Abba tribute band at the Mayor's Bonanza 28/8/22	fw	PWS	DP	PB
1747	02/09/2022	JOANNA L RANDELL	375.00	Refund of money paid for a funeral no longer required (less £25 admin fee)	fw	PWS	DP	PB
1748	02/09/2022	BRADLEY PODE	35.00	Refund of money paid for 1 Charity Ball ticket as event was cancelled due to lack of sales	fw	PWS	DP	PB
1749	02/09/2022	A K ANNIS	35.00	Refund of money paid for 1 Charity Ball ticket as event was cancelled due to lack of sales	fw	PWS	DP	PB
1750	02/09/2022	CHRISTINE HEMMING	70.00	Refund of money paid for 2 Charity Ball tickets as event was cancelled due to lack of sales	fw	PWS	DP	PB
1751	02/09/2022	D A PITTS	70.00	Refund of money paid for 2 Charity Ball tickets as event was cancelled due to lack of sales	fw	PWS	DP	PB

Bank details agreed VJB

Bank details checked VJB

Bank details checked VJB

Bank details checked VJB

Bank details checked VJB

Bank details checked VJB

Bank details checked VJB

Bank details checked VJB

Bank details checked VJB

Bank details checked VJB

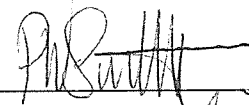
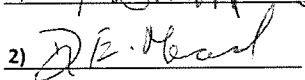
**Malvern Town Council
Online Banking Payment Schedule**

14 SEPTEMBER 2022

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1767	14/09/2022	BRITISH GAS	24.91	Electricity charges Link Church Clock 22/7 - 20/8/22	PWS	DEM	DP	PJB
1768	14/09/2022	CLASSIC MARQUEES OF MALVERN LTD	492.00	Hire of large marquee for the Mayor's Bonanza 28/8/22	PWS	DEM	DP	PJB
1769	14/09/2022	EE	152.51	Mobile phone charges August 2022 - admin/events phone and Operations Team	PWS	DEM	DP	PJB
1770	14/09/2022	MALVERN ELECTRICAL WHOLESALE LTD	8.40	100 cable ties for general use	PWS	DEM	DP	PJB
1771	14/09/2022	STAGE SERVICES EVENT PRODUCTION	1400.00	Hire of staging, PA system, generator and fuel for the Mayor's Bonanza 28/8/22	PWS	DEM	DP	PJB
1772	14/09/2022	SUPERNOVA (LES AMES)	450.00	Bands in the Park 4/9/22	PWS	DEM	DP	PJB
1773	14/09/2022	WAITING FOR GARY (MR E NIXON)	250.00	Band performance at the Mayor's Bonanza 28/8/22	PWS	DEM	DP	PJB
1774	14/09/2022	HEATING MAINTENANCE SERVICES LTD	271.26	Supply and fit replacement syphon in disabled toilet at 28-30 Belle Vue Terrace and Service of boiler in top flat with landlord safety certificate	PWS	DEM	DP	PJB
1775	14/09/2022	BRITISH GAS	27.73	Electricity charges Lower Howsell 2/8 - 1/9/22	PWS	DEM	DP	PJB
1776	14/09/2022	NPOWER	28.21	Electricity charges former water feature Hampden Road - August 2022	PWS	DEM	DP	PJB
		Total Payments:						

3,105.02

Councillor Authorisation for Payment

1) 
2) 

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

**to be held on Wednesday 2 November 2022 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

POLICY REVIEW TASK AND FINISH GROUP RECOMMENDATIONS

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Policy and Resources Committee is asked to consider and approve the following four policies as recommended by the Policy Review Task and Finish Group:
- Appearance and Dress Code Policy
 - Electronic Payments Policy
 - Equality and Diversity Policy
 - General Privacy Notice

3. Background

- 3.1. Full Council resolved in April 2022 to set up a Policy Review Task and Finish Group for a period of six months to clear the backlog of policy reviews.
- 3.2. Unfortunately, absences due to either holiday or illness have affected the number of meetings held to date. However, four policies have been reviewed, amended and agreed with another four having been through an initial review process ready for approval at the next meeting.
- 3.3. Full Council agreed that the Task and Finish Group would report back to Policy and Resources Committee and therefore four amended policies, attached at Appendix A are submitted for review, amendment as necessary and then recommendation to Full Council.
- 3.4. These policies are:
- Appearance and Dress Code Policy (staff), updated from May 2017
 - Electronic Payments Policy, updated from December 2018
 - Equality and Diversity Policy, updated from August 2020
 - General Privacy Policy, updated from May 2018
- 3.5. It was also agreed that the Equal Opportunities Statement (undated) was no longer required, being out of date and superseded by the Equality and Diversity Policy.

4. Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

- 5.1. The Town Council is required to implement and maintain a robust annual governance system under Accounts and Audit Regulations, and this includes having an adequate system of internal controls.
- 5.2. Many of the Town Council's policies have legal obligations such as Health and Safety, GDPR, quality and whistleblowing. The legal implications arising from each policy must be regularly reviewed and updated as necessary.

End

Linda Blake
Town Clerk



MALVERN TOWN COUNCIL

EMPLOYEES' APPEARANCE AND DRESS CODE POLICY

MALVERN TOWN COUNCIL**APPEARANCE AND DRESS CODE POLICY****1. Introduction**

- 1.1. The way employees present themselves at work directly affects how internal and external stakeholders and the public regard Malvern Town Council (hereafter known as 'the Council') and the Council's image. Employees should consider the impact that their appearance has on others, and an employee's appearance should emphasise respect for those they work with and the service they are providing.
- 1.2. An employer's dress code must not be discriminatory in respect of the protected characteristics in the Equality Act 2010 for age, disability, gender reassignment, religion or belief, sex, or sexual orientation.

2. Aims of this policy

- 2.1. To ensure that employees are safe and dressed appropriately.
- 2.2. To avoid unlawful discrimination – this policy applies to everyone equally and avoids gender specific prescriptive requirements.
- 2.3. To make reasonable adjustments for disabled people – it may be appropriate not to apply dress code requirements where their impact is more onerous on a disabled employee.
- 2.4. To clarify where certain standards are required for health and safety reasons.

3. Terms

- 3.1. At all times employees should dress appropriately and look professional relating to the work they must do.
- 3.2. At all times employees should be clean, tidy and presentable, and maintain a good standard of personal hygiene.
- 3.3. All employees should refrain from dressing in such a way which could intimidate or cause offence or embarrassment to others.
- 3.4. All employees should have consideration for health and safety factors, and personal protective clothing and equipment should be worn and maintained in a manner acceptable to the Council.
- 3.5. All employees must be mindful of the effect their appearance has on others; clothes, hair, make-up, jewellery, piercing and tattoos should not cause offence, embarrassment, or

intimidation, and should be in keeping with a professional appearance and health and safety requirements.

3.6. Regardless of work location, it is unacceptable to wear the following:

- Any item of clothing that may draw untoward attention or cause offence. For example, it is inappropriate to wear cut-off shorts, crop tops, see-through material or clothing that exposes areas of the body normally covered at work: or contain inappropriate or offensive words or pictures.
- Any item of clothing that could present a health and safety risk
- Dirty, wrinkled, ripped or frayed clothing.
- Denim, combat trousers, cords, tracksuits and general sportswear.

3.7. When considering jewellery, piercings and tattoos that can be seen by colleagues or members of the public, consideration must be given to ensuring that an employee is in keeping with a professional appearance and with health, safety and security requirements.

3.8. The Council is agreeable for employees to follow the traditions of their ethnic/cultural/religious background where this is safe and appropriate for the job role.

Office-based employees

3.9. In addition to the clauses above, office-based staff should wear a good-fitting, supportive shoe with closed toe. Backless footwear - such as flip flops and sliders - is not allowed for safety reasons.

Operational employees

3.10. Operational employees are provided with uniform and appropriate, steel toe capped protective footwear, and have a responsibility to wear these items during working hours and to keep the uniform clean and in a good state of repair.

Employees working at events

3.11. All employees who work at the Council's events should wear events clothing as instructed and provided.

4. Provisions

4.1. Managers will determine the appropriateness of their employees' appearance in relation to local service requirements. Employees should seek the advice of their manager if they are unsure about the appropriateness of their appearance or dress.

- 4.2. There may be times when employees wish to support different charities and they would like to ask for exceptions to the normal dress code rules, for instance 'Jeans for Genes Day', 'Christmas Jumper Day' etc. On these occasions, employees should ask their manager if it would be appropriate to take part.
- 4.3. Managers may take the decision to amend or relax certain provisions in the policy should the need arise from extremes in climate or other unforeseen circumstances which are judged relevant.

5. Review and action

- 5.1. The Council recognises that it is important to review regularly this policy to ensure that it reflects up to date equality legislation and best practice.
- 5.2. A review of the Appearance and Dress Code Policy will be carried out as least once every council term as a minimum and any necessary actions taken.



MALVERN TOWN COUNCIL

ELECTRONIC PAYMENTS POLICY

MALVERN TOWN COUNCIL**ELECTRONIC PAYMENTS POLICY****1. Introduction**

- 1.1. Following the repeal of 150(5) of the Local Government Act 1972 which stipulated a *two member signature rule*, local councils are now allowed to take advantage of electronic payment methods.
- 1.2. In adopting any such electronic payment method however, the underlying principle of safeguarding public money still applies and Malvern Town Council (hereafter known as the Council) must ensure that robust controls on payments still remain.
- 1.3. In normal circumstances, payment runs are processed fortnightly.
- 1.4. In the absence of the Town Clerk and/or RFO, duties will be carried out by the Operations Manager.
- 1.5. In the absence of the Finance and Administration Officer, duties will be carried out by the Office and Operations Co-ordinator.

2. Documentation

- 2.1. Prior to any electronic payment being made, a report of invoices for payment will be produced detailing all payments that are to be made in the current payment run. This document will be completed and checked by the Finance and Administration Officer.
- 2.2. The Invoices for Payment report will be presented to the Responsible Financial Officer (RFO) and two Members of the current named signatories (as detailed on the bank mandate) for approval. Each will sign the Payment Authorisation sheet.
- 2.3. All source documents such as supplier invoices and other similar requests for payments will be made available for inspection by the named signatories when the payment report is signed.
- 2.4. The Finance and Administration Officer will process the approved payments via the online payment system.
- 2.5. The RFO will check and confirm details on the online payment system with that shown on the approved Invoices for Payment report ensuring that the total payment amounts agree to that of the Payments Authorised sheet and giving the secondary approval required to process each online payment.
- 2.6. All payment schedules will be reviewed by Policy and Resources Committee as part of the financial reports at least once every quarter.

3. Security

- 3.1. Each operator of the online payment system will have appropriate access which cannot be overruled. Each will have their own unique log-on and passcode to be able to operate the payment system. The Finance and Administration Officer will create the batch of payments but will be unable to authorise this batch. This must be done by a second person after checking the batch and this will be the RFO.
- 3.2. All unique log-on details and passcodes must be kept securely by each respective individual and must not be shared.
- 3.3. Any changes to these operator names must be approved by the Town Clerk.
- 3.4. Any changes to the Town Clerk's details or responsibilities should be approved by two payment signatories.
- 3.5. Access to online banking will be directly to the access page (which may be saved under "favourites") and not through a search engine or email link. Computer auto-saving of bank log-on and passcode details will be prohibited.
- 3.6. Once the payment run has been completed, each operator of the online payment system must ensure they have logged out securely.
- 3.7. The Town Clerk will ensure that any computers used to transact financial business on behalf of the Council will have operational and up-to-date anti-virus, anti-spyware and firewall software in place. The Council has an IT maintenance contractor in place to carry out these works.

4. Audit

- 4.1. All payments made through the online banking system will be made available to the Internal Auditor for validation during internal audits.

5. Review and action

- 5.1. The Council recognises that it is important to regularly review this policy to ensure that it reflects up to date legislation and any recommendations from the audit process.
- 5.2. A review of the Electronic Payments Policy will be carried out as least once every council term as a minimum and any necessary actions taken.



MALVERN TOWN COUNCIL

EQUALITY AND DIVERSITY POLICY

MALVERN TOWN COUNCIL**EQUALITY AND DIVERSITY POLICY****1. Introduction**

- 1.1. The objective of this policy is to promote equality of opportunity for all, and to ensure that no individual is discriminated against in the planning and delivery of any of our activities. Malvern Town Council (hereafter known as 'the Council') therefore aims to ensure that the values of equality, diversity and respect for all are embedded into everything that it does.
- 1.2. The Council encourages all employees, councillors, volunteers and contractors to give their best and treat each other and members of the public with respect.

2. Aims of this policy

- 2.1. This policy is intended to demonstrate the Council's commitment to eliminating discrimination and encouraging and valuing diversity among employees, councillors, volunteers and contractors.
- 2.2. This policy provides a framework for providing equality, fairness and respect for all in delivering the Council's services, events and activities, and in its governance and employment practices.
- 2.3. The Council recognises its responsibilities under the Equality Act 2010 and is committed to meeting them in full. The Council believes that a culture that embraces equality and values diversity will help to ensure that everyone feels involved and included in its plans, programmes and activities.
- 2.4. The Council aims to create an environment which respects and welcomes everyone, and in which no form of bullying, harassment, disrespectful or discriminatory behaviour is tolerated by anyone towards anyone. This particularly applies in relation to the protected characteristics¹ named in the Equality Act 2010.
- 2.5. The Council aims to oppose and avoid all forms of unlawful discrimination, in the delivery of its services to the public, in its governance, employment conditions, recruitment practices, in training or other developmental opportunities.

3. The Council's commitments

¹ Age; gender reassignment; being married or in a civil partnership; being pregnant or on maternity leave; disability; race, including colour, nationality, and ethnic or national origin; religion or belief; sex (gender) and sexual orientation.

- 3.1. The Council understands that for equality to be achieved this policy needs to be made understandable to, and embraced by employees, councillors, volunteers and contractors.
- 3.2. The Council's employees, councillors, volunteers and contractors all have a responsibility to ensure that their own language and actions are consistent with the spirit, as well as the contents of this policy.
- 3.3. Overall responsibility for the implementation of this policy lies with the Town Clerk.
- 3.4. The Council encourages equality and diversity in the delivery of its services and within its governance and employment practices and gender neutrality in its language use, as this is good and proper practice and helps to make the most of skills available and efficient delivery of Council services.
- 3.5. The Council aims to create a service-delivery and working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and contributions are recognised and valued. This commitment includes training employees and councillors about their rights and responsibilities under this policy. Responsibilities include employees and councillors conducting themselves to help the Council provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
- 3.6. All Council employees should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, councillors, volunteers, contractors, customers, suppliers and members of the public.
- 3.7. The Council will take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, councillors, volunteers, contractors, customers, suppliers and members of the public and any others in the course of the Council's work activities.
- 3.8. The Council will make opportunities for training, development and progress available to all employees and councillors, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the Council.
- 3.9. The Council will review employment practices and procedures when necessary to ensure fairness, and to update them and will review the policy to take account of changes in the law. Policies will be reviewed at least once every four-year council term.

- 3.10. The Council will monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in this policy.
- 3.11. The Council recognises that an Equality and Diversity Policy alone is not enough to ensure that equality and diversity are central to everything that the Council does.
- 3.12. The Council will seek to create an environment in which diversity and the contributions of all employees, councillors, volunteers and contractors are recognised and valued in all that the Council does. In this way the Council hopes to provide an example of good equality practice and promote community cohesion within its community.
- 3.13. The Council recognises that many people are unfamiliar with the ways in which discrimination and disadvantage affect people's health, their well-being and quality of life. The Council will therefore support people to develop equalities awareness and understanding.
- 3.14. In conjunction with 3.9 above, the Council will ensure it is meeting the aims and the spirit of this policy by:
- discussing and reviewing how well the Council is implementing this policy, and adjusting its practices, developing a rolling action plan where necessary;
 - assessing any significant new or revised policies and procedures for their impact on equality;
 - embedding equality and diversity into its development plans;
 - ensuring its employment practices and procedures are consistent with the aims of this policy.
- 3.15. The Council is committed to:
- using accessible venues for events and meetings;
 - using plain English, and offering accessible communications, for example emails, letters, reports and publicity materials in suitable format as far as it is within its means to do so.

4. Misconduct

- 4.1. Acts of bullying, harassment, victimisation and unlawful discrimination will be dealt with as misconduct under the Council's grievance and/or disciplinary procedures, or by way of the

Code of Conduct complaint as appropriate, in relevant circumstances and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice in the case of employees. The Council reserves the right to take steps to protect employees in cases of inappropriate behaviour to them, including by councillors and members of the public. In the case of councillor misconduct in this respect, complaints may be made to the District Council Monitoring Officer, under the Council's Code of Conduct.

- 4.2. Sexual harassment may amount to both an employment rights/Code of Conduct and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
- 4.3. Use of the Council's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

5. Review and action

- 5.1. The Council recognises that it is important to review regularly this policy to ensure that it reflects up to date equality legislation and best practice.
- 5.2. A review of the Equality and Diversity Policy will be carried out at least once every council term as a minimum and any necessary actions taken.



MALVERN TOWN COUNCIL

GENERAL PRIVACY NOTICE

MALVERN TOWN COUNCIL**GENERAL PRIVACY NOTICE****1. Who are we?**

- 1.1. This Privacy Notice is provided to you by Malvern Town Council (hereafter known as ‘the Council’ or ‘We’) which is the data controller for your data.

2. Other data controllers the Council works with:

- Local authorities
- Community groups
- Charities
- Not-for-profit entities
- Contractors

PERSONAL DATA**3. Personal data – what is it?**

- 3.1. “Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (eg. a list of employees may contain personnel ID numbers rather than names, but if there is a separate list of the ID numbers which gives the corresponding names to identify the employees in the first list, then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.
- 3.2. We may need to share your personal data we hold with other data controllers so that they can carry out their responsibilities to the Council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the Council and the other data controllers may be “joint data controllers” which means we are all collectively responsible to you for your data. Where each of the parties listed above is processing your data for its own independent purposes, then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

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

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

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

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

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

- a) To deliver public services, including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;

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

SENSITIVE DATA

7. How we use sensitive personal data

7.1. We may process sensitive personal data including, as appropriate:

- a) information about your physical or mental health or condition to monitor sick leave and take decisions on your fitness for work;
- b) your racial or ethnic origin or religious or similar information to monitor compliance with legal requirements and obligations to third parties.

7.2. These types of data are described in the GDPR as “special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

7.3. We may process special categories of personal data in the following circumstances:

- a) in limited circumstances, with your explicit written consent;
- b) where we need to carry out our legal obligations;
- c) where it is needed in the public interest.

7.4. Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

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

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

PERSONAL AND SENSITIVE PERSONAL DATA

9. What is the legal basis for processing your personal and sensitive personal data?

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

9.2. We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter a contract with you. An example of this would be processing your

data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

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

10. Sharing your personal and sensitive personal data

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

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

11. How long do we keep your personal and sensitive personal data?

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

12. Your rights and your personal and sensitive personal data

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

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

13. The right to access personal and sensitive personal data we hold about you

- 13.1. At any point you can contact us to request the personal data we hold about you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
- 13.2. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

14. The right to correct and update the personal and sensitive personal data we hold about you

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

15. The right to have your personal and sensitive personal data erased

- 15.1. If you feel that we should no longer be using your personal and sensitive personal data or that we are unlawfully it, you can request that we erase the data we hold.
- 15.2. When we receive your request, we will confirm whether the personal and sensitive personal data has been deleted or the reason why it cannot be deleted (for example because we need it to comply with a legal obligation).

16. The right to object to processing of your personal and sensitive personal data or to restrict it to certain purposes only

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

17. The right to data portability

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

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

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

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

- 19.1. You can contact the Information Commissioner's Office on 0303 123 1113, Monday to Friday between 9am and 5pm excluding bank holiday or via web form at <https://ico.org.uk/global/contact-us/>

20. Transfer of data abroad

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

21. Further processing

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

22. Changes to this notice

- 22.1. The Council keeps this Privacy Notice under regular review and will place any updates on the Council's website www.malverntowncouncil.org. This Notice was last updated in June 2022.

23. Contact Details

- 23.1. If you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints, please contact The Data Controller, Malvern Town Council, 28-30 Belle Vue Terrace, Malvern, WR14 4PZ or email: townclerk@malvern-tc.org.uk

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

**to be held on Wednesday 2 November 2022 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

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

1. Purpose of report

- 1.1. For decision and recommendation to Full Council.

2. Recommendation

- 2.1. Committee is asked to note and review the Council's current long-term aims and objectives (as attached at Appendix A to this report) and make any changes and updates as necessary.
- 2.2. Committee is asked to note and review the Council's current short-term aims and objectives (as attached at Appendix B to this report) and to update them for the period 1 April 2023 until 31 March 2024.
- 2.3. Committee may wish to consider delegating this task to a task and finish group who would undertake the review and then report back to the next meeting of Policy and Resources Committee.

3. Background

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

4. Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

- 5.1. None pertaining to this report.

End

Linda Blake
Town Clerk

	Long Term Aims and Objectives – 1 April 2022 until 31 March 2027
1.	<u>Performance of statutory powers and duties</u>
	The Town Council will:
a)	maintain and aim to improve, year on year, the delivery of Town Council services.
b)	commit to the Malvern council taxpayer to provide efficient, effective and best value services for Malvern.
c)	continue working with other groups and agencies when determining the future roles and responsibilities of the Town Council within the Malvern area.
d)	Review each of the Town Council policies at least every four years.
2.	<u>Improvement of operational standards</u>
	The Town Council will:
a)	ensure all Council-owned and leased land and property is maintained to the highest possible standard.
b)	ensure the Council maintains its visible presence to the highest possible standard.
c)	when appropriate, negotiate with relevant local authorities and other bodies regarding potential transfer of assets, services and accompanying funding.
d)	ensure, where possible, that the management of public realm ¹ in Malvern remains in public ownership and is managed to the highest possible standard.
e)	lobby for the improvement of publicly-owned areas and other areas of public interest.
3.	<u>Promotion of Malvern and its events</u>

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

	The Town Council will:
a)	ensure that its role and achievements in Malvern are well promoted by utilising the full range of promotional media.
b)	raise the profile of Malvern by the development of new events (both Town Council-managed and in partnership) and support and enhance the annual events calendar.
c)	be a democratic voice for the people of Malvern to address important issues as and when they arise.
4.	<u>Consideration of planning and development matters</u>
	The Town Council will:
a)	continue to assume a greater role in planning matters and consider and comment on both minor and major planning applications.
b)	make relevant representations at all stages of the planning process where it is considered appropriate, especially at local planning authority meetings.
c)	review the Neighbourhood Plan as required and in line with the timetable for the emerging South Worcestershire Development Plan Review (SWDPR).
d)	review developments in the South Worcestershire Development Plan Review (SWDPR) and other government proposals which may relate to planning, and respond as appropriate.
e)	continue to contribute towards, and where appropriate engage and comment on, local transport policy and services in Malvern, through Worcestershire County Council (WCC).
f)	utilise important contributions from residents as part of the Neighbourhood Plan and work with partner organisations to address important non-land based issues and develop and action plans accordingly.
5.	<u>Training and accessibility</u>
	The Town Council will:
a)	seek to improve its accessibility and responsiveness to the public, as far as is reasonably practicable.

b)	provide an induction session for new councillors and deliver an ongoing programme of training – specifically in financial and planning matters - for all councillors to attend and to keep up to date with any changes in the law and to ensure good working practices are followed.
c)	provide appropriate training for any councillor taking on the role of Chairman or Vice Chairman of the Council or one of its Committees, and this should be undertaken as soon as is reasonable.
d)	provide the opportunity for, and encourage, all councillors to undertake training on how the Council works (e.g. Standing Orders, Code of Conduct etc) as soon as is reasonable. This training is not mandatory.
e)	provide continuing development of Town Council staff through a reasonable programme of training to ensure good working practices are followed.
f)	deliver an ongoing commitment to ensure the welfare of staff.
6.	<u>Environmental impact on Town Council operations</u>
	The Town Council will:
a)	uphold the Town Council's declaration of a climate emergency and consider the environmental impact of Town Council operations by taking action to reduce carbon emissions where practical.
b)	respond positively to new initiatives regarding combatting climate change and incorporate these into day to day operations where practical.
c)	join with other groups and agencies to maximise the effectiveness of current and new environmental initiatives.
d)	aim to provide recycling bins in suitable locations throughout the town and encourage the use of these.
e)	encourage green transportation by investigating the viability of and implementing, where possible, improved cycle lanes within the town and within any new housing developments.
f)	consider, and use wherever possible, energy saving and efficient practices in the development of new Town Council buildings and the refurbishment of current buildings.

AGENDA ITEM 9
APPENDIX A

g)	continue to rewild suitable areas of Town Council-owned land with appropriate planting – including trees – and encourage other landowners to do the same.
h)	use, wherever possible, green energy suppliers for Town Council contracts.
7.	<u>Efficient working practices</u>
	The Town Council will:
a)	continue to investigate ways in which technology can be used to produce and develop efficient working practices.
b)	maintain and enhance its digital presence through its website and social media.
c)	Ensure its meetings continue to focus on matters of importance to Malvern.

	Short Term Aims and Objectives – 1 April 2022 until 31 March 2023
1.	<u>Performance of statutory powers and duties</u>
a)	to enhance the current good working relationship with Malvern Hills District Council (MHDC), Worcestershire County Council (WCC and other appropriate bodies to provide efficient and effective services in Malvern.
b)	to carry out benchmarking to ensure services provided under Council contracts are as efficient as possible.
c)	to regularly review suppliers and expenditure by supplier to ensure that the Town Council continues to obtain the best value for money on its purchases, this to be carried out by the Policy and Resources Committee.
d)	to establish a Community Engagement Strategy setting out how Malvern Town Council can better engage with the local community to ensure issues of concern are communicated and addressed.
2.	<u>Improvement of operational standards</u>
a)	to encourage the improvement and better maintenance of pavements, highways, footpaths and PROWs within the town through liaison with WCC and to encourage the public to report any issues to the Town Council so that these can be forwarded to the appropriate County or District Councillor for action to be taken.
b)	to improve the amenities at Victoria Park including leisure facilities, public toilets, pavilion and take appropriate action to reduce anti-social behaviour.
c)	to ensure that all Town Council operations and practices are carried out in a Covid-safe manner and in accordance with the government guidelines current at that time.
3.	<u>Promotion of Malvern and its events</u>
a)	to continue to investigate ways of making certain events more cost-effective through increased involvement of volunteers and exploring sponsorship links.
b)	to continue to promote the Town Council's work through the production and distribution of at least three newsletters per year.
c)	to continue the following annual events as agreed at Full Council on 3 February 2022, government guidelines permitting: <u>2022</u>

	<p>Civic Service 9 April</p> <p>Peaky Blinders Charity Casino Night 22 April</p> <p>Health & Wellbeing Fair/Mayor's Peaks Challenge 30 April</p> <p>Queen's Jubilee Celebrations 5 June</p> <p>Bands in the Park programme 8 May - 18 Sep</p> <p>Armed Forces Day 26 June</p> <p>Heart of England in Bloom June/July</p> <p>The Mayor's Bonanza 28 August</p> <p>Field of Remembrance 10-17 November</p> <p>Armistice Day 11 November</p> <p>Remembrance Sunday 13 November</p> <p>Christmas Festival 26 November</p> <p>Christmas Charity Concert 17 December</p> <p>Festive Cheer Bags 19 December</p>
4.	<u>Consideration of planning and development matters</u>
a)	to set up a new Task and Finish Group to finish the 'light touch' review of the Neighbourhood Plan, following the SWDP review.
b)	to find ways to encourage councillors to participate in training on planning matters to assist all in understanding planning policy.
c)	to work with MHDC and community groups to take the lead in establishing a community design group that can be involved in the planning process, engaging the wider community.
d)	to strongly encourage MHDC to introduce a simplified process to ensure that properties can be placed on a local list to provide protection for appropriate buildings.
e)	to secure the future of Malvern Hills College as a continuing educational and community asset.
5.	<u>Training and accessibility</u>

a)	to continue an annual appraisal process and allow opportunities for officers to speak to the Policy and Resources Committee as necessary.
b)	to review Whistle-Blowing Policy (last carried out in May 2018).
c)	any councillor taking on the role of Chairman or Vice Chairman of the Council or one of its Committees should undertake appropriate training as soon as is reasonable.
d)	whilst training for all councillors should not be mandatory, all councillors should be given the opportunity and encouraged to undertake training on how the Council works (e.g. Standing Orders, Code of Conduct etc) as soon as is reasonable.
e)	to continue to update and develop the Member's Handbook, focusing on useful information for new members and a useful synopsis of all the main information points.
f)	to use the new council website to help support provision of clear and timely information to all councillors.
6.	<u>Environmental impact on Town Council operations</u>
a)	to uphold the Town Council's declaration of a climate emergency and consider the environmental impact of Town Council operations by taking action to reduce carbon emissions where practical.
b)	to work to provide recycling bins in suitable locations throughout the town where practical and to encourage use of these recycling bins.
c)	to provide new bike racks in suitable locations to encourage increased use of bikes.
d)	to consider, and use wherever possible, energy saving and efficient practices in the development of new Town Council buildings and the refurbishment of current buildings.
e)	to continue to rewild suitable areas of Town Council-owned land with appropriate planting – including trees - and encourage other landowners to do the same.
f)	to use, wherever possible, green energy suppliers for Town Council contracts.