



MALVERN TOWN COUNCIL

FULL COUNCIL

REPORTS

For meeting on Tuesday 20 December 2022

at 6.00 pm

in the Council Chamber, Malvern Hills District Council, Avenue Road

MALVERN TOWN COUNCIL

Town Clerk
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14 December 2022

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MEETING OPEN TO MEMBERS OF THE PUBLIC

To all Members of Malvern Town Council:

You are hereby summoned to attend a meeting of Malvern Town Council to be held on Tuesday 20 December 2022 in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern 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 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 Full Council meeting: ➤ 3 November 2022 (already issued)
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.	Mayor's Announcements ➤ Verbal report
5.	Update on Town Council Operations and Activities ➤ Verbal update by the Town Clerk
6.	Reports by County and District Council ➤ Written reports to be received only.
7.	Members Questions ➤ The Chairman will invite members who have written in with questions to present them to Council.

8.	Budget 2023/24 ➤ Report CL01/22 to follow
9.	Malvern Tourism Sign Task and Finish Group Recommendations to Full Council ➤ Report CL02/22 to follow
10.	Public Consultation on Land adjacent to Adam Lea Play Area (Mill Lane) ➤ Report CL03/22 to follow
11.	Notice of Motion – Installing Environmental Notices at Town Council sites ➤ Cllr Lou Lowton and Cllr David Mead
12.	Policy and Resources Committee Recommendations The Chairman of Policy and Resources Committee to present any recommendations for approval by Council from the meetings held on 2 November and 14 December 2022 (please note that the budget for 2023/24 has already been considered at Agenda item 8) ➤ Report CL04/22 to follow
13.	Operations and Planning Committee Recommendations The Chairman of Operations and Planning Committee to present any recommendations for approval by Council from the meeting held on 7 December 2022 ➤ Report CL05/22 to follow
14.	Date and Time of Next Meeting ➤ Thursday 9 February 2023 at 6.00 pm
Exclusion of the Press and Public <i>To resolve pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i>	
15.	Staffing Matters ➤ Report to be circulated at the meeting

UNADOPTED

**MINUTES OF COUNCIL MEETING OF
MALVERN TOWN COUNCIL**

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

Councillors

Present

N Houghton (Chairman)
K Aksar
C Fletcher
C Hooper
L Lambeth
F Matthews-Jones
R McLaverty-Head
D Mead
N Mills
C Palmer
J Satterthwaite
A Stitt
D Watkins

Absent

J Ashington-Carter
C Bovey (apologies)
J Leibrandt (apologies)
L Lowton (apologies)
J O'Donnell (apologies)
P Smith (apologies)
J Wilkinson (apologies)

Also in attendance

L Blake – Town Clerk
L Wall – Minute Clerk
C Porter – Operations Manager

Cllr John Raine (MHDC)
Cllr Karen Hanks (WCC)
Cllr Natalie McVey (WCC)

96. APOLOGIES FOR ABSENCE

Apologies for absence from Councillors Caroline Bovey, Josephine Leibrandt, Lou Lowton, James O'Donnell, Peter Smith and Josephine Wilkinson were **NOTED**.

97. DECLARATIONS OF INTEREST

None.

98. 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 Mayor:

- Full Council meeting 6 October 2022.

PUBLIC PARTICIPATION

None.

99. MAYOR'S ANNOUNCEMENTS

The Mayor thanked everyone who had attended the quiz, helping to raise £700 for Guide Dogs. There were several engagements in the run up to Christmas which the Mayor and the Deputy Mayor would be attending.

100. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

Quiz - The Town Clerk also mentioned that the quiz had been a great success, with £700 being raised and the Mayor only reading out the answer as part of the question once!

UNADOPTED

Low Traffic Neighbourhood – following a request at the previous Full Council meeting, a letter had been sent to cabinet member Mike Rouse, Worcestershire County Council, and copied to Cllr Karen Hanks (WCC) and the Link ward Town Councillors, requesting a trial Low Traffic Neighbourhood (LTN) in the Summerfield Road area. However, no response has been received to date and this will be monitored.

Operational projects – the refurbishing works to the play area at Michaels Crescent have begun whilst works to tarmac the pathway between Dukes Meadow and Sherrard's Green have been completed.

Events – upcoming events are Remembrance Commemorations from 10 – 17 November, The Christmas Light Switch On Event on Saturday 26 November and the Mayor's Charity Christmas Concert on Saturday 17 December.

SWDPR - a six-week consultation on the South Worcestershire Development Plan Review is currently taking place ending on 12 December. Any councillors interested in working on a Town Council response to this document were asked to contact the Town Clerk. The Neighbourhood Plan consultant is available to help with the response if required.

Staffing matters – the Town Clerk informed members that the item at the end of the agenda, which was to have been held in private session, had been withdrawn as it had not been possible to obtain the necessary information in time for the meeting.

101. **REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE**

Cllr Jack Satterthwaite, WCC

Guarlford Road – Residents had raised concerns over the lack of official consultation on the South Worcestershire Development Plan Review.

Airbnb – Cllr Satterthwaite had received several reports of late-night disturbances at Airbnb properties in Pickersleigh and Chase wards. He was working to find a solution and asked if any other members had heard similar reports.

Parking in Barnards Green – with an increase in traffic it was now proving difficult to park in Barnards Green with some people resorting to parking on the pavements. Traders have requested bollards outside shops to prevent this.

Construction traffic, Court Road – Cllr Satterthwaite had contacted Persimmon Homes to ask if construction traffic could be diverted but had not yet had a response.

20mph group – Cllr Satterthwaite has joined this group and will report back at future meetings.

Consultation on the West Midlands Rail Investment Strategy – Cllr Satterthwaite will distribute a link to all councillors regarding the consultation and hoped as many as possible would respond as it included the future of railway services coming into Malvern.

UNADOPTED

Karen Hanks, WCC

Highways – Cllr Hanks has asked Mike Rouse to take into consideration the petition of signatures that Cllr Aksar gathered, in support of the Low Traffic Neighbourhood. Cllr Rouse had acknowledged receipt of the letter and is looking into the concerns. The new Highways Officer was currently assessing VAS permits and possible locations for new units include Lower Howsell Road, Pickersleigh Road and Worcester Road.

Divisional budget – Cllr Hanks has recently supported Malvern Link traders in All About and Trade Link magazines, will donate towards the Town Council's festive bags and reminded councillors they could contact her with other funding requests.

Cllr Natalie McVey

Highways – there is joint working to improve the crossroads at the Cowleigh Road junction including a replacement convex mirror and mobile VAS units. Other local traffic calming measures may be applied in Somers Park Avenue and Cowleigh Road (dragons teeth road markings). Various road closures continue due to flooding.

Divisional budget – Cllr McVey has supported a three-month trial of providing sanitary protection for players and supporters at Malvern Town Football Club.

Cllr Cynthia Palmer, MHDC

Cllr Palmer reported that the District Council has been allocated £2.5 million from the UK Shared Prosperity Fund (UKSPF) over three years, 2022-23, 2023-24 and 2024-25.

Cllr Neville Mills

Cllr Mills flagged up a safety issue in Lower Howsell Road where masonry is falling onto the pavement from a bridge. Cllr Hanks said she would investigate this.

Cllr Kaleem Aksar, MHDC

Planning applications - Cllr Aksar reported that the two planning applications for Morrisons Supermarkets had now been heard at committee with one approved (car wash facility) and one withdrawn (screen repair). Cllr Aksar was investigating why application at The Beacons had been approved by officer delegation and not heard at committee.

Other - Cllr Aksar has been appointed as joint Poverty Alleviation Champion and will be working to support vulnerable residents. Cllr Aksar also reported that at the last Executive Committee, it was agreed to increase financial support to Freedom Leisure, to offset rising energy costs.

102. TOWN COUNCIL WARD REPORTS/REPRESENTATIONS ON OUTSIDE BODIES

Cllr Neville Mills - Community Action

Cllr Mills reported that Community Action have recently held their AGM and reports were available on their website and that he had made a donation from his MHDC budget towards a dust extractor for the Men's Sheds group.

UNADOPTED

Cllr Clive Hooper, CALC

CALC – the AGM is due soon and notification of the date has been circulated to councillors.

103. **MEMBERS QUESTIONS**

There were no members' questions.

104. **NOTICE OF MOTION – LIGHTING THE BUZZARD SCULPTURE TO CELEBRATE 50TH ANNIVERSARY OF COMMUNITY ACTION**

Cllr Cynthia Palmer presented her notice of motion suggesting that the buzzards sculpture in Rosebank Gardens be lit in gold to celebrate the 50th anniversary of Community Action Malvern and District. Community Action will promote this in the media.

It was noted that Community Action carry out vital work within the community, providing services to older and disabled people, many of whom are at risk of becoming isolated and lonely.

It was **RESOLVED** to light the buzzards sculpture in Rosebank Gardens in gold for three weeks commencing Monday 21 November, to form part of the 50th anniversary celebrations of Community Action Malvern and District.

105. **DEDICATION OF ROSEBANK BUS SHELTER TO QUEEN ELIZABETH II**

Report CL01/22 was received and accepted.

The Town Clerk reminded members that at the last Full Council meeting it had been agreed that three pieces of art dedicated to the late Queen Elizabeth II should be installed in the alcoves as part of the refurbishment works to the bus shelter at Rosebank Gardens.

It was now suggested that Malvern residents be asked for their ideas and designs and a publicity campaign would be launched to advertise this.

It was **RESOLVED** that ideas should be sought from Malvern residents for the design of three metal art sculptures to be installed in the alcoves of Rosebank Bus Shelter to respectfully mark the reign of Queen Elizabeth II.

106. **MALVERN TOURISM SIGN FOR ROSEBANK GARDENS**

Report CL02/22 was received and accepted.

At the last Full Council meeting it had been agreed to install a 'Malvern' tourism sign in Rosebank Gardens. It was now suggested that a small task and finish group be formed to look at ideas for the design and location.

It was **RESOLVED** to appoint a task and finish group to brainstorm, research and present ideas for the design and location of a Malvern tourism sign in Rosebank Gardens, to be completed by Full Council in December, comprising the following members:

- Cllr Ronan McLaverty-Head
- Cllr Cynthia Palmer
- Cllr David Watkins

UNADOPTED

- Cllr Clive Fletcher

107. **SUPPORT FOR GREAT MALVERN PRIORY DEVELOPMENT PLAN**

Report CL03/22 was received and accepted.

It was **RESOLVED** that Malvern Town Council write a letter of support for Great Malvern Priory's restoration and renewal project.

108. **AUDIT COMMITTEE RECOMMENDATIONS**

Report CL04/22 was received and accepted and the Chairman of Audit Committee, Cllr Cynthia Palmer, presented the recommendations from the meeting held on 12 October 2022.

Minute 20 Review of the Council's arrangements to procure work, goods and services

It was **RESOLVED** that a tender summary report be made after the award of any contract over £10,000 in value.

Minute 21 Review of the Council's Risk Management Processes, Controls and Documentation

It was **RESOLVED** that a review should be carried out each year on the Council's performance and progress against its agreed aims and objectives.

Cllrs John Raine, Natalie McVey and Karen Hanks left the meeting.

109. **OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS**

Report CL05/22 was received and accepted and the Chairman of Operations and Planning Committee, Cllr Cynthia Palmer, presented the recommendations from the meeting held on 26 October 2022.

Minute 39 Review of charges for Town Council operations services 2023/24

It was **RESOLVED** that a 4% increase be applied to all cemetery charges for the year 2023/24.

It was **RESOLVED** that there should be no increase in allotment charges for the year 2023/24.

It was **RESOLVED** that a 4% increase be applied to all sports hire charges for the year 2023/24.

It was **RESOLVED** that from April 2023, a booking fee of £25 be charged for a half-day's exclusive use of a basketball court when reserved for a competitive match or an official coaching session.

Minute 40 Operational Projects – budget 2023/24

It was **RESOLVED** that the following operational projects be included in the Council's budget for 2023/24:

Replace zip wire, refurbish climbing trail, refurbish various equipment at Jamaica Crescent	£20,000
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UNADOPTED

Fence off and create a stone car park with DDA access as part of a larger schedule of works to develop land at Mill Lane being transferred to the Town Council	£12,000
To build a wooden structure/lean-to in the rear of the lodge yard at Great Malvern Cemetery, planning permission will be required	£15,000
New toilet, replace carpets, decorate, and replace furniture in rest room and break room within the cemetery lodge at Great Malvern Cemetery	£8,000
Purchase of tool package for operations team to achieve 80% electric in hand tools: 6 x strimmer with harness and battery, one hedge trimmer and battery, one multi-tool and battery, plus required charging ports and spare batteries.	£6,000
Total	£61,000

Minute 41 Vehicle/machinery replacement schedule for 2023/24

It was **RESOLVED** that £28,750 be included in the Council's Vehicle/Machinery Replacement Budget for 2023/24 for the purchase of an electric vehicle to replace the 2015 Mitsubishi pick-up.

It was **RESOLVED** that the annual amount put into the vehicle/machinery replacement reserve fund be increased from £15,000 to £20,000 as from 2023/24.

Minute 43 Review of draft environmental policy and recommendation to Full Council

It was **RESOLVED** to accept the draft environmental policy as attached to report OC04/22.

It was **RESOLVED** that the Environmental Policy be reviewed on an annual basis.

Minute 47 Sale of land at Dukes Meadow to Great Malvern Primary School

It was **RESOLVED** that the Council should sell a small plot of land occupying approximately 652 sqm to Great Malvern Primary School for £6,500.

There would be three conditions relating to the sale:

1. Use of the land would be restricted to education/nursery use for the purchaser and their successors
2. Should the land no longer be required for education/nursery use, it must be offered back to the Town Council at an agreed pricing mechanism
3. The design of any buildings and their layout must allow for ease of future access from the Council's retained land.

It was NOTED that Public Notices would need to be displayed in the local press for two consecutive weeks to allow the Council to consider any objections before proceeding.

110. REVIEW OF QUORUM FOR COMMITTEE MEETINGS

Report CL06/22 was received and accepted.

UNADOPTED

Council reviewed the necessary quorum for committee meetings and it was **RESOLVED** to reduce the numbers of councillors required to be in attendance in order for a meeting to be legally constituted to the following:

	Membership	Quorum
Operations and Planning Committee	10	4
Policy and Resources Committee	9	3
Audit Committee	5	3

111. **LOCATION OF FULL COUNCIL MEETINGS**

Report CL07/22 was received and accepted.

It was **RESOLVED** to hold Full Council meetings between December 2022 and May 2023 in the council chamber, Malvern Hills District Council, Avenue Road, with the exception of Thursday 13 April when the chamber is already booked and an alternative location will be arranged.

112. **DATE OF ANNUAL COUNCIL – MAY 2023**

Report CL08/22 was received and accepted.

It was **RESOLVED** to move the date of the Annual Council meeting from 11 May 2023 to 18 May 2023 to give more time for new councillor inductions.

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

It was agreed that the date of the next meeting would be Tuesday 20 December 2022 at 6.00 pm in Malvern Hills District Council Chamber.

The meeting finished at 7.23 pm.

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(Chairman)

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

to be held on Tuesday 20 December 2022 at 6.00 pm

in the Council Chamber, Malvern Hills District Council, Avenue Road

BUDGET 2023 - 2024

1. PURPOSE OF REPORT

- 1.1. The purpose of this report is to present to Full Council, recommendations in respect of the proposed budget for Full Council to agree the precept level for the financial year 2023/24.
- 1.2. This report presents to Full Council a proposed budget for 2023/24 and incorporates suggestions made at the Policy and Resources Committee meeting held on 30 November as well as Operations and Planning Committee meetings held on 26 October and 7 December. Finally, a recommendation for the precept level was proposed by Policy and Resources Committee at their meeting on 14 December 2022.

2. KEY RECOMMENDATIONS

Full Council is recommended to consider the following for the 2023/24 budget.

- i. **The re-forecast for 2022/23 which results in an underspend for the year and a balance being put into reserves of £12,089.**
- ii. **The budget for the financial year 2023/24 – attached as ‘Proposed Budget 2023 - 2024’ This shows a net expenditure of:**
- £766,975 *not* taking into account any movements in Earmarked Reserves**
- £756,975 taking into account movements in Earmarked Reserves**
- iii. **The precept for 2023/24 should be set at £757,000. This reflects an increase of 7.9% from the precept level in 2022/23.**

3. BACKGROUND

- 3.1. The first stage in the annual budgeting process is to prepare the re-forecast. Officers carried out a review of the expenditure forecast for the current financial year taking into account the actual level of expenditure to 30 September 2022 and then forecasting the expected levels of expenditure for the final two quarters of the current financial year.
- 3.2. There have been several challenging aspects to both the re-forecast and budget process this year. Expenditure has been very different to the assumptions made in the original budget which included the sale of Belle Vue Terrace, the relocation of the administrative offices and the creation of a new Town Council building at Victoria Park during the 2022/23 year. When future events are uncertain, assumptions have to be made relating to the timing of income and expenditure for budgeting purposes and to give the “best guess” scenarios. The reforecast is some way from the assumed

scenario which included both a move into rented premises and building of a new facility at Victoria Park.

- 3.3. During the year, the National Local Government salary increase has resulted in a 7% increase against the total salary budget. There has been a contested by-election in Chase Ward, utility costs have increased more than anticipated and the Council has been forced to switch to white diesel at a much higher cost than red diesel. Despite these increases and the effect of ever-increasing inflationary factors, the re-forecast for 2022/23 predicts an underspend against budget of approximately £12,000
- 3.4. In preparing the budget, the Town Clerk and Operations Manager have reviewed the re-forecast for 2022/23 in detail, looking at expenditure requirements for each individual cost heading, whilst also including recommendations put forward at the Policy and Resources meeting on 30 November, Operations and Planning Committee meetings on 26 October, and 7 December as well as other recommendations for expenditure put forward through Committees and / or Council during the year.
- 3.5. At the meeting on 30 November, Policy and Resources Committee agreed that the aim was to keep any precept increase for 2022/23 at approximately 6%. However, it was also acknowledged that it may be difficult to keep the precept level this low when taking into consideration the rises in some areas of expenditure, including salaries, utilities, insurance, fuel, as well as inflation. The first draft of the budget as put together by Officers using recommendations made at the Policy and Resources Committee on 30 November included an increase of 8.6%.
- 3.6. Throughout the process, discussions were held about the impact increasing costs would have on the Town Council budget and how an increase in the precept amount was unavoidable due to external factors. In particular, it was noted that within the 2022/23 budget, staffing costs amounted to 68% of the total precept, thus any increases have a significant impact on the overall budget. The 2022/23 budget had included a 2% increase against staffing costs, however the recently agreed National Local Government salary agreement had resulted in an increase which when averaged out, amounted to 7% against salaries. This has impacted both the re-forecast for the current year and will influence the precept level for 2023/24. Committee also discussed price rises in utilities, fuel, the switch to white diesel and an anticipated doubling of the insurance premium, and how these factors would impact the precept.
- 3.7. Policy and Resources Committee considered the 1st draft of the proposed budget at their meeting on 14 December. It was noted that whilst a precept increase of 5% would be preferable, the increasing costs now being incurred by the Town Council made this figure impossible to achieve without cutting either service provision or a major project. Discussions were held about reducing the amount of contingency held in the budget but most councillors felt that a contingency was key in the present economic climate. Discussions were also held about reviewing the vacancy on the operational staffing team, but the Town Clerk emphasised that any cut in staffing would have a negative impact on service provision.
- 3.8. Policy and Resources Committee agreed to reduce the previous assumption about National Local Government salary increases from 6% to 5%. This has saved about £5,000 of expenditure and reduced the increase in precept level to 7.9%.

- 3.9. The Proposed Budget for 2023 - 2024 (attached to this report) includes the level of precept required to balance expenditure taking into account service needs, inflationary increases and Council resolutions.

This budget considers the following factors:

- Inflationary factors on items such as fuel and utilities.
- A forecast for the National Local Government pay agreement in 2023/24
- Committee recommendations to keep the events budget at a similar level but to slightly decrease the grants and donations budget for 2023/24.
- A full Asset Renewal and Refurbishment budget for the year, including refurbishment of Jamaica Crescent play area and a new timber building in the cemetery yard.
- Purchase of a new electric vehicle and electric tool package.
- Officers have sought to keep running costs as low as possible, whilst continuing to provide the highest standard of service.
- The overriding aim to keep any precept increase as low as possible.

- 3.10. The budget for the last financial year, 2022/23 included the following assumptions

- Malvern Town Council would retain ownership of the building at 28-30 Belle Vue Terrace until 30 June 2022.
- A new building at Victoria Park would be built during the summer/autumn of 2022.
- Any loan repayments required for financing purposes would begin as from 1 October 2022.
- Income assumed from the new building as from 1 January 2023, with a café area to be let and hire charges for the community meeting room.
- Costs allocated to the Town Council office space and meeting room hire have been assigned to the administration budget for consistency.

The five assumptions as listed above have not been realised and currently the building at Belle Vue Terrace remains for sale, and there has been no development at Victoria Park. Taking into consideration the current economic situation along with Full Council elections due to take place in May 2023, the future of these projects remains uncertain. Officers have therefore opted to take a prudent and neutral position with regards to circumstances for 2023/24 assuming that the income and expenditure for Belle Vue Terrace building will continue as this is at least includes a reasonable amount for Council offices being operated throughout the budget year.

4. FORMAT

- 4.1. The format of the budget statements is in line with the quarterly reporting system and shows the annual budget and re-forecast for 2022/23 and the proposed budget for 2023/24.
- 4.2. Please note that all budget figures are rounded, and this may cause any apparent small addition anomalies in the figures.

5. SUMMARY OF FINANCIAL RE-FORECAST FOR 2022/2023

- 5.1. The re-forecast for 2022/23 shows expenditure being under budget in most areas except for asset renewal and refurbishment which shows an overspend of approximately 45%. The predicted outturn for the 2022/23 financial year is an underspend of £12,089.

- 5.2. The administration re-forecast is £15,571 under the original budget. There are a large number of factors which have resulted in both underspends and overspends against the original budget figures. It was anticipated that Belle Vue building would be sold by the end of June 2022 and therefore re-forecast costs include both higher income and higher running costs as the building has been retained. Salary costs are higher than anticipated due to the National Local Government salary increase of £1,925 per employee and there have been costs of just over £8,000 for by-elections in Link and Chase (uncontested and contested). Grants and Donations and Civic Events will be slightly underspent for the 2022/23 year.
- 5.3. The operational re-forecast for 2022/23 shows an underspend for the year of £5,297 against budget. Income has been slightly under the level anticipated, but despite the National Local Government salary increase averaging at 7% for Town Council staff, expenditure has been under budget against salary costs due to a vacant position on the operational team which will not be filled until spring 2023. Utility costs and business rates have been higher than expected both because of increasing utility charges as well as a delay in the demolition of Victoria Park pavilion. Other cost headings are largely in line with budget.
- 5.4. There has been a 45% overspend against Asset Renewal and Refurbishment in the re-forecast. Despite the deferral of the purchase of the electric vehicle and the trim trail at Victoria Park, there have been a number of additional projects costs incurred during the year. These include
- The demolition of Victoria Park Pavilion took place in July 2022. This project had been agreed by Full Council but hadn't been included in the original budget. Expenditure has therefore been taken from reserves.
 - The refurbishment of the bus shelter outside Rose Bank Gardens is being completed a year later than anticipated. An earmarked reserve of £15,000 exists to complete this work but due to increasing material costs and the agreement by Council to dedicate this bus shelter to Queen Elizabeth II, costs will now be closer to £23,000.
 - Two projects in Rose Bank Gardens are scheduled to be completed in early 2023. The new "Malvern" tourism sign and Jenny Lind fountain project have budgets of £5,000 and £3,750 respectively and monies will be taken from general reserves.
 - The tarmac of the cemetery roadway was a project agreed for 2021/22 but carried over into the current financial year. Costs of just over £10,000 will be taken from earmarked reserves.
 - Budget savings will be achieved against tarmac works at Dukes Meadow and fencing works on the western boundary of Rose Bank Gardens.
 - Overall an overspend of £36,176 is forecast against Asset Renewal and Refurbishment.
- 5.5. Financing costs are £9,549 under budget in the re-forecast. The original budget anticipated loan interest payments in respect of borrowing for the Victoria Park pavilion project and no loan has been taken out to date. In addition, the interest being received from the Council's investments has been greater than expected due to rising interest rates throughout the year.

6. RE-FORECAST 2022/23

	2022/23 Budget	2022/23 Re-forecast	Underspend/ (Overspend)
Administration and Events (Net)	388,741	373,170	15,571
Operations (Net)	234,358	229,061	5,297
Budget Contingency Fund	20,000	-	20,000
Asset Renewal / Refurbishment	79,500	115,676	(36,176)
Asset Renewal / Replacement Fund			
Additions	15,000	15,000	-
Releases	(34,500)	(14,687)	(19,813)
Special Expenditure	7,629	7,716	(87)
Expenditure before Financing	710,728	725,936	(15,208)
Financing Income	3,024	(6,525)	9,549
Total Costs after Financing Costs	713,752	719,411	(5,659)
Less			
Net Release of Earmarked Reserves	(12,500)	(30,000)	17,500
Net Costs Covered by the Precept	701,252	689,411	11,841
Less Precept	(701,500)	(701,500)	-
(Increase)/Decrease in General Reserves	(248)	(12,089)	(11,841)

BUDGET 2023/24

7. INFLATION ASSUMPTIONS

- i. General Inflation has been built into the budget at 8%. This is higher than last year's figure of 4% but reflects the fact that Consumer Prices Index (CPI) in October 2022 was 11.1%. It is difficult to predict this figure into the future given current economic uncertainty and instability, but it does not have a large impact on the overall budget.
- ii. An increase in NNDR (Business Rates) has been included at 4%. There has been a two-year freeze on business rates with no increases applied at any site, so 4% is felt a prudent assumption.
- iii. It should be noted that staff salaries made up approximately 68% of the 2022/23 budget, therefore any inflationary increases on salaries have a significant impact on the overall budget and precept level. An average increase of 7% has been incurred during the current year as a result of the National Local Government salary increase, which was in excess of the 2% included in the budget. It should be noted that this increase is set nationally. An amended increase of 5% on all

staff salaries has been included in the 2023/24 as agreed by Policy and Resources Committee.

- iv. Using nationwide indications that costs are increasing, inflation against utilities has been set at 40% (5% for water) with an increase of 4% assumed for fuel costs.
- v. Inflation has been assumed at 2% for contracts, except for the insurance contract where industry indications have been that after many years of cost freezes, an increase of 100% could be expected.
- vi. One-off and individual outside purchases have been assessed by officers on an individual basis.

8. **BUDGET SUMMARY OF FINANCIAL FIGURES (Form Ref 1)**

	Revised Forecast 2022/23	Proposed Budget 2023/2024	(Increase)/ Decrease In costs
Ongoing Running Costs	602,231	665,575	(63,344)
Budget Contingency Fund	0	20,000	(20,000)
Asset Renewal and Refurbishment	115,676	89,750	25,926
Special Expenditure	7,716	8,000	(284)
Finance Costs	(6,525)	(7,600)	1,075
Movements in Reserves	(30,000)	(10,000)	(20,000)
Vehicle / Machinery Replacement Reserve	313	(8,750)	9,063
Total Costs	<u>689,411</u>	<u>756,975</u>	<u>(67,564)</u>

- 8.1. Costs are proposed to increase by £67,564 when compared with the revised forecast for 2022/23.
- 8.2. Gross expenditure on administration services has increased by approximately 9% from the re-forecast in the 2023/24 budget. This largely relates to inflationary increases against salaries, utilities and the expected increase in costs for the insurance contract. Gross expenditure for operational costs is expected to rise by 12%. This is explained by increases against salary costs, utility costs and fuel costs. Officers have carried out detailed reviews of all costs being incurred, but with inflationary increases unavoidable and certain expenditure required to ensure a good quality of service delivery, it has proved very difficult to make any further cuts.

- 8.3. The Ongoing Running Costs are broken down into Administration Costs (Form Ref 2) and Operation Costs (Form Ref 3)

9. ADMINISTRATION COSTS (Form Ref 2)

- 9.1. The budget at £403,162 for 2023/24 shows an increase in costs of £29,992 from the current year's re-forecast of £373,170 and an increase of £14,421 from the original budget for 2022/23.

9.2. Income

Income of £60,122, is broken down as follows:

Rent from Belle Vue Shop	20,000
Rent from 2 nd Floor Offices Belle Vue	11,572
Rent from Annexe Belle Vue	-
Rent from 2 flats at Belle Vue Terrace	13,800
Rent from Community Action (covered by grant)	10,900
Income from Hanging Baskets	2,500
Malvern in Bloom and Other Sponsorship	1,250
Other miscellaneous income	100
Total	£60,122

Full Council has resolved to sell 28-30 Belle Vue Terrace, but as a sale has not yet been agreed and the economic situation currently does not favour the minimum price being met, the assumption included in the budget for 2023/24 is that the Council will retain ownership of the building and incur expenditure and receive income for the financial year. This is considered a prudent assumption as even if the building is sold, there will be running costs in respect of the Town Council administration offices and therefore the net budget will be able to cover this.

It should be noted that the rear annexe is currently empty and in need of refurbishment. The middle flat is not currently let but is included in income projections for 2023/24 with the plan to let this area should the building remain unsold.

9.3. Salaries

The budget for administration salaries is based on 4.6 full time equivalent staff members. A review of staff salaries is due to take place in the next financial year, but there are currently no major changes expected and therefore budget costs are based upon current staff hours and paygrades.

Costs for the 2022/23 re-forecast are above budget. An increase of 2% had been included for the financial year, but the increase when agreed by The National Employers for Local Government in November 2022, was approximately 7% averaged out across all staff.

The administration salary budget for 2023/24 has increased by approximately £9,500 from the re-forecast to include a 5% increase on all salaries for the period 1 April 2023 until 31 March 2024. Any increase will be set nationally.

9.4. **Overtime**

There has been an overspend against the overtime budget in 2022/23, due to a member of the events team being required to attend bands in the park concerts on a Sunday. The budget for 2023/24 has therefore been set at the same level as the re-forecast to cover overtime at some band concerts as well as other Sunday events.

9.5. **Employment Related Costs**

Employment-related costs at £57,132 have been close to budgeted levels in 2022/23. Although an increase may have been expected due to the increase in salaries, a change in hours worked and the recruitment of a part time position has kept this cost heading close to budget. Employment related costs have been reduced to £52,866 in 2023/24 because of the reduction in employer pension costs from 25.3% to 20.2% as from 1 April 2023.

9.6. **Temporary Staff**

Once again, there has not been a budget included for this cost heading as when the office is fully staffed with 4.6 full time equivalent staff members, it should be possible to cover staff holidays and short-term sickness absence.

9.7. **Recruitment Costs**

The costs for recruitment of staff have been reduced over recent years with online recruitment sites being used at much reduced costs compared to that required to place an advert in local papers. A small amount of £50 has been included in the 2023/24 budget to cover the recruitment of one member of staff during the year.

9.8. **Utilities**

The re-forecast for 2022/23 is over three times that of the anticipated costs in the original budget. This is due to the very large increases in both gas and electricity costs in recent months as well as the incorrect assumption included in the budget that Belle Vue Building would be sold during the year. The budget for 2023/24 has included a 40% increase on gas and electricity re-forecast costs as well as 5% on water charges. There is a significant increase in costs against both the original budget and re-forecast.

9.9. **NNDR (Business Rates)**

NNDR costs have been over the budgeted level for 2022/23, as Belle Vue building has been retained throughout the financial year and charges have also been incurred for the middle flat which is currently empty. The budget for 2023/24 at £9,159 is based on an increase of 4% in NNDR against the re-forecast costs for the main building only.

9.10. **Cleaning**

Once again, the budget for this cost heading is overspent due to the assumptions made about the sale of Belle Vue Terrace. Cleaning costs for 2023/24 are budgeted to be in line with the re-forecast with an increase allowed for inflation.

9.11. **Maintenance of Buildings**

Re-forecast costs for building maintenance are under budget as an amount was included for the hire of premises after the sale of Belle Vue Terrace which has not been required. The budget for 2023/24 at £2,630 allows for a much-reduced cost following retendering of the lift maintenance contract, an amount for fire and security systems, as well as £2,000 for building repairs. Council will need to consider a repair and maintenance plan for 28-30 Belle Vue Terrace should it remain unsold, however due to the number of budget pressures for next year, officers feel this should be agreed from general reserves when the Council are in a position to make a firm decision on the future of this building.

9.12. **Telephones**

The re-forecast for 2022/23 is slightly above budget, due to higher than anticipated land line charges and the fact that 28-30 Belle Vue Terrace remains unsold. The budget for 2023/24 has a similar level of expenditure as in the re-forecast.

9.13. **Stationery, Postage, Office Supplies**

Re-forecast costs are slightly over budget due to a higher number of public notices required during the year. Photocopying charges have also been higher than expected with a return to a normal events programme, but other costs remain within budgeted levels. The budget for the next year has been set at £2,960, similar to the re-forecast but with a lower level of public notices.

9.14. **Public Relations and Advertising**

Costs are lower than anticipated in the current financial year as due to staffing pressures there have been fewer newsletters sent out with All About Malvern Magazine. The budget for 2023/24 at £5,658 covers website maintenance costs at a similar level as well as four editions of the newsletter being printed and distributed.

9.15. **Insurance**

The revised forecast for insurance at £18,690 is just above the original budget and allows for several additional premiums incurred during the year. The budget for 2023/24 at £37,000 allows for a large increase on the annual premium. The Council's insurance contract is due for renewal in August 2023 and information from insurance brokers is that after several years with reducing or frozen premiums, larger increases are now to be expected and it is possible that the current premium may double.

9.16. **Grants and Donations**

Re-forecast costs at £40,550 are £5,000 under the budgeted amount due to a low number of applications to the Council's Small and Large Grants Scheme. The budget for 2023/24 has been set at £42,050 which recognises a similar level of grant funding against all headings except for large grants, which Policy and Resources Committee have suggested should be reduced from £13,000 to £10,000.

The budget for 2023/24 includes the following.

Malvern Citizens Advice Bureau	£16,000
Community Action	£10,900
Small Grants	£5,000
Large Grants	£10,000
Other Miscellaneous	£150
Total	£42,050

Committee should note that the Citizens Advice Bureau will be entering the third and final year of the current agreement in 2023/24 and that the annual application from Community Action is due to be considered at this meeting.

9.17. **Events**

The events budget for the current year shows a projected underspend of approximately £5,000. Despite an overspend against the erection and dismantling of the Christmas Lights, other events have been under budget including Bands in the Park, Malvern in Bloom and the Health and Wellbeing Fair. The proposed budget for 2023/24 includes a reduced, but appropriate budget for the new bands in the park programme format, an increase of £2,000 for the Mayor's Bonanza as suggested by Committee and includes small budgets to allow for special bands in the park concerts during the summer. These special concerts will include Armed Forces Day, a Coronation Event, and a Ukrainian Independence Day concert.

Event	2023/24 Budget
Bands in the Park (to include Brass Bands, Rock and Pop and Jazz / Country / Blues styles)	£7,500
Malvern in Bloom	£7,000
Christmas Light Switch On	£6,000
Special Concerts within the Bands in the Park Programme	£1,500
Erection and dismantling of Christmas lights, repairs and electricity costs.	£16,558
Mayor's August Bonanza	£9,500
Remembrance	£500

Health and Wellbeing Festival	£1,200
Mayor's Charity Walk	£1,000
Events Equipment	£850
Town Crier	£300
Total	£51,908

Following a change to the Bands in the Park programme in 2022, Operations and Planning Committee have recommended that the same format is kept for 2023 with a 19-week programme made up of brass bands, rock and pop bands and jazz/blues/country bands. The budget has been set at £7,500 for this programme in line with costs incurred in the current financial year.

Costs for Malvern in Bloom have been kept at £7,000. This reflects the Council's commitment to this successful event which includes hanging baskets and troughs for the town throughout the summer, but also funding to improve the community involvement and environmental elements of the Bloom projects.

The Christmas Light Switch-on Event budget has been slightly increased by £500 to reflect increasing costs. This budget includes two amounts of £1,000 to be given towards events in both Barnards Green and Malvern Link, following satisfactory applications for funding. The contract for the erection and dismantling of Christmas lights was awarded on a three-year deal in late 2022 and therefore the increased costs for this have been included within these figures. £1,508 is included to cover electricity for the lights and repairs and £50 towards the cost of the Christmas Window Trail competition.

Following a suggestion at the Policy and Resources Committee held on 30 November, the budget for the Mayor's Bonanza has been increased from £7,500 to £9,500 using money from the reduction in the Mayoral Allowance (see later notes) to fund this. The bonanza has now been held at Victoria Park for two years and the need to provide infrastructure to support this event has resulted in an increased budget being approved. It is felt to be one of the two most popular events of the Council's calendar and therefore should be supported with an adequate budget.

Costs for Remembrance have been kept at £500, £1,200 has been included for the Health and Wellbeing Event, £1,000 for the Mayor's Charity Walk and £1,500 for three specialised Bands in the Park events to be held – a Coronation Event, an Armed Forces Day event and an event to mark Ukrainian Independence Day.

£850 has been included for events equipment and £300 for the Town Crier, in line with previous years.

9.18. **Election Costs**

The re-forecast includes £8,213 to cover the costs of by-elections held in Link and Chase Wards, Chase was contested, Link ward was uncontested.

Full Town Council elections are due to be held in May 2023. If all twenty council seats are contested, costs could be in the region of £24,000, but it is somewhat unlikely that this will happen and therefore Committee agreed at the meeting on 30 November to include £15,000 in the budget to cover any wards that may be contested. It should be noted that an earmarked reserve of £10,000 already exists for this cost and therefore the net cost to the precept will be £5,000.

9.19. Training

It is hoped that staff training in the final quarter will take the re-forecast of training costs close to budgeted levels. A budget of £1,000 for training is once again being proposed for 2023/24; to include both staff and councillor training.

9.20. Legal and Professional

The re-forecast for 2022/23 is just under budget at £7,750 as no planning fees have been incurred during the year. Officers are proposing to set the budget at £8,250 for 2023/24 with audit fees at £3,250, general legal fees at £4,500 respectively and £500 to cover planning fees and costs in connection with sale / transfer / lease of land. Any legal fees connected to larger projects will be covered by their own separate budgets.

9.21. Consultation Fees

The re-forecast includes £500 for public consultation during the final quarter of 2022/23 to cover the transfer of the land at Mill Land. A budget of £350 has been allocated for a public consultation in 2023/24.

9.22. Leasing Costs

The contract for the lease of a colour photocopier is due for renewal in 2023 and therefore costs have been increased from £1,400 to £1,500 to cover a possible increase on this lease which will be on a fixed term contract.

9.23. IT Expenses

Re-forecast costs for the current financial year are £1,657 over budget due to the need to purchase new IT equipment within the year. Software costs and the IT maintenance contract have remained in line with the original budget.

The budget for 2023/24 has included an increase in contract costs for the IT maintenance contract as well as continuation of the same level of monthly licence costs for SAGE and Microsoft Office 365.

9.24. Office Equipment

Expenditure against office equipment has been under budget during this financial year, due to no expenditure on office furniture being required. The 2023/24 budget for office equipment has been set based on re-forecast costs for the franking machine lease whilst including some funding for office furniture and equipment.

9.25. **Councillor Expenses**

Costs for Mayoral and Councillors' Expenses have been minimal during the current year. The Mayoral Allowance was increased to £5,000 in 2018/19 to enable the Mayor to visit Malvern's two twinning towns on annual rotation, but as this has not happened for a number of years, Committee has decided to reduce this budget to £3,000 for 2023/24. The £2,000 will be transferred to the budget for the Mayor's Bonanza.

The budget for Councillors' expenses has been kept the same at £500 for the year.

9.26. **Other Expenses**

The re-forecast at £11,113 is £443 above budget largely due to the hire of meetings rooms required for Council meetings during the year.

The 2023/24 budget at £11,696 is an increase on both the previous year's budget and the re-forecast. This cost heading covers various costs including subscriptions as agreed at Annual Council £3,546, Bank Charges £1,600, Meeting Room Hire £880 Staff Welfare £1,050, Health and Safety Expenditure £2,500, Payroll Bureau costs £1,250, Mayoral Photograph at £400 and other miscellaneous at £470.

10. **OPERATION COSTS (Form Ref 3)**

10.1. The re-forecast net cost for operations is £229,061 representing an underspend of £5,297 against the original budget for 2022/23 of £234,358. The budget for 2023/24 has been set at £262,413, this is an increase of £28,055 from this year's budget but reflects anticipated increases against salaries, utilities, non-domestic rates and fuel.

10.2. The operation costs are summarised over the following headings:

Allotments	Form Ref 5
Cemetery	Form Ref 6
Maintenance of Other Town Council Grounds	Form Ref 7
Leisure and Recreation	Form Ref 8
Miscellaneous Services	Form Ref 9

10.3. Comment is made against the budget for each of the above headings.

10.4. Committee should note that operational wages are included in the cost of Maintenance of Other Town Council Grounds.

11. **INCREASE ON CHARGES FOR SERVICES**

Following a recommendation from Operations and Planning Committee, Full Council agreed that the following rises in charges should be included in the budget for 2023/24:

- i) There should be no change to allotment charges in 2023/24. The charge for a 125 square metre plot will remain at £36.00 and there are no longer any early payment discounts applied.

- ii) All Cemetery charges will increase by 4% for 2023/24. This reflects the increasing costs incurred by the Town Council to run Great Malvern Cemetery and to carry out interments.
- iii) Charges for sports facilities will increase by 4% for 2023/24. There will also be a charge of £25 for a half day's exclusive use of the basketball courts.

12. ALLOTMENTS (Form Ref 5)

	Re-Forecast 2022/23	Budget 2023/24
Income	5,851	5,851
Costs	1,225	1,602
Net Income	(£4,626)	(£4,249)

12.1 Income

It has been agreed that allotment charges will be kept the same for 2023/24 at £36.00 per 125 square metre plot. An annual payment of £250 will continue to be received from Monksfield Allotment Association, because the site is self-managed.

12.2 Utilities

Re-forecast costs have been in line with budget and the budget for 2023/24 has been set by applying an inflationary increase of 5% against re-forecast water costs.

12.3 Maintenance

Maintenance costs are under budget in the re-forecast, as there have been minimal works required at both Knapp Way and Goodwood Road. Officers have kept the grounds maintenance budget the same at both sites for 2023/24 as this should be sufficient to ensure that works can be carried out during the year to keep both sites in good order.

13. CEMETERY (Form Ref 6)

	Re-Forecast 2022/23	Budget 2023/24
Income	68,491	71,500
Costs	22,761	26,177
Net Income	(£45,730)	(£45,323)

13.1. **Income**

Operations and Planning Committee reviewed cemetery charges and following a recommendation to Council, it has been agreed to increase all charges by 4% for the period 1 April 2023 until 31 March 2024.

The re-forecast level of funeral income has been higher than expected in this financial year against an original budget of £65,000. Officers have therefore included a budget of £71,500 for 2023/24, which includes an 4% increase in charges.

13.2. **Utilities**

The re-forecast for utility costs is largely in line with budget. The cost of electricity has seen a large increase but gas and water costs in the cemetery remain under budget. The proposed budget for 2023/24 has applied an inflationary increase of 40% against re-forecast costs for gas and electricity and a 5% increase against water costs.

13.3. **NNDR (Business Rates)**

The 2022/23 budget included an allowance for an increase of 2% in NNDR, but costs were kept the same resulting in a small underspend for the year. An increase of 4% on NNDR has been applied against re-forecast costs for the 2023/24 budget as recommended by committee and in line with other sites.

13.4. **Cleaning**

Costs have remained close to budget during this financial year and a small inflationary increase has been applied against re-forecast costs to set next year's budget.

13.5. **Maintenance of Buildings**

Re-forecast costs are £926 against a budget of £1,150 to cover alarm related costs and a small amount of building maintenance.

The budget for 2023/24 has been increased by £50 as this is felt sufficient to ensure that necessary maintenance works are carried out. Larger scale refurbishments are scheduled through the Council's asset refurbishment project budget when required and there are two projects connected to cemetery buildings in the asset renewal and refurbishment programme for 2023/24.

13.6. **Communication Costs**

Re-forecast costs are just under the budgeted amount and therefore the budget for 2023/24 has been kept at £800, the same level as the original budget.

13.7. **Grounds Maintenance**

Skip Hire and Rubbish Removal	5,000
Bedding Plants	1,850
Tree / Grounds Maintenance	750
Materials and Consumables	400

Small Sundry Equipment and Hire	550
Fuel and Oil	5,500
Total	£14,050

Expenditure on Grounds Maintenance is forecast to be just above the budget of £12,244 for the 2022/23 year. There have been underspends against skip hire, rubbish removal, tree / grounds maintenance and bedding plants, but the requirement to switch to white diesel has doubled fuel and oil costs during the year.

The budget for 2023/24 has been set at £14,050. This increase of £1,806 from this year's budget is due to the increase in fuel costs of nearly £3,000. It should be noted that this increase has been slightly offset by the cost of bedding plants reducing for the second year in a row following the Council's commitment to reduce the number of annual bedding plants that need to be purchased every year and the award of a new bedding contract tender.

The budget for small sundry equipment has also been reduced by £500 to reflect the purchase of a new electric tool package in the asset renewal and refurbishment budget.

13.8. Training Costs

After pressure on staffing resources earlier in the year, it is anticipated that operational staff training will take place during the final quarter of this financial year. Training remains an essential part of staff development and therefore the training budget has been kept at £1,000 for 2023/24 to fully commit to the on-going training courses required by operational staff and in particular new staff members.

13.9. Other Expenses

The 2022/23 re-forecast at £335 is the Council's Institute of Cemetery Management subscription as well as organist's fees. Officers have set the budget for 2023/24 at £400 which is the same as the original budget for the 2022/23.

14. **MAINTENANCE OF OTHER TOWN COUNCIL GROUNDS (Form Ref 7)**

The budget of £298,729 for net expenditure on maintenance of other Town Council grounds in 2023/24 includes the total salary cost of grounds maintenance staff who are based in the cemetery. This represents an increase of £34,353 against the re-forecast but allows for inflationary increases on salaries, utilities, non-domestic rates and fuel.

	Re-Forecast 2022/23	Budget 2023/24
Income	10,342	9,040
Costs	274,718	307,769
Net Cost	£264,376	£298,729

14.1. **Income**

Re-forecast income is expected to be approximately £2,000 above the original budget amount of £8,200, due to the receipt of funds for the sale of the John Deere tractor. Otherwise, income is in line with that expected in the original budget.

The budget for 2023/24 is suggested at £9,040. This includes additional income from the Lengthsman scheme as the Town Council will be servicing two additional Vehicle Advisory Signs on behalf of Worcestershire County Council and an increase in costs for mowing undertaken for West Malvern Parish Council. Other income under this heading includes income from sponsorship and maintenance works at Great Malvern library.

14.2. **Staff Salaries**

The budget is based on 8 full time staff members, including an Operations Manager and an additional 3 part time staff.

Costs in the 2022/23 re-forecast are £9,794 below the original budget. Although the National Local Government salary agreement resulted in an average increase against salaries of 7% which was higher than the 2% included in the budget, the operational team have not been fully staffed throughout the financial year with recruitment due to take place in Spring 2023. This vacant position has therefore more than offset the salary increase resulting in an underspend in the re-forecast.

The operational salary budget for 2023/24 has been set at £216,263 and includes the following provisions:

- A return to a fully staffed operational team of 8 full time staff alongside the Operations Manager. It is important for the operational team to be fully staffed to continue the same level of service delivery. The Town Clerk and Operations Manager may consider a slightly more seasonal allocation of one staff member, but any such decision would need to be fully costed, reviewed and endorsed by Council.
- A 5% increase on all salaries from 1 April 2023. This is governed by the National agreed increase and is not at the discretion of the Council
- Part time staffing requirements such as weekend football, the clock winder, gate keepers at Great Malvern Cemetery and at the basketball courts.
- A review of staff salaries is due to take place in the next financial year. No amounts have been included for this review as the results are unknown. Budget costs are based upon a projection for current staff hours and paygrades.

14.3. **Overtime**

Overtime for the current year is forecast to be £1,347 over budget largely due to a higher requirement for staff at Town Council events than expected. The Town Clerk and Operations Manager have carefully reviewed the overtime requirements and budget for 2023/24 and feel that an increased budget of £11,800 is what is feasibly required to cover overtime required for call out duties, early morning watering during the summer and staffing a full calendar of events in 2023/24.

14.4. **Employment Related**

Employment-related costs have been in line with the re-forecast. The budget for 2023/24 has been set at £49,531 which takes into account a full team of staff but also includes the fact that the Town Council Employer pension fund contributions will be reducing from 25.3% to 20.2% as from 1 April 2023.

14.5. **Temporary Staff**

There have been no temporary staffing costs during the 2022/23 financial year and therefore the re-forecast predicts savings of £1,500 against budget. Officers have included an amount of £1,000 in the budget for 2023/24 as this will cover any emergency requirements for some temporary staff during the summer months.

14.6. **Staff Travelling**

Staff travelling costs are forecast to be in line with the original budget for the 2022/23 year and the budget has been kept at £1,600 for the 2023/24 financial year.

14.7. **Telephones**

The mobile phone contracts for Operational staff have just been reviewed and many staff have opted to use their own phones rather to carry a second council owned phone. As a result, re-forecast costs are expected to be £250 under budget and the budget for 2023/24 has been reduced by 60%.

14.8. **Grounds Maintenance**

The re-forecast for 2022/23 is expected to be £1,084 under budget for the year. Despite some unexpected costs incurred in respect of projects in Rose Bank Gardens, underspends against bedding costs and tree maintenance are likely to more than offset this resulting in an overall underspend against this budget.

The budget for 2023/24 has been reduced to £9,560. This relates both to lower bedding related costs due to the reduction in annual bedding plants being purchased and a reduction in budget for Rose Bank Gardens following a number of years with a high level of project expenditure being included at this site.

Planting and Bedding Costs	1,850
Rose Bank Gardens Maintenance	500
Tree Maintenance	5,500
Miscellaneous Maintenance	500
Roundabout General	350
Materials and Consumables	860
Total	£9,560

14.9. **Equipment Running Costs**

Equipment running costs are forecast to be under budget for the current financial year as a result of lower-than-expected maintenance being required to machinery. The budget for 2023/24 has been set at £10,854. The budgets for grave digger hire and machinery repairs have been kept the same as in 2022/23 but an inflationary increase has been applied against the cost of fuel and oil.

14.10. **Vehicle Running Costs**

Vehicle running expenses are forecast to be approximately £1,000 over budget due to the higher-than-expected rise in fuel costs for Council vans. The budget for 2023/24 at £7,189 is an increase of £707 from the current year's budget and includes an 4% increase on re-forecast costs for fuel.

15. **LEISURE AND RECREATION (Form Ref 8)**

	Re-Forecast 2022/23	Budget 2023/24
Income	9,020	12,788
Expenditure	17,855	18,786
Net Cost	£8,835	£5,998

15.1. **Income**

Leisure and Recreation income has been well below anticipated budget for the 2022/23 financial year. This is due to the loss of projected income from Victoria Park both from a refreshments tender and from room hire anticipated to be collected from the new building in the park which was due to be operational from 1 January 2023. Additional income has been received from the hire of Dukes Meadow football facilities to a junior football club, but income has still been below the amount anticipated.

The income budget for 2023/24 has been set at £12,788. This is £4,872 below the budget for 2022/23, but £3,768 above the re-forecast and includes football income from Dukes Meadow and Lower Howsell as well as income from a summer refreshment tender at Victoria Park. Rental from the bowls club at Victoria Park, ATC at Dukes Meadow and Malvern Ramblers Cricket Club is also included. The budget has included income from a small refreshments tender at Victoria Park during the summer of 2023 but the assumption has been made that there will be no other facilities at Victoria Park during the year.

Operations and Planning Committee agreed that there would be an increase of 4% on sports hire charges in the next financial year. This has been included in the budgeted figures.

15.2. **Utilities**

Re-forecast costs at £4,442 are £1,525 above the original budget and reflect the high rise experienced in utility costs as well as the fact that charges were incurred at Victoria Park until the pavilion was demolished in July 2022.

The budget for 2023/24 has been set at £4,289. This includes a 40% inflationary increase against the current re-forecast expenditure at Lower Howsell, as well as reduced costs at Dukes Meadow, these being covered by the football team who have a lease agreement until the end of August. The budget also includes £3,000 of surface drainage charges relating to Victoria Park as these relate to the hard standing areas of the car park which remain.

15.3. **NNDR (Business Rates)**

Although there were no increases in NNDR for 2022/23, re-forecast costs at £6,348 are £1,627 above budget, due to the fact that Victoria Park pavilion was not demolished until July 2022 and therefore business rates were still due for this period.

The budget for 2023/24 at £6,199 includes inflation of 4% against NNDR at pavilions at Lower Howsell and Dukes Meadow as well as the car park at Victoria Park.

15.4. **Maintenance of Buildings**

Costs are forecast to be under budget for the 2022/23 financial year as there have been very few repairs required. The budget for 2023/24 has been set at £500 to cover Lower Howsell and Dukes Meadow pavilions only.

15.5. **Grounds Maintenance**

Re-forecast costs for Grounds Maintenance at £5,677 are in line with the original budget for the year. There have been savings made against play area maintenance with all works and replacements completed as necessary but below the budgeted amount. These savings have been offset by an overspend against football consumables due to a budgeting error where the cost of lining paint was omitted from the budget. Lining paint is bought in bulk and hadn't been required for several years, but as stock ran out in autumn 2022, a further purchase was required.

A budget of £6,895 is proposed for 2023/24. This will cover pitch maintenance at Lower Howsell and Dukes Meadow, purchase of lining paint, as well as play area maintenance at the same level as in the original budget for 2022/23.

Pitch Maintenance Costs	600
Sports Equipment Costs	50
Lining Paint	1,185
General Repair and Maintenance to Play Areas	4,960
Materials and Consumables	100
Total	£6,895

15.6. **Risk Assessment**

Risk assessment of play areas is an essential item in the annual budget. Re-forecast costs at £80 per site will be slightly above the original budget and the budget for 2023/24 has been set at £902 which includes an increase of £2 per site.

15.7. Other expenses

The re-forecast includes a final payment for security at Victoria Park but there is no budget required for 2023/24.

16. **MISCELLANEOUS (Form Ref 9)**

Gas Lamps	3,500
Bus Shelter Maintenance	500
Clock Maintenance	250
Utilities	3,008
Total	£7,259

- 16.1. Re-forecast costs are £944 above the budgeted amount due to increasing utility costs and the addition of electricity costs for the area of land at Hampden Road which used to contain the link fountain. This land was transferred to the Town Council and the power supply is now used for the Malvern Link Christmas Tree.

The budget for 2023/24 has been set at £7,259 with the same budget provision for maintenance items and an inflationary increase of 40% applied against re-forecast utility costs.

17. **ASSET RENEWAL PROGRAMME (Form Ref 10)**

17.1. Current Financial Year:

Expenditure is now forecast at £115,676 against the original budget of £79,500. This is a 45% overspend against budget, but includes some projects carried forward from previous years. The main variances are as follows;

- The trim trail works at Victoria Park have been deferred pending Council decisions on the future of this site.
- Costs of £30,252 were incurred for the demolition of Victoria Park Pavilion in July 2022. This project was agreed by Full Council, but has not specifically been included in the budget, so expenditure was to be taken from general reserves
- The projects to tarmac a pathway at Dukes Meadow and for fencing and footpaths works in Rose Bank Gardens will be completed with savings of £9,000 achieved against budget.
- Projects to install a fountain and create a Malvern Tourism sign both in Rose Bank Gardens will be carried out in the final quarter of the year with costs additional to the original budget.
- The project to refurbish the bus shelter outside Rose Bank Gardens was carried forward from the previous financial year, but costs have increased, due to the materials required and a Council decision to dedicate the bus shelter to Queen Elizabeth II.
- The project to tarmac the cemetery roadway was carried forward from the previous financial year.
- A purchase of a new electric vehicle has been delayed until the 2023/24 financial year.

17.2. **Proposed Budget 2023/24:**

A budget of £89,750 is proposed for 2023/24 following recommendations from Operations and Planning Committee and approval by Full Council.

NAME OF PROJECT	DETAILS	ANTICIPATED COSTS
Jamaica Crescent refurbishment	Replace zip wire, refurbish climbing trail, refurbish various equipment	£20,000
Mill Lane car park and fencing	Fence off and create a stone car park with DDA access. This will be part of a larger schedule of works to develop land at Mill Lane being transferred to the Town Council.	£12,000
Timber building in cemetery year	To build a wooden structure/lean-to in the rear of the lodge yard, planning permission will be required	£15,000
Refurbish ground floor of lodge and toilets	New toilet, replace carpets, decorate, and replace furniture in rest room and break room within the cemetery lodge.	£8,000
Replacement Vehicle	Electric vehicle to replace the 2015 Mitsubishi pick-up	£28,750
Electrical tools	Purchase of tool package for operations team to achieve 80% electric in hand tools: 6 x trimmer with harness and battery, one hedge trimmer and battery, one multi-tool and battery, plus required charging ports and spare batteries.	£6,000
Total		£89,750

18. **VEHICLE / MACHINERY REPLACEMENT FUND**

- 18.1. The budget for 2022/23 included the thirteenth year of the accruals fund towards the replacement of vehicles and machinery. This fund is designed to put funds aside year on year for replacement of large items such as vehicles and machinery and to smooth the precept by eliminating the need for large funds to be raised in one year.
- 18.2. The 2022/23 budget allowed for £15,000 to be placed into the reserve to build funds back up in preparation for several large purchases in future years. £12,500 was released from this reserve to offset the purchase of the new John Deere Mower during the year.
- 18.3. The budget for 2022/23 also included £22,000 for the purchase of a new operational vehicle but due to supply issues and problems in sourcing an electric vehicle suitable for the Council's needs, this has now been delayed into the 2023/24 budget year.

- 18.4. Operations and Planning Committee agreed the following for the 2023/24 budget year
- The amount being put into the Vehicle /Machinery replacement reserve should increase by £5,000 to £20,000.
 - Funds should be released during the year for the purchase a new electric vehicle at £28,750. The fund smooths expenditure and reduce the chances of large precept increases being required in the future.

19. CONTINGENCY FUND

- 19.1. The Council introduced a budget contingency fund into its annual budget in 2018/19 to cover any additional, emergency, or unforeseen expenditure during the year.
- 19.2. Although no specific funds have been used from this fund during the current financial year, officers have kept a £20,000 budget contingency for 2023/24. Policy and Resources Committee suggested that this amount should be increased to £30,000 but officers have not actioned this as it would take any precept increase over 10%.

20. SPECIAL EXPENDITURE AND FINANCING COSTS

- 20.1. The re-forecast of £7,716 is £87 over the budgeted amount. The budget for 2023/24 allows a small inflationary increase against the re-forecast for special pension costs. These are payable for the life of the pension.
- 20.2. Interest received from the Town Council's investments has been increasing throughout the year in line with nationally rising interest rates. The re-forecast for interest received is more than double that anticipated in the budget and there have been no costs for loan interest as the project for a new building at Victoria Park has been delayed.
- 20.3. Officers have included interest of £7,600 in the 2023/24 budget with interest rates expected to continue at a higher level for the foreseeable future. No costs for loan interest have been included in this budget due to the uncertainty surrounding the elements of this project.

21. RESERVES

- 21.1. An Earmarked Reserve of £10,000 exists to help cover the costs of full Town Council elections. It is anticipated that this will be released during the 2023/24 financial year.

Project	Estimated Cost	Remarks
Town Council Elections	£10,000	An Earmarked Reserve of £10,000 has been accrued over several years to help cushion the impact of the cost of full Town Council elections in May 2023.

- 21.2. When setting the level of precept, it is essential to consider the amount of Reserves held by the Council. CIPFA guidelines state that it is highly desirable at year end for a council to hold 25% of its precept in general reserves. This is because at year end the Council will have three months (25% of the year) before the next part of the precept is

received to fund further expenditure. Slight fluctuations around this 25% level may be acceptable if the levels of Earmarked Reserves are high, but Council should be mindful that the purpose of Earmarked Reserves is to be spent on specific projects. As such they should not be substituted for General Reserves which hold no specific purpose and are floating funds waiting to be spent on budgeted expenditure or on any emergency expenditure.

22. CHANGES TO THE COUNCIL TAX BASE AND ITS IMPLICATION ON A BAND D CHARGE

22.1. A Band D Equivalent Council Tax Charge is calculated as follows:

Malvern Town Council precept divided by

The Tax Base (the number of Band D equivalent households in Malvern Town)

22.2. In 2022/23, the Band D Council Tax Charge was calculated as follows

Precept	£701,500	
	<hr/>	
Council Tax Base	10,875.97	= £64.50

22.3. The Council have not yet been given the Council Tax Base figures for 2023/24, but if the precept increases by 7.9% and there are no changes to the tax base, the Council Tax charge will be

Precept	£757,000	
	<hr/>	
Council Tax Base	10,875.97	= £69.60

This is an increase of £5.10 per year. Changes in the Council tax base are very hard to predict, particularly in the current economic situation. It seems likely that given the houses being built at sites including Lower Howsell and Mill Lane that the Council tax base may increase, thus spreading the precept over more households and reducing the charge, however if individuals suffering hardship begin to claim Council tax relief, then this reduces the Council tax base.

22.4. A table is included below to show how this projected increase would affect all Council tax band charges

Council Tax Band	Projected Council Tax for 2023/24	Increase in %	Increase in £	Actual Council Tax for 2022/22
Band A (2/3 of Band D)	46.40	7.9%	3.40	43.00
Band B (7/9 of Band D)	54.14	7.9%	3.97	50.17
Band C (8/9 of Band D)	61.87	7.9%	4.54	57.33
Band D charge	69.60	7.9%	5.10	64.50
Band E (11/9 of Band D)	85.07	7.9%	6.24	78.83

Council Tax Band	Projected Council Tax for 2023/24	Increase in %	Increase in £	Actual Council Tax for 2022/22
Band F (13/9 of Band D)	100.54	7.9%	7.37	93.17
Band G (15/9 of Band D)	116.00	7.9%	8.50	107.50
Band H (Band D * 2)	139.21	7.9%	10.21	129.00

23. **CONCLUSION**

- 23.1 The Proposed Budget for 2023/24 includes a precept level of £757,000 which is put before Council for debate and decision. A precept level of £757,000 currently represents an 7.9% increase on a Band D Council Tax Charge. Should there be any increase in house numbers in the Town Council area, the actual Band D household charge will reduce. It is hoped that up to date tax base information can be provided soon.
- 23.2 The overriding aim of the budget process is to keep any increase in Council tax as low as possible, whilst ensuring that quality of service delivery is maintained. The budget process has been difficult this year due to the increases on costs being faced across all areas of the Town Council budget including salaries, utilities, insurance and fuel. In addition, the large capital project due to take place alongside the sale of a Town Council building planned for 2022/23 has been delayed and the future of this project is uncertain. Officers have had to make certain assumptions based on the best knowledge to hand when exact timelines and costings are not known and with Full Town Council elections due in May 2023, anticipating policy decisions for the next financial year is not a straightforward task.
- 23.3 It should be noted that whilst an increase of 7.9% will be higher than the increases capped authorities will be able to make, Malvern Town Council have not increased their Council tax year by year in the same way as some other precepting authorities. 2022/23 saw a decrease in Council Tax charges from the Town Council and when looking back historically, a Band D Council Tax Charge in 2004/05 was £70.03, higher than the predicted charge for 2023/24.
- 23.4 Officers have worked hard to keep costs as low as possible, but Council is asked to be mindful that many overhead costs and in particular salary costs are increasing and precept decisions have to be made by balancing the need to cover running costs, the use and level of general reserves and setting an overall budget which is sustainable when looking at the long-term financial future of the Town Council.

Author:

Linda Blake

Town Clerk

MALVERN TOWN COUNCIL
PROPOSED BUDGET 2023 - 2024

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BUDGET SUMMARY

PROPOSED BUDGET 2023 - 2024

	Proposed Budget 2023/2024	Actual to 30/09/22	Quarter Forecast to 31/12/22	Quarter Forecast to 31/03/23	2022/2023 Revised Forecast	2022/2023 Annual Budget
ONGOING REVENUE COSTS						
Administration (Net)	403,162	172,594	95,174	105,402	373,170	388,741
Operations (Net)	262,413	100,472	70,367	58,222	229,061	234,358
Budget Contingency Fund	20,000	-	-	-	-	20,000
TOTAL ONGOING REVENUE COSTS	685,575	273,066	165,541	163,624	602,231	643,099
ASSET RENEWAL / REFURBISHMENT	89,750	56,926	30,000	28,750	115,676	79,500
VEHICLE / MACHINERY REPLACEMENT FUND	20,000	7,500	3,750	3,750	15,000	15,000
	(28,750)	(14,687)	-	-	(14,687)	(34,500)
SPECIAL EXPENDITURE	8,000	3,858	1,929	1,929	7,716	7,629
TOTAL EXPENDITURE before financing	774,575	326,663	201,220	198,053	725,936	710,728
FINANCING COSTS:						
Interest Received	(7,600)	(2,425)	(2,050)	(2,050)	(6,525)	(2,750)
Loan Interest	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	5,774
TOTAL FINANCING COSTS	(7,600)	(2,425)	(2,050)	(2,050)	(6,525)	3,024
TOTAL EXPENDITURE after financing	766,975	324,238	199,170	196,003	719,411	713,752
(FROM) EARMARKED RESERVES	(10,000)	(15,000)	(15,000)	-	(30,000)	(12,500)
TO EARMARKED RESERVES	-	-	-	-	-	-
PRECEPT	(757,000)	(350,750)	(175,375)	(175,375)	(701,500)	(701,500)
BALANCE (TO) / FROM RESERVES	(25)	(41,512)	8,795	20,628	(12,089)	(248)

ADMINISTRATION AND
EVENTSPROPOSED BUDGET 2023 - 2024

	Proposed Budget 2023/2024	Actual to 30/09/22	Quarter Forecast to 31/12/22	Quarter Forecast to 31/03/23	2022/2023 Revised Forecast	2022/2023 Annual Budget
INCOME	60,122	27,070	12,161	12,277	51,508	18,111
EXPENDITURE:						
Salaries	176,927	78,447	47,066	41,948	167,461	162,745
Overtime	600	636	53	-	689	300
Employment Related	52,304	28,422	15,237	13,473	57,132	57,964
Temporary Staff	-	-	-	-	-	-
Recruitment.	50	25	-	-	25	-
OCCUPANCY						
Utilities	18,925	5,184	4,195	4,195	13,574	4,081
Rates	9,159	5,189	2,673	2,673	10,535	4,492
Cleaning	8,150	3,732	1,898	1,934	7,564	4,983
Maintenance of Buildings	2,630	1,582	743	658	2,983	4,115
COMMUNICATION COSTS						
Telephones	3,692	1,827	898	898	3,623	3,032
Stationery, Postage	2,960	1,564	985	692	3,241	2,600
Public Relations and Advertising.	5,658	1,940	519	2,273	4,732	5,400
INSURANCE	37,000	8,690	5,000	5,000	18,690	18,000
GRANTS & DONATIONS	42,050	13,600	1,000	25,950	40,550	45,550
CIVIC EVENTS.	51,908	25,287	17,410	8,622	51,319	56,675
OTHER COSTS:						
Election Costs	15,000	8,213	-	-	8,213	-
Training	1,000	60	100	500	660	1,000
Legal & Professional	8,250	3,875	1,937	1,938	7,750	8,500
Consultancy Fees	350	-	-	500	500	750
Leasing	1,500	700	350	350	1,400	1,400
IT Expenses	9,350	5,219	2,437	2,321	9,977	8,320
Office Equipment	775	255	126	126	507	775
Mayors & Councillors Expenses	3,350	1,020	710	710	2,440	5,500
Other Expenses	11,696	4,197	3,998	2,918	11,113	10,670
TOTAL ADMINISTRATION COSTS.	463,284	199,664	107,335	117,679	424,678	406,852
NET ADMINISTRATION COSTS	403,162	172,594	95,174	105,402	373,170	388,741

OPERATIONS SUMMARY

PROPOSED BUDGET 2023 - 2024

	Proposed Budget 2023/2024	Actual to 30/09/22	Quarter Forecast to 31/12/22	Quarter Forecast to 31/03/23	2022/2023 Revised Forecast	2022/2023 Annual Budget
INCOME	99,179	47,250	22,710	23,744	93,704	96,711
EXPENDITURE:						
Normal pay	216,263	85,628	53,367	46,071	185,066	194,860
Overtime	11,800	5,706	2,961	1,680	10,347	9,000
Employment Related	48,963	24,486	13,589	12,517	50,592	50,319
Temporary Staff	1,000	-	-	-	-	1,500
Staff Travelling	1,600	744	400	400	1,544	1,600
OCCUPANCY						
Utilities	12,956	3,870	3,085	3,947	10,902	8,358
Rates	10,195	5,288	2,449	2,453	10,190	8,640
Cleaning	125	62	31	31	124	120
Maintenance of Buildings	1,700	265	506	507	1,278	1,650
COMMUNICATION COSTS						
Telephones	1,340	1,141	500	335	1,976	2,250
Stationery, Postage	-	-	-	-	-	-
GROUNDS MAINTENANCE	35,305	11,548	11,209	9,225	31,982	33,290
EQUIPMENT RUNNING COSTS	10,854	4,349	2,320	2,320	8,989	10,742
VEHICLE RUNNING EXPENSES	7,189	4,304	1,700	1,400	7,404	6,482
OTHER COSTS:						
Training	1,000	-	-	1,000	1,000	1,000
Risk Assessment	902	6	880	-	886	858
Other Expenses	400	325	80	80	485	400
TOTAL OPERATION COSTS	361,592	147,722	93,077	81,966	322,765	331,069
NET OPERATIONAL	262,413	100,472	70,367	58,222	229,061	234,358

**OPERATIONS: ANALYSIS BY
SERVICE**

PROPOSED BUDGET 2023 - 2024

	Proposed Budget 2023/2024	Actual to 30/09/22	Quarter Forecast to 31/12/22	Quarter Forecast to 31/03/23	2022/2023 Revised Forecast	2022/2023 Annual Budget
ALLOTMENTS	(4,249)	(256)	175	(4,545)	(4,626)	(4,282)
CEMETERY	(45,323)	(27,207)	(9,637)	(8,886)	(45,730)	(41,957)
MAINTENANCE OF OTHER TOWN COUNCIL GROUNDS	298,729	121,925	75,983	66,468	264,376	278,413
LEISURE AND RECREATION	5,998	2,914	2,291	3,630	8,835	(3,078)
MISCELLANEOUS SERVICES	7,259	3,096	1,555	1,555	6,206	5,262
TOTAL OPERATION COST BY SERVICE	262,413	100,472	70,367	58,222	229,061	234,357

ALLOTMENTS

PROPOSED BUDGET 2023 - 2024

	Proposed Budget 2023/2024	Actual to 30/09/22	Quarter Forecast to 31/12/22	Quarter Forecast to 31/03/23	2022/2023 Revised Forecast	2022/2023 Annual Budget
INCOME	5,851	355	-	5,496	5,851	5,851
EXPENDITURE:						
Normal pay						
Overtime						
Employment Related						
Temporary Staff						
Staff Travelling						
OCCUPANCY						
Utilities	1,052	76	75	851	1,002	1,019
Rates						
Cleaning						
Maintenance of Buildings						
COMMUNICATION COSTS						
Telephones						
Stationery, Postage						
GROUNDS MAINTENANCE	550	23	100	100	223	550
EQUIPMENT RUNNING COSTS						
VEHICLE RUNNING EXPENSES						
OTHER COSTS:						
Training						
Risk Assessment						
Other Expenses						
TOTAL OPERATION COSTS	1,602	99	175	951	1,225	1,569
NET OPERATIONAL	(4,249)	(256)	175	(4,545)	(4,626)	(4,282)

CEMETERY

PROPOSED BUDGET 2023 - 2024

	Proposed Budget 2023/2024	Actual to 30/09/22	Quarter Forecast to 31/12/22	Quarter Forecast to 31/03/23	2022/2023 Revised Forecast	2022/2023 Annual Budget
INCOME	71,500	36,491	16,000	16,000	68,491	65,000
EXPENDITURE:						
Normal pay						
Overtime						
Employment Related						
Temporary Staff						
Staff Travelling						
OCCUPANCY						
Utilities	4,606	1,039	1,085	1,185	3,309	3,410
Rates	3,996	1,921	960	961	3,842	3,919
Cleaning	125	62	31	31	124	120
Maintenance of Buildings	1,200	213	356	357	926	1,150
COMMUNICATION COSTS						
Telephones	800	376	200	200	776	800
Stationery, Postage	-	-	-	-	-	-
GROUNDS MAINTENANCE	14,050	5,498	3,651	3,300	12,449	12,244
EQUIPMENT RUNNING COSTS	-	-	-	-	-	-
VEHICLE RUNNING EXPENSES	-	-	-	-	-	-
OTHER COSTS:						
Training	1,000	-	-	1,000	1,000	1,000
Risk Assessment						
Other Expenses	400	175	80	80	335	400
TOTAL OPERATION COSTS	26,177	9,284	6,363	7,114	22,761	23,043
NET OPERATIONAL	(45,323)	(27,207)	(9,637)	(8,886)	(45,730)	(41,957)

**MAINTENANCE OF OTHER
TOWN COUNCIL LAND**
PROPOSED BUDGET 2023 - 2024

	Proposed Budget 2023/2024	Actual to 30/09/22	Quarter Forecast to 31/12/22	Quarter Forecast to 31/03/23	2022/2023 Revised Forecast	2022/2023 Annual Budget
INCOME	9,040	7,410	1,427	1,505	10,342	8,200
EXPENDITURE:						
Pay	216,263	85,628	53,367	46,071	185,066	194,860
Overtime	11,800	5,706	2,961	1,680	10,347	9,000
Employment Related	48,963	24,486	13,589	12,517	50,592	50,319
Temporary Staff	1,000	-	-	-	-	1,500
Staff Travelling	1,600	744	400	400	1,544	1,600
OCCUPANCY						
Utilities						
Rates						
Cleaning						
Maintenance of Buildings						
COMMUNICATION COSTS						
Telephones	540	765	300	135	1,200	1,450
Stationery, Postage						
GROUNDS MAINTENANCE	9,560	3,353	2,773	3,450	9,576	10,660
EQUIPMENT RUNNING COSTS	10,854	4,349	2,320	2,320	8,989	10,742
VEHICLE RUNNING EXPENSES	7,189	4,304	1,700	1,400	7,404	6,482
OTHER COSTS:						
Training	-	-	-	-	-	-
Risk Assessment						
Other Expenses	-	-	-	-	-	-
TOTAL OPERATION COSTS	307,769	129,335	77,410	67,973	274,718	286,613
NET OPERATIONAL	298,729	121,925	75,983	66,468	264,376	278,413

LEISURE AND
RECREATIONPROPOSED BUDGET 2023 - 2024

	Proposed Budget 2023/2024	Actual to 30/09/22	Quarter Forecast to 31/12/22	Quarter Forecast to 31/03/23	2022/2023 Revised Forecast	2022/2023 Annual Budget
INCOME	12,788	2,994	5,283	743	9,020	17,660
EXPENDITURE:						
Normal pay						
Overtime						
Employment Related						
Temporary Staff						
Staff Travelling						
OCCUPANCY						
Utilities	4,289	1,766	1,345	1,331	4,442	2,917
Rates	6,199	3,367	1,489	1,492	6,348	4,721
Cleaning	-	-	-	-	-	-
Maintenance of Buildings	500	52	150	150	352	500
COMMUNICATION COSTS						
Telephones						
Stationery, Postage						
GROUNDS MAINTENANCE	6,895	567	3,710	1,400	5,677	5,586
EQUIPMENT RUNNING COSTS						
VEHICLE RUNNING EXPENSES						
OTHER COSTS:						
Training						
Risk Assessment	902	6	880	-	886	858
Other Expenses	-	150	0	0	150	0
TOTAL OPERATION COSTS	18,786	5,908	7,574	4,373	17,855	14,582
NET OPERATIONAL	5,998	2,914	2,291	3,630	8,835	(3,078)

MISCELLANEOUS

PROPOSED BUDGET 2023 - 2024

	Proposed Budget 2023/2024	Actual to 30/09/22	Quarter Forecast to 31/12/22	Quarter Forecast to 31/03/23	2022/2023 Revised Forecast	2022/2023 Annual Budget
INCOME	-	-	-	-	-	-
EXPENDITURE:						
Normal pay						
Overtime						
Employment Related						
Temporary Staff						
Staff Travelling						
OCCUPANCY						
Utilities	3,009	989	580	580	2,149	1,012
Rates						
Cleaning						
Maintenance of Buildings						
COMMUNICATION COSTS						
Telephones						
Stationery, Postage						
GROUNDS MAINTENANCE	4,250	2,107	975	975	4,057	4,250
EQUIPMENT RUNNING COSTS						
VEHICLE RUNNING EXPENSES						
OTHER COSTS:						
Training						
Risk Assessment						
Other Expenses						
TOTAL OPERATION COSTS	7,259	3,096	1,555	1,555	6,206	5,262
NET OPERATIONAL	7,259	3,096	1,555	1,555	6,206	5,262

ASSET RENEWAL / REFURBISHMENT

PROPOSED BUDGET 2023-24

	Proposed Budget 2023/2024	Half Year Actual 2022/2023	Quarter Forecast 2022/2023	Quarter Forecast 2022/2023	Revised Forecast 2022/2023	Annual Budget 2022/2023
LITTER BINS	-	-	-	-	-	-
LEISURE & RECREATION						
Replacement of Trim Trail - Victoria Park	-	-	-	-	-	10,000
New set of swings - Victoria Park Play Area	-	-	-	-	-	-
Replacement of two springers - Victoria Park Play Area	-	-	-	-	-	-
New Basketball Courts at Victoria Park	-	-	-	-	-	-
Victoria Park Pavilion Project	-	30,252	-	-	30,252	-
Fencing at Lower Howsell	-	-	-	-	-	-
Replacement Fencing at Townsend Way	-	-	-	-	-	-
Refurbishment of Michael Crescent Play Area	-	-	15,000	-	15,000	15,000
Refurbishment of Jamaica Crescent Play Area	20,000	-	-	-	-	-
GROUNDS MAINTENANCE PROJECTS						
Tarmaccking of path at Dukes Meadow	-	-	-	4,000	4,000	8,000
Fencing and Footpath Works - Western bounday of Rose Bank	-	-	-	7,000	7,000	12,000
Mill Lane Car Park and Fencing	12,000	-	-	-	-	-
Malvern Tourism Sign in Rose Bank Gardens	-	-	-	5,000	5,000	-
Refurbishment of Bus Shelter outside Rose Bank Gardens	-	75	15,000	9,000	24,075	-
Fountain in Rose Bank Gardens	-	939	-	3,750	4,689	-
	-	-	-	-	-	-
BELLE VUE TERRACE						
Refurbishment of flats at Belle Vue Terrace	-	-	-	-	-	-
Overhaul of internal drainage - Top Floor Belle Vue Terrace	-	-	-	-	-	-
CEMETERY						
Taramaccking of Cemetery Roadway	-	10,973	-	-	10,973	-
Refurbishment of Ground Floor Cemetery Lodge and Toilets	8,000	-	-	-	-	-
Timber building in cemetery yard	15,000	-	-	-	-	-
CAPITAL EXPENDITURE;	-	-	-	-	-	-
Electrical tool package	6,000	-	-	-	-	-
Replacement vehicles/trailers	28,750	-	-	-	-	22,000
John Deere Mower	-	14,687	-	-	14,687	12,500
TOTAL ASSET RENEWAL	89,750	56,926	30,000	28,750	115,676	79,500

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Tuesday 20 December 2022 at 6.00 pm
in the Council Chamber, Malvern Hills District Council, Avenue Road**

**MALVERN TOURISM SIGN TASK AND FINISH GROUP
RECOMMENDATIONS TO FULL COUNCIL**

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Full Council approves the recommendations from the Malvern Tourism Sign Task and Finish Group following the Full Council resolution to install a “Malvern” sign in Rosebank Gardens.

- i. Location – the seven letters will be installed behind the new wall created as part of the Jenny Lind fountain project and to the left-hand side of the 99 steps (see attached photographs in Appendix A). The letters will be installed on a level piece of ground behind the flower bed in a slightly curved formation.
- ii. Design – letters will be galvanized steel of a 3D, boxed design with reinforcing provided by way of an edge around the letters:



- iii. Size – letters to be 1000mm in height, varying widths in proportion to each letter shape and 10mm thick.
- iv. Cost - £3,800.

3. Background

- 3.1. Following a Notice of Motion submitted to the Full Council meeting in October 2022, Full Council resolved to support the installation of a “Malvern” tourism sign in Rosebank Gardens within a working budget of £3,000 to £5,000.

- 3.2. Members were supportive of the idea as the sign would be a tourist attraction and encourage visitors to the town, but it was noted that any installation should be long-lasting, of high quality and a design that is sympathetic to the environment of Rosebank Gardens.
- 3.3. A Task and Finish Group with four members was formed at the Full Council meeting in November to report back to Full Council in December with recommendations for the design and location of this sign in Rosebank Gardens.
- 3.4. The Task and Finish group have met twice. The first meeting to agree on the specification for the Tourism sign and the second to agree final recommendations following quotations being obtained from suitable contractors.
- 3.5. The identification of possible locations within Rosebank Gardens was not as straightforward as previously thought. Task and Finish Group needed to consider issues such as slope, accessibility, possibility of vandalism, aesthetics including whether the letters would be visible back-to-front in certain locations and the suitability for photo opportunities.
- 3.6. Four locations were considered but the location behind the wall of the Jenny Lind installation was the one thought to be suitable for the following reasons.
- It would allow people to either sit on the bench with the sign behind them, stand next to the letters or stand behind them, for photographs to be taken;
 - The view would not be impeded by the sign, and it would be less intrusive in this section of the gardens;
 - It may be less likely to be vandalised;
 - The vegetation would provide a good backdrop without detracting from the sign.
- 3.7. It was noted that the new Jenny Lind sculpture would need to be moved but the pole could be easily sited adjacent to the commemorative plaque.
- 3.8. Galvanized steel was felt to be the most suitable material and each letter would be fitted with two spikes to be concreted into the ground.
- 3.9. Based on the specification, four quotations were submitted for the sign, and the Task and Finish Group chose a contractor based on price, quality and consideration of extra reinforcing to recognise the nature of the location.

4. Financial Implications

- 4.1. The recommendation for contractor C made at the Task and Finish Group meeting would be at a cost of £3,800. There will be no fitting costs as this will be carried out by the Town Council's Operations Team.
- 4.2. An amount of £5,000 has been included in the Town Council's re-forecast for 2022/23 to cover the costs of this project.

5. Legal Implications

- 5.1. Rosebank Gardens is on a 99-year lease from Malvern Hills District Council who would need to be informed of this project.

End

Linda Blake
Town Clerk



Figure 1 Illustration of chosen location



Figure 2 Mock-up of possible letter size, although letters would be fitted flush to the ground



Figure 3 Comparison of letter size to person

A REPORT OF THE TOWN CLERK TO
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PUBLIC CONSULTATION ON LAND ADJACENT TO
ADAM LEA PLAY AREA (MILL Lane)

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Full Council is asked to approve a public consultation process for the future of land adjacent to Adam Lea Play Area. This to be carried out in early 2023.

3. Background

- 3.1. In August 2019, Full Council resolved to take ownership of recreational land adjacent to Adam Lea Play Area (Mill Lane). This land to be transferred from Countryside Properties along with a reverse premium of £50,000.
- 3.2. Over the last three years, there have been numerous delays to this land transfer including mapping issues, access rights, planting schemes and most recently the completion of grounds maintenance works ahead of the Town Council taking ownership.
- 3.3. At a site visit held on 5 December, Officers agreed that works had now been completed to reasonable standard ready for transfer and new documentation is now being issued for signing ahead of completion.
- 3.4. When Council considered the land transfer in August 2019, it was agreed that a public consultation should take place on the use of this land as there were a number of options to be considered.
- 3.5. A public consultation would take the format of questionnaires and public engagement events to allow residents to have an input into appropriate uses for this area.
- 3.6. Possible ideas for use of this site include a BMX pump track, a wetlands area, expansion and improvement of the current play area, but there may be more ideas that can be gained through a public consultation.

4. Financial Implications

- 4.1. The Town Council's re-forecast for 2022/23 contains £500 to be used for a public consultation.

5. Legal Implications

- 5.1. The Town Council will become the owner and successor in title to this area of land and therefore can choose to develop it as its powers allow.
- 5.2. The Town Council has the power to acquire land for or to provide recreation grounds, public walks, pleasure grounds and open space and to manage and control them.

End

Linda Blake Town Clerk



RESOLUTION MOVED ON NOTICE – Standing Order 9

A Meeting of Malvern Town Council

to be held on Tuesday 20 December 2022 at 6.00 pm

in the Council Chamber, Malvern Hills District Council, Avenue Road

INSTALLING ENVIRONMENTAL NOTICES TO TOWN COUNCIL SITES

Proposed Resolution

That Malvern Town Council will purchase and install environmental notices to 16 green and open spaces sites outlining expectations of the public on Council land.

Background

Following on from the establishment of the Town Council Environment Policy, members of the Task and Finish Group expressed a wish to install A3 notices at Town Council green and open spaces outlining expectations around the environment for the public. This will make clear the Council's position on dog mess, BBQs, lanterns and fireworks etc and help keep the environments safe and clean for all users.

The signs will read:

Malvern Town Council welcomes you to this green and open space, which we hope you will enjoy.
In the interests of wildlife, the environment and the local community, please observe these rules:

- Please pick up after your dogs and deposit bags in bins or take home
- No sky lanterns or balloon release
- No BBQS under any circumstances
- Take your litter, poo bags and cigarette-ends home with you
- Please leave flowers and plants for local wildlife
- No fireworks except with permission of Malvern Town Council

Malvern Town Council will continue to protect this environment and appreciate your help with this.

If you need to get in touch, please call 01684 566667 or use the contact form at www.malverntowncouncil.org

Cost

16 A3 aluminium signs will cost approximately £2,000.

Proposer – Cllr Lou Lowton
Seconder – Cllr David Mead

12 December 2022

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Tuesday 20 December 2022 at 6.00 pm
in the Council Chamber, Malvern Hills District Council, Avenue Road**

POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Full Council is asked to consider the recommendations from the meetings of Policy and Resources Committee held on 2 November and 14 December 2022 and listed below.
- 2.2. Recommendations to be presented by the Chairman of the Policy and Resources Committee or, if absent, the Vice-Chairman.

Meeting held 2 November 2022

i. **Minute 18 Policy Review Task and Finish Group Recommendations**

It was **RECOMMENDED** that the following four policies as amended be approved and adopted:

- Appearance and Dress Code Policy
- Electronic Payments Policy
- Equality and Diversity Policy
- General Privacy Notice

These four policies can be found on the [Town Council's website](#) at Appendix A to report PR05/22 from the Policy and Resources meeting held on 2 November 2022, to be read in conjunction with the minutes from that meeting.

Meeting held 14 December 2022

i. **Minute 32 Malvern Town Community Support Grant 2023/24 – Community Action Malvern and District**

It was **RECOMMENDED** to award a Malvern Town Community Support Grant for 2023/24 of £10,900 to Community Action Malvern and District.

It was **RECOMMENDED** that a further £1,100 be charged annually to cover the increase in service charges.

ii. **Budget 2023/24**

It was **RECOMMENDED** to reduce the proposed increase on all salaries for the period 1 April 2023 until 31 March 2024 from 6% to 5%, thereby reducing the precept by £5,000 to £757,000. This represents an increase of approximately 7.9% from the precept level in 2022/23.

3. Background

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

4. Financial Implications

- 4.1. Please see individual committee reports.

5. Legal Implications

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

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
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OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Full Council is asked to consider the recommendations from the meeting of Operations and Planning Committee held on 7 December 2022 and listed below.
- 2.2. Recommendations to be presented by the Chairman of the Operations and Planning Committee or, if absent, the Vice-Chairman.

Minute 55 Bands in the Park Programme 2023

It was **RECOMMENDED** to continue the new Bands in the Park concert format as trialled in 2022, with a mixture of music types playing every Sunday afternoon in Priory Park from 7 May to 17 September 2023.

3. Background

- 3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.
- 3.2. Full Council is therefore asked to consider the recommendations listed above in 2.2 and to approve, amend or refer back to committee as appropriate.
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4. Financial Implications

- 4.1. Please see individual committee reports.

5. Legal Implications

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

End

Linda Blake
Town Clerk