



# **MALVERN TOWN COUNCIL**

## **POLICY AND RESOURCES COMMITTEE**

### **REPORTS**

**For meeting on Wednesday 14 December 2022 at 6.00 pm  
Council Chamber, Belle Vue Terrace**

# MALVERN TOWN COUNCIL

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



8 December 2022

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

## MEETING OPEN TO MEMBERS OF THE PUBLIC

### To Members of the Policy and Resources Committee (Quorum 3):

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

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

You are hereby invited to attend a meeting of the Policy and Resources Committee to be held in the Council Chamber, Belle Vue Terrace, Malvern on Wednesday 14 December 2022, commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

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

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

No.	Agenda Item
1.	<b>Apologies for absence</b> To receive and note apologies for absence
2.	<b>Declarations of interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	<b>Minutes of previous meeting</b> To receive and confirm as a correct record the Minutes of the previous Policy and Resources Committee meeting: ➤ 30 November 2022 (previously circulated)
<b>Public Participation</b> <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	<b>Malvern Town community support grant 2023/24 – Community Action and District</b> ➤ Report PR01/22 to follow
5.	<b>Budget 2023/24</b> ➤ Report PR02/22 to follow
6.	<b>Review of delegation arrangements to committees, sub-committees, staff and other local authorities</b> ➤ Report PR03/22 to follow
7.	<b>Date and time of next meeting</b> ➤ Wednesday 1 February 2023, 6.00 pm

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

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

**Councillors**

C Hooper (Chairman)  
C Fletcher  
R McLaverty-Head  
A Stitt  
J Wilkinson

**Absent**

J Ashington-Carter  
N Mills (apologies)  
J O'Donnell  
J Satterthwaite

**In attendance**

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

**20. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr Neville Mills were **NOTED**.

**21. DECLARATIONS OF INTEREST**

None.

**22. MINUTES OF PREVIOUS MEETING**

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

- Policy and Resources Committee meeting 2 November 2022.

**PUBLIC PARTICIPATION**

None.

**23. REVIEW OF REVISED FORECAST – BUDGET YEAR 2022/23**

Report PR01/22 was received and accepted.

The Town Clerk summarised the revised forecast, saying that the budget for 2022/23 had been set as usual making various assumptions, particularly around the future of Belle Vue Terrace and a new pavilion at Victoria Park. Because this large project included several unknown factors such as when and if the building at Belle Vue Terrace would sell, the assumptions had subsequently proved to be incorrect.

The National Local Government pay increase had seen an increase of £1,925 on all salaries which, when averaged out, was closer to a 7% increase than the 2% included in the budget. Salary costs make up a large percentage of the overall budget thus having a big impact. However, overall, the revised forecast shows a predicted £12,500 underspend.

The Town Clerk then explained each item of the revised forecast and answered questions from members of the committee.

Committee **NOTED** and **AGREED** the revised forecast for the budget year 2022/23.

## 24. **BUDGET DISCUSSION DOCUMENT 2023/24**

The budget discussion document was issued for members to give the Town Clerk some policy guidelines on how the budget will be put together.

Members discussed each item on the document, using last year's figures and reasonable assumptions to suggest budget figures for 2023/24, including the following:

- It is difficult to predict if and when Belle Vue Terrace will be sold, particularly in the current economic climate. A safe budget figure would be to assume the building remains unsold and include associated running costs in the budget.
- Bands in the Park budget was reduced but should include a week to celebrate the coronation in May rather than holding a separate event.
- An event should be held to celebrate Ukraine Independence Day (24 August 2023), but this too could be in conjunction with Bands in the Park.
- The Mayor's allowance could be reduced to £3,000, with the difference of £2,000 being put towards an increased budget for the Mayor's Bonanza.

### 1. **Level of inflation to include within the budget**

• NNDR (business rates)	4%
• Fuel	4%
• Utilities	40%
• Contracts: Insurance	100%
Other	2%
• Inflation	8%
• Cost of living increase on salaries (set nationally)	6%

### 2. **Grants Budget**

Small Grants	£5,000
Large Grants, reduced by £3,000 to	£10,000
Community Support Grants:	
CAB	£16,000
CA (providing approval of grant application)	£10,900

### 3. **Events Budget**

Including:		
	Bands in the Park	£7,500
	Mayor's Bonanza	£9,500
	Christmas Lights Switch On event	£6,000
	Malvern in Bloom	£7,000
	Christmas Lights	£17,600
Budget for 2023/24: additional events to incorporate within Bands in the Park programme		£1,500

## UNADOPTED

4.	<b>Elections Budget/Reserve</b>	£15,000
5.	<b>Bedding and Planting</b>	£4,000
6.	<b>Tree Maintenance and Surgery</b>	£5,500
7.	<b>Play Maintenance</b>	£4,960
8.	<b>Street Furniture:</b>	
	Bus Shelters	£500
	Noticeboards	£0
	Gas Lamps	£3,500
	Clocks	£250
	Litter Bins	£0
9.	<b>Suggestions for additional expenditure or income</b>	
	Ukraine Independence Day event (see above)	
10.	<b>Contingency fund:</b> suggested an increase of £10,000 to	£30,000
11.	<b>Malvern Town Council Tax Base</b>	
	• 2022/23 – 10,760.08	
12.	<b>Precept Level 2022/23</b>	
	• Precept was increased from £682,810 to £701,500 in 2022/23	
	• Council Tax Band D - £64.50	
	• Precept level to aim for 2023/24?	6%

The tax base will not be known until later in December, however it is thought that although it should increase, this could be offset by the number of households now claiming council tax relief.

Councillors recognised that the increase in costs relating to salaries, utilities, insurance and fuel would all have an impact on the precept and a rise of less than 6% would be very difficult to achieve. The Town Clerk felt that an increase closer to 10% would be more realistic unless projects were cut, which is not preferable.

## 25. **REFURBISHMENT OF ROSEBANK GARDENS BUS SHELTER**

Report PR02/22 was received and accepted.

The Town Clerk explained that the installation of the steel sheet cladding would hopefully be a long-term solution to the deterioration of the wall behind the bus shelter in Rosebank Gardens.

It was **AGREED** that the contract to supply and fit Plastisol coated steel sheeting to the wall behind the bus shelter at Rosebank Gardens be awarded to KT Price Construction Limited, noting the exception to financial regulations as only one quotation had been received.

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

Report PR03/22 was received and accepted.

The review of the Council's short and long term aims and objectives is carried out annually. As the two-hour limit of the meeting was approaching and in order to carry out a thorough review, it was agreed that this item would be deferred to a future meeting of Policy and Resources Committee. In the meantime, however, it was suggested that the members present could volunteer to review the aims and objectives headings between them and bring their thoughts and ideas to the meeting.

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

It was **AGREED** that the date of the next meeting will be Wednesday 14 December 2022 at 6.00 pm.

The meeting finished at 7.45 pm.

.....(Chairman)

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

**to be held in the Council Chamber, Belle Vue Terrace, Malvern  
on Wednesday 14 December 2022 at 6.00 pm**

**MALVERN TOWN COMMUNITY SUPPORT GRANT 2023/24  
COMMUNITY ACTION AND DISTRICT**

**1. Purpose of report**

- 1.1. For committee discussion and recommendation to Full Council.

**2. Recommendation**

- 2.1. That Committee considers Community Action's application for a Malvern Town Community Support Grant of £10,900 for the year 2023/24. The application form is attached at Appendix A.

**3. Background**

- 3.1. Community Action has for many years received an annual grant from Malvern Town Council and they are asked to reapply each year for funding for the following financial year.
- 3.2. In 2020, Full Council approved a grant of £10,900 to Community Action for 2021/22. At the same meeting, council also agreed a renewal to the lease of the third-floor offices at Belle Vue, until 31 December 2023.
- 3.3. In early 2022, Council agreed that Community Action be awarded a Malvern Town Community Support grant of £10,900 for the year 2022/23 and that it be included in the budget for the year. It was further agreed that this grant would be paid in monthly instalments until either Belle Vue Terrace building is sold or Community Action choose to terminate their lease.
- 3.4. Community Action has now submitted a grant application for grant funding to be continued in 2023/24, and once again have applied for a grant of £10,900.
- 3.5. Members should note that all supporting documents have been received. These have not all been circulated due to the volumes of paperwork involved but are available for members to view should they wish to see more of the detail. A statement to demonstrate the benefit of the grant along with their Annual Accounts are included as appendices to the application.
- 3.6. Community Action is one of two organisations that currently receive a community support grant from the Council, subject to a successful renewal application being agreed.
- 3.7. The purpose of this grant is to cover the rental of the 3<sup>rd</sup> floor offices at Belle Vue Terrace. The level of the grant has historically been set to match the level of the rent and service charge for the third-floor offices as this allows the true income from the letting of the building to be reflected in the council's accounts as well as the amount of grant funding paid. It should be noted that there have been increases in the cost of services, in particular utilities, which could impact the service charge but that Community Action would probably expect a corresponding increase in grant.

- 3.8. Committee members are asked to note that Belle Vue Terrace remains for sale, but should it remain unsold this will be reviewed after the election of the new council in May 2023.

**4. Financial Implications**

- 4.1. If the grant is approved, £10,900 will be included in the Town Council's Grants budget for 2023/24.

**5. Legal Implications**

- 5.1. The Town Council has the power to award grants under Sections 137, 142, 144 and 145 of the Local Government Act 1972 and Section 19 of the Local Government (Miscellaneous Provisions) Act 1976. It can also use the Power of General Competence for this purpose.

End

Linda Blake  
Town Clerk





# MALVERN TOWN COUNCIL

## COMMUNITY SUPPORT GRANT APPLICATION FORM

**Name of Organisation:** Community Action Malvern & District

**Amount of Grant Requested:** £10900

**Address for Correspondence:**

**Name:** Kate Walton

**Address:** Third Floor  
28-30 Belle Vue Terrace  
Malvern  
Worcestershire

**Postcode:** WR14 1PZ

**Tel. No: Day** 01684 892381

**Reason/s for Grant Request:**

The grant is requested to cover office accommodation rent and service charges

- A. What is the nature of your Organisation's activity?  
Our direct services aim to reduce loneliness and isolation for older residents of Malvern, and include:
- A community car scheme providing transport to medical and social appointments
  - An "Out and About" project taking mobility-restricted people on local shopping trips and social outings
  - Accessible minibuses offering group transport solutions also provide community bus routes to improve access into Malvern from local villages; the vehicles are also available for hire by local groups to support their activities

- Two wheelchair-adapted cars to accommodate mobility-restricted people
- Men's Shed to support men at risk of isolation with their mental health and wellbeing

Our Resource Centre provides support, advice, and advocacy for voluntary groups in Malvern and includes

- Regular information newsletters with funding advice and available volunteering Opportunities
- DBS checks for staff and volunteers in local groups
- A Volunteer Centre to support volunteer recruitment and placements
- Vehicle hire for local groups to support their activities, including Foodbank deliveries

B. What are the aims and objectives of your organisation?

- To promote and/or carry out charitable purposes for the benefit of the public, principally but not exclusively in the local area of Malvern and surrounding districts and environs who have need because of age, mental or physical disability, poverty or geographical isolation
- In particular a) to provide and maintain non-profit community transport services and b) to assist the charitable work of organisations and bodies engaged in promoting the relief of such persons through the provision of appropriate services
- To promote, organise and facilitate co-operation and partnership-working between third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

C. When was your Organisation formed? 1972

## **DECLARATION**

**I confirm that the details set out in this application are, to the best of my knowledge, correct and that I will notify the Council of any material changes to the information provided.**

**Signed:**



**Position in Organisation:**

**Date:** 7<sup>th</sup> December 2022

Please complete and send this application together with supporting documents to:

Linda Blake  
Malvern Town Council  
28-30 Belle Vue Terrace  
Malvern  
Worcestershire  
WR14 4PZ

Tel: 01684-566667

## SUPPORTING DOCUMENTS REQUIRED WITH YOUR APPLICATION

The following documents are required to support your application:

1. A statement of no more than one A4 page explaining how the grant will provide significant and wide reaching benefit for the residents of Malvern Town. This statement will be presented to Committee to assist in the decision making process.
2. A copy of your organisation's Constitution / Articles of Association and organisational chart. The organisational chart should indicate full/part time staff and whether they are paid or volunteers.
3. A copy of your organisation's latest Annual Report.
4. A copy of your organisation's' latest bank statement.
5. The organisation's most recent annual accounts preferably audited and / or prepared by a qualified accountant. In the case of a newly formed organisation, a comprehensive budget and business plan should be submitted.

\*\*\*\*\*

1. Please provide names and relevant details of your current Management Board:  
Mike Amery Chair Kate Walton Chief Officer  
Alan Turpin Treasurer  
Nick Hubbard Trustee Cllr Neville Mills MTC Rep  
Colin Haden Trustee Cllr Natalie McVey WCC/MHDC Rep  
Russell Emery Trustee Mary Wetherall CT Rep
2. Is your Organisation a registered charity? YES
3. Is your Organisation or any part of it operated as a commercial business? If so provide details and income generated: NO
4. Is your organisation part of, or affiliated to, any National Organisation? NO, but we are members of national charities offering relevant advice and support:

NAVCA	National Association for Voluntary and Community Action
NCVO	National Council for Voluntary Organisations
CTA	Community Transport Association

5. Please provide details of how many members belong to your organisation?

Malvern Town Residents	Residents Outside Malvern Town
<p>1. <b>Malvern Town Residents</b></p> <p>2. <b>Residents Outside Malvern Town</b></p>	<p>1. <b>Malvern Town Residents</b></p> <p>2. <b>Residents Outside Malvern Town</b></p>

Adult

Junior

If your organisation is not membership based, please give details of approximately how many people you work with/provide services for and the percentage of those who are actually resident in the six Wards that Malvern Town Council is responsible for i.e. Priory, Chase, Pickersleigh, Dyson Perrins, Link and North Malvern:

98% of our services are delivered to Malvern Town Residents – approximately 1800 registered clients

99% of minibuss group hirers are Malvern based organisations

100% of groups using the resource centre are Malvern based

6. Please provide details of Membership Subscription levels (if any): N/A

7. What is the catchment area covered by your organisation for which you provide services?

- All projects are Malvern based
- Out and About trips travel to a variety of destinations both within and outside Malvern
- General support and advice (CVS functions) is district wide
- Community Bus Services are town based and also cover rural/isolated parts of Malvern

8. Give details of the exact purpose for which a Grant is sought:

The grant will enable us to cover the cost of renting office accommodation in the Town Council's building

9. If your application is requested for a specific Project, how will this benefit the community or residents of Malvern Town?

N/A

10. What is the amount of the Grant your organisation is requesting?

£10900

Is this an annual cost? YES (Currently)

11. If the grant is for a specific project, what is the total cost of the project? N/A

Is this an annual cost? ~~YES/NO~~

Are there any recurring costs likely to arise from the Project? ~~YES/NO~~

If the answer is "YES", please explain how this will be funded.

12. If the total cost of the Project is more than the Grant you are requesting, do you already have the balance available? N/A

If "NO" please indicate how you intend to raise the balance and how long you expect this to take:

13. How much have you raised to date and intend raising for the specific Project (if applicable): N/A

14. Have you received, or been promised, Grant Aid from any Government, statutory, voluntary or charitable organisation or from Malvern Hills District Council/Worcestershire County Council towards this Project? NO

If "YES" please give the following details:

Organisation	Purpose	Date Received	Amount
N/A			

15. Give details of all Grants obtained from other Organisations during the preceding Financial Year:

Received From	Amount	Remarks
Worcs Community Foundation	£9570	Covid Recovery Grant
Public Health (COMF/District IMT)	3650	Covid Recovery Grant
WCC	£2500	Countryside Rides
Dept for Transport	£1716	BSOG

16. Give details of all Donations obtained from other Organisations during the preceding Financial Year:

Received From	Amount	Remarks
Friends of Community Action	£25000	

17. Give details of any unsuccessful Grant applications made by your Organisation during the current Financial Year and indicate the result:

Applied To	Amount	Remarks
None	-	-

18. What are your other main sources of income during the last financial year?

Source of Income	Amount	Reason
Please see accounts		

19. Please list amounts and reasons below for Reserve funds shown in the latest Accounts that your Organisation:

Reason for Maintaining the Reserve	Amount
Unrestricted reserves are maintained to be able to cover day to day running costs in the unlikely event that future incoming resources are either delayed or unduly cease.	Varies annually
Designated fund for purchase of new wheelchair vehicle	£28000

20. Please give details of your Organisation's own fund-raising efforts during the past year:

This has been limited to the return of coffee mornings and cake sales as the impact of Covid 19 diminished, while the focus of activity was preparation and organisations of events to mark the 50<sup>th</sup> Anniversary of the charity

21. Have you previously received, or applied for a Grant from Malvern Town Council?

YES

If "YES" please give details of amount(s) and date(s):

Malvern Town Council awarded a grant of £10,900 to cover rent costs for the last financial year, and has done so in previous years

22. If your application is successful, please state to whom the grant should be made payable including bank details:

**Community Action Malvern and District**  
**Account No: 71876821**  
**Sort Code: 40 31 09**

## **Appendix**

### **How the grant will provide significant and wide-reaching benefit for the residents of Malvern town**

The grant will be used to pay rent for Community Action's (CA) office space, which provides the base from which we manage and deliver our charitable activities. Without a central office, CA's effectiveness would be severely restricted and much of the good work that we do would be lost: as one of the primary and oldest (over 50 years' service) charities specific to Malvern, we work closely with MTC, MHDC and WCC to enhance the community of Malvern.

Demographically, Malvern has a significant population of older people and CA's services have been developed to reflect this: our remit is to reduce isolation by providing independent transport for the over 60's and any registered disabled in the Malvern area who are unable to access public transport. Not only do we provide access to medical appointments, but we also take them shopping, to exercise classes, and to visit friends and family in hospital or nursing homes when volunteer resources permit. These social trips are just as valuable as the medical journeys, enabling older people to enjoy the independence that is available to the rest of the community. Our wheelchair accessible cars are equally invaluable, allowing wheelchair users more freedom to travel, not only to medical appointments, but to accompany family and friends to social events.

Most of the local church groups and other charities use our minibuses; these charities cover a wide section of the local community helping children, older and disabled people, and we also work closely with Malvern Foodbank, so our impact is felt throughout the town and its surrounding area. By working collaboratively with these groups, we contribute to their sustainability and our transport projects support environmental issues by reducing the number of vehicles within the area.

We provide several 'shopping' bus services into and around Malvern, increasing opportunities for trade within the town and at the Retail Park, with some of the routes bringing clients into the Malvern area from as far as Gloucester, Cheltenham and Tewkesbury. We also have a bus service which will bring people from the more rural areas into Malvern 4 days a week.

The Men's Shed, established in 2019, has grown significantly since its post Covid relaunch; its purpose is to provide a suitable environment to reduce loneliness in our town's male population, and we have now introduced a few sessions open to women. We have recently established a Volunteer Centre for the town, with the appointment of an additional member of staff; this project will support local groups within the area, initially by promoting volunteering generally, publicising available volunteering opportunities and signposting potential volunteers to suitable placements, with future plans to support groups with training and other development events.

Therefore, in supporting Community Action, Malvern Town Council also supports many other local charities and organisations: the grant directly enables over 100 volunteers and innumerable others to make a significant contribution to the local community. All of this is achieved predominantly by an investment in office accommodation for a small team of part time administrators whose primary aim is to improve the lives of local residents.

REGISTERED NUMBER: COMPANY 08179244

CHARITY 1149335

**REPORT OF THE DIRECTORS AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

**FOR**

**COMMUNITY ACTION MALVERN AND DISTRICT**

**REGISTERED CHARITY LIMITED BY GUARANTEE**



**COMMUNITY ACTION MALVERN AND DISTRICT**

**REGISTERED CHARITY LIMITED BY GUARANTEE**

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**COMMUNITY ACTION MALVERN AND DISTRICT**

**REGISTERED CHARITY LIMITED BY GUARANTEE**

**COMPANY INFORMATION**

**FOR THE YEAR ENDED 31 MARCH 2022**

<b>DIRECTORS:</b>	C H Kirk (Chair) (resigned 3/11/21) A Turpin (Treasurer) Mrs K Sutton M Amery (Chair from 3/11/2021) P N Hubble R Emery C Haden (appointed 3/11/2021)
<b>COMPANY SECRETARY:</b>	Mrs J E Phillip (resigned 20/08/21) Mrs C Walton (appointed 20/08/21)
<b>KEY MANAGEMENT PERSONNEL:</b>	Mrs C Walton (Chief Officer)
<b>REGISTERED OFFICE:</b>	Third Floor 28-30 Belle Vue Terrace Malvern Worcestershire WR14 4PZ
<b>REGISTERED NUMBER:</b>	Company 08179244 Charity 1149335
<b>INDEPENDENT EXAMINER:</b>	Elizabeth Eyre FCA Elizabeth Eyre Limited Bank Street Business Centre 6 Bank Street Malvern WR14 2JN
<b>BANKERS:</b>	HSBC PLC 1 Church Street Malvern Worcestershire WR14 2AB

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2022**

The directors present their report with the financial statements of the company for the year ended 31 March 2022. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Charities SORP FRS 102.

**CONSTITUTION**

The charity is a company limited by guarantee which is governed by its Memorandum and Articles of Association adopted on 14 August 2012. In accordance with Section 60(1) (a) of the Companies Act 2006, the company is exempt from the requirements of that Act to include 'Limited' as part of its name. The charity is registered with the Charity Commissioners. The charity registration number is 1149335 and the company registration number is 08179244.

**PRINCIPAL AND REGISTERED OFFICE AND ADVISERS**

The principal address and registered office is Third Floor, 28-30 Belle Vue Terrace, Malvern, Worcestershire, WR14 4PZ. The independent examiner is Elizabeth Eyre FCA, Elizabeth Eyre Limited, Bank Street Business Centre, 6 Bank Street, Malvern WR14 2JN.

The bankers are HSBC PLC, 1 Church Street, Malvern, Worcestershire, WR14 2AB.

The insurance brokers are Covea Insurance, Norman Place, Reading, RG1 8DA.

**DIRECTORS (WHO ARE ALSO TRUSTEES)**

The directors, who are also trustees, during the period under review, were:

CH Kirk (resigned 3/11/2021)

A R Turpin

M Amery

R Emery

P N Hubble

Mrs K Sutton

C D Haden (appointed 3/11/2021)

The company is limited by guarantee and therefore no director has any interest in the share capital of the company. The directors are appointed at the Annual General Meeting to ensure that the Board represents a cross section of the community and individuals with relevant professional backgrounds.

Trustees are recruited from individuals/organisations who are associate members. An assessment of member skills is undertaken annually to determine any gaps in skills which would assist the Board to function more effectively.

New Board members are provided with copies of the most recent annual report and accounts, a role description of the responsibilities of a trustee, a copy of the Memorandum and Articles of Association, copies of recent minutes of meetings and a copy of the Charity Commission publication, "Responsibilities of Charity Trustees". New trustees also have an induction session with the Chief Officer and with the Chair.

New trustees are asked to consider any potential conflict of interest and these are recorded as appropriate. The directors of the company are also charity trustees for the purposes of charity law and under the company's articles are known as members of the Board.

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The directors/trustees are responsible for financial controls and accounts; for developing and overseeing a reserves policy; for ensuring that all procedures and policies adhere to their legal requirements as employers; for reviewing risk management of the organisation; to ensure all aspects of charity and company law are fully and properly adhered to and to generally protect the charity's property. The trustees have complied with their duty in Section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission on public benefit.

The directors are responsible for agreeing the annual report and accounts, as well as reviewing the activity during the year against the annual year plan. The Chief Officer has delegated authority, under terms approved by the Board, for all day-to-day activity including financial, employment and staff supervision, but has to present a report at each meeting of the Board.

The company's financial management is based on detailed budgets prepared for all the company's activities prior to the start of each financial year. These reflect expected costs and income calculated from previous years' experience, and take account of any known, or planned changes in activity or financial circumstances. Any such significant changes are discussed in advance with directors who retain overall responsibility for the financial management of the company.

Expenditure and Income are monitored monthly against the budgets set and a monthly financial monitoring report is produced by the charity's treasurer. These reports are sent to the chair and chief officer and also appear on the agenda for each director's meeting. This system enables any significant variations from financial plans to be identified early and any necessary action to be agreed quickly.

The company's bookkeeper accounts for receipts and payments on a weekly basis. Responsibilities include weekly banking and bank account reconciliations. The bookkeeper reconciles income and expenditure on a monthly basis and this then forms the basis for the monthly financial reporting.

**RESERVES POLICY**

Reserves are held for the future funding of the charity. The trustees' policy is to ensure that unrestricted reserves be held at a level approximately equal to 6 months expenditure in order to be able to cover day to day running costs in the unlikely event that future incoming resources are either delayed or unduly cease. In addition to this, the trustees may set aside funds for specific planned expenditure which will be categorised as designated funds.

**CHIEF OFFICER**

The Chief Officer of the charity Mrs J E Phillips resigned and was replaced by Mrs C Walton in August 2021.

**OBJECTIVES AND ACTIVITIES**

The principal activity of the company in the period under review was that of promoting any charitable purpose for the benefit of the public principally, but not exclusively, in the local area of Malvern and surrounding districts and environs, and in particular to build the capacity of Third Sector Organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.

The trustees confirm that they have complied with the duty in section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission on public benefit when determining the charity's activities.

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)**

**OBJECTIVES AND ACTIVITIES (Continued)**

**How our activities deliver public benefit**

Our main activities are set out below. We operate in a predominantly rural area with limited public transport provision, so all our charitable activities focus on providing access to essential services for those without alternative means of support, and providing social opportunities for those who are at risk of rural or social isolation, and ensuring that all of the activities are delivered in a way which has a positive impact on mental health.

**Overview**

Business continuity remained affected by the impact of the Covid crisis, which was exacerbated by the reduced availability of volunteers who were either isolating or suffering from Covid. The charity's offices reopened 19<sup>th</sup> July 2021 with measures in place to accommodate social distancing requirements; prior to that date, staff had worked remotely from home to maintain essential services, but demand remained well below normal levels of activity.

**Community Transport**

There is a clear trend of falling numbers across the transport project, some of which can be attributed to the restriction of services during the Covid lockdown and some is linked to the hesitancy of residents to travel for anything other than essential reasons. Work has continued throughout the year to address this trend.

**Minibuses**

The community bus routes operated throughout the year with safety measures in place for social distancing purposes, although many passengers were still reluctant to travel, being nervous of the risks associated with Covid after many months of being isolated. These routes included a weekly service from Malvern to Tewkesbury and the circular Upton to Malvern route operating Tuesday to Friday which is shared with Malvern Dial-a-Ride, while a third service covering Upton to Tewkesbury was established from January 2022 in response to local demand. Although the number of bookings was lower, the minibuses provided 2511 passenger journeys in total and covered over 12220 miles; however, collaboration with a number of local voluntary organisations, for example Age UK and Malvern Special Families, enabled them to use the minibuses to support the activities of their own members or service users and we also negotiated an agreement with Foodbank to deliver food parcels three times each week for clients who were unable to travel into the centre of Malvern.

We appreciate the support we receive from a number of organisations within Malvern, but particular thanks must go here to Manor Park Sports Club for providing parking facilities for the minibuses and Mowbray Nursing Home for hosting the vehicles' key safe.

**Car Service**

The shortage of registered volunteer drivers continued to affect the service available, and priority was given to urgent or emergency medical appointments. Once the vaccination programme was well underway, the service was also made available for transport to vaccination appointments through our partnership with the Incident Management Team for Wychavon and Malvern District Councils.

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)**

**OBJECTIVES AND ACTIVITIES (Continued)**

Volunteer drivers provided 4,640 single passenger journeys within the car service, travelling a total of 51,745 miles of which 37,514 were passenger miles. Volunteers receive expenses for their total mileage, whilst passenger mileage generates fare income for the charity.

**Wheelchair Cars**

106 single passenger journeys are included in the overall 7,151 passenger journey figures. They cover essential journeys such as medical appointments as well as social journeys and family outings for wheelchair users.

**Shoparound/Out & About**

The service was suspended during Covid but, the project leader had maintained contact throughout with existing members and this popular project for lonely and isolated older people was able to resume in October with a slow build-up and a change of name (Out & About) to reflect the options available. The whole project includes a programme of outings to local towns or popular visitor venues, regular Sunday Teas hosted jointly by local community groups and venues, and a Film Club arranged in partnership with Malvern Cube. Huge effort was invested in reassuring members who had lost confidence during their long periods of isolation; towards the end of the year, we joined a countywide project (Countryside Rides) to promote the availability of transport services to encourage more people to travel with confidence. We have seen a gradual return of interest in social outings – 309 passengers have travelled on 36 outings – but there is no doubt that Covid has had an impact on client mobility: we now need to accommodate more mobility equipment which reduces the number of seats available on each trip.

**Men's Shed**

This project was established to combat the negative impact of loneliness and isolation on the health and wellbeing of men who experience difficulty in building social connections and therefore have limited networks with whom they can share worries or concerns. It was relaunched in September 2021 after the original opening unfortunately coincided with the onset of Covid restrictions. The project leader had maintained contact with those who had previously expressed an interest and was able to involve them in reviewing and refreshing the initial planning and investment in a project to address the issue of isolation for many lonely men within the community. The retained premises required a relatively simple makeover to welcome the volunteers (Lead Shedders) and members for some taster sessions to assess the demand before the relaunch. 219 members have attended the 84 sessions held since the relaunch, and small items created by the members have been sold at coffee mornings held in Malvern Link and a retirement village in Great Malvern. Plans are in place to hold a ladies/mixed session each week in response to local demand.

**Friends of Community Action**

This fundraising arm of the charity is building momentum after a long period of enforced inactivity where no largescale events were possible other than an on-line Crowdfunding campaign in the summer of 2021, but the crisp packet recycling project continued throughout the year. With the regular coffee shop outlet no longer available, and fewer volunteers, the schedule currently revolves around a simple programme of monthly drop-in coffee mornings since January 2022 in a regular venue. These have been interspersed with occasional cake or table-top sales as well as a Christmas Fair to re-engage with the regular supporters and attract new volunteers before including grand events in the schedule.

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)**

**OBJECTIVES AND ACTIVITIES (Continued)**

**Volunteers**

Volunteers are critical to the ongoing success of the charity and they provide invaluable support to the team and to the clients. We have 95 registered volunteers, although not all have been active throughout the whole year. As stated in the previous sections, there is a shortage of volunteers for our project delivery and there is little comfort in knowing that this is a widespread problem across the majority of charities. We appreciate the commitment of those who continue to volunteer with us, whether as drivers or passenger assistants, and we're particularly grateful for the admin support provided by the receptionists. We have struggled to schedule our regular social coffee mornings where volunteers can meet but we're delighted that we were able to arrange a volunteers' Christmas meal when an anonymous donor offered to host two dates in January. All volunteers are DBS checked and these are renewed every three years; 30 checks have been completed this year for internal volunteers and in addition to this we have undertaken 12 DBS checks for local organisations.

**Volunteer Centre**

There is an agreement in principle with Malvern Hills District Council that Community Action will fill the gap left by the closure of Malvern Hills Volunteering. Initial discussions have taken place about the scope of the project, which will be to facilitate the promotion and development of volunteering and connect prospective volunteers with local charities and community groups. Planning and consultation is at an early stage to assess both the capacity within the current team and the suitability and accessibility of the current premises. An initial role description has been prepared in readiness for a recruitment exercise.

**REVIEW OF BUSINESS**

The results for the year and financial position of the company are as shown in the annexed financial statements. Comparison with the previous year's accounts shows major variances because activities in 2020/21 were reduced because of Covid lockdowns but, conversely, the company benefited in 2020/21 from significant one-off grants and donations relating to Covid.

The charity's activities have been financed by grants and donations and the result for the year was a deficit of £13,158 (2021 £8,223). The total income received during the year was £165,556 (2021 £151,622). The income was to finance the operation of the charity. The total expenditure during the year was £178,714 (2021 £159,845) which includes vehicle running costs of £53,529 (2021 £21,341) and salaries of £95,571 (2021 £109,218). Resources are always required to finance upgrades to the vehicle fleet, and £28000 has been set aside to replace one of the wheelchair vehicles in the coming year.

**RISK ASSESSMENT**

The trustees review the risks to which the charity might be exposed as identified by the trustees and has established systems and procedures to manage those risks.

**THE FUTURE**

The trustees believe the current level of reserves held will enable the charity to continue its work in the foreseeable future and are regularly reviewing funding availability to ensure that the charity can continue its operations in the medium term.

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)**

**THE FUTURE CONTINUED**

The company anticipates a continuation of its current activity and seeks to expand with more community bus routes which will demand a robust vehicle replacement strategy for the current minibus fleet; this will be complemented by plans to replace one of the wheelchair vehicles in the coming year, for which £28,000 has been set aside as designated funds. The new volunteering project will need an additional staff member and this should help to tackle the problem of reduced volunteer numbers.

The landlord has given notice that the building is up for sale and the lease will not be renewed on expiry at the end of next year; a search for new premises will be an immediate priority.

Funding from local authorities will continue to be under pressure, meaning that fundraising and attracting more donations will remain a major priority.

Summer 2022 sees the 50<sup>th</sup> Anniversary of the charity and plans are being made to mark this with a series of celebration and promotional events.

**STATEMENT OF DIRECTORS' RESPONSIBILITIES**

The trustees are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law, the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and Applicable Law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that period. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue to do business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.



**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)**

**STATEMENT OF DIRECTORS' RESPONSIBILITIES CONTINUED**

This report has been prepared in accordance with the Special Provision of Part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD:**

M Amery – Chair

A handwritten signature in black ink, appearing to read "Michael Amery", with a long horizontal stroke extending to the right.

Date: 3.11. 2022

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF COMMUNITY ACTION MALVERN AND DISTRICT**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2022 which are set out on pages 10 to 22.

### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 386 of the 2006 Act and section 130 of the 2011 Act; or
- the accounts did not accord with those records; or
- the accounts did not comply with the applicable accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 and under section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Elizabeth Eyre FCA**  
**Elizabeth Eyre Limited**  
**Bank Street Business Centre**  
**Malvern**  
**WR14 2JN**  
Date: 21 November 2022

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND**  
**EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022**

		<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>
		<b><u>Funds</u></b>	<b><u>Funds</u></b>	<b><u>Funds</u></b>	<b><u>Funds</u></b>
	<b><u>Note</u></b>	<b><u>2022</u></b>	<b><u>2022</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
		<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
<b><u>Income</u></b>					
Incoming resources from generated funds:					
Voluntary Income	6	49,441	9,600	59,041	78,278
Activities for Generating Funds	7	15	-	15	-
Investment Income	8	1,597	-	1,597	2,344
Incoming Resources from Charitable	9				
Activities		<u>104,903</u>	<u>-</u>	<u>104,903</u>	<u>71,000</u>
<b><u>Total Income</u></b>		<b><u>155,956</u></b>	<b><u>9,600</u></b>	<b><u>165,556</u></b>	<b><u>151,622</u></b>
<b><u>Expenditure</u></b>					
Charitable Activities	10	<u>169,114</u>	<u>9,600</u>	<u>178,714</u>	<u>159,845</u>
<b><u>Total Expenditure</u></b>		<b><u>169,114</u></b>	<b><u>9,600</u></b>	<b><u>178,714</u></b>	<b><u>159,845</u></b>
<b><u>Net Expenditure and Net Movement in</u></b>					
<b><u>Funds for the Year</u></b>		<b>(13,158)</b>	<b>-</b>	<b>(13,158)</b>	<b>(8,223)</b>
Total Funds Brought Forward		<u>201,126</u>	<u>-</u>	<u>201,126</u>	<u>209,349</u>
<b><u>Total Funds Carried Forward</u></b>		<b><u>187,968</u></b>	<b><u>-</u></b>	<b><u>187,968</u></b>	<b><u>201,126</u></b>

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**  
**COMPANY REGISTERED NUMBER 08179244**

**BALANCE SHEET AT 31 MARCH 2022**

		2022		2021	
	Note	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	11		17,344		3,529
<b>CURRENT ASSETS</b>					
Debtors	12	6,751		8,839	
Cash at bank and in hand		185,348		205,544	
Total current assets		192,099		214,383	
Creditors: amounts falling due within one year	13	(21,475)		(16,786)	
<b>NET CURRENT ASSETS</b>			170,624		197,597
<b>NET ASSETS</b>			187,968		201,126
<b>FUNDS</b>					
Unrestricted funds					
General fund			159,968		201,126
Designated fund			28,000		-
Restricted funds			-		-
			187,968		201,126

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

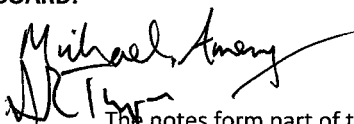
The trustees acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with Section 386 and 387 of the Companies Act 2006 and,
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Charities SORP FRS 102.

**ON BEHALF OF THE BOARD:**

M Amery – Chair  
A Turpin – Treasurer



Approved by the Board on: 3 November 2022

The notes form part of these financial statements

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

**1. ACCOUNTING POLICIES**

**Basis of Accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**Company Status**

The charity is a company limited by guarantee. The members of the company are the trustees named in the Report of the Directors, the employees and the volunteers. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1.00 per member of the charity.

**Funds**

General Funds are unrestricted funds which are available for the use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

**Reserves Policy**

Reserves are held for the future funding of the charity. The trustees' policy is to ensure that unrestricted reserves be held at a level approximately equal to 6 months expenditure in order to be able to cover day to day running costs in the unlikely event that future incoming resources are either delayed or cease. In addition to this, the trustees may set aside funds for specific planned expenditure which will be categorised as designated funds.

**Incoming Resources**

All incoming resources are Included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The Charity does not undertake trading on its own account. Income from the Friends of Community Action is recorded when receivable.

**Resources Expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Charitable Activity Costs are the costs of fulfilling the objects of the charity.

**Tangible fixed assets**

Depreciation is provided on all tangible fixed assets, stated at cost, at the following annual rates in order to write off each asset over its estimated useful life. Assets are included at cost and any capital expenditure less than £100 is not capitalised.

Office equipment	- 25% on cost
Motor vehicles	- 25% on cost

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)**

**Accounting Policies (continued)**

**Fund Accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.
- Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

**Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the bank.

**Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

**Creditors and Provisions**

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

**Financial Instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Cash at Bank and in Hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Preparation of the Accounts on a Going Concern Basis**

There are no material uncertainties about the Charity's ability to continue. On this basis the Charity is considered to be a going concern.

**2. TURNOVER**

The turnover and profit before taxation are attributable to the charitable activities of the company.

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)**

**3. STAFF COSTS**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>92,148</b>	103,543
Social security costs	<b>2,045</b>	2,985
Pension costs	<b>1,378</b>	2,690
	<b>95,571</b>	109,218

The average monthly number of employees during the period was as follows:

	<b>2022</b>	<b>2021</b>
Administration	<b>6</b>	<b>7</b>

There are no payments to trustees for salaries during the period.

Payments of £666 (2021, - £0) were made to trustees to reimburse expenses.

No employee received emoluments amounting to more than £60,000.

Remuneration totalling £32,508 (2021 - £34,716) was paid to key personnel.

**4. OPERATING PROFIT**

The operating profits stated after charging:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Depreciation – owned assets	<b>6,040</b>	1,864
Profit on disposal of fixed assets	<b>(3,344)</b>	(1,500)
Independent examiner's fee in respect of external scrutiny	<b>1,050</b>	1,000

**5. TAXATION**

The company is a registered charity and is not liable to corporation tax.

**6. VOLUNTARY INCOME**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Grants:</b>				
Malvern Town Council	10,900	-	10,900	10,900
Worcestershire Community Foundation	-	9,600	9,600	-
<b>Donations:</b>				
Friends of Community Action	25,000	-	25,000	10,000
Covid grants	3,650	-	3,650	37,500
Sundry	9,891	-	9,891	19,878
	<b>49,441</b>	<b>9,600</b>	<b>59,041</b>	<b>78,278</b>

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)**

**7. ACTIVITIES FOR GENERATING FUNDS**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Annual Fairs	5	-
Printing and stationery	10	-
	<u>15</u>	<u>-</u>

**8. INVESTMENT INCOME**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Bank interest	1,597	2,344
	<u>1,597</u>	<u>2,344</u>



**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)**

**9. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	2022	2021
	£	£
<b>Car Service Contracts:</b>		
Worcestershire County Council	9,913	9,101
Malvern Hills District Council	2,910	931
Worcestershire Community Transport	3,896	4,617
<b>Community Transport Service Contracts:</b>		
Worcestershire County Council	2,662	2,662
Malvern Hills District Council	995	60
Worcestershire Community Transport	7,354	7,825
Bus Service Operators Grant	1,716	1,716
Worcestershire County Council - Tewkesbury	4,764	3,943
Worcestershire County Council – New Bus Route	19,016	15,610
Worcestershire County Council – Rides Fund	312	-
CB2	1,060	
Malvern Food Bank	6,263	4,875
<b>Shoparound:</b>		
Worcestershire County Council	1,474	1,474
Malvern Hills District Council	286	-
Worcestershire Community Transport	974	1,154
<b>Tea Club:</b>		
Worcestershire Community Transport	433	513
Worcestershire County Council	1,025	1,025
Malvern Hills District Council	34	-
	<u>65,087</u>	<u>55,506</u>
<b>Fares:</b>		
Car Service	30,685	13,969
Community Transport	5,022	1,443
Shoparound	3,009	-
Tea Club	600	-
<b>Helping Hands</b>	109	132
<b>Men's Sheds membership</b>	391	(50)
	<u>104,903</u>	<u>71,000</u>

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)**

**10. CHARITABLE ACTIVITIES**

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
<b>Charitable Expenditure</b>				
Car running costs	23,161	-	23,161	8,283
Community transport vehicle running costs	19,172	3,750	22,922	8,583
Men's Sheds	3,746	2,500	6,246	4,850
Profit on disposal of motor vehicles	(3,400)	-	(3,400)	(1,500)
Depreciation – motor vehicles	4,600	-	4,600	1,125
	<u>47,279</u>	<u>6,250</u>	<u>53,529</u>	<u>21,341</u>
Independent examiner's fees	1,050	-	1,050	1,000
<b>Support Costs</b>				
Employers pension	2,045	-	2,045	2,690
Salaries	88,998	3,150	92,148	103,543
Employers NIC	1,378	-	1,378	2,985
Telephone	1,553	-	1,553	1,629
Postage	132	-	132	501
Stationery	2,922	-	2,922	2,625
Advertising and website	304	200	504	504
Rent	11,512	-	11,512	11,512
Rates	-	-	-	983
Insurance	1,111	-	1,111	1,110
Electricity	300	-	300	158
Subscriptions	811	-	811	858
Computer costs	3,645	-	3,645	3,975
Staff training and DBS checks	170	-	170	544
Travel	93	-	93	119
Sundry expenses	3,850	-	3,850	2,662
Bank charges	60	-	60	-
Depreciation – office equipment	1,440	-	1,440	739
Loss on disposal of equipment	56	-	56	-
Professional fees	405	-	405	367
Repairs	-	-	-	-
	<u>169,114</u>	<u>9,600</u>	<u>178,714</u>	<u>159,845</u>

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)**

**11. TANGIBLE FIXED ASSETS**

	<b>Motor Vehicles £</b>	<b>Office Equipment £</b>	<b>Total £</b>
<b>COST</b>			
As at 1 April 2021	68,982	12,730	81,712
Disposals	(11,180)	(671)	(11,851)
Additions	17,250	5,359	22,609
As at 31 March 2022	<u>75,052</u>	<u>17,418</u>	<u>92,470</u>
<b>DEPRECIATION</b>			
As at 1 April 2021	66,732	11,451	78,183
Disposals	(8,930)	(167)	(9,097)
Charge for the year	4,313	1,727	6,040
As at 31 March 2022	<u>62,115</u>	<u>13,011</u>	<u>75,126</u>
<b>NET BOOK VALUE</b>			
As at 31 March 2022	<u>12,937</u>	<u>4,407</u>	<u>17,344</u>
As at 31 March 2021	<u>2,250</u>	<u>1,279</u>	<u>3,529</u>

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2022 £</b>	<b>2021 £</b>
Trade debtors	4,582	7,809
Prepayments and other debtors	<u>2,169</u>	<u>1,030</u>
	<u>6,751</u>	<u>8,839</u>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2022 £</b>	<b>2021 £</b>
Social security and other taxes	-	1,166
Accruals	1,050	1,000
Creditors	<u>20,425</u>	<u>14,620</u>
	<u>21,475</u>	<u>16,786</u>

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)**

**14. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u>
	£	£	£
Fund balances at 31 March 2022 are represented by:			
Tangible fixed assets	17,344	-	17,344
Current assets	192,099	-	192,099
Current liabilities	(21,475)	-	(21,475)
	<u>187,968</u>	<u>-</u>	<u>187,968</u>

**15. MOVEMENT IN FUNDS**

	<u>At 1 April</u> <u>2021</u>	<u>Incoming</u> <u>Resources</u>	<u>Outgoing</u> <u>Resources</u>	<u>Transfers</u>	<u>At 31</u> <u>March</u> <u>2022</u>
	£	£	£	£	£
<b>Restricted funds</b>					
Worcestershire Community Foundation	-	9,600	(9,600)	-	-
<b>Total</b>	<u>-</u>	<u>9,600</u>	<u>(9,600)</u>	<u>-</u>	<u>-</u>
<b>Unrestricted funds</b>					
General funds	201,126	155,956	(169,114)	(28,000)	159,968
<b>Designated funds</b>					
Vehicle purchase	-	-	-	28,000	28,000
<b>Total</b>	<u>201,126</u>	<u>155,956</u>	<u>(169,114)</u>	<u>-</u>	<u>187,968</u>
<b>Total funds</b>	<u>201,126</u>	<u>165,556</u>	<u>(178,714)</u>	<u>-</u>	<u>187,968</u>

Restricted fund - Worcestershire Community Foundation – Covid Impact Fund to help towards costs

Designated fund – funds designated towards the cost of a vehicle to be purchased at a future date

**16. RESERVES**

The constitution states that no member shall be entitled, on dissolution, to any part of the assets of the company. Any assets remaining, after payment of liabilities, shall be distributed to other charitable institutions having similar objects to some of the objects of the company as approved by the Charity Commissioners.

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)**

17. **RELATED PARTIES**

There are no related party transactions.

18. **STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME – PRIOR YEAR**

	<b><u>Unrestricted</u></b> <b><u>Funds</u></b> <b><u>2021</u></b>	<b><u>Unrestricted</u></b> <b><u>Funds</u></b> <b><u>2020</u></b>
<b><u>Income</u></b>		
Incoming resources from generated funds:		
Voluntary Income	78,278	44,754
Activities for Generating Funds	-	98
Investment Income	2,344	2,672
Incoming Resources from Charitable Activities	<u>71,000</u>	<u>163,858</u>
<b><u>Total Income</u></b>	<b><u>151,622</u></b>	<b><u>211,382</u></b>
<b><u>Expenditure</u></b>		
Charitable Activities	<u>159,845</u>	<u>222,386</u>
<b><u>Total Expenditure</u></b>	<b><u>159,845</u></b>	<b><u>222,386</u></b>
<b><u>Net (Expenditure) and Net Movement in Funds for The Year</u></b>	<b><u>(8,223)</u></b>	<b><u>(11,004)</u></b>
Total Funds Brought Forward	<u>209,349</u>	<u>220,353</u>
<b><u>Total Funds Carried Forward</u></b>	<b><u>201,126</u></b>	<b><u>209,349</u></b>

19. **VOLUNTARY INCOME – PRIOR YEAR**

	<b>2021</b> <b>£</b>	<b>2020</b> <b>£</b>
<b>Grants:</b>		
Malvern Town Council	10,900	10,900
<b>Donations:</b>		
Friends of Community Action	10,000	21,000
Covid grants	37,500	-
Shoparound	-	635
Tea Club	-	75
Men's Sheds	-	2,750
Sundry	19,878	9,394
	<u>78,278</u>	<u>44,754</u>

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)**

**20. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES – PRIOR YEAR**

	2021	2020
	£	£
<b>Car Service Contracts:</b>		
Worcestershire County Council	9,101	9,378
Malvern Hills District Council	931	8,224
Worcestershire Community Transport	4,617	5,601
<b>Community Transport Service Contracts:</b>		
Worcestershire County Council	2,662	3,083
Malvern Hills District Council	60	2,841
Worcestershire Community Transport	7,825	7,749
Bus Service Operators Grant	1,716	1,866
Worcestershire County Council - Tewkesbury	3,943	7,280
Worcestershire County Council – New Bus Route	15,610	18,895
Dyson Linker CB4	-	7,800
Malvern Food Bank	4,875	-
<b>Shoparound:</b>		
Worcestershire County Council	1,474	2,023
Malvern Hills District Council	-	1,972
Worcestershire Community Transport	1,154	1,385
<b>Tea Club:</b>		
Worcestershire Community Transport	513	571
Worcestershire County Council	1,025	1,060
Malvern Hills District Council	-	1,025
	<b>55,506</b>	<b>80,753</b>
<b>Fares:</b>		
Car Service	13,969	48,424
Community Transport	1,443	22,387
Shoparound	-	9,112
Tea Club	-	2,626
<b>Helping Hands</b>	<b>132</b>	<b>496</b>
<b>Men's Sheds membership</b>	<b>(50)</b>	<b>60</b>
	<b>71,000</b>	<b>163,858</b>

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)**

**21. CHARITABLE ACTIVITIES – PRIOR YEAR**

	2021	2021	2020	2020
	£	£	£	£
<b>Charitable Expenditure</b>				
Car running costs		8,283		32,388
Community transport vehicle running costs		8,583		32,219
Men's Sheds		4,850		4,804
Profit on disposal of motor vehicles		(1,500)		-
Depreciation – motor vehicles		1,125		14,275
		<u>21,341</u>		<u>83,686</u>
Independent examiner's fees		1,000		1,000
<b>Support Costs</b>				
Employers pension	2,690		2,642	
Salaries	103,543		96,097	
Employers NIC	2,985		3,023	
Telephone	1,629		1,808	
Postage	501		1,006	
Stationery	2,625		3,275	
Advertising and website	504		672	
Rent	11,512		14,345	
Rates	983		1,219	
Insurance	1,110		1,108	
Electricity	158		88	
Subscriptions	858		914	
Computer costs	3,975		2,966	
Staff training and DBS checks	544		136	
Travel	119		1,290	
Special events	-		-	
Sundry expenses	2,662		3,451	
Depreciation – office equipment	739		571	
Professional fees	367		3,014	
Repairs	-		75	
		<u>137,504</u>		<u>137,700</u>
		<u>159,845</u>		<u>222,386</u>

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**SCHEDULE OF FIXED ASSETS AS AT 31 MARCH 2022**

	<u>Date</u>	<u>Cost</u>	<u>Balance as</u>	<u>Sold</u>	<u>Depreciation</u>	<u>Balance as</u>
	<u>Purchased</u>		<u>at 01.04.21</u>		<u>Charge</u>	<u>at</u>
						<u>31.03.22</u>
<b><u>Equipment</u></b>						
Furniture			-		-	-
Computers			-		-	-
Notebook	2018	597	-		-	-
Shredder	2018	139	-		-	-
Lenovo laptop	2020	1,050	525	-	262	263
Lathe	2020	200	100	-	50	50
Tools	2020	300	150	-	75	75
HP laptop	2021	671	504	(504)	-	-
Dell laptop	2022	708	-	-	177	531
ML350 server	2022	4,651	-	-	1,163	3,488
			1,279	(504)	1,727	4,407
<b><u>Motor Vehicles</u></b>						
Fiat Doblo RE08	2013	5,845	-	(-)	-	-
BUJ			-		-	-
Nissan MK12 GPZ	2015	11,495	-		-	-
VW Crafter WJ16	2016	45,886	-		-	-
LMV						
Minibus CN08 BHV	2020	4,500	2,250	(2,250)	-	-
SF59 AVE	2022	3,500	-	-	875	2,625
Renault Master	2022	13,750	-	-	3,438	10,312
			2,250	(2,250)	4,313	12,937

This page does not form part of the statutory financial statements



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

**to be held in the Council Chamber, Belle Vue Terrace, Malvern  
on Wednesday 14 December 2022 at 6.00 pm**

**PROPOSED BUDGET 2023 - 2024**

**1. PURPOSE OF REPORT**

- 1.1. The purpose of this report is for Committee to discuss and determine the budget and establish the precept level for the financial year 2023/24. Recommendations from this Committee will be forwarded to Full Council for their consideration and approval on Tuesday 20 December 2022.

**2. SUMMARY OF KEY RECOMMENDATIONS**

- 2.1. This report presents to Policy and Resources Committee 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.
- 2.2. At the Policy and Resources Committee meeting held on 30 November, discussions were held about what 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 would 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.
- 2.3. Officers have taken recommendations made at the Policy and Resources Committee from 30 November and have been working with the aim of keeping any precept increase as low as possible, whilst still ensuring that the current level of service delivery is maintained. The proposed budget submitted with this report includes an increase of 8.6%.
- 2.4. **Committee is therefore 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:

£771,832 *not* taking into account any movements in Earmarked Reserves

£761,832 taking into account movements in Earmarked Reserves

- iii. The precept for 2023/24 should be set at **£762,000**. This reflects an increase of 8.6% 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 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. At the meeting on 30 November, Policy and Resources Committee agreed that keeping any precept increase for 2022/23 at approximately 6% was the aim. 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.
- 3.5. 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.
- 3.6. Officers are presenting the Proposed Budget for 2023 - 2024 (attached to this report) which 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.
- The National Local Government pay agreement and associated increases.
- 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.

3.7. The budget for 2022/23 included the following assumptions

- Malvern Town Council will retain ownership of the building at 28-30 Belle Vue Terrace until 30 June 2022.
- A new building at Victoria Park will be built during the summer/autumn of 2022.
- Any loan repayments required for financing purposes will 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 indicative of 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

	<b>2022/23 Budget</b>	<b>2022/23 Re-forecast</b>	<b>Underspend/ (Overspend)</b>
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)
<b>Less</b>			
Net Release of Earmarked Reserves	(12,500)	(30,000)	17,500
Net Costs Covered by the Precept	701,252	689,411	11,841
<b>Less</b> 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 increase of 6% 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)**

	<b>Revised Forecast 2022/23</b>	<b>Proposed Budget 2023/2024</b>	<b>(Increase)/ Decrease In costs</b>
Ongoing Running Costs	602,231	670,432	(68,201)
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
<b>Total Costs</b>	<b><u>689,411</u></b>	<b><u>761,832</u></b>	<b><u>(72,421)</u></b>

- 8.1. Costs are proposed to increase by £72,421 when compared with the revised forecast for 2022/23.
- 8.2. Gross expenditure on administration services has increased by approximately 10% 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 just under 13%. 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 £405,409 for 2023/24 shows an increase in costs of £32,239 from the current year's re-forecast of £373,170 and an increase of £16,668 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 <sup>nd</sup> 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
<b>Total</b>	<b>£60,122</b>

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 incurred 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 £11,000 from the re-forecast to include a 6% 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
<b>Total</b>	<b>£42,050</b>

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
<b>Total</b>	<b>£51,908</b>

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 £265,023, this is an increase of £30,665 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
<b>Net Income</b>	<b>(£4,626)</b>	<b>(£4,249)</b>

### 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
<b>Net Income</b>	<b>(£45,730)</b>	<b>(£45,323)</b>

### 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
<b>Total</b>	<b>£14,050</b>

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 £301,339 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 £36,963 against the re-forecast but allows for inflationary increases on salaries, utilities, non-domestic rates and fuel.

	<b>Re-Forecast 2022/23</b>	<b>Budget 2023/24</b>
Income	10,342	9,040
Costs	274,718	310,379
<b>Net Cost</b>	<b>£264,376</b>	<b>£301,339</b>



#### 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 £218,305 and includes the following provisions:

- A return to a full staffed operational team of 8 full time staff alongside the Operations Manager
- A 6% 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
<b>Total</b>	<b>£9,560</b>

#### 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)**

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

##### 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
<b>Total</b>	<b>£6,895</b>

### 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
<b>Total</b>	<b>£7,259</b>

- 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.
- 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.

<b>NAME OF PROJECT</b>	<b>DETAILS</b>	<b>ANTICIPATED COSTS</b>
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 strimmer with harness and battery, one hedge trimmer and battery, one multi-tool and battery, plus required charging ports and spare batteries.	£6,000
<b>Total</b>		<b>£89,750</b>

## 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 (which is 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	10,760.08	= £65.19

- 22.3. The Council have not yet been given the Council Tax Base figures for 2023/24, but if the precept increases by 8.6% and there are no changes to the tax base, the Council Tax charge will be

Precept	£762,000	
	<hr/>	
Council Tax Base	10,760.08	= £70.82

This is an increase of £5.63 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.

## **23. CONCLUSION**

- 23.1 Members are asked to consider the recommendations at 2.4 of this report.
- 23.2 The Proposed Budget for 2023/24 includes a suggested precept level of £762,000 which is put before committee for debate and decision. A precept level of £762,000 represents an 8.6% 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.
- 23.3 It is hoped that up to date tax base information can be provided soon.



- 23.4 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.
- 23.5 Officers have worked to keep costs as low as possible, but Committee 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
<b>ONGOING REVENUE COSTS</b>						
Administration (Net)	405,409	172,594	95,174	105,402	373,170	388,741
Operations (Net)	265,023	100,472	70,367	58,222	229,061	234,358
Budget Contingency Fund	20,000	-	-	-	-	20,000
<b>TOTAL ONGOING REVENUE COSTS</b>	<b>690,432</b>	<b>273,066</b>	<b>165,541</b>	<b>163,624</b>	<b>602,231</b>	<b>643,099</b>
<b>ASSET RENEWAL / REFURBISHMENT</b>	<b>89,750</b>	<b>56,926</b>	<b>30,000</b>	<b>28,750</b>	<b>115,676</b>	<b>79,500</b>
<b>VEHICLE / MACHINERY REPLACEMENT FUND</b>	<b>20,000</b>	<b>7,500</b>	<b>3,750</b>	<b>3,750</b>	<b>15,000</b>	<b>15,000</b>
	<b>(28,750)</b>	<b>(14,687)</b>	<b>-</b>	<b>-</b>	<b>(14,687)</b>	<b>(34,500)</b>
<b>SPECIAL EXPENDITURE</b>	<b>8,000</b>	<b>3,858</b>	<b>1,929</b>	<b>1,929</b>	<b>7,716</b>	<b>7,629</b>
<b>TOTAL EXPENDITURE before financing</b>	<b>779,432</b>	<b>326,663</b>	<b>201,220</b>	<b>198,053</b>	<b>725,936</b>	<b>710,728</b>
<b>FINANCING COSTS:</b>						
Interest Received	(7,600)	(2,425)	(2,050)	(2,050)	(6,525)	(2,750)
Loan Interest	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	5,774
<b>TOTAL FINANCING COSTS</b>	<b>(7,600)</b>	<b>(2,425)</b>	<b>(2,050)</b>	<b>(2,050)</b>	<b>(6,525)</b>	<b>3,024</b>
<b>TOTAL EXPENDITURE after financing</b>	<b>771,832</b>	<b>324,238</b>	<b>199,170</b>	<b>196,003</b>	<b>719,411</b>	<b>713,752</b>
<b>(FROM) EARMARKED RESERVES</b>	<b>(10,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>-</b>	<b>(30,000)</b>	<b>(12,500)</b>
<b>TO EARMARKED RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PRECEPT</b>	<b>(762,000)</b>	<b>(350,750)</b>	<b>(175,375)</b>	<b>(175,375)</b>	<b>(701,500)</b>	<b>(701,500)</b>
<b>BALANCE (TO) / FROM RESERVES</b>	<b>(168)</b>	<b>(41,512)</b>	<b>8,795</b>	<b>20,628</b>	<b>(12,089)</b>	<b>(248)</b>

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	178,612	78,447	47,066	41,948	167,461	162,745
Overtime	600	636	53	-	689	300
Employment Related	52,866	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.	465,531	199,664	107,335	117,679	424,678	406,852
NET ADMINISTRATION COSTS	405,409	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	218,305	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	49,531	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	364,202	147,722	93,077	81,966	322,765	331,069
NET OPERATIONAL	265,023	100,472	70,367	58,222	229,061	234,358

OPERATIONS: ANALYSIS BY  
SERVICEPROPOSED 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	301,339	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	265,023	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						
GROUPS 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
<b>INCOME</b>	<b>71,500</b>	<b>36,491</b>	<b>16,000</b>	<b>16,000</b>	<b>68,491</b>	<b>65,000</b>
<b>EXPENDITURE:</b>						
Normal pay						
Overtime						
Employment Related						
Temporary Staff						
Staff Travelling						
<b>OCCUPANCY</b>						
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
<b>COMMUNICATION COSTS</b>						
Telephones	800	376	200	200	776	800
Stationery, Postage	-	-	-	-	-	-
<b>GROUNDS MAINTENANCE</b>	<b>14,050</b>	<b>5,498</b>	<b>3,651</b>	<b>3,300</b>	<b>12,449</b>	<b>12,244</b>
<b>EQUIPMENT RUNNING COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>VEHICLE RUNNING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER COSTS:</b>						
Training	1,000	-	-	1,000	1,000	1,000
Risk Assessment						
Other Expenses	400	175	80	80	335	400
<b>TOTAL OPERATION COSTS</b>	<b>26,177</b>	<b>9,284</b>	<b>6,363</b>	<b>7,114</b>	<b>22,761</b>	<b>23,043</b>
<b>NET OPERATIONAL</b>	<b>(45,323)</b>	<b>(27,207)</b>	<b>(9,637)</b>	<b>(8,886)</b>	<b>(45,730)</b>	<b>(41,957)</b>



## MALVERN TOWN COUNCIL

Ref: 7

MAINTENANCE OF OTHER  
TOWN COUNCIL LANDPROPOSED 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	218,305	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	49,531	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	310,379	129,335	77,410	67,973	274,718	286,613
NET OPERATIONAL	301,339	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 Rates Cleaning Maintenance of Buildings	3,009	989	580	580	2,149	1,012
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						
Tarmaccking 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
<b>TOTAL ASSET RENEWAL</b>	<b>89,750</b>	<b>56,926</b>	<b>30,000</b>	<b>28,750</b>	<b>115,676</b>	<b>79,500</b>

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

**to be held in the Council Chamber, Belle Vue Terrace, Malvern  
on Wednesday 14 December 2022 at 6.00 pm**

**REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES,  
SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES**

**1. Purpose of report**

- 1.1. For review and approval.

**2. Recommendation**

- 2.1. Committee is asked to review the current approved Scheme of Delegations to officers and to make any changes/amendments as necessary,

**3. Background**

- 3.1. A Town Council is able to delegate certain tasks to committees and working parties as well as to Officers of the Town Council.
- 3.2. In a council, the size of Malvern Town Council it is important that officers have an approved scheme of delegations in order that the day-to-day running of the council can take place without the constant need to refer back to and wait for council meetings.
- 3.3. The scheme of delegations was updated and approved by Full Council in September 2018 and is attached at Appendix A to this report.
- 3.4. Committee is asked to consider if any amendments are required to the scheme of delegation and to make changes as necessary.
- 3.5. A review of delegations to committees will be undertaken at the next meeting of Policy and Resources Committee.

**4. Financial Implications**

- 4.1. None.

**5. Legal Implications**

- 5.1. The Local Government Act 1972 requires the council to employ a person who is responsible for the proper administration of the council's affairs.
- 5.2. The council also needs to delegate responsibility for day-to-day routine tasks and this is the purpose of this Scheme of Delegations.

End

Linda Blake  
Town Clerk

APPROVED SCHEME OF DELEGATIONS TO OFFICERS <i>(Approved by Full Council 12 September 2018)</i>				
SUBJECT	POWERS DELEGATED	DELEGATION	FURTHER DELEGATION	RESTRICTIONS
Town Clerk	All actions necessary to comply with duties as Town Clerk to the Council.	Town Clerk	No	Those required by statute.
<b>FINANCE</b>				
Responsible Finance Officer	Take all necessary actions to comply with duties as Responsible Financial Officer and the Audit and Accountancy Regulations.	Town Clerk	No	Those required by statute.
Expenditure Within Budgets	Expenditure within approved Budgets	Town Clerk	Operations Manager	<p>The requirements of Financial Regulations and Standing Orders state the level of delegation to the Town Clerk;</p> <p>Expenditure of less than 5% outside of the budgeted amount can be approved by the Town Clerk provided that this expenditure can be contained within the overall budget.</p> <p>The Town Clerk can, on behalf of the Council, authorise expenditure on any repair, replacement or other work of such extreme urgency that it must be done at once, up to a limit of £5,000.</p> <p>Special Revenue, projects and Capital Expenditure – approval of up to £25,000 is delegated to the Town Clerk, provided the expenditure is included in the budget approved by Full Council.</p> <p>Expenditure on any item required for the administration of the Council and its services can be authorised by the Town Clerk up to £25,000 per item and providing that budgetary provision has been made in the current year.</p> <p>Contracts below £25,000 approved by the Town Clerk.</p> <p>Contracts covering a period of more than one year can be approved by the Town Clerk provided that the annual spend is below £5,000.</p>

SUBJECT	POWERS DELEGATED	DELEGATION	FURTHER DELEGATION	RESTRICTIONS
Civic Hospitality	Approve expenditure on civic hospitality subject to budgetary provision	Town Clerk	Operations Manager	Up to a limit of £650.  In consultation with the Mayor and in accordance with any guidelines or policy laid down by Full Council from time to time.
<b>FINANCE</b>				
Methods of Payment	Use of a Town Council Debit Card	Town Clerk	Operations Manager	A Town Council debit card can be used for purchases up to £500 providing that the expenditure can be contained within annual budgets.
Investment of Surplus Funds	Investment of funds surplus to immediate day to day requirements.	Town Clerk	Operations Manager	In accordance with the policy determined by Council or such committee as Council shall delegate.  Subject to receiving appropriate advice with respect to long term investment.  A summary of current investments shall be submitted with each set of quarterly accounts and a review of investments shall be conducted as part of the annual budgeting process.
Council Functions (Administration & Management)	Take all actions necessary for the effective management and administration of Council functions and staff.	Town Clerk	Operations Manager	Subject to such actions being in accordance with agreed Council policies and practices.
Bad Debts	Write - off bad debts to a maximum of £100 per debt and limited to £500 per quarter.	Town Clerk	No	Subject to a subsequent report to Policy and Resources Committee (or such committee as Council shall resolve).  All write-offs of debts above these limits to be approved by Policy and Resources Committee.
<b>HUMAN RESOURCES</b>				
Salaries of Staff	Apply the national adjustments to salary scales each year.	Town Clerk	No	Except that no action shall be taken to implement the award prior to receipt of formal notification of the detailed settlement from NALC; and  that a report on the action taken, and of the effect on revenue estimates, shall be submitted to the Council as soon as practically possible after implementation.

SUBJECT	POWERS DELEGATED	DELEGATION	FURTHER DELEGATION	RESTRICTIONS
Disciplinary Procedures	Application of Council's Disciplinary Procedures.	Town Clerk	No	Subject to the Council's conditions of services as amended by National Agreement.
Operational Requirements Over Bank Holiday	Make arrangements for any necessary operational requirements over any Bank Holiday period.	Town Clerk	Operations Manager	Payment to staff to be made in accordance with the Council's Conditions of Service (Green Book) as amended from time to time by national agreement.
Staff Recruitment	The recruitment of staff including temporary/casual staff, part-time working, agency working, job share and home working arrangements.	Town Clerk	Operations Manager	Terms and conditions of Contracts should be in accordance with the Council's Conditions of Service (Green Book) as amended from time to time by national agreement.  Providing that no budget restrictions have been approved by Full Council.
Claims	Approve claims for reimbursement of expenses and mileage costs necessarily incurred by staff in the performance of their duties in accordance with the NJC Conditions of Service.	Town Clerk	Operations Manager	Up to a limit of £150 and subject to submission of receipts and properly completed claim forms;  Note any claim from the Town Clerk will be approved by the Mayor or in their absence the Chairman of the Policy and Resources Committee.
Overtime Payments to Staff	Make arrangements for overtime working and/or employment of casual staff.	Town Clerk	Operations Manager	Subject to any overtime being paid in accordance with the Council's Conditions of Service (Green Book) as varied from time to time by national agreement with respect to staff and provided that any overtime is agreed in advance with either the Town Clerk or Operations Manager.
Leave (Special)	Approve additional leave in special circumstances to Council employees.	Town Clerk	No	Subject to adherence to Green Book conditions; and  A maximum of one working week. For any period in excess of one week, the Town Clerk will advise the Mayor of the agreed period.
Leave (Policy Management)	Manage and administer the Council's approved policies as to leave.	Town Clerk	No	Subject to ensuring that staffing levels are adequate to maintain the operating efficiency of Council and that leave is within Green Book terms and conditions.



SUBJECT	POWERS DELEGATED	DELEGATION	FURTHER DELEGATION	RESTRICTIONS
Office Closure	Make arrangements for Christmas/New Year office closure including negotiating arrangements with staff.	Town Clerk	No	Subject to adherence to Green Book terms and conditions.
Exceptional Working Condition Arrangements	To make changes to working hours, dress code or other work environment conditions as seen necessary in extreme weather conditions such as heat, snow, cold etc.	Town Clerk	No	Changes to be made during exceptional weather conditions and within reasonable limits. Health and safety requirements to always be observed as a priority.
<b>EQUIPMENT</b>				
Equipment Write-Off and Replacement	Write-off operational and office equipment and machinery when it has come to the end of its useful life; arrange for the replacement and renewal of written off equipment.	Town Clerk	No	Subject to: A maximum annual equivalent replacement expenditure on any one item of £5,000; and Provision being available in either the revenue budget or the appropriate repairs and renewals fund. A report being submitted within the next set of quarterly accounts to Policy and Resources Committee.
<b>GRANTS AND DONATIONS SCHEME</b>				
Grants and Donations Scheme	Take all necessary actions to administer the Council's Grants and Donations Scheme including refusal of those applications that do not meet the agreed criteria.	Town Clerk	No	Subject to the Council's Adopted Grants Policy. A list of all applicants with summary details of their application to be submitted to Policy and Resources Committee for their consideration, recommendation and submission to Full Council for approval.
<b>OFFICE AND PROPERTY MANAGEMENT</b>				
Hire of Council Facilities	Approve applications and make all arrangements for hire of Council facilities.	Town Clerk	Operations Manager	Subject to a limit of £500 and such hire is within approved Council Policies.
Office and Property Management	To take all necessary action to discharge the responsibility of the Council as landlord.	Town Clerk	Operations Manager	Subject only to report to Council (through the appropriate committee) as required.

SUBJECT	POWERS DELEGATED	DELEGATION	FURTHER DELEGATION	RESTRICTIONS
Licences for Use of Council Land	To grant and renew applications for licenses for the use of Council land.	Town Clerk	Operations Manager	Subject to: The application being an Annual Licence; That the Authorised Officer shall refer to Council for determination any such application that, in the Officer's opinion, should be refused.
<b>ALLOTMENTS</b>				
Allotments (application for)	Determine all applications for allotments.	Town Clerk	Operations Manager	Subject to Policies adopted by the Council from time to time.
Allotments (termination of tenancy)	Terminate allotment tenancies.	Town Clerk	Operations Manager	Where the delegated Officer is satisfied that the tenant is in breach of any condition of the Allotment Agreement, particularly in relation to neglect of the up keep of the allotment.
<b>SPORTS FACILITIES</b>				
Letting of Sports Pitches and other Leisure Facilities	To determine all applications for sports pitches and other leisure facilities, to issue contracts as necessary and to take any action required to enforce contractual requirements.	Town Clerk	Operations Manager	Subject to Policies adopted by the Council from time to time.
<b>OPERATIONS</b>				
Tree Management on Council Owned Land	Take such action as will safeguard the health and safety of the public, staff and property, through the effective management of trees on Council owned land, this to include regular inspection and report.	Town Clerk	Operations Manager	Subject to: A recommendation by the Operations Manager when action is needed urgently and the opinion of a qualified Tree Surgeon.
<b>CEMETERY</b>				
Exhumations	To respond to all requests for exhumation and to appoint external contractors, in all cases, to undertake the work.	Town Clerk	No	In accordance with Section 25 of the Burials Act 1857 and; Subject only to a home office or faculty approval and all costs being covered by a third party.

SUBJECT	POWERS DELEGATED	DELEGATION	FURTHER DELEGATION	RESTRICTIONS
Commemorative Items	To accept all offers to purchase commemorative benches, trees and other items subsequent to discussion with the applicant concerning the nature and location of the item.	Town Clerk	Operations Manager	Subject to: The delegated Officer being satisfied that the item is within the Council's approved range/standards; The delegated Officer being satisfied as to the suitability of the proposed location; Application being made and approved in writing and to payment in advance.
<b>PLANNING AND TRANSPORTATION</b>				
Planning Applications Notified to the Council	Maintain a weekly register of Planning Applications received from District Council	Town Clerk	Operations Manager	In accordance with the procedures approved by Full Council. Schedule of Planning Applications forwarded to Councillors each week.
Licences	To comment on any Applications for Public Entertainments and Justices on Licences.	Town Clerk	Operations Manager	In accordance with the procedures approved by Council.
<b>EVENTS</b>				
Management of Events	To organise agreed events within set budgets and to make any changes or amendments as are required as a response to timing / operational / financial and health and safety changes which may arise.	Town Clerk	Operations Manager	In accordance with the annual events timetable and events budget as agreed by Full Council.
<b>MISCELLANEOUS</b>				
Car Boot Sales	To determine applications for the holding of car boot sales on Council owned land.	Town Clerk	Operations Manager	Subject to agreed terms and conditions approved by Full Council.
Fetes	To approve all requests for fetes to be held on Council owned land.	Town Clerk	Operations Manager	Subject to agreed terms and conditions approved by Full Council.