



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

**For meeting on Tuesday 21 March 2023 at 6.00 pm
Council Chamber, Belle Vue Terrace**

MALVERN TOWN COUNCIL

Town Clerk
28-30 Belle Vue Terrace
Malvern
WR14 4PZ



14 March 2023
townclerk@malvern-tc.org.uk
www.malverntowncouncil.org

Tel: 01684 566667

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), C Fletcher, R McLaverty-Head, N Mills, 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 Tuesday 21 March 2023, commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

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

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for absence To receive and note apologies for absence
2.	Declarations of interest To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	Minutes of previous meeting To receive and confirm as a correct record the Minutes of the previous Policy and Resources Committee meeting: ➤ 21 February 2023 (previously circulated)
Public Participation <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	Small Grants Scheme, 2nd Round 2022/23 ➤ Report PR01/23 to follow
5.	Large Grants Scheme, 2nd Round 2022/23 ➤ Report PR02/23 to follow
6.	Community Engagement Strategy ➤ Report PR03/23 to follow
7.	Review of Earmarked Reserves ➤ Report PR04/23 to follow

8.	Policy Review Task and Finish Group Recommendations <ul style="list-style-type: none"> ➤ Report PR05/23 to follow
9.	Date and time of next meeting <ul style="list-style-type: none"> ➤ Wednesday 3 May 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 Tuesday 21 February 2023 at 6.00 pm**

Councillors

C Hooper (Chairman)
C Fletcher
A Stitt
J Wilkinson

In attendance

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

Absent

R McLaverty-Head (apologies)
N Mills (apologies)
J Satterthwaite

41. APOLOGIES FOR ABSENCE

Apologies for absence from Councillors Neville Mills and Ronan McLaverty-Head were **NOTED**.

42. DECLARATIONS OF INTEREST

None.

43. 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 17 January 2023.

PUBLIC PARTICIPATION

None.

The Chairman announced that he would be altering the order of business so that agenda item 4, 'Community Engagement Strategy' would be considered after item 6, 'Review of Town Council objectives – short and long term'. This was because the short and long term objectives referred to a Community Engagement Strategy, and therefore these should be agreed first.

44. POLICY REVIEW TASK AND FINISH GROUP – ADDITIONAL MEMBER

Report PR02/23 was received and accepted.

It was **AGREED** to refer this to the next meeting of Full Council to open the membership to all councillors.

45. REVIEW OF TOWN COUNCIL OBJECTIVES – SHORT AND LONG TERM

Report PR03/23 was received and accepted.

These had been amended at the last meeting of Policy and Resources Committee and therefore members were asked if there were any further updates they wished to make prior to making a recommendation to Full Council. Members discussed the

short and long term aims and objectives individually, but other than a minor misprint there were no further amendments made.

It was **RECOMMENDED** that the short term and long term aims and objectives as attached at Appendix A to these minutes be forwarded to the next Full Council meeting for approval and adoption.

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

46. COMMUNITY ENGAGEMENT STRATEGY

Report PR01/23 was received and noted.

It was noted that although it was an aim and objective of the Town Council, there had not been a formal community engagement strategy, but Appendix A listed the methods of community engagement already used by Town Council officers as part of their day-to-day work. This included the use of social media, regular newsletters, public consultation, council meetings and working groups among others.

If Council wished to approve a policy as a 'Community Engagement Strategy' then it would be necessary also to include methods of engagement to be used by Councillors. The Town Clerk had provided an example community engagement strategy at Appendix B for Councillors to use as a basis. The Chairman asked the Town Clerk to adapt the example strategy for use by the Town Council and it was agreed that this would be circulated to members for comments and ideas to be submitted ahead of approval at the next meeting.

47. QUARTERLY ACCOUNTS – THIRD QUARTER TO 31 DECEMBER 2022

PR04/23 was received and accepted and the Town Clerk presented the quarterly accounts for the third quarter of the 2022/23 financial year. Committee received the management accounts.

The third quarter, ending 31 December 2022, showed a deficit balance being taken from General Reserves of £7,574. As there had been a budgeted deficit for the quarter of £26,202, this meant an underspend of £18,628 for the third quarter of the 2022/23 financial year.

Administration costs were under budget for the third quarter by approximately £12,000 and Operational costs were over budget for the third quarter by approximately £9,000, whilst Asset Refurbishment and Renewal was just £431 under budget. The Town Clerk outlined the main variances as detailed in the report and answered questions from members of the committee.

For the year to date there was a surplus balance of £37,502 being placed into reserves, £31,331 ahead of the budgeted year to date surplus of £6,171.

In summary, there is an underspend against budget of £31,331 for the year to date.

The Town Clerk reminded members of the committee that the budget for the financial year 2022/23 was set in December 2021, at which time assumptions were made based on a "best guess" of future events. The delay in the Victoria Park

UNADOPTED

project and the increase in staff salaries had impacted actual figures; however all variances were explained.

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

It was **RECOMMENDED** that Full Council approves the Quarterly Accounts for the third quarter ending 31 December 2022.

48. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting will be Tuesday 21 March 2023 at 6.00 pm.

The meeting finished at 7.30 pm.

.....(Chairman)

DRAFT

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

**to be held on Tuesday 21 March 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

SMALL GRANTS SCHEME – 2nd ROUND 2022/23

1. Purpose of report

- 1.1. For decision.

2. Recommendation

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

3. Background

- 3.1. The Town Council has received two qualifying requests for donations that can be assessed under the small grants scheme:

- | | |
|-----------------------------------|------|
| 1) Age UK | £500 |
| 2) 1 st Malvern Scouts | £446 |

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

- 3.3. Officers have completed a marking scheme form to assess each application and to give an indication of how closely they feel an application adheres to the scheme criteria by way of a score against five criteria. Each small grant application is scored out of a maximum of 30 points with applicants requiring 20 points to qualify for consideration. The allocated score is only guidance and it is the role of the Policy and Resources Committee to review each grant application and determine which applications to agree and the size of each award.

- 3.4. A copy of each application form is included at Appendix A to this report. Supporting information, such as bank statements and accounts, has been supplied and checked by Officers and is available on request from the office. Members are invited to familiarise themselves with the full details of these applications, and if any Councillor has any specific questions on an application, they should contact the office in advance of the meeting.

- 3.5. All grant applicants were invited to submit a short statement explaining how a small grant will be beneficial to their organisation and to the residents of Malvern Town, which is a key element of the small grants scheme. These statements are included with the application forms.

- 3.6. Members are reminded that small grants are for amounts up to £500 and should provide benefit both to the individual organisation and to residents of Malvern Town. Part grants or conditions of award can be considered if the committee feels these are appropriate.

1st Malvern Scouts

- 3.7. This application has scored 27 points out of a maximum of 30. The application is for cooking equipment to be used by The Scout Group of which there are approximately 60 members.
- 3.8. The supporting statement has been included on page 4 of the application form and all supporting information has been received.

Age UK

- 3.9. Age UK have submitted an application for a grant of £500 to contribute towards advertisement of a new social group specifically targeting the older LGBTQ+ community with a focus on gay women.
- 3.10. This application scored 20 points out of 30, losing points for a lack of clarity on the project scope and funding, and uncertainty as to how many individuals will benefit.

Other

- 3.11. One application submitted in March 2023 did not qualify for consideration by committee due to a lack of information within the application.

4. Financial Implications

- 4.1. The Council has set aside a total of £5,000 in its 2022/23 budget, for the payment of small grants of which £1,000 was awarded in the first round of the grants scheme.
- 4.2. Two qualifying small grant applications have been received in March 2023, totalling £946. This is well within the budget for the year but members should be mindful that each application must be assessed on its individual merit.

5. Legal Implications

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

End

Linda Blake
Town Clerk

**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	Age UK
Amount Requested:	£500
Time of Grant Application:	March 2023

Assessment of small grant applications is made against the following five criteria, where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 4, which is double weighted.

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

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

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

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details. Please continue your information on a separate sheet if required.


1. About your organisation	
Name of organisation:	Age UK Herefordshire and Worcestershire
Address:	Malvern Gate, Bromwich Road, Worcester, WR2 4BN
Nature of organisation and charity registration number (if applicable):	<p>Age UK Herefordshire & Worcestershire is an independent, local charity and a brand partner of Age UK National. We campaign on things that matter to older people and provide expertise at a strategic level to influence and inform policy and service provision across the two counties. As a local, independent charity we focus on the priorities in our area and draw upon our brand partnership with Age UK at a national level to provide additional knowledge and resources. Age UK H&W support older people, their families, and carers. Our aim is to make Herefordshire and Worcestershire a great place to grow older! We give advice, provide support at home, promote health and wellbeing, provide training and more. We make a difference to older people by promoting connections, enabling seamless access to advice, support, and services and through awareness raising and advocacy.</p> <p>The Age UK Herefordshire and Worcestershire charity number is 1080545.</p>
VAT registration number (if applicable):	
Date organisation established:	Age UK Herefordshire and Worcestershire first established in 1986 as Age Concern Herefordshire and Worcestershire.
2. Contact details	
Contact name:	Carley Edge

Position within organisation:	I am a Social Inclusion and Wellbeing Activities Co-ordinator, sitting with in the Social Inclusion and Wellbeing Services.
Address for correspondence:	Age UK H&W Malvern Gate Bromwich Road Worcester WR2 4BN
Daytime telephone:	0800 008 6077
Email address:	cedge@ageukhw.org.uk

3. About your application	
Amount requested:	£500.00
Briefly outline the reason for your application and how the amount requested will be spent:	<p>We are setting up a brand-new social group specifically for the older LGBTQ+ community, with a focus on gay women. A name for the group has been established, Senior Women's Gay Group, which has been named so by the lead volunteer. The laws affecting LGBTQ+ people have changed, mainly in a positive way. This is part of a wider shift in views and attitudes, but unfortunately, prejudices do remain. In this project Age UK H&W wanted to reach a minority community group that is often ignored and excluded from public services. Age UK Herefordshire & Worcestershire has always put older people at the heart of every decision we make. We engage with Older Peoples' Forums, collect evaluation and feedback of our services. We encourage partnership working and development of all our support. We work closely with community groups to develop our services and to ensure sustainability after funding may finish. We are supported in this project by a pro-active local community hub, (The Cube) as a venue, who are kindly reserving us a table in their cafe. We will spend the £500.00 grant money on two quarter page adverts in the Malvern Gazette and Ledbury Reporter. We want to make sure we are reaching the community who may benefit from the group.</p>
How will the grant benefit Malvern Town residents/the Malvern Town community?	<p>The aim is to provide and develop friendship, support, and community for the senior gay women of Malvern and the surrounding villages and Worcestershire. As the group establishes, and the needs and interests are realised, the group will determine their own direction. Moving forward we envisage being able to support the group by helping to organise days out, guest speakers etc depending on the interests of the group.</p>
How many residents of Malvern Town will benefit?	<p>We are estimating that our group will have members travel from surrounding areas. We have space for 10 members, comfortably in the cafe, as the arrangement stands. If the group has a larger number of members, arrangements can be made to support this.</p>

<p>Have you received any grant funding from the Council in previous years and if so, please detail:</p>	<p>We have never approached Malvern Town Council for a grant before.</p>
<p>What is the planned delivery date for the project/activity?</p>	<p>The first session will be on the 5th April and then will run fortnightly, on Wednesday afternoons.</p>
<p>What arrangements are in place for the delivery and management of this project?</p>	<p>This group sits with in the Social Inclusion and Wellbeing service and will be managed by myself. We have a lead volunteer who is incremental in starting the group and will run the group, staying in contact with myself.</p>

4. Financial information		
Total cost of your project:	£3,000	
What funding has been secured to date and from where?	As this is a new project no funding has yet been secured and we are using the organisations unrestricted funds.	
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?	We will continue to fund raise through grants, trusts and community fund raising.	
	Now	Previous year
Annual income	£1,448,336.00	£1,685,616.00
Annual expenditure	£1,473,536.00	£1,459,030.00
Surplus/loss for the year	£25,200.00	£226,586.00
Savings/reserves	£656,927.00	£682,127.00
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes.	
Sort code:	40-52-40	
Account number:	00087663	

Account name:	Age UK Herefordshire and Worcestershire
6. Supporting information to be included ✓	
Latest available statement of accounts.	✓
A copy of your organisation's aims and objectives.	✓
A statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	✓
7. Declaration	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	Carley Edge
Signature:	
Date:	10/03/2023

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

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

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

Age UK Herefordshire and Worcestershire Statement : How the grant will be beneficial to Age UK H&W and the town residents of Malvern.

A mission statement written by the lead volunteer and group member:

"We want to form a safe, friendly, and welcoming community for older gay women who would like to make new friends and feel supported. We understand there are sometimes issues i.e., isolation and loneliness particularly in the gay community as we get older and we could address this through meetings, sharing life experiences and hobbies etc."

Being successful in this grant application would be helping to achieve this goal. It would be beneficial to both Age UK H&W and Malvern Town in many different ways. Helping us to reach more people - via the publicity of the local newspapers and supporting a local business by purchasing an advert space. It will help to inform the residents of Malvern of the opportunities available to them. Signposting people - it would help inform of other support services Age UK offers and other partners that we are working with and support. Building a community – it will help to create a safe space for older gay women to start a community where there are opportunities to meet new people, make new friends, share experiences, hobbies, and interests, and feel supported. Improve health and wellbeing – by creating a social group you are helping to support peoples mental health and wellbeing and combating loneliness and isolation, in the form of a new social group with specific outcomes. Helping to improve people's confidence and boost self esteem and feeling like being part of a group.

**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	1st Malvern Scout Group
Amount Requested:	£446
Time of Grant Application:	March 2023

Assessment of small grant applications is made against the following five criteria, where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 4, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
SUB TOTAL				12	15
OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				27	

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

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

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

1. About your organisation	
Name of organisation:	1 st Malvern Scout Group
Address:	Scout Hut Dukes Way Malvern
Nature of organisation and charity registration number (if applicable):	Scouting activities, including, Beavers, Cubs and Scouts 1044512
VAT registration number (if applicable):	
Date organisation established:	24 January 1995
2. Contact details	
Contact name:	Jonathan Webster
Position within organisation:	Scout Leader
Address for correspondence:	7 Frederick Road, Malvern
Daytime telephone:	07970951233
Email address:	scouts@1stmalvernscouts.org
3. About your application	

Amount requested:	£ 446
Briefly outline the reason for your application and how the amount requested will be spent:	£300 for the purchase of 4 firetables and 2 cooking grids allowing the beavers, cubs and scouts to light and cook over fires in a safer way, raising the fires from the floor. £146 for the purchase of 2 stainless steel catering size camping kettles to replace our aging existing equipment which have broken handles and lids.

How will the grant benefit Malvern Town residents/the Malvern Town community?	Scouting promotes the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities.
How many residents of Malvern Town will benefit?	The group currently has 60+ children.
Have you received any grant funding from the Council in previous years and if so, please detail:	Yes for the purchase of 10 hammocks and tarpaulins to allow the young people to camp without tents in 2019.
What is the planned delivery date for the project/activity?	Easter 2023
What arrangements are in place for the delivery and management of this project?	The blacksmith has been approached and assisted with the design of the main items. He has offered to make the items for the cost of materials only. The kettles will be supplied from a suitable supplier (with free delivery)

4. Financial information

Total cost of your project:	£ 446
What funding has been secured to date and from where?	£ 0 Our annual fundraising plant sale had to be cancelled last year after we were let down by the suppliers. This usually provides us with

	enough to purchase and maintain equipment for the year.	
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?	No further funding required, allowing us to spend this years fundraising on maintaining the equipment we already have and supporting our scouts in attending the county Jamboree in July	
	Now	Previous year
Annual income	£ 5232	£ 5837
Annual expenditure	£ 3029	£ 8276
Surplus/loss for the year	£ 2203	£ -2439
Savings/reserves	£ 14221	£ 12018
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	
Sort code:	First Malvern Scout Group	
Account number:	81129740	
Account name:	403109	
6. Supporting information to be included ✓		
Latest available statement of accounts.	✓	
A copy of your organisation's aims and objectives.	✓	

A statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	<p>The firetables will allow the beavers, cubs and scouts to light fires in a controlled environment. The table raises the fire off the ground to a safer height, prevents scorching the ground and grass and removes the possibility of the fire spreading.</p> <p>The cooking grids are large raised grid for placing across an open fire to allow pots and pans to be used for cooking safely. One will be kept at the scout hut, the other at our woodland campsite in Malvern.</p> <p>The kettles will replace our aging and broken kettle that is approximately 40 years old. They are designed to be used over open flame, stovetop or fire, and permit us to easily make hot water for washing, cleaning and cooking whilst taking the young people on camp.</p>
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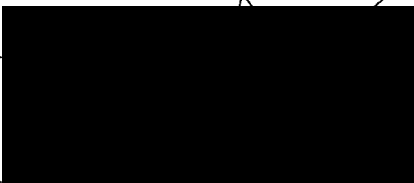
7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	Jonathan Webster
Signature:	
Date:	4th March 2023

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

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

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

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

**to be held on Tuesday 21 March 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

LARGE GRANTS SCHEME – 2nd ROUND 2022/23

1. Purpose of report

- 1.1. For decision.

2. Recommendation

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

3. Background

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

- | | | |
|----|-----------------------------------|--------|
| 1) | Barnards Green Cricket Club | £2,500 |
| 2) | Friends of Madresfield C E School | £2,500 |

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

- 3.3. Officers have completed a marking scheme form to assess each application and to give an indication of how closely they feel an application adheres to the scheme criteria by way of a score against eight criteria. Each large grant application is scored out of a maximum of 45 points. This is only guidance and it is the role of the Policy and Resources Committee to review each grant application and determine which applications to agree and the size of each award.

- 3.4. A copy of the application form is included at Appendix A to this report. Supporting information, such as bank statements and annual accounts, has been supplied and checked by Officers and is available on request from the office. Members are invited to familiarise themselves with the full details of these applications, and if any Councillor has any specific questions on an application, they should contact the offices in advance of the meeting.

- 3.5. All grant applicants were invited to submit a short statement explaining how a large grant will provide significant and wide-reaching benefit for the residents of Malvern Town, which is a key element of the large grants scheme. This statement is included with the application form.

- 3.6. Members are reminded that large grants are for amounts over £500 and should provide a **significant** and wide-reaching benefit to the residents of Malvern Town. Part grants or conditions of award can be considered if the committee feels these are appropriate.

Barnards Green Cricket Club

- 3.7. Barnards Green Cricket Club have submitted a large grant application for £2,500 which has scored 40 marks out of a possible 45.
- 3.8. They are first time applicants to the scheme and all supporting information has been submitted in good order.
- 3.9. The application is for match funding to support the refurbishment of practice cricket nets. Points have been lost due to benefits being for 70 Malvern players.

Friends of Madresfield C E School

- 3.10. Friends of Madresfield C E School have submitted a large grant application for £2,500 which has scored 34 marks out of a possible 45.
- 3.11. They are first time applicants to the scheme and all supporting information has been submitted in good order.
- 3.12. The application is to bring an underused garden back into use as a space for growing fruit and vegetables and for children to benefit from associated learning opportunities.
- 3.13. It should be noted that Madresfield School is outside of Malvern Town boundaries but it has been confirmed that 82 pupils attending the school live within the Malvern area.

Malvern Boys Brigade

- 3.14. An application by Malvern Boys' Brigade has been refused, as the form was not fully completed and some supporting information was missing.

Others

- 3.15. Three further applications were refused due to non-compliance with scheme rules. Two being for salary costs and one being for ongoing running costs; these are not allowed under grant scheme rules.

4. Financial Implications

- 4.1. The Council set aside a total of £13,000 in its 2022/23 budget, for the payment of large grants. No awards were made during the first round of this year's grants scheme.
- 4.2. Only two qualifying grant applications have been received in March 2023 with a requested amount of £5,000. Members should be mindful that all applications must be awarded on their merits.

5. Legal Implications

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

End

Linda Blake
Town Clerk

MALVERN TOWN COUNCIL LARGE GRANTS MARKING CRITERIA

Name of Organisation:	Barnards Green Cricket Club
Amount Requested:	£2,500
Time of Grant Application:	March 2023

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL			6	4	30
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.					40

**MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**

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

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details. Please continue your information on a separate sheet if required.

1. About your organisation	
Name of organisation:	Barnards Green Cricket Club Senior and Junior Cricket section
Address:	North End Lane Malvern WR14 2ET
Nature of organisation and charity registration number (if applicable):	Community Cricket Cricket Club
VAT registration number (if applicable):	
Date organisation established:	1934
2. Contact details	
Contact name:	David Sutton
Position within organisation:	Director of Cricket
Address for correspondence:	White House, Worcester Road, Newland Malvern WR13 5AY
Daytime telephone:	07966 534236
Email address:	maildavidsutton@gmail.com

3. About your application	
Amount requested (if above £2,500 please state specific reason for this)	£2500 as 49% of project cost
Briefly outline the reason for your application and how the amount requested will be spent:	<p>We are asking for match funding to support the refurbishment of the practice nets used by junior and senior cricketers. The playing surface has deteriorated over the 13 years since they were installed and now produces inconsistent and erratic bounce which severely limits their safe use. Without investment we are concerned that we will have to take them out of use as they will start to present a risk to young players learning the game. We have a quote from a specialist company that installed the practice facility to lift the carpets, agitate and level the sub base, provide and fit new underlay and relay the synthetic surface. We are asking for approximately 50% of the total cost which will enable us to go ahead with the work for this season. Club finances are under pressure as we seek to recover from Covid and grant funding would enable the work to go ahead.</p>
How will the grant benefit Malvern Town residents/the Malvern Town community?	<p>BGCC is the leading cricket club in the area and provides opportunities to Malvern residents to play cricket at all levels, supported by a vibrant social club. The senior teams play from the top level of club cricket (the Birmingham and District Premier League) down to the lower County league divisions. We have 120 junior members, and provide high quality coaching and playing facilities at our grounds at North End Lane and Newland. Situated within the Pickersleigh Ward, we provide cricket for local children and offer subsidised access to membership and activities (including holiday camps) for those on low income. The grant will enable us to continue to provide excellent facilities to deliver for members, the vast majority of whom are Malvern residents.</p>
How many residents of Malvern Town will benefit?	<p>The primary benefit for residents of Malvern will be to our junior and senior playing membership. In 2022 approximately 124 senior and junior players played cricket matches for the club of which 70 live in Malvern. In addition there are approximately 40 younger junior members, the majority of which reside in Malvern.</p> <p>The facilities support Cricket more generally which is also enjoyed by non playing social members that number approximately 300, again the majority of these are local residents.</p>
Have you received any grant funding from the Council in previous years and if so, please detail:	No

What is the planned delivery date for the project/activity?	Spring 2023
What arrangements are in place for the delivery and management of this project?	The project will be delivered by a specialist contractor (Total Play Limited), and overseen by David Sutton, Director of Cricket.
Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?	This is a refurbishment to extend the life of existing facilities which are fundamental to the provision of junior and senior cricket at all levels.
4. Financial information	
Total cost of your project:	£5104.80
What funding has been secured to date and from where?	Cricket club funds have been set aside to the value of £2600, taking into account the balance in our current account (stated under savings / reserves below) and projected income and expenditure.
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?	No further fundraising is required. In the unlikely event that, due to unforeseen conditions encountered on site, there is a shortfall of the order of a few hundred pounds this will be allocated from 2023 membership income, noting that this will reduce the amount available to support other costs including running costs.

	Now	Previous year
Annual income	£ 49,927	£ 57,886
Annual expenditure	£ 56,875	£ 44,590
Surplus/loss for the year	£ -6,948 (loss)	£ 13,296
Savings/reserves	£ 18,965	£ 25,454
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	
Sort code:	40-31-09	
Account number:	41371150	
Account name:	Barnards Green Cricket Club Cricket Section	
6. Supporting information to be included ✓		
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	<input checked="" type="checkbox"/>	
A list of those involved in running the organisation, including trustees if appropriate.	<input checked="" type="checkbox"/>	
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	<input checked="" type="checkbox"/>	
A recent bank statement in the name of the organisation.	<input checked="" type="checkbox"/>	
Supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	<input checked="" type="checkbox"/>	
A business plan or other similar document showing future plans for the organisation.	<input checked="" type="checkbox"/>	


7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	David Sutton
Signature:	
Date:	10th March 2023

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

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

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

A list of those involved in running the club

The club is run by an elected group of volunteers

The Cricket Executive Committee

Chair - Andy Lamb

Treasurer - Jennifer Firat

Secretary - Kath Wood

Director of Cricket - David Sutton

Junior Cricket (Colts) Section

Chair – Leon Everett

Treasurer – Chris Ammonds

Supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.**Benefits of the Project**

The grant will enable the club to refurbish the artificial surfaces in the nets to allow safe and productive training for all senior and junior (Colts) playing members, the majority of whom live in Malvern.

The club is built on an ethos of providing quality coaching and has a strong group of experienced and qualified volunteer coaches, supported by a professional coach.

The fundamental requirement for all activities is safety and this investment will prevent the surfaces deteriorating further to a point where they are unsafe due to steep and unpredictable bounce, which also undermines the confidence of developing young cricketers.

BGCC has ClubMark Accreditation, demonstrating that best practices are in place to develop and deliver high quality community cricket in a safe, effective and child-friendly way. The club is a designated focus club for Worcestershire Cricket Board, recognising the key role that it plays in providing and developing cricket in Malvern and South Worcestershire.

The benefits to young people in particular of participation in sport and membership of a club are well known. This develops a sense of achievement, self worth, and belonging. Cricket is a sport where players of all ages and sexes can be teammates and learn essential life skills of interacting and communicating with others as part of the wider community.

In 2022 the club achieved promotion to the top level of club cricket (Birmingham and District Premier Division one). With teams travelling from all over the West Midlands, and with strong social media coverage, this has helped to promote Malvern and bring people to the Town.

Submitted Financial Information

The club is funded by a modest membership and match fee structure, and runs largely on the generosity of sponsorship from local businesses. This essential support is subject to the ups and downs of the economy and so is varied from year to year.

Barnards Green CC senior and junior section operate separate bank accounts which is an historic anomaly. The figures represented are the amalgamation of both accounts. Figures shown are for the season ending 2021 (previous year) and 2022 (Now)

Our balances were boosted by a Crowdfunder campaign supported by Sport England that we ran in 2020 that generated c£18k and gave the club stability during the uncertainty of the pandemic.

2022 saw the club generate a loss as we made additional investment in facilities and coaching following a fallow period during Covid and recovery from the pandemic

Future plans

We are reaching the end of our four year plan (attached) which will be refreshed over the summer as we look ahead to building on current successes and enhancing the quality and breadth of our offer to benefit our members and the wider Malvern Community.

The Executive aim to invest in the club to the benefit of members and the wider community whilst taking a prudent approach to ensure financial stability, and grant support will enable this significant investment to be made.

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Friends of Madderfield C.E. School
Amount Requested:	£2,500
Time of Grant Application:	March 2023

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL		4		20	10
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.					34

**MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**

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

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

1. About your organisation	
Name of organisation:	Friends of Madresfield C.E School
Address:	C/O Madresfield C.E. Primary School, Madresfield, Malvern WR13 5AA
Nature of organisation and charity registration number (if applicable):	Primary school 'friends' association raising funds to support school projects and children's learning. Charity number: 1122192
VAT registration number (if applicable):	n/a
Date organisation established:	June 2007
2. Contact details	
Contact name:	Helen Morgan
Position within organisation:	Chair person
Address for correspondence:	C/O Madresfield C.E. Primary School, Madresfield, Malvern WR13 5AA
Daytime telephone:	01684 573620
Email address:	office@madresfield.worcs.sch.uk
3. About your application	

Amount requested (if above £2,500 please state specific reason for this)	£2500 00
Briefly outline the reason for your application and how the amount requested will be spent:	<ul style="list-style-type: none"> • To bring an underused Growing Garden into beneficial use, including improving accessibility for all abilities. There are currently very old and rotten flower beds in place which will be removed and the new ones put in place to make the area safe for all children to be involved. • To purchase a poly tunnel for the growing of fruit and vegetables. • To supply and install new oak vegetable and flower beds • This area will be used by all the children in the school and by gardening club which specifically targets pupil premium and SEND pupils or pupils with high levels of anxiety that benefit from outdoor learning opportunities • To develop early years outdoor and outdoor learning opportunities for all children, which maximise the potential of the Madresfield school site. • The long term hope is that the children will be able to grow produce which can be sold to the local community to raise funds which will in turn be used to further develop the gardening project.
How will the grant benefit Malvern Town residents/the Malvern Town community?	<ul style="list-style-type: none"> • The grant will benefit pupils at the school by providing opportunities for them to be fully involved in the development of the garden and the learning opportunities that come from it. • Alongside the benefit it will bring to the pupils, it will also have a positive impact on those associated with the school and the local community. This will be through improving the local environment, providing an opportunity to purchase locally grown produce and an enhanced understanding of the benefits of gardening and spending time outdoors • The school, working with additional partners, intends to open for children under 5 based in the

	<p>Malvern area outside of school hours to access free (for low income families) or low charge (general) outdoor learning and play opportunities.</p> <ul style="list-style-type: none"> • It allows increased knowledge of 'farm to fork' and where our food comes from. • The project will have a positive impact on the mental health and well-being of the wider school community. • The growing project will also be an opportunity for new partnerships to benefit from the wider local community who will be giving their expertise and support in looking after the new garden. • The area will be used by all the children in the school and by gardening club which specifically targets pupil premium and SEND pupils or pupils with high levels of anxiety that benefit from outdoor learning opportunities. • To develop early years outdoor and outdoor learning opportunities which maximise the potential of the Madresfield school site. • To encourage pupils, their families and the wider community to participate in outdoor physical activities to help improve physical health and promote healthy lifestyle choices.
How many residents of Malvern Town will benefit?	<p>The school community itself is 105 pupils plus parents and extended families (400 approx in total).</p> <p>In addition, we have close partnership links with Madresfield Early Years Centre in adjacent premises who we welcome to use our facilities.</p> <p>We are aware from local census data that child poverty impacts 21.9% of children living in Malvern. As a result, they may have less access to outdoor play opportunities.</p> <p>When all phases are complete we hope to be able to provide free outdoor play opportunities. The aim is to open in the holidays and on weekends to families with under fives from the Malvern area. These</p>

	families would also benefit from being able to access and use the Growing Garden.
Have you received any grant funding from the Council in previous years and if so, please detail:	No
What is the planned delivery date for the project/activity?	This phase will be completed as soon as we have sufficient funding to complete it. We hope to be able to complete it prior to the end of this academic year July 2023 ready for use from Autumn 2023 as the next growing season gets underway.
What arrangements are in place for the delivery and management of this project?	<ul style="list-style-type: none"> • The project will be managed by the Head of School in partnership with the Friends. • The design of the garden is being discussed with an outdoor learning consultant landscape architect in full consultation with staff and children • Implementation will be by local contractors with volunteer support as appropriate. • Value for money is sought through careful evaluation of materials products, and quality of labour.
Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?	<ul style="list-style-type: none"> • The gardening club was established in Sept 22. • Outdoor learning has been identified as key area of development for the school. • The vegetable and flower garden, polytunnel and fruit bed are the first phase in a wider outside curriculum development plan • The poly tunnel, beds and tools will have longevity and can be used for at least the next ten years. • A key ongoing benefit of teaching children and their families these skills so that they can sustainably grow their own produce in the future.
4. Financial information	
Total cost of your project:	This phase of the project will cost: £4000
What funding has been secured to date and from where?	£1000 from the Friends. £500 from the school budget.

<p>If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?</p>	<p>The Friends have been raising money for the garden project, (which is a small part of a longer term active outdoor learning plan.) They have held a Christmas fayre, cake sale and more raffles and fund raising is being planned for the coming months Funding of £2,500 from Malvern Town Council would result in the project being fully funded and allow us to go ahead with plans immediately</p>	
	Now	Previous year
Annual income	£1,059.75	£568.08
Annual expenditure	£172.00	£4,889.42
Surplus/loss for the year	£887.75	-£4,326.34
Savings/reserves	£5,569.19	£4,681.44
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	No
Sort code.	30-95-41	
Account number	00737220	
Account name	Friends of Madresfield School	
6. Supporting information to be included		
A written constitution/ set of rules that sets out the organisation's purpose and how it is managed.	✓	
A list of those involved in running the organisation, including trustees if appropriate	✓	
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year you will need to provide what records you have currently.	✓	

A recent bank statement in the name of the organisation.	✓
Supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town	✓
A business plan or other similar document showing future plans for the organisation.	✓ (This will be available at a later date once our outdoor learning consultation is completed)

7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for profit basis.

Name:	Helen Morgan
Signature:	
Date:	10/03/2023

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

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

Supporting Statement:

Madresfield C.E. Primary School is a rural school on the edge of Malvern. It has higher than national levels of deprivation, pupil premium and pupils that have special educational needs.

Post-Covid with the general national increase in mental health issues, rising obesity levels and poverty amongst children. Madresfield has embarked on an ambitious five-year plan to redevelop its outside spaces to enhance learning within our curriculum and to provide its own pupils and children from the local community with opportunities for outdoor play and developing their understanding of sustainability and environmental issues.

Accessing the Malvern Large Grant will allow us to fully redeveloping of our vegetable and fruit growing garden. We believe passionately that being outside has a positive impact on pupil wellbeing which in turn can enable better learning outcomes. Having properly built accessible vegetable and fruit beds will breathe new life into this currently underused and run-down area of the school.

Active involvement in gardening enables children to develop responsibility as they care and nurture life from tidy seeds to hopefully the end point of a bountiful harvest. Real life experiences are key to promoting healthy lifestyles and increasing environmental awareness. These hands-on experiences also help pupils to develop and improve their confidence, team work and communication. As well as having a positive impact on science knowledge.

The area will be used by all the children in the school and by gardening club which specifically targets pupil premium and SEND pupils or pupils with high levels of anxiety that benefit from outdoor learning opportunities.

Each Class will have access to their own vegetable bed and communal access to what we hope will be a striking flower bed that we hope will become the visual focal point of our school that welcomes people to our site. The flower bed will be planted to showcase the best of seasons. From daffodils and tulips in the springtime to hellebores in winter. The vegetable beds will allow for the seasonal growing of different produce which we hope will support our design and technology curriculum and helps pupils to increase their knowledge of 'farm to fork' and where our food comes from.

The growing project will also be an opportunity for new partnerships to be developed from within the wider local community who will be able to give their expertise, support and access the new growing garden. In addition the school, working with local partners, intends to open for children under 5 based in the Malvern area outside of school hours to access free (for low income families) or low charge (general) outdoor learning and play opportunities. We hope that the spaces created at Madresfield School including the Growing Garden will be key to encouraging pupils, their families and the wider community to participate in outdoor physical activities to help improve physical health and promote healthy lifestyle choices.

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

**to be held on Tuesday 21 March 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

COMMUNITY ENGAGEMENT STRATEGY

1. Purpose of report

- 1.1. For discussion.

2. Recommendation

- 2.1. Policy and Resources Committee is asked to consider and review the draft Community Engagement Strategy, attached at Appendix A to this report, and recommend a final draft to be submitted to Full Council.

3. Background

- 3.1. The establishment of a Community Engagement Strategy has been agreed as a short-term aim for the Town Council.
- 3.2. Town Council officers regularly use methods of community engagement as part of their day-to-day roles but no formal policy has yet been adopted.
- 3.3. At the last meeting of Policy and Resources Committee, the establishment of a Community Engagement Strategy was discussed. The Town Clerk provided an example strategy to use as a template, and committee had asked the Town Clerk to adapt this for use by the Town Council. The draft document has been circulated to committee members for ideas and comments and these will be collated and presented at the meeting to facilitate discussion.
- 3.4. Councillors are now asked to consider the draft Community Engagement Strategy and to make changes and additions as necessary ahead of forwarding the final draft to be approved by Full Council.

4. Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

- 5.1. None pertaining to this report.

End

Linda Blake
Town Clerk



MALVERN TOWN COUNCIL

COMMUNITY ENGAGEMENT STRATEGY

**MALVERN TOWN COUNCIL
COMMUNITY ENGAGEMENT STRATEGY**

Aims and Objectives

The aims and objectives of this strategy are to:

- Encourage effective local community engagement.
- Ensure that throughout the Town Council there is a clear understanding of the need to engage with communities about decisions that affect them.
- Ensure that the feedback/comments/suggestions obtained from community engagement can have an impact on decision-making and the way in which services are being delivered.
- Identify how the council can enhance its profile by improving engagement with the wider community.

The Town Council will deliver its aims and objectives through:

- Two-way communication with residents.
- Actively encouraging and supporting community involvement
- Partnership working
- An engaged group of elected councillors
- Trained and competent officers.

The community and its facilities

The Town of Malvern is a spa town lying at the foot of the Malvern Hills in an Area of Outstanding Natural Beauty (AONB), with a population of approximately 31,000. The town has three main centres – Great Malvern, Barnards Green and Malvern Link – and has nine Town Council electoral wards.

Malvern Town Council is responsible for the following facilities:

- Great Malvern Cemetery
- Rosebank Gardens
- Two allotments sites
- Eleven play areas
- Four football pitches
- Two sports pavilions
- A skateboard park
- Basketball courts
- Netball/tennis courts
- Multi-use games areas
- Twenty gas lamps
- Litter bins
- Bus shelters
- Four clocks
- A number of other green and open spaces throughout the town
- A bowling club, cricket club, leased by local organisations

The community of Malvern comprises:

- All those living in, working in and visiting the Town or using its facilities
- Businesses and employers in the Town
- A number of tiers of local government
- Voluntary organisations and community groups working for the benefit of the community

Provision of information to the community

Malvern Town Council provides information to the community in the following ways:

- The Town Council website www.malverntowncouncil.org includes:
 - Up-to-date information and news about the Town Council
 - Minutes, agendas and reports of all council and committee meetings for the past two years
 - A calendar of meetings
 - A copy of the council's standing orders and financial regulations
 - A copy of council policies
 - Financial reporting information such as information of all payments made
 - Annual accounts and audit information
 - Contact details for councillors and specific council services
 - Advertisement and booking of Town Council events
- The Town Council makes regular use of social media with a regular presence on Facebook, Twitter and Instagram.
- A newsletter is produced three to four times a year, and distributed with All About Malvern magazines.
- Use of public noticeboards throughout the Town
- Regular distribution of information leaflets via Town Crier, local businesses, TIC etc

Opportunities for community involvement

Malvern Town Council encourages the involvement of residents and community organisations in its activities. In particular:

- A period during every Council and committee meeting is set aside for public participation, which enables residents and representatives of community organisations to comment and ask questions
- The Annual Town Meeting has a specific item for questions from local government electors
- There is a 'contact us' page on the website
- Contact details are available on the Town Council website for councillors, the Town Clerk and Town Council services
- Questionnaires are issued to gain feedback on issues including public consultations and events

Malvern Town Council encourages and supports its local community in the following ways:

- Financial support for organisations working for the benefit of this community through grants

- Provision of sports and recreational facilities for the local community
- Provision of free events for the benefit of all sectors of the local community

Involvement in partnerships

Malvern Town Council is represented on:

- Community Action Malvern and District
- Poolbrook Hall Management Committee
- Malvern Hills CAB Management Committee
- County Association of Local Councils (CALC)
- Malvern-Mariánské Lázně Community Partnership (MLCP)
- Malvern-Bagnères de Bigorre Twinning Association (MBTA)
- Malvern Hills College Task Force

Malvern Town Council also works in close partnership with the following groups:

- Malvern Hills District Council - Regular liaison meetings and joint working on events
- Worcestershire County Council – the County lengthsman scheme and engagement with County Councillors on Highways matters
- The Police – policing charter agreements
- Malvern Civic Society – quarterly meetings with the Chair as required

Role of Council members and officers

Members of Malvern Town Council:

- Attend Council and committee meetings where there is opportunity for public participation
- Discuss all business at Council and committee meetings in public unless there is good reason to exclude the public by reason of the confidential nature of the business
- Are available to be contacted by residents and community organisations and have a dedicated council email address for this purpose
- Represent the Council on community organisations
- Represent the community on planning matters in their ward and raise issues through the Town Council planning committee as necessary

The Town Clerk and other officers of Malvern Town Council:

- Are available to the public Monday to Friday in the Town Council offices or at Great Malvern Cemetery
- Receive letters, phone calls, emails and website correspondence and pass them on as necessary
- Keep the website up-to-date, publicising matters of interest
- Provide information to members of the public under the Freedom of Information Act.

Specific areas for community involvement 2023-24

Malvern Town Council will consult fully on any major projects. These include:

- The future use of land off Mill Lane/Charlock Road
- Plans to develop and relocate the skateboard park at Victoria Park
- The development of an updated Neighbourhood Plan for Malvern

Ways for Malvern Town Council to improve community engagement

Malvern Town Council aims to improve its engagement with all sectors of the community. This includes maintaining a planned schedule for engagement via social media channels, keeping the website up to date, and regular newsletters.

The Town Council will be mindful of the need to engage fully with hard-to-reach groups such as:

- Young people
- Older people
- Ethnic minorities
- Disabled people
- People with caring responsibilities

Malvern Town Council is keen to hear all suggestions for improvements in community engagement.

Summary of methods of Community Engagement

Area of interest	Actions	Who	When
Minutes	Ensure copies of minutes are available in both hard copy and electronically for residents and community groups	Staff	Ongoing
Office Opening Hours	Publicise office opening hours in any MTC publications and on website & noticeboards	Staff	Ongoing
Annual Town Meeting	Widely publicise the Annual Town Meeting to enable residents to raise matters of interest or concern	Staff & members	Annually (prep in Feb for ATM in March)
Public Forum	Encourage residents to raise any matters of interest or concern via the public forum part of Full Council or at committee meetings	Staff & members	Monthly
Public consultation	Public consultation events held on specific issues at local venues Questionnaires made available as part of public consultation	Staff & members	As relevant
Noticeboards	Regularly update noticeboards with council & community activities	Staff	Ongoing
Website	Maintain website with easily accessible, up-to-date information and news on council services & activities. Include link to Twitter, Facebook etc	Staff	Ongoing

	<p>'Contact us' information including facility to submit questions or comments</p> <p>Contact email addresses for specific Town Council services</p> <p>Contact email addresses for councillors</p> <p>Ability to book tickets for Town Council events</p> <p>Dates of meetings, agendas, reports and minutes readily available</p>		
Social Media	<p>Maintain presence on Facebook, Twitter and Instagram, and consider use of other social media</p> <p>Posting of up-to-date information</p>	Staff	Ongoing
Newsletter	<p>Issue 3 – 4 newsletters each year and ensure they are delivered using All About Malvern magazine to majority of Malvern households</p> <p>Contact details for Town Council and town councillors to be included</p>	Staff	Ongoing
Businesses	Engage with the businesses and business organisations	Staff & members	Ongoing
Residents Association	Encourage councillors to attend Residents Association meetings	Members	Ongoing
Local Democracy	Encourage residents to both vote at and stand for the Town Council in Local Council Elections	Staff & members	Ongoing but high priority in 6 months prior to local elections
Press	<p>Liaise regularly with the press, sending details of council meetings and council activities</p> <p>Regular press releases to local media</p>	Staff	Ongoing
District and County Councillors	<p>Maintain contact with the District Council and County Council members to ensure sharing of information</p> <p>Invite to all Town Council meetings and encourage submission of written reports if unable to attend.</p>	Staff	Ongoing
Questionnaires	<p>Issue online and hard copy questionnaires to gather views of local residents on projects for public consultation and events as required</p> <p>Use of questionnaires to gain feedback on events such as Bands in the Park</p>	Staff	As relevant
Working groups	Steering committees to involve local residents on events such as Christmas and Malvern in Bloom	Staff	Ongoing
Council meetings	Availability of agendas, minutes and reports	Staff	Ongoing

	Public participation sessions at the start of each council and committee meeting Annual Town Meeting to enable residents to raise matters of interest and concern		
General	Council offices open to visitors Monday to Friday Council officers available to answer telephone calls Monday to Friday Administrative officers have email addresses available to the public Use of public noticeboards throughout the town Town Crier distribution of leaflets relating to events, consultations etc Advertisements in local press where appropriate eg grants scheme	Staff	Ongoing

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

**to be held on Tuesday 21 March 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

REVIEW OF EARMARKED RESERVES

1. Purpose of Report

- 1.1. The purpose of this report is to present to Policy and Resources Committee a summary of the current position of the Council's Earmarked Reserves and to consider any further provisions or revisions which may need to be made in light of the Council's financial and operational position approaching Financial Year End 2022/23.

2. Recommendation

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

3. Background

- 3.1. Malvern Town Council is required to maintain adequate financial reserves to meet the needs of the organisation.
- 3.2. Reserves can be categorised as **General Reserves** which are held to cushion the impact of uneven cash flows or unexpected events, or **Earmarked Reserves** which are held for a specific purpose. Earmarked Reserves are established on a "needs" basis in line with planned or anticipated requirements.
- 3.3. Earmarked Reserves are held by Malvern Town Council for six main reasons:
- 1) As part of a planned programme of Asset Renewal and Refurbishment.
 - 2) To allow the carry forward of budgeted projects that the Council has not been able to complete in the current year due to specific circumstances.
 - 3) To carry forward underspend. Earmarked Reserves can be used to carry forward these resources for specific projects.
 - 4) Perpetuity Funds are held for Townsend Way and Grave Maintenance. The capital sums of these funds cannot be utilised, but interest from investment of these funds is used to contribute towards maintenance costs in these areas.
 - 5) A Capital Receipts Reserve was created in 2010 from the sale of surplus land. This reserve can only be used to fund large capital projects undertaken by the Council and cannot be used for general running costs.
 - 6) Other Earmarked Reserves will be set up from time to time to meet known or predicted liabilities.
- 3.4. A review of Earmarked Reserves shows that the estimated balance of Earmarked Funds at 31 March 2023 is £312,752
- 3.5. This amount is £16,497 lower than at 31 March 2022.
- 3.6. Officers are proposing the following additions/release from Earmarked Reserves:

- £3,190 as an addition to the election earmarked funds to continue building reserves ahead of the next full Town Council elections.
- £10,000 to be earmarked for landscaping works around the new building at Victoria Park.

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

4. Financial Implications

4.1. The predicted balance on Earmarked Reserves at 31 March 2023 will be £312,752 as set out in Appendix A.

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

5. Legal Implications

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

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

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

End

Linda Blake
Town Clerk

AGENDA ITEM 7
APPENDIX A

Description	Earmarked Funds at 01/04/22	Reserves added / (released) during year	Predicted Earmarked Funds at 31/03/23	Details of movements during the Year	Any further additions or releases
EM Elections	£9,310	£3,190	£12,500	Town Council elections took place in May 2019 and just over £10,000 was released from this reserve to cover costs. Costs may be higher in 2023 so funds have been added year on year to increase this reserve.	The next Town Council elections are scheduled for May 2023 and therefore an addition of £3,190 is suggested at year end to continue building this reserve.
EM Asset Repair and Development	£36,491	(£15,000)/ (£10,973)/ (£4,027)/ £10,000	£16,491	Reserves were released during the year for works to refurbish Rosebank Gardens bus shelter, for tarmacking works at the cemetery and an amount of £4,027 released back to general reserves as a result of savings made on the tarmacking project.	Officers are proposing that the £10,000 originally earmarked for a trim trail at Victoria Park which is not being actioned due to the new building, should instead be earmarked for landscaping works. This will provide additional funds to ensure appropriate and sympathetic landscaping can be put in place after the new building is completed.
EM Play Areas	Nil	Nil	Nil	No additions are required at this time.	None proposed
EM Cemetery Extension / Cemetery Refurbishment Project	£16,659	Nil	£16,659	The recent cemetery extension has now been completed, with burials now taking place in this area. This Earmarked Fund will therefore remain in place for any additional refurbishment or	None proposed

**AGENDA ITEM 7
APPENDIX A**

Description	Earmarked Funds at 01/04/22	Reserves added / (released) during year	Predicted Earmarked Funds at 31/03/23	Details of movements during the Year	Any further additions or releases
				extension works that may be required in the future.	
EM Vehicle and Machinery Replacement Fund	£52,889	£15,000 / (£14,687)	£53,202	<p>This fund is to smooth the effect on the precept of purchasing vehicles and machinery and £15,000 of funds has been added during 2022/23.</p> <p>Releases of £14,687 have been made during the year to fund a new John Deere mower X940. The purchase of a new electric vehicle has been delayed by a year into 2023/24.</p>	None proposed
EM Events and Grants	£12,500	Nil	£12,500	It was agreed as part of the annual budget process to earmark £12,500 from underspends against events to help boost Town Council events in 2021. These funds have not yet been required and this reserve will remain until required.	None proposed
Capital Receipts Reserve	£98,250	Nil	£98,250	None required	None proposed
Perpetuity Funds	£66,484	Nil	£66,484	None required	None proposed
CIL Reserve – Brook Farm Drive	£36,666	Nil	£36,666	None required	None proposed

AGENDA ITEM 7
APPENDIX A

Description	Earmarked Funds at 01/04/22	Reserves added / (released) during year	Predicted Earmarked Funds at 31/03/23	Details of movements during the Year	Any further additions or releases
Overall Total	£329,249	£28,190 / (£44,687)	£312,752		

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

**to be held on Tuesday 21 March 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

POLICY REVIEW TASK AND FINISH GROUP RECOMMENDATIONS

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Policy and Resources Committee is asked to consider and approve the following four policies as recommended by the Policy Review Task and Finish Group at their meeting held on Monday 13 March
- Information technology users policy
 - Planning Policy
 - Safeguarding policy
 - Smoke-free policy

3. Background

- 3.1. Full Council resolved in April 2022 to set up a Policy Review Task and Finish Group for a period of six months to clear the backlog of policy reviews.
- 3.2. Four policies have already been reviewed, updated, recommended to Council and adopted. These were:
- Appearance and Dress Code Policy
 - Electronic Payments Policy
 - Equality and Diversity Policy
 - General Privacy Policy
- 3.3. Full Council agreed that the Policy Review Task and Finish Group would report back to Policy and Resources Committee and therefore the next four amended policies as agreed at the Policy Review Group meeting on 13 March, attached at Appendix A are submitted for review, amendment as necessary and then recommendation to Full Council.
- 3.4. These policies are:
- Information technology users policy, updated from August 2020
 - Planning Policy, updated from December 2018
 - Safeguarding policy, updated from May 2017
 - Smoke-free policy, updated from July 2007
- 3.5. The next four policies to be reviewed and agreed will be submitted to the next meeting Policy and Resources Committee on 2 May 2023.

4. Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

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

End

Linda Blake
Town Clerk



MALVERN TOWN COUNCIL

INFORMATION TECHNOLOGY USERS' POLICY

MALVERN TOWN COUNCIL

INFORMATION TECHNOLOGY USERS' POLICY

The objective of this policy is to ensure that all employees and councillors using Malvern Town Council (hereafter known as 'The Council') information technology systems have a clear understanding of what is permitted with the aim of ensuring the appropriate use of the Council's equipment, the safeguarding of IT systems and data and to ensure compliance with the Data Protection Act.

1. Use of computer equipment in the office

1.1. To control the use of the Council's computer equipment the following will apply:

- i. Only authorised employees should have access to the Council's computer equipment;
- ii. Employees and councillors are personally responsible for the protection of council data and information which they use and access as part of their roles.

1.2. Individuals must not:

- i. leave their user accounts logged in at an unattended and unlocked computer;
- ii. perform any unauthorised changes to the IT systems or information;
- iii. access, or attempt to access, data which they are not authorised to use or access;
- iv. connect any unauthorised device to the council's network or IT systems;
- v. store council data on any unauthorised equipment;
- vi. give or transfer council data or software to any person or organisation outside of the Council without permission from the Town Clerk.

1.3. Employees are responsible for their own workstations and equipment which should be kept in good condition.

1.4. All computers must be password protected by a strong password, consisting of at least eight letters which form more than one word, and must include at least one upper case letter, a number and a special character. Passwords must be kept secure.

1.5. Employee-used computer equipment should remain on council premises unless permission is received from the Town Clerk for it to be used elsewhere.

2. Use of computer equipment for remote working

2.1. Employees and councillors should seek authority from the Town Clerk before equipment is removed from the office.

- 2.2. Computer equipment must be stowed in the boot of a vehicle for transport purposes and must not be left unattended in the vehicle.
- 2.3. Computer equipment should only be retained outside of the office for the agreed period of remote working. The remote location will be the employee's home address unless otherwise agreed by the Town Clerk.
- 2.4. Employees working from home must be logged on to the Council's system at all times of their working hours.
- 2.5. This policy must be adhered to when working from home.

3. Internet access on council-owned equipment

- 3.1. The Council's employees are provided with internet access to assist with their job roles. The short and occasional use of the council's internet is permitted for personal use by employees if kept to reasonable limits which do not obstruct the productivity of the Council and if carried out during official break times.
- 3.2. The equipment services and technology that employees use as part of their job role are the property of Malvern Town Council. Therefore, the Council reserves the right to monitor how employees use the internet and email and the right to find and read any data that employees write, send or receive through council online connections.

4. Use of council emails

- 4.1. Town Council email addresses are provided to employees and councillors for use in their respective roles.
- 4.2. Town Council emails should be restricted to council-related activities only. All data that is written, sent or received through the Council's computer systems is part of official records and therefore information contained in email messages should be accurate, appropriate, ethical and legal.
- 4.3. Employees and councillors must use their designated Town Council email address for all Town Council business. Private email addresses must not be used for Town Council business.
- 4.4. The following are not deemed acceptable:
 - i. distributing, disseminating or storing images, text or materials that are illegal or might be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any employee or other person;
 - ii. forwarding council confidential messages or information to external locations;

- iii. broadcasting unsolicited personal views on social, political, religious or other non-council related matters.

- 4.5. Employees and councillors should regularly delete or archive emails when they are no longer required. Emails should not be kept longer than they are required in line with the Council's Data Retention Policy. All employees and councillors should be alert to the characteristics of spam and phishing emails and should not reply to those emails.
- 4.6. Emails sent must have an appropriate disclaimer relating to the use of the information within the email.
- 4.7. Email messages should only be sent to those for whom they are relevant and must not be used as a substitute for face-to-face communication, or for the exchange of gossip.
- 4.8. All devices used to access the Council's emails should be password-protected and care should be taken so that they are not left unattended or could be read by unauthorised individuals.
- 4.9. Employees may only use non-council owned equipment to access council emails with the express permission of the Town Clerk.

5. Use of internet on council-owned equipment

- 5.1. Employees should not access personal email mailboxes from council-owned equipment.
- 5.2. The following are deemed unacceptable:
 - i. visiting illegal or fraudulent sites;
 - ii. using the internet to send offensive or harassing material to other users;
 - iii. revealing confidential information about the Council in a personal online posting, upload or transmission;
 - iv. publishing defamatory and/or knowingly false information about any aspect of the Council in any format.

6. Social media

- 6.1. Social media should only be used in accordance with Malvern Town Council's Social Media Policy.

7. General

- 7.1. Whilst using the council's IT equipment and software, the following is not permitted:
 - i. sending or posting discriminatory, harassing or threatening messages, images or other content;

- ii. using the organisation's time and resources for personal gain;
- iii. violating copyright law;
- iv. failure to observe licensing agreements;
- v. sending or posting messages or material that could damage the organisation's image or reputation;
- vi. sending or posting messages that defame or slander other individuals.

7.2. Violation of the law or any aspect of Malvern Town Council policy will result in disciplinary action.

8. Support and security

- 8.1. Employees should not interfere with the everyday running of the council's information technology systems, unless asked to do so.
- 8.2. Employees should ensure that Windows updates are installed regularly and no later than 48 hours after the advisory notice is seen.
- 8.3. Employees or councillors experiencing any problems with Town Council hardware, software or emails should contact the Operations and Office Co-ordinator or in their absence, PA to the Town Clerk, who will refer the issue to the Council's IT support contractors.
- 8.4. Annual training will be made available to employees and councillors in respect of cyber security.



MALVERN TOWN COUNCIL

PLANNING POLICY

MALVERN TOWN COUNCIL

PLANNING POLICY

1. Introduction

- 1.1. Malvern Town Council (hereafter known as 'The Council') is a consultee in the planning process. Responsibilities include:
- i. maintaining an effective planning consultation process;
 - ii. encouraging sensitive and high-quality development within the Town paying particular attention to the conservation areas;
 - iii. participating fully in the development and implementation of local plans, policies and interests in order to ensure that these have a beneficial impact on Malvern;
 - iv. seeking to obtain legitimate planning gain (Section 106 money) for the town from all major developments in Malvern.
 - v. receiving reports from task and finish groups formed to look at specific planning issues such as the South Worcestershire Development Plan and Neighbourhood Plan.

2. Procedure for Town Council Planning Consultation

A list of planning applications is sent to members each week. Councillors are asked to consider both major and minor applications in their ward. Councillors may then raise an application to be considered by the Operations and Planning Committee, if it falls within the required timeframe and any resulting comments will be submitted to Malvern Hills District Council.

Operations and Planning Committee may also nominate a councillor to speak at a Southern Area Planning Committee meeting at Malvern Hills District Council in support of comments submitted.

Minor – this category is for applications such as satellite dishes, limited signage or the erection of a conservatory, an extension or erection of one dwelling, the change of use of a shop to residential etc to which the Council is likely to have 'No Objection'.

Major – this category covers significant planning applications such as large housing or supermarket developments. These applications are presented to the Operations and Planning Committee and may attract members of the public to the meeting. Members of the public in attendance at the meeting will be invited to speak and raise any items of concern, thus enabling the Council to fulfil its representational role.

Only comments which relate to material planning considerations can be taken into account in the determination of a planning application. The relevant issues will vary with the nature of the proposal and site, but may include

- Structure and Local Plan policies;
- Government planning guidance;
- Planning law and previous decisions;
- Highway safety and traffic;
- Noise, disturbance, smells;
- Residential amenity;
- Relationship with existing buildings and uses;
- Design appearance and layout;
- Impact on trees, listed buildings, conservation areas and landscape.

Issues which are usually irrelevant in considering proposals will vary from case to case but the following are normally irrelevant:

- Matters covered by other laws;
- Boundary or area disputes;
- The applicant's morals, motives or background;
- Suspected future development;
- Loss of view over other people's land;
- Effect on value of property;
- Personal matters

It is important that all comments are clear, concise and accurate. It helps if the Council suggests conditions it would like to see imposed if the local Planning authority permits the application.

The Council's employees will aim to prepare and send the comments of the Committee to the District Council prior to the deadline. If the comments are too late to be included on the District Council Planning Committee Agenda, employees will circulate the comments by letter to MHDC.

Members should note that the majority of planning applications are dealt with by MHDC Planning officers under delegations in conjunction with the relevant District Councillors.



MALVERN TOWN COUNCIL

SAFEGUARDING POLICY

MALVERN TOWN COUNCIL

SAFEGUARDING POLICY

1. Procedures, Protocols and Practice

- 1.1. This overarching Safeguarding Policy aims to ensure that a consistent approach to safeguarding exists across all of Malvern Town Council's policies. It outlines key roles and responsibilities of individual employees and councillors to embed safeguarding policies, practices and procedures into the Council to reflect the additional requirements of these additional responsibilities.
- 1.2. Malvern Town Council (hereafter known as 'The Council') is committed to working in partnership with others to safeguard its residents from all forms of abuse, neglect or exploitation. The Council will raise awareness of safeguarding issues to ensure that the needs and interests of children, young people and adults with care and support needs are incumbent in decision making processes and through service provision.
- 1.3. This policy aims to ensure that an overarching approach to safeguarding is embedded within all Council services and that employees, councillors, volunteers, and those delivering contracts on behalf of the Council understand their role and responsibilities in supporting all residents to live a life free from abuse, exploitation and intimidation.
- 1.4. The Council will create an environment where employees, councillors and volunteers are adequately trained and encouraged to think of safeguarding as being their responsibility, understanding the need for them to play a full and active part in the delivery of the Council's response. External training providers will be used to deliver training where necessary.
- 1.5. The Council will ensure that its policy complies with all relevant legislation, and as such will review policies, procedures, protocols and practices at least once every four-year council term.
- 1.6. The Government has streamlined and simplified its approach to information sharing. In July 2018 it published ['Working Together to Safeguard Children'](#), a guide to inter-agency working to safeguard and promote the welfare of children. The guidance includes:
 - the legislative requirements placed on individual services
 - a framework for the three local safeguarding partners (the local authority; a clinical commissioning group for an area, any part of which falls within the local authority; and the chief officer of police for a police area, any part of

which falls within the local authority area) to make arrangements to work together to safeguard and promote the welfare of local children including identifying and responding to their needs

- the framework for the two child death review partners (the local authority and any clinical commissioning group for an area, any part of which falls within the local authority) to make arrangements to review all deaths of children normally resident in the local area, and if they consider it appropriate, for those not normally resident in the area

- 1.7. When there is a reasonable cause to believe that a person or persons may be suffering, or may be at risk of suffering, significant harm, consideration will always be given to referring these concerns to Worcestershire County Council Children's or Adults' Social Care departments (as appropriate) and/or the Police.
- 1.8. Information about children, young people, families and adults with care and support needs will be shared appropriately, and always in accordance with the Worcestershire Partnership's Protocol for Sharing Information between Children's Trust agencies working for Children and Young People in Worcestershire 2014- 2017.
- 1.9. Worcestershire Safeguarding Children Board – Information Sharing Agreement between constituent members of the Worcestershire Safeguarding Children Partnership (WSCP) <https://www.safeguardingworcestershire.org.uk/wp-content/uploads/2019/08/WSCP-Information-Sharing-Agreement.pdf>

A disclosure form is attached at Appendix A.

2. Safeguarding and Promoting the Welfare of Children and Young People

- 2.1. This encompasses the protection and welfare of children under the age of 18 (including unborn babies). It also incorporates the additional aims of preventing the impairment of children's health and development; ensuring they grow up in circumstances consistent with the provision of safe and effective care.

3. Safeguarding Adults

- 3.1. This encompasses the protection from harm or neglect of a person aged 18 and over who may need community care services due to a disability, age or illness, who cannot take care of, or protect themselves from significant harm or exploitation. Adults with care and support needs should be supported in maintaining control over their lives and to make informed choices without coercion.

4. Child Sexual Exploitation

- 4.1. Child Sexual Exploitation (CSE) is illegal activity by people who have some form of power and control over children and use it to sexually abuse them. It involves forcing or enticing a child (under the age of 18) to take part in sexual activities whether or not the child is aware of what is happening, including exploitative situations, contexts and relationships where children (or a third person or persons) receive “something” (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of performing, and/or others performing on them, sexual activities. CSE can be a form of organised or complex abuse, involving a number of abusers and/or a number of children.
- 4.2. CSE can occur through use of technology without the child's immediate recognition, for example the persuasion to post sexual images on the internet/mobile phones with no immediate payment or gain. In all cases those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.

5. Domestic Abuse and Violence

- 5.1. Domestic abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

6. Honour Based Abuse, including Female Genital Mutilation and Forced Marriage

- 6.1. Honour based abuse is violence and abuse in the name of honour, covering a variety of behaviours (including crimes), mainly but not exclusively against females, where the person is being punished by their family and/or community for a perceived transgression against the “honour” of the family or community, or is required to undergo certain activities or procedures in “honour” of the family.
- 6.2. Female Genital Mutilation (FGM) is a collective term for illegal procedures which include the removal of part/all external female genitalia for cultural or other non-therapeutic reasons. The practice is not required by any religion. It is painful, medically unnecessary and has serious health consequences at the time it is carried out and in later life. The procedure is typically performed on girls of any age, but is also performed on newborn girls and on young women before marriage/pregnancy. A number of girls die as a direct result of the procedure, from blood loss or infection. FGM may be practised illegally by doctors or traditional health workers in the UK, or girls may be taken abroad for the operation.
- 6.3. A forced marriage “is a marriage conducted without the valid consent of both parties,
-

where duress is a factor” (“A Choice by Right” HM Government 2000).

7. Prevent

- 7.1. [Prevent](#) is a Government Strategy led by the Home Office and focuses on working with individuals and communities who may be vulnerable to the threat of violent extremism and terrorism. Supporting vulnerable individuals and reducing the threat from violent extremism in local communities is priority for statutory partners and their partners.

8. Modern Slavery

- 8.1. Modern slavery or human trafficking involves the recruitment, transportation, transfer, harbouring or receipt of people who, with the threat or use of force, coercion, abduction, abuse of power or deception are exploited for the purposes of prostitution, forced labour, slavery or other similar practices. Victims are trafficked all over the world, including in and around the UK.
- 8.2. Malvern Town Council’s employees appointed to champion these issues throughout the Council will be:

Role	Officer	Contact Details
Senior Manager with Responsibility for Safeguarding	Linda Blake Town Clerk	lblake@malvern-tc.org.uk 01684 566667
Named Safeguarding Officer	Lyndsey Davies Office and Operations Coordinator	ldavies@malvern-tc.org.uk 01684 566667

- 8.3. Whilst other partnerships and organisations, as referred to in section 7 of this Policy, have roles in coordinating and ensuring the effectiveness of the Council’s work to safeguard and promote the welfare of children and adults with care and support needs, they are not accountable for the Council’s operational work. The Council retains its own lines of accountability for safeguarding and promoting the welfare of children and adults with care and support needs through its own service delivery and provision.
- 8.4. All employees, councillors and volunteers are to ensure they familiarise themselves and comply with the Council’s Safeguarding Policy.
- 8.5. All employees, councillors and volunteers must participate in relevant training to recognise the varying forms of abuse and report any concerns, incidents or allegations to the Council’s Named Safeguarding Officer in line with the relevant procedures.

- 8.6. It is the responsibility of all employees and councillors to consider safeguarding implications in their decision making processes, including the procurement of services.
- 8.7. All external organisations and contractors providing services to the Council are required to comply with the Council's Safeguarding Policy as a minimum standard. Where relevant they should have their own safeguarding policy and procedures in place.
- 8.8. Whilst safeguarding is the responsibility of all employees, councillors, volunteers and contractors, there are a number of safeguarding roles within the Council with specific responsibilities briefly set out below:

Role	Responsibilities
Councillors	Scrutinise the Council's Safeguarding Policy and any safeguarding reports to relevant Committees.
Senior Management Team, Town Clerk and Operations Manager	<p>Raise the profile, support the Policy and promote the development of initiatives to ensure the protection of residents within the district.</p> <p>Allocate resources to enable the Council to meet its responsibilities.</p> <p>Make staff aware of their duty to report any allegations or suspicions of abuse to the Named Safeguarding Officer and the procedure for doing so.</p> <p>Operate safe recruitment practices and routinely take up and check references.</p> <p>Adhere to and operate within the Council's Whistleblowing Policy and support staff who raise concerns.</p> <p>Ensure all staff receive training in safeguarding consistent with their job roles and responsibilities.</p> <p>Monitor compliance with Council's Safeguarding Policy with contractors, leaseholders and grant recipients as appropriate.</p>
Named Safeguarding Officer	<p>Development of Policy, issuing operational guidance, promoting good practice and making policy recommendations to Council.</p> <p>Submit annual progress reports to ensure that the Council's Safeguarding Policy is being met.</p> <p>Make a referral to the Local Authority Designated Officer (LADO) as appropriate.</p> <p>Ensure that action taken is coordinated and monitored.</p> <p>Development of an annual safeguarding action plan.</p> <p>Support and advise the Council's contractors, leaseholders and grant recipients on the development of safeguarding policies, where necessary.</p>

- 8.9. The Council will work with other agencies to prevent the abuse of its residents in all its

forms.

9. Safeguarding Worcestershire

9.1. Safeguarding refers to processes that are put in place to ensure that vulnerable people are not abused in any way, including physically, emotionally or sexually. This includes all procedures designed to prevent harm and neglect. Safeguarding also refers to the process of protecting children and adults by providing safe and effective care.

9.2. Safeguarding Worcestershire (<https://www.safeguardingworcestershire.org.uk/>) provides information on the safeguarding of children and adults and is provided by a partnership between Worcestershire Safeguarding Adults Board (WSAB) and Worcestershire Safeguarding Children Partnership (WSCP).

Worcestershire Safeguarding Adults Board

9.3. The Worcestershire Safeguarding Adults Board (WSAB) is the main forum for making sure that we keep safe those adults with care and support needs who are at risk of abuse and neglect and unable to protect themselves.

9.4. WSAB works at a strategic level to monitor the effectiveness of the safeguarding work carried out by all of its partner members and partner agencies.

9.5. The main purpose of WSAB is to promote wellbeing and reduce the risk of harm for people with care and support needs. They do this by:

- Seeking assurance that all partners listen to the voice of the person at risk
- Seeking assurance that Worcestershire safeguarding arrangements are in place as defined by the Care Act 2014 and supporting statutory guidance
- Seeking assurance that safeguarding practice carried out by organisations in Worcestershire is person-centred and outcome-focused
- Working collaboratively in order to prevent abuse and neglect where possible
- Seeking to ensure that agencies and individuals give timely and balanced responses when abuse or neglect is identified
- Being assured that safeguarding practice in Worcestershire is continuously improving and that WSAB is enhancing the quality of life of adults within our local communities.

9.6. The Care Act 2014 places a duty on the Council to cooperate with the Worcestershire Safeguarding Adults Board.

- 9.7. Further information on the roles and responsibilities of the Worcestershire Safeguarding Adults Board can be found at <https://www.safeguardingworcestershire.org.uk/wsab/>

Worcestershire Safeguarding Children Partnership

- 9.8. Working Together (2018) introduced a requirement for new Multi-Agency Safeguarding Arrangements (MASA) to replace Local Safeguarding Children Boards. The responsibility for ensuring implementation of the new arrangements rests with the three named Safeguarding Partners: the Local Authority, the Police and Clinical Commissioning Groups. These partners have a shared and equal duty to make arrangements to work together to safeguard and promote the welfare of all children in the local area.
- 9.9. In Worcestershire the three Safeguarding Partners are:
- Chief Executive of Worcestershire County Council
 - Chief Constable of West Mercia Police
 - Accountable Officer for Herefordshire and Worcestershire Clinical Commissioning Group (CCG)
- 9.10. The Safeguarding Partners will work together as an Executive Group, coming together with a wider group of relevant partners who will be known as the Worcestershire Safeguarding Children Partnership (WSCP).
- 9.11. WSCP replaces the Worcestershire Safeguarding Children Board (WSCB), however guidance produced by WSCB remains valid and should be followed by professionals.
- 9.12. Further information on the roles and responsibilities of the Worcestershire Safeguarding Children Partnership can be found at <https://www.safeguardingworcestershire.org.uk/home/wscb/>
- 9.13. Further details information on the multi-agency safeguarding arrangements can be found at [Worcestershire Safeguarding Children Partnership Plan](#) (June 2019).

10. South Worcestershire Community Safety Partnership

- 10.1. The Crime and Disorder Act 1998 placed a duty on local authorities and the Police to form a local partnership and cooperate in the development and implementation of a strategy for tackling crime and disorder in the area. This local partnership is known as the South Worcestershire Community Safety Partnership (SWCSP), of which the Council is a member. The Partnership brings together the existing work to reduce crime and improve community safety and acts as the formal body to meet the

requirements of the Act.

- 10.2. It is also a statutory requirement for the Community Safety Partnership to undertake a multi-agency Domestic Homicide Review (DHR) as part of the Domestic Violence, Crime and Victims Act 2004. DHRs are started where the death of a person occurs, which is thought to involve either violence, abuse, or neglect by a family member or a member of the same household.
- 10.3. More information can be found at <https://www.worcester.gov.uk/community-safety/south-worcestershire-community-safety-partnership>

11. Worcestershire County Council Social Care

- 11.1. Worcestershire County Council has responsibilities as the Children's Service Authority and Social Services Authority for Worcestershire. All safeguarding concerns, incidents and allegations regarding the welfare of an adult with care and support needs will be reported to Worcestershire County Council Access Centre. All safeguarding concerns, incidents and allegations regarding the welfare of a child will be reported to Worcestershire County Council Family Front Door. The relevant officers at Worcestershire County Council are responsible for coordinating any investigation. These are referred to as Local Authority Designated Officers.

12. West Mercia Police

- 12.1. West Mercia Police have an essential role in protecting children and adults with care and support needs from abuse and are under a legal duty to carry out their functions "having regard to" (taking account of) the need to protect and promote the welfare of children.
- 12.2. Section 11 of the Children Act 2004 states that police and crime commissioners and the chief officer of each police force in England must make sure that they protect and promote the welfare of children. This means that, while officers from the child abuse investigation unit (CAIU) have a critical role to play in child safeguarding, it is not just down to them, it is a basic part of the duties of all police officers.
- 12.3. As well as their duty to investigate criminal offences, West Mercia Police have emergency powers to enter premises and make sure they can provide immediate protection for children and adults with care and support needs believed to be suffering, or likely to suffer, significant harm.

APPENDIX A – DISCLOSURE FORM

Please complete as much of the following as possible. The completed form should be sent to the Named Safeguarding Officer.

This should be, no later than at the end of the working day in question

DETAILS OF THE CHILD/ ADULT			
Name of Child / Adult			
Gender		Date of Birth/Age (if known)	
Parent/Carers Name(s)	(leave blank if your concern is about an adult who does not have a carer)		
Home address	(if known)		
YOUR DETAILS			
Your Name			
Your Position			
Date and Time of Incident			
DETAILS OF THE PERSON ALLEGED TO HAVE CAUSED HARM/ LIKELY CAUSE HARM TO A CHILD/ ADULT (if known)			
Name			
Gender		Date of Birth/Age (if known, and relationship to victim)	
Parent/Carers Name(s)	(if the person harming/likely to harm to a child/ adult is under 18 years old)		
Home address	(if known)		
REPORT			
Are you reporting your own concerns or those raised by someone else?	My own concerns		<input type="checkbox"/>
	Concerns raised by someone else		<input type="checkbox"/>
If reporting concerns raised by someone else, please provide their name(s) and position(s):			
Name			
Position			
Date and Time of Disclosure	(If different)		

<p align="center">DETAILS OF THE SAFEGUARDING CONCERN/DISCLOSURE, INCLUDING TIMES, DATES AND OTHER RELEVANT INFORMATION.</p> <p>(The information should be as objective as possible, including direct quotes and reasons why you thought and responded as you did):</p>			
<p>Details of any witnesses to the incident(s)</p>			
<p>Have you spoken to anyone else regarding the concern/disclosure?</p>		<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	
<p align="center">REMEMBER: YOU SHOULD NOT CONDUCT AN INVESTIGATION. YOU SHOULD NOT CONTACT THE PARENT/CARER IF DOING SO MAY PUT A CHILD/ ADULT AT FURTHER RISK OF HARM.</p>			
<p>If yes, please provide details of who, what was said, when and what their response was.</p>			
<p align="center">FURTHER ACTION TAKEN</p>			
<p align="center">Have you informed any of the following?</p>			
Police	Yes <input type="checkbox"/> No <input type="checkbox"/>	Other Emergency Services	Yes <input type="checkbox"/> No <input type="checkbox"/>
Line Manager/ Head of Service	Yes <input type="checkbox"/> No <input type="checkbox"/>	Other (please specify)	
<p>If yes, please specify:</p>			
Your Signature		Date	

REMEMBER TO MAINTAIN CONFIDENTIALITY. DO NOT DISCUSS WITH ANYONE OTHER THAN THOSE WHO NEED TO KNOW

The completed form should be sent to the Named Safeguarding Officer, this should be no later than at the end of the working day in question:

Lyndsey Davies – Named Safeguarding Officer

T: 01684 566667 E: ldavies@malvern-tc.org.uk

In absence of Named Safeguarding Officer, contact:

Linda Blake – Senior Manager with responsibility for Safeguarding

T: 01684 566667 E: lblake@malvern-tc.org.uk

Named Safeguarding Officer Use Only

ADDITIONAL INFORMATION RELEVANT TO THE SAFEGUARDING CONCERN/DISCLOSURE			
Date received and acknowledged			
Internal action taken and reason(s)		Date	
Date forwarded onto LADO/ Police/ Social Care			
Correspondence from LADO/ Police/ Social Care		Date	
Date case closed/on hold			
Named Safeguarding Officer's Name			
Named Safeguarding Officer's Signature		Date	



MALVERN TOWN COUNCIL

SMOKE-FREE POLICY

MALVERN TOWN COUNCIL

SMOKE-FREE POLICY

1. Introduction

- 1.1. The Health Act 2006 made it illegal to smoke in all enclosed workplaces and public spaces in England with effect from 1 July 2007.

2. Definition

- 2.1. For the purpose of this policy, smoking is defined as anything that is smoked including manufactured and hand rolled cigarettes, pipes, cigars, herbal cigarettes and shisha pipes. Electronic cigarettes (e-cigarettes) and other vapour-producing products are also included.

3. Purpose

- 3.1. The purpose of this policy is to protect employees and councillors of Malvern Town Council (hereafter known as 'The Council') and people who visit council premises from the effects of smoking and second-hand smoke exposure.
- 3.2. All of the Council's workplaces are smoke-free and vape-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially-enclosed premises in the workplace, including company vehicles, and in the close vicinity of other employees and members of the public. This policy applies to all employees, councillors, contractors, volunteers and visitors.

4. Implementation

- 4.1. Employees who wish to smoke should do so in their own time i.e. within flex-time arrangements or during breaks agreed with their line manager. Employees must ensure that they smoke off site and that they always maintain a reasonable distance (e.g. more than 5 metres) from exits, entrances and open windows to ensure that they do not expose others to tobacco smoke or vapour.
- 4.2. Overall responsibility for policy implementation and review rests with the Town Clerk. However, all employees are obliged to adhere to, and support the implementation of the Policy. The Health and Safety Officer (Town Clerk) shall inform all existing employees, councillors, volunteers and contractors of the policy and their role in the implementation and monitoring of the policy. All new personnel will be issued with a copy of the policy on recruitment/induction.

5. Non-compliance

- 5.1. Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed fine and possible criminal prosecution.