



# **MALVERN TOWN COUNCIL**

## **ANNUAL COUNCIL MEETING**

### **REPORTS**

**For meeting on Thursday 18 May 2023**

**at 6.00 pm**

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

# MALVERN TOWN COUNCIL

Town Clerk  
28-30 Belle Vue Terrace  
Malvern  
Worcs  
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12 May 2022

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## MEETING OPEN TO MEMBERS OF THE PUBLIC

### To all Members of Malvern Town Council:

You are hereby summoned to attend a meeting of Malvern Town Council to be held on Thursday 18 May 2023 in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

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

Linda Blake  
Town Clerk

No.	Agenda Item
1.	<b>Appointment of Mayor</b> To elect the Mayor of Malvern Town Council for the 2023/24 council year. ➤ Nominations to follow
2.	<b>Mayor's Declaration of Office</b> To witness and receive the Mayor's formal Declaration of Acceptance of Office.
3.	<b>Appointment of Deputy Mayor</b> To elect the Deputy Mayor of Malvern Town Council for the 2023/24 council year. ➤ Nominations to follow
4.	<b>Deputy Mayor's Declaration of Office</b> To witness and receive the Deputy Mayor's formal Declaration of Acceptance of Office.
5.	<b>Apologies for Absence</b> To note apologies for absence.
6.	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests.
7.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the Minutes of the previous Full Council meeting: ➤ 13 April 2023 (already issued)

## Public Participation

*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.*

8.	<b>Mayor's Announcements</b> <ul style="list-style-type: none"><li>➤ The Mayor will make any relevant announcements.</li></ul>
9.	<b>Town Clerk's Report</b> <ul style="list-style-type: none"><li>➤ Verbal update on Town Council operations and activities.</li></ul>
10.	<b>Reports by County and District Council Representatives in Attendance</b> <ul style="list-style-type: none"><li>➤ Verbal reports or written submissions as appropriate.</li></ul>
11.	<b>Review of Committees/Task and Finish Groups and Appointment of Members for the 2023/24 Council Year</b> <ul style="list-style-type: none"><li>➤ Report AC01/23 to follow</li></ul>
12.	<b>Appointment of Representatives on Outside Bodies</b> <ul style="list-style-type: none"><li>➤ Report AC02/23 to follow</li></ul>
13.	<b>Bank Mandate and Payment Signatories</b> <ul style="list-style-type: none"><li>➤ Report AC03/23 to follow</li></ul>
14.	<b>Payment of Annual Subscriptions, Membership of Organisations</b> <ul style="list-style-type: none"><li>➤ Report AC04/23 to follow</li></ul>
15.	<b>Annual Review Process</b> <ul style="list-style-type: none"><li>➤ Report AC05/23 to follow</li></ul>
16.	<b>General Power of Competence</b> <ul style="list-style-type: none"><li>➤ Report AC06/23 to follow</li></ul>
17.	<b>Planning Consultations</b> <ul style="list-style-type: none"><li>➤ Report AC07/23 to follow</li></ul>
18.	<b>Policy and Resources Committee Recommendations</b> <p>Recommendations for approval by Council from the meeting held on 3 May 2023</p> <ul style="list-style-type: none"><li>➤ Report AC08/23 to follow</li></ul>
19.	<b>Review of Reports submitted by Grant-receiving Bodies March 2022</b> <ul style="list-style-type: none"><li>➤ Report AC09/23 to follow</li></ul>
20.	<b>Date and Time of Next Meeting</b> <ul style="list-style-type: none"><li>➤ Wednesday 21 June 2023 at 6.00 pm, venue to be confirmed</li></ul>
<b>Exclusion of the Press and Public</b> <p><i>To resolve pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i></p>	
21.	<b>Belle Vue Building/Victoria Park Pavilion</b> <ul style="list-style-type: none"><li>➤ Verbal update</li></ul>

**UNADOPTED**

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

**held in the Council Chamber, Malvern Hills District Council, Avenue Road  
on Thursday 13 April 2023, at 6.00 pm**

**Councillors**

Present

N Houghton (Chairman)  
C Bovey  
C Fletcher  
C Hooper  
J Leibrandt (from 6.06 pm)  
F Matthews-Jones  
D Mead  
C Palmer  
A Stitt (from 6.12 pm)  
D Watkins

**Absent**

K Aksar  
L Lambeth  
R McLaverty-Head (apologies)  
L Lowton  
N Mills  
J Wilkinson (apologies)

**Also in attendance**

L Blake – Town Clerk  
L Wall – Minute Clerk

Two members of the public

**164. APOLOGIES FOR ABSENCE**

Apologies from Councillors Josephine Wilkinson and Ronan McLaverty-Head for absence and Josephine Leibrandt for lateness were **NOTED**.

**165. DECLARATIONS OF INTEREST**

None.

**166. MINUTES OF PREVIOUS MEETING**

Cllr Clive Hooper reported a spelling error in minute 154, which will be amended.

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

- Full Council meeting 2 March 2023

**PUBLIC PARTICIPATION**

Ed Moseley of Malvern Cycle Sport attended the meeting to speak in support of agenda item 8 and explain the concept of a pump track. He gave a brief description of his background and interest in cycling, which started when he lived in Malvern and would cycle to the BMX track, progressing to commuting to work by bike and coaching all age groups in Cycle Sport.

He expressed how important it was for children especially to be able to cycle in an environment that was both safe and exciting, and the pump track with its ramps and jumps provided this. He emphasised it would not be a skatepark but could be used by anything with wheels such as scooters and tricycles as well as bikes and felt it would provide a complimentary facility to the play area which was predominantly for very young children.

***Cllr Leibrandt joined the meeting at 6.06 pm.***

## UNADOPTED

Mr Moseley explained that at the public consultation it was apparent that some residents living in the area adjacent to the land were against the idea of a pump track due mainly to concerns about an increase in antisocial behaviour. However, in his experience, by providing youngsters with something to do, antisocial behaviour often decreased. Mr Moseley then answered various questions from members including:

- The name 'pump track' is derived from the technique used by riders to gain speed and go over jumps.
- It provides a controlled environment for riders rather than them making their own jumps on public land
- £4,000 has been raised by Mr Moseley through Malvern Cycle Sport and other supporters and they would continue to fundraise.

Cllr Aidan Stitt joined the meeting at 6.12 pm

***The Chairman announced that under Standing Order 1a he would be altering the order of business so that agenda item 8 "Land adjacent to Adam Lea Play Area – Results of Public Consultation and Pump Track Proposal" would be brought forward.***

### **167. LAND ADJACENT TO ADAM LEA PLAY AREA – RESULTS OF PUBLIC CONSULTATION AND PUMP TRACK PROPOSAL**

Report CL02/23 was received and accepted.

The Town Clerk explained that the pump track would occupy approximately one third of the land and sit alongside other facilities yet to be decided, although the results of the survey showed that a trim trail and a wetlands area were very popular.

The survey also showed that most users of the pump track would arrive by bike.

Full Council **NOTED** the results from the public consultation for the future use of land adjacent to Adam Lea play area and it was **RESOLVED** to approve locating a bike pump track on part of this land.

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

### **168. MAYOR'S ANNOUNCEMENTS**

The Mayor reported that he will attend a service at Worcester Cathedral on 7 May to celebrate the coronation of Their Majesties King Charles and Queen Camilla.

The Mayor's Peaks Challenge Walk is in two weeks' time on 29 April and the Mayor was delighted that with the entrance fees from the walk, the fundraising target of £10,000 for his 'Name a Puppy' fund for Guide Dogs had been reached.

The Mayor reported that he had not yet received a response to his letter to Dr Inga Lewenhaupt, former chair of the Jenny Lind Society in Stockholm, regarding the relocation of the sculpture.

### **169. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES**

The Town Clerk gave the following update on recent Town Council operations and activities:

- Ticket sales for the Mayor's Peaks Challenge walk were nearly double last year's figures, and had almost reached the maximum number available.
- The Health and Wellbeing Fair which will be held on the same day, in Priory Park, now had fifteen confirmed exhibitors.

## UNADOPTED

- Marshalls for the walk were still needed to help from St Ann's Road to the finish and it was hoped that councillors would help fill the hour-long slots.
- The Operations Team now has two new members, Yurri and Darren, bringing the team up to full strength in time for the summer.
- Upcoming elections would see Malvern Link as the only contested ward; in the remaining eight wards ten councillors have been elected unopposed leaving six vacancies to be filled by co-option. It is likely that a separate meeting will be arranged for this, in June.
- The Operations Team will be putting the flags up in town earlier this year so that they are ready for the coronation, and extra 'Welcome to Malvern' flags provided by the district council will be flown in certain areas.

### 170. **MEMBERS QUESTIONS**

There were no members' questions.

### 171. **VICTORIA PARK TASK AND FINISH GROUP RECOMMENDATIONS**

Report CL01/23 was received and accepted.

The Chairman of the Victoria Park Task and Finish Group, Cllr David Mead, explained that the report and recommendations related to a final set of requirements for the new building at Victoria Park, which had been put together by the task and finish group.

It was **RESOLVED** to approve the recommendations below, following a meeting of Victoria Park Task and Finish Group held on Tuesday 21 March 2023:

- i. That the final set of requirements as listed below be incorporated into the final design of the new building at Victoria Park:
  - A. A meeting room of 71m<sup>2</sup> which is approximately 1.75 times larger than the present council chamber.
  - B. The serving area in the café will be to the north of the building to allow direct access to café store.
  - C. The kitchen fit-out will be left for the future tenant of the café to manage and install as this will allow the café tenant to choose the exact equipment they require.
  - D. The office space will be 37m<sup>2</sup> to include one separate meeting room/Town Clerk's office. This amount of space more than meets the minimum requirements. Acoustic screens will be used to separate desks as required.
  - E. Lockers will be provided in the lobby area.
  - F. Toilets will be in accordance with building regulation requirements:
    - 1 to serve the café
    - 1 in the lobby area for users of the park
    - 2 for use by office staff/meeting room
  - G. An anti-climb fascia will be incorporated into the design to prevent anyone climbing onto the roof and damaging the solar panels.
  - H. There will be no canopy at the main entrance and automated doors will be included subject to cost implications.

## UNADOPTED

- I. External lighting will be on all four elevations in a style to meet light pollution standards and bat protection policies.
  - J. Removable shading is recommended for the outdoor seating area of the café as anything fixed will be subject to vandalism.
  - K. The external aspect will be a composite panel system in green alongside Thermawood cedar external vertical cladding. The mix of green panels and wood cladding helps blend the building into the surroundings.
  - L. The final decision of air-source versus ground-source heating will be delegated to officers based on findings from Modulek on cost implications and possible payback of these two methods.
  - M. The skatepark will have to be closed when onsite works begin as it will form part of the landscaping plan for the new building. When planning approval is received, a project for a new skatepark will be subject to public consultation.
  - N. Malvern Town Council signage will be included.
  - O. The building will be future-proofed to ensure that a second storey can be added later if required.
- ii. That Town Council officers work with Modulek as the chosen supplier to now submit a planning application based on the final requirements for the new building at Victoria Park.

### 172. **TOWN COUNCIL HARDSHIP FUND**

Report CL03/23 was received and accepted.

The Town Clerk explained that the Hardship Fund, if adopted, would be a discretionary source of financial help available to any members of staff at Malvern Town Council, subject to a successful application process.

The scheme is designed to provide assistance with basic needs when a staff member may be experiencing temporary hardship and it has been based on schemes used in other industries.

Applications would be considered by a review panel comprising the Town Clerk, Mayor, Deputy Mayor, Chair of Policy and Resources Committee, and Chair of Operations and Planning Committee.

If successful, a grant would be non-repayable but subject to the usual deductions of tax and national insurance.

Further details of the fund were contained within the appendix to the report.

There was a robust discussion amongst members at the meeting regarding various aspects of the fund and points raised were as follows:

- An approved policy would have to be in place to ensure consistency and transparency, and applications could not be considered on an ad-hoc basis by the Policy and Resources Committee.
- If all employees applied, there would be enough in reserves, but it was expected that take up would be low.
- There would not be any contractual issues if an application was turned down.
- The grant would be paid via a staff member's salary and could not be paid in food vouchers or other payment in kind.

## UNADOPTED

- The suggested amount in the report for a one-off payment was £650 maximum which may not be enough taking into consideration the cost of one-off emergencies that may occur.
- The review period of twelve months could be brought forward to six months.

Some members felt that they would like more time to consider the Malvern Town Council Hardship Fund and a proposal was tabled to defer this agenda item. After a vote was taken this proposal fell.

### Recommendation as per report CL03/23

*For Council to consider and adopt a Malvern Town Council Hardship Fund as detailed in Appendix A.*

The following amendments were tabled:

1. It was proposed that the maximum amount that could be applied for should be increased from £650 to £1,300 and the scheme reviewed in six months' time.

After a vote, this proposal fell.

2. It was proposed to review the scheme in six months' time.

This proposal was passed as an amendment to the original motion.

3. It was proposed to increase the maximum amount of the fund that could be applied for from £650 to £1,000.

After an initial vote was tied, the Mayor used his casting vote and the proposal was passed as an amendment to the original motion.

### The amended recommendation was now as follows:

*For Council to consider and adopt a Malvern Town Council Hardship Fund as detailed in Appendix A, with a maximum amount of £1,000, and to be reviewed in six months' time.*

It was **RESOLVED** to adopt a Malvern Town Council Hardship Fund as detailed in Appendix A, with a maximum amount of £1,000, and to be reviewed in six months' time.

## 173. POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS

Report CL04/23 was received and accepted.

The Chairman of Policy and Resources Committee, Cllr Clive Hooper, presented the recommendations from the meeting held on 21 March 2023.

### i. Minute 54 Review of Earmarked Reserves

It was **RESOLVED** to agree the following additions to Earmarked Reserves at Year End:

- £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.

### ii. Minute 55 Policy Review Task and Finish Group Recommendations

It was **RESOLVED** that the following three policies as amended by the Task and Finish Group be approved and adopted:



## UNADOPTED

- Information technology users' policy
- Planning Policy
- Smoke-free policy

### iii. **Minute 56 Community Engagement Strategy**

It was **RESOLVED** to approve and adopt the Community Engagement Strategy.

## 174. **OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS**

Report CL05/23 was received and accepted.

The Chairman of Operations and Planning Committee, Cllr Cynthia Palmer, presented the recommendations from the meeting held on 5 April 2023.

### i. **Minute 85 Gas lamp on Malvern Common**

It was **RESOLVED** that the gas lamp on Malvern Common and adjacent to Poolbrook Road be repaired and reinstated subject to the costs being recoverable through an insurance claim.

## 175. **DATE AND TIME OF NEXT MEETING**

It was agreed that the date of the next meeting would be Thursday 18 May 2023 at 6.00 pm.

## **EXCLUSION OF THE PRESS AND PUBLIC**

It was **AGREED** to resolve pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

## 176. **MEETING OF EMERGENCY DECISION MAKING GROUP, 8 MARCH 2023**

The Town Clerk updated members on the meeting of the Emergency Decision Making Group which had been held on 8 March 2023.

The meeting finished at 7.35 pm.

.....  
(Chairman)

**APPOINTMENT OF MAYOR AND DEPUTY MAYOR FOR THE 2023/24 COUNCIL  
YEAR**

**Agenda item 1 – Appointment of Mayor**

There have been two nominations received in respect of Mayor:

Councillor Clive Hooper	Proposed by Cllr David Watkins
	Seconded by Cllr Josephine Leibrandt

Councillor Nicholas Houghton	Proposed by Cllr Sean Austin
	Seconded by Cllr Anne Cherry

**Agenda item 3 – Appointment of Deputy Mayor**

There have been two nominations received in respect of Deputy Mayor:

Councillor Anne Cherry	Proposed by Cllr Nicholas Houghton
	Seconded by Cllr Sean Austin

Councillor David Watkins	Proposed by Cllr Clive Hooper
	Seconded by Cllr Josephine Leibrandt

Note: nominees will be asked to give a two-minute speech in support of their nomination.

**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Thursday 18 May 2023 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern**

**REVIEW OF COMMITTEES/TASK AND FINISH GROUPS AND APPOINTMENT  
OF MEMBERS FOR THE 2023/24 COUNCIL YEAR**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendations**

2.1. Council is recommended to consider and approve the following Committees and Task and Finish Groups:

**2.2. Policy and Resources Committee**

➤ Confirm membership of Policy and Resources Committee as nine members.

Four Councillors have already put their names forward to serve on Policy and Resources Committee and these are in bold in the list below. A further two members have been allocated to this committee, to balance numbers and because no committee preference had been received at the time of writing this report.

1. **Cllr Iain Dawson**
2. **Cllr Clive Fletcher**
3. **Cllr Clive Hooper**
4. **Cllr Nicholas Houghton**
5. Cllr Melanie Jones
6. Cllr Lou Lowton
7. To be filled by co-option
8. To be filled by co-option
9. To be filled by co-option

It should be noted that one of the names in bold above will be elected to serve as Mayor for the 2023/24 Council year and therefore will be removed from membership of this Committee, leaving four places to be filled by co-opted members later in the year.

**2.3. Operations and Planning Committee**

➤ Confirm membership of Operations Committee as ten members.

Eight Councillors have already put their names forward to serve on Operations and Planning Committee and these are in bold in the list below.

1. **Cllr Sean Austin**
2. **Cllr Caroline Bovey**
3. **Cllr Anne Cherry**

4. **Cllr Judith Green**
5. **Cllr Josephine Leibrandt**
6. **Cllr Freya Matthews-Jones**
7. **Cllr David Mead**
8. **Cllr David Watkins**
9. To be filled by co-option
10. To be filled by co-option

The final two places will be filled by co-opted members later in the year.

2.4. Audit Committee

- Confirm membership of Audit Committee at five members.

Only one Councillor has already put their name forward to serve on Audit Committee and this is in bold in the list below. A further four members need to be appointed to this Committee at Annual Council in order that the review of the Internal Auditors Report, can be completed on 7 June 2023.

1. **Cllr Caroline Bovey**
2. X
3. X
4. X
5. X

Council should note that Policy and Resources Committee members are precluded from sitting on Audit Committee.

2.5. Emergency Decision Making Group

- Confirm membership of the Council's Emergency Decision Making Group as:
  1. Mayor
  2. Deputy Mayor
  3. Chairman of Policy and Resources Committee
  4. Vice-Chairman of Policy and Resources Committee
  5. Chairman of Operations and Planning Committee
  6. Vice-Chairman of Operations and Planning Committee

The Emergency Decision Making group will be called on if an urgent and time sensitive decision needs to be made and cannot be done within the normal meeting timetable.

Any report from a meeting of this group will be sent to the next meeting of Full Council.

2.6. Other

- Approve the suspension of all other task and finish groups, although it should be noted that these can be set up at any time during the year either by Council or a committee, to carry out a specific task and report back.

2.7. **Chairmanship**

- All committees and task and finish groups will be required to elect a Chair and Vice-Chair at the first meeting of the new council year. Members are reminded that following a council decision, training for Chairs and Vice-Chairs is mandatory and must be completed as soon as is reasonable. Training is only required once in every council term and therefore all members who wish to be a Chair or Vice-Chair of a Committee will need to repeat this if already undertaken.

**3. Background**

- 3.1. A Town Council may arrange to discharge any of its functions through a committee, or a subcommittee of the council. Unless the council otherwise directs, any committee appointed by the council may itself arrange for the discharge of any of its functions by a subcommittee. The only powers that cannot be transferred to a committee are those of issuing a precept or approving the Annual Return.
- 3.2. Councillors have been asked their individual committee preferences when completing their Declarations of Acceptance of Office following the recent elections. With fourteen councillors currently elected to Malvern Town Council, six spaces remain on the Council and will be available for co-option later in the year. It is important, however, to have a balance of numbers of Policy and Resources Committee and Operations and Planning Committee in order that meetings may still take place.
- 3.3. All committees have specific terms of reference which are reviewed at least once per council term and certain decisions are delegated to these committees, with other matters returning as committee recommendations for Full Council approval.
- 3.4. Task and finish groups are formed to carry out a specific task under an agreed remit and then are disbanded once the work has been completed.
- 3.5. The Chair of any meeting of a committee or task and finish group has a second casting vote, should they choose to use it.
- 3.6. The Mayor is an ex-officio non-voting member of all committees and task and finish groups.
- 3.7. A member of Policy and Resources Committee is precluded from membership of the Town Council's Audit Committee.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. The Town Council has adopted a set of standing orders to regulate its business and proceedings, and these include rules governing meetings.
- 5.2. The Local Government Act 1972 schedule 12 covers meetings and proceedings of local authorities.

End  
Linda Blake  
Town Clerk

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

**to be held on Thursday 18 May 2023 at 6.00 pm**

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

**APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2023/24**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Council is asked to consider whether it wishes to continue appointing Town Councillors to each of the outside bodies as listed in Appendix A to this report.
- 2.2. If Council wishes to continue to appoint members to an outside body, a representative – or representatives – must be chosen.

**3. Background**

- 3.1. Each year at the Annual Council Meeting, the Town Council appoints representatives to outside bodies as listed at Appendix A to this report.
- 3.2. Members are asked to report back to Council on the activities of the organisations at least once during the year. These reports should be submitted under Agenda Item 'Town Council Reports/Reports from Representatives on Outside Bodies'.

**4. Financial Implications**

- 4.1. There are no financial implications to this report.

**5. Legal Implications**

- 5.1. Although no longer required as part of the Register of Interests, if a member is appointed as a representative on an outside body, they must consider this as a declaration of interest at any meeting containing business relating to this body.
- 5.2. Standing Orders state that any one Councillor should not act on behalf of the Council unless authorised by resolution. Any matters relating to Outside Bodies which require a decision will need to be debated by Full Council as an Agenda item.

End  
Linda Blake  
Town Clerk

**TOWN COUNCIL REPRESENTATION ON OUTSIDE BODIES 2023/24**

<b>Outside Body</b>	<b>Number of Representatives required for 2023/24</b>
Malvern Hills Council for Community Action	One
Malvern Hills CAB Management Committee	One
Malvern Town Council/Malvern Hills District Council Liaison Group <i>(Mayor and Deputy Mayor)</i>	Two
County Association of Local Councils (CALC)	One for executive committee Two for local area committee
Malvern-Mariánské Lázně Community Partnership (MLCP)	One
Malvern-Bagnères de Bigorre Twinning Association (MBTA)	One
Malvern Twinning Steering Group <i>(Mayor and Deputy Mayor)</i>	Two
Malvern Hills District Children and Young People's Partnership	One
Rural Market Town Group	One

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

**to be held on Thursday 18 May 2023 at 6.00 pm**

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

**BANK MANDATE AND PAYMENT SIGNATORIES**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Council is recommended to approve the following signatories for the management of the Town Council's bank account in accordance with legal and operational requirements AND to approve internet banking schedules and to sign any cheques or other payment authorisations if they are required.

- Mayor and Deputy Mayor of Malvern Town Council
- Five other Town Councillors with availability during Town Council working hours (to be nominated at the meeting)

- 2.2. Council is asked to note and confirm the following ongoing resolutions with respect to its bank accounts:

- a) Two from the approved signatories in 2.1 above are required to issue instructions for any changes, modifications or additions to the Council's bank accounts.
- b) The key contact for managing the bank account and allocating user permissions is the Town Clerk.
- c) The Town Clerk (or in their absence, the Operations Manager) is fully empowered to act on behalf of the Council to ensure the smooth running of the Council's bank accounts, subject to all previous authorisation permissions being adhered to.
- d) Two from the seven members agreed at 2.1 above are required to sign and approve internet banking schedules and direct debit instructions before payments are made by officers.

**3. Background**

- 3.1. The Council holds a current bank account with Unity Trust Bank. This bank account allows internet banking with the appropriate security arrangements in place.

- 3.2. Malvern Town Council also holds two further accounts:

- Public Sector Deposit Fund held with CCLA which allows the daily transfer of funds and yield has improved significantly over the last twelve months currently sitting at 4.4075%.
- Local Authority Property Fund held with CCLA which is for longer term deposits and currently pays dividends of approximately £660 per quarter.



- 3.3. Although the Town Clerk is authorised to manage the day-to-day running of the Council's bank accounts, two councillor signatories are required to make any changes, modifications or additions to the Council banking arrangements with Unity Trust Bank Ltd and the CCLA.
- 3.4. Further to the requirement in 3.3 above, the Council's online banking procedure states that two councillor signatories will be required to authorise a schedule of payments before any payments can be made. These signatories are also required for cheques (when used), direct debit mandates and other payment authorisations.
- 3.5. Seven councillors, including the Mayor and Deputy Mayor, need to be selected as payment signatories. These councillors should be available during Town Council office opening hours to sign internet banking payment schedules and to check a selection of payments against invoices for internal audit control purposes.

**4. Financial Implications**

- 4.1. The Council's Financial Regulations lay down procedures to enforce robust financial controls.

**5. Legal Implications**

- 5.1. The Council is required to make arrangements for the proper administration of its financial affairs, and this is subject to both internal and external audit.

End  
Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Thursday 18 May 2023 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern**

**PAYMENT OF ANNUAL SUBSCRIPTIONS/  
MEMBERSHIP OF ORGANISATIONS**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Full Council is recommended to:

- Review and authorise subscriptions as set out in Appendix A to this report, making any amendments as required.
- Authorise the Town Clerk to pay the subscriptions.

**3. Background**

- 3.1. The Town Council's current Standing Orders, 5j (xv) require a review of the Council's and/or Staff Subscriptions to other bodies (Appendix A), to be determined at the Annual Meeting.
- 3.2. The first four organisations listed provide advice, support and updates on statutory guidelines relating to town and parish councils, local authority finance and accounting, green book terms and conditions and management of the cemetery.
- 3.3. The Cotswold Line Promotion Group provides regular information bulletins and the Council joined Caring for God's Acre in 2021/22 as it provides information and support relating to Great Malvern Cemetery.
- 3.4. The Town Council agreed to join the Rural Market Town Group in May 2021. The purpose of this group is for similar councils to share ideas, information and advice.

**4. Financial Implications**

- 4.1. The cost to renew the subscriptions is £3,845 as set out in Appendix A to this report. This is an increase of 11% from the previous year and can be contained within the Council's 2023/24 budget which was agreed in December 2022.

**5. Legal Implications**

- 5.1. There are no direct legal implications, but the advice and updates received from many of these organisations assist Officers in complying with legal and accounting guidelines.

End  
Linda Blake  
Town Clerk

**AGENDA ITEM 14**  
**APPENDIX A**

<b><u>Organisation</u></b>	<b><u>Cost 2022/23</u></b>	<b><u>Estimated Cost 2023/24</u></b>
Worcestershire CALC/NALC	£2,346	£2,649
Chartered Institute of Public Finance and Accountancy	£362	£380
Local Government Employers	£468	£468
Institute of Cemetery Management	£95	£100
Cotswold Line Promotion Group	£15	£15
Caring for God's Acre	£100	£100
Rural Market Town Group	£72 for part year	£133
<b>Total</b>	<b><u>£3,458</u></b>	<b><u>£3,845</u></b>

**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Thursday 18 May 2023 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern**

**ANNUAL REVIEW PROCESS**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Council delegates a review of the following items, with any recommendations to come back to Full Council for ratification:

- a) Review of delegation arrangements to committees, subcommittees, staff and other local authorities – Policy and Resources Committee.
- b) Review of the Terms of Reference for Committees - Policy and Resources Committee.
- c) Review and adoption of appropriate standing orders and financial regulations - Policy and Resources Committee.
- d) Review of inventory of land and assets including buildings and office equipment – Operations and Planning Committee.
- e) Review and confirmation of arrangements for insurance cover in respect of all insured risks - Policy and Resources Committee.
- f) Review of the Council's Complaints Procedure - Policy and Resources Committee.
- g) Review of the Council's policies, procedures and practices in respect of obligations under Freedom of Information and Data Protection legislation - Policy and Resources Committee.
- h) Review of the Council's policy for dealing with the press/media - Policy and Resources Committee.
- i) Review of the Council's Employment policies and procedures - Policy and Resources Committee.
- j) Review of the Council's expenditure incurred under s137 of the Local Government Act 1972 or the General Power of Competence – Policy and Resources Committee as part of the Annual Accounts.
- k) Determining the time and place of ordinary meetings of the Council up to and including the next meeting of Annual Council – completed by Full Council in February 2023..

**3. Background**

- 3.1. Standing Order 5j states the business to be considered at the Annual Council meeting. These are the legal requirements for Annual Council to consider as detailed within Standing Orders. Some of the items listed are covered as

individual items within the agenda for Annual Council but the remaining reviews are included with this report for delegation.

- 3.2. Due to the detail involved in the review process and the fact that some of the items are considered as a matter of course during each year, it is sensible to delegate these reviews to Committees/Task and Finish Groups during the year with any recommendations returning to Full Council for ratification.
- 3.3. Council is asked to note that at the Full Council meeting held in April 2022, it was resolved to set up a Policy Review Task and Finish Group to review overdue council policies and to report back to Policy and Resources Committee. This was a 'catch up' exercise in addition to the reviews listed in 2.1 above and after the final policy reviews have been considered (at agenda item 18) then a calendar will be drawn up to review the policies at least once every four years.

**4. Financial Implications**

- 4.1. There are no financial implications to this report.

**5. Legal Implications**

- 5.1. The Local Government Act 1972 Section 15 states that the Chairman (Mayor) must be elected as the first business transacted at the Annual Meeting. This is the only legal requirement. Standing Orders list routine matters that must be considered as business at Annual Council, but it is permissible for Council to ask Committees/Task and Finish Groups to consider these and then report back to Full Council.

End  
Linda Blake  
Town Clerk

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

**to be held on Thursday 18 May 2023 at 6.00 pm**

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

**THE GENERAL POWER OF COMPETENCE**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. That Malvern Town Council resolves from 18 May 2023, until the next Annual Council Meeting after Ordinary Elections that having met the conditions of eligibility as defined in the Localism Act 2011, to adopt The General Power of Competence (GPC).

**3. Background**

- 3.1. The GPC is a statutory power which was given to town and parish councils under the Localism Act 2011 s1(1). It is intended to give local authorities wider powers and gives local authorities the power to do anything that individuals can do providing that it is not prohibited by other legislation.
- 3.2. Without the GPC, councils can only do those things which they are specifically empowered to do by statute. However, by adopting the GPC, Malvern Town Council can do anything except those things which the law forbids them from doing. It is referred to as a 'power of first resort'.
- 3.3. The GPC is available to councils that meet two criteria for eligibility as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.
- The Clerk must hold CiLCA (Certificate in Local Council Administration) or another relevant higher education qualification for clerks.
  - Two thirds of councillors must be elected which means have stood for election.

The Clerk obtained her CiLCA qualification in July 2014 and with 14 members elected either opposed or unopposed, Malvern Town Council fulfils the criteria to adopt The General Power of Competence.

- 3.4. To use the GPC, the council must resolve at a Full Council meeting that it meets the criteria of eligibility at that time and must confirm that it remains eligible at each annual meeting of the council taking place immediately after ordinary elections.
- 3.5. There are several statutory or legal restrictions that a local council should consider before using the power.

Statutory duties must remain in place, eg:

- Duty to act with regard to crime and disorder
- Duty to consider conserving biodiversity

- Duty to provide allotments if there is a demand

- 3.6. The council must ensure existing procedural and financial duties remain in place. Furthermore, councils must comply with relevant existing legislation (e.g. employment law, health and safety, equality legislation and duties relating to GDPR and freedom of information).
- 3.7. Once a resolution has been passed, a parish/town council remains eligible up until its next relevant annual meeting. This is the annual meeting of the council after the ordinary election that normally takes place every four years. The confirmation does not have to take place every year.

**4. Financial Implications**

- 4.1. Council must ensure that any decisions it makes can be supported by the appropriate financial resources as required.

**5. Legal Implications**

- 5.1. The Government included a “general power of competence” in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). It was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012.

End  
Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Thursday 18 May 2023 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern**

**PLANNING CONSULTATIONS**

**1. Purpose of Report**

- 1.1. For comment as necessary.

**2. Recommendation**

- 2.1. The Council is recommended to note and comment on:
- i. Specific planning applications raised by Ward members, Officers or requested by members of the public.
  - ii. Any major planning applications currently being considered.
  - iii. Any 'live' planning applications as circulated on the weekly planning lists and on the planning application log attached at Appendix A.
- 2.2. A Councillor can be nominated to speak on behalf of the Town Council at MHDC's Southern Area Planning Committee where relevant.

**3. Background**

- 3.1. A list of planning applications is sent to members each week. Members are asked to consider both major and minor applications and raise any comments either directly with the Town Clerk or at the appropriate committee or council meeting.
- 3.2. Other 'live' applications from the planning log can be raised by Committee members at the meeting. Full details of the applications are available by clicking on the relevant link below.
- 3.3. Members are asked to look at details of any planning applications for discussion before the meeting to allow an expeditious decision-making process.
- 3.4. Members are reminded that the Town Council is a consultee in the planning process and the comments that Council makes will go forward to the District Council as part of the planning application process. Therefore, comments should relate to material planning considerations so that they will be properly considered.
- 3.5. If a Councillor is nominated to speak at an MHDC SAPC meeting, Town Council Officers will await the application being listed on an agenda and will register the Councillor to speak through the agreed procedure.

**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

**AGENDA ITEM 17**  
**APPENDIX A**

<b>Application number</b>	<b>Location</b>	<b>Ward</b>	<b>Description of works</b>	<b>Applicant</b>	<b>Comment deadline</b>
<a href="#"><u>M/22/01554/HP</u></a>	63 Worcester Road, Malvern, WR14 4AD	Priory	Balcony alterations, ground floor single-storey gym extension with basement below and size of first floor store increased.	Mr Jason Smith	18/05/2023
<a href="#"><u>M/23/00461/ADV</u></a>	Malvern View, Chequers Close, Malvern, WR14 1GP	Link	Illuminated sign to front elevation	Miss Laura Pearce	23/05/2023
<a href="#"><u>M/23/00410/ADV</u></a>	Properties 47 to 51 Church Street, Malvern	Priory	New signage and external lighting	Halkin Development Limited	23/05/2023
<a href="#"><u>M/23/00527/HP</u></a>	St Bernard, 98 Pickersleigh Road, Malvern	Link	Demolition of existing utility room and replace with single storey rear extension to create larger kitchen	Sarah Curtis	23/05/2023
<a href="#"><u>M/23/00409/FUL</u></a>	Properties 47 to 51 Church Street, Malvern	Priory	New external ventilation equipment	Halkin Development Limited	23/05/2023
<a href="#"><u>M/23/00517/HP</u></a>	1 Arosa Drive, Malvern	Chase	Side and rear extension	Michael and Fiona Bacon	24/05/2023
<a href="#"><u>M/23/00578/HP</u></a>	Pen Lon, 24 Whitborn Close, Malvern	Chase	Proposed single storey rear extension and internal alternations including 2 new rooflights	Carl and Ben Williams	24/05/2023
<a href="#"><u>M/23/00441/LB</u></a>	Bath Villa, 345 Worcester Road, Malvern	Link Ward - pre 01/05/23	Removal of stud wall between bathroom and toilet to make one bathroom, repair floor	Mr Adam Evans	30/05/2023

**AGENDA ITEM 17**  
**APPENDIX A**

<a href="#">M/23/00632/FUL</a>	Pharmacy at 84 Barnards Green Road, Malvern	Barnards Green	Rear single storey extension and new escape stair	Mr O Singh	05/06/2023
<a href="#">M/23/00633/HP</a>	3 Pickersleigh Avenue, Malvern	Link	Singel storey extension to side	Mr Colin Walls	06/06/2023

**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Thursday 18 May 2023 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern**

**POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Full Council is asked to consider the recommendations from the meeting of Operations and Planning Committee held on 3 May 2023 and listed below.
- 2.2. Recommendations to be presented by the Chair of the Policy and Resources Committee or, if absent, the Vice-Chair.

i. **Minute 61 Review of Health and Safety Policy**

It was **RECOMMENDED** that the amended Health and Safety Policy, formatted in the style agreed by the recent Policy Review Task and Finish Group be approved and adopted.

*The draft Health and Safety Policy can be read at Appendix A to the minutes of the Policy and Resources Committee meeting held on 3 May 2023.*

ii. **Minute 62 Approval of Draft Policies (1<sup>st</sup> draft from Policy Review Task and Finish Group)**

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

- 1) Social media policy
- 2) Privacy policy for users of Malvern Town Council's website
- 3) Whistleblowing at work policy
- 4) Anti-harassment and abuse policy

*These four policies can be found on the Town Council's website at Appendix A to report PR02/23 from the Policy and Resources Committee meeting held on 3 May 2023 to be read in conjunction with the minutes from that meeting.*

**3. Background**

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

- 3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chair of Committee before the Council meeting.

**4. Financial Implications**

- 4.1. Please see individual committee reports.

**5. Legal Implications**

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

End  
Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
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**REVIEW OF REPORTS SUBMITTED BY GRANT-RECEIVING BODIES 2022/23**

**1. Purpose of Report**

- 1.1. For noting. A copy of the reports is included at Appendix A.

**2. Recommendations**

- 2.1. Council is asked to review and note the reports received from groups and organisations who were awarded a grant from the Town Council in March 2022.

**3. Background**

- 3.1. The Town Council runs an annual grants scheme, advertised twice a year, in January and July for small grants up to £500 and large grants of over £500, which provide a significant benefit to the community.
- 3.2. The Town Council's grants scheme rules state that all groups are expected to provide written evidence of how the money has been spent and the benefit it has brought to the people of Malvern. These reports are submitted to the Annual Council meeting each year.

**4. Financial Implications**

- 4.1. The 2021/22 budgets and expenditure were as follows:

	Budget	Expenditure
Small grants September 2021	£5,000.00	£1,390.12
Large grants September 2021	£18,000.00	£2,500.00
Small grants March 2022	£3,609.88	£979.44
Large grants March 2022	£15,500.00	£12,687.00

**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



# **GRANTS SCHEME REPORTS**

**FOR GRANTS AWARDED IN  
MARCH 2022**

**Malvern Museum & Malvern Public Library**

**Conservation and Digitisation Project, Library Picture Archive**

Of the 30 drawers at Malvern Library that contain archive images of Malvern, the contents of eight (919 items) have now been catalogued onto a spreadsheet and each item put into an appropriately-sized polypropylene (acid-free) pocket. The pockets are currently in the process of being placed in acid-free boxes and the boxes returned to the drawers.

The catalogue and new storage conditions will make the images more easily accessible to the public.

Two people were initially engaged on the project; that number has risen to five regular colleagues and one occasional assistant and the group works an average of 15 hours per week.

Drawers 9 to 16 have now been catalogued and financial assistance will be required for more archival-quality conservation materials.

The whole of the £479.44 that was kindly granted to the project by Malvern Town Council has been used to buy conservation materials. Additional funds were needed for extra materials (more polypropylene pockets; acid-free card to make the boxes and acid-free paper to cover the mounted watercolour paintings).

This year, when the project has progressed much further, Malvern Museum hopes to bring the collection more into the public eye; to make Malvern residents aware of the treasure that it collectively holds.

Cora Weaver, January 2023



Sue making boxes from acid-free card



Cora examines negatives on a home-made light box



Felicity and Ann at the drawer stack where the images are stored



Front: Felicity adding acid-free paper covers to mounted watercolour paintings; left: Sue making boxes; centre, Cora (left) and Jennie cataloguing onto a spreadsheet; right: Toni (left) and Ann correct anomalies in the catalogue



A completed box and its contents



**Malvern Civic Society**

**Small grant £500**

“Each Year, the Civic Society curates a week long festival in Malvern involving community groups who arrange their own talks, walks, display and concerts.

The Civic Society undertakes the marketing of the week which involves paying for the various forms of publicity.

The major item of expenditure is the design of a sixteen page colour programme and printing two thousand copies which are distributed in the area. The cost of this is about two thousand pounds.

In addition, a number of banners are designed for putting up around the town with a cost of about £100.

Posters, fliers and advertisements amount to another five hundred pounds.

The Society is very grateful to the Town Council for their contribution towards this venture.”

## **Report For Malvern Town Council Large Grant 2021/22 Let's Make A Change CIC**

### **£2387**

We were grateful to receive £2387.00 from Malvern Town Council to launch our project "Make Better & Mend". Here follows our report under the following headings:

- Aims
- Initial Response
- Marketing
- Cost and Value of Services Offered
- Project Costs v Grant Cost Development In The last six Months Conclusion

### **Aims**

The project aimed to provide help for elderly home owners, who struggled to get minor repairs done in their properties, due to lack of local tradesmen who are willing to undertake small jobs and/or those suffering personal financial hardship.

### **Initial Response**

We launched with an article in The Malvern Gazette on May 20<sup>th</sup> which initially produced twenty six enquires. Sadly, we were unable to fulfil a large proportion of these enquiries as one of the criteria of the grant funding was we could only work on owner occupied property. The majority of the applicants were suffering poor housing conditions because landlords simply refused to keep properties up to standard. We met many pensioners, who lived in rented accommodation and suffered a wide range of property issues including leaking taps, insecure gates, broken fencing, damp, mould, ill fitting windows and poor insulation. The tenants were personally unable to afford repairs and rented from landlords who were unwilling to keep their properties up to basic standards.

Of this first wave of twenty six enquiries we were only able to provide help in four instances. All were internal carpentry projects, mainly lock and hinge work. In total we provided eleven hours of direct labour in people's homes. We spent over thirty hours handling enquiries and visiting homes that later proved to be rented property and not owner occupied.

These first results helped us to modify our marketing plan to be more effective.

### **Marketing**

We had originally planned to have a blanket leaflet campaign across Malvern and local villages; but with the response that had come from the newspaper advertising which had generated a high volume of interest from the rental sector and not owner occupiers, we decided to modify our marketing plan.

We produced leaflets specifically aimed at senior citizens who were likely to be home owners. The availability of the 'Make Better and Mend' offer clearly stated the criteria for eligibility. Door to door deliveries of these targeted leaflets were made to areas with older, long established properties where it was considered there would be a higher density of pension age residents.

This targeted approach, although producing only a few responses, in fact produced a better conversion ratio of enquiries to projects undertaken.

Results for the first six months are tabulated below:

Table 1

Month	No of Enquiries	No of Projects	% Effectiveness
May	26	4	15
June	12	5	41
July	14	5	35
August	9	7	77
September	13	6	46
October	7	2	28
Six month total	81	29	35

Apart from door to door distribution of leaflets we also left piles of leaflets in doctor's surgeries, chemists, charity shops and retail outlets such as our own shop 'Amaze'.

We also engaged with the public who visited 'Amaze' explaining the service we offered and encouraging people to simply ask for help.

We found the best source of introductions to residents of Malvern who needed help was recommendations by word of mouth.

#### **Cost and Value of Services Offered -**

It is difficult to put a value on the service provided, as value cannot only be defined in financial terms. To the elderly person living alone with an insecure back gate, the comfort of having a new lock fitted is priceless, but in financial terms such a project would have a small monetary value.

On average the expenditure for each project would break down as follows: Table 2

<b>Typical Project Costs</b>		
<b>Activity</b>	<b>Time</b>	<b>Cost Estimate</b>
Visit and assess project	One hour	£20
Produce & deliver quote	Thirty minutes	£10
Collect materials	Thirty minutes	£10
Undertake Project	Two and a half hours	£50
<b>Total Project Time</b>	<b>Four and a half hours</b>	<b>£100</b>

By nature of the repair service we provided, all the projects were small. Perhaps the best measure of project size can be achieved by looking at expenditure on materials used. To keep costs as low as possible for those we helped and to minimise our accounting time we secured an arrangement with the local B&Q who gave us 10% discount on everything we purchased for the project. We were reimbursed for all the materials purchased by the recipients of the service. An analysis of the cost of the materials purchased during the first six months of the project gives a ready guide to average project size.

Table 3

Average Value of Materials Used in Each Project				
Month	Total Cost	No of Projects	Average Project Cost	
May	£103.32	4	£25.83	
June	£205.05	6	£34.17	
July	£155.96	5	£31.19	
August	£177.32	7	£25.33	
September	£127.17	6	£21.19	
October	£26.07	2	£13.03	
<b>Total</b>	<b>£794.89</b>	<b>30</b>	<b>£26.49</b>	

The results of the analysis of Table 3 together with the information in Table 2 demonstrates the average project cost was £126.49. made up of £100 labour contribution and £26.29 materials.

If these small projects were undertaken commercially, tradesmen would need to add profit and VAT, as an estimate it would nearly double the cost that would have to be charged, making even small projects unaffordable for the majority of pensioners on fixed incomes.

#### **Project Costs -v- Grant Costs In The First Six Months**

For an investment of £2387.00, the people of Malvern have benefited by some £3900 worth of our time and labour having small household repairs undertaken free of charge in the period May to November.

Two individuals from Amaze have gained valuable work experience undertaking over thirty projects in the community, learning basic carpentry and property maintenance skills

The element of grant funding that was invested in equipment is still intact and continues to be used to this day.

#### **Development In The Last Six Months -**

The project quietened down somewhat over the Christmas period with us only handling two emergency requests for help in November and December.

With the recession biting at the start of this year our volume of enquiries has risen again, mainly by word of mouth and memory. It is our hope that by raising fresh funding and the use of newspaper articles we can advertise our services again and build momentum for this valuable service.

We have on occasion helped the elderly by offering repair garden steps and replacement of cracked slabs and it is our hope to extend our skill base to include these sort of projects into the range of services we can undertake.

#### **Conclusions -**

Undertaking this project has given us a valuable insight into the state of the Malvern housing stock. We found that:

(I) There is a need within the elderly population of Malvern for support with minor repairs to their properties.

There are few tradesmen who will offer quotations or provide help for small projects, those that do often have lead times of several weeks. I think this situation has arisen because post Covid there is simply a shortage of tradesmen, which coupled with an increased demand for

large property development projects has lead to higher prices making small, simple property repairs unaffordable for pensioners.

Over 85% of respondents to our first advertisements were tenants of small private landlords. The rental housing stock is in a poor state, landlords seem unwilling to undertake minor repairs, focusing on profitability rather than quality of accommodation. Attending to repairs in rental housing was outside our remit, as reasonably we have no wish to line the pockets of landlords who will not look after their property. However, it is the tenants of these properties who suffer, they are usually in lower income brackets, having to rely on state pensions and live in fear of revenge evictions if they complain to landlords.

Not surprisingly owner occupied housing seems to be generally in a far better condition. Repairs that we were asked to undertake were of a very minor nature typically broken hinges or storm damaged fence panels.

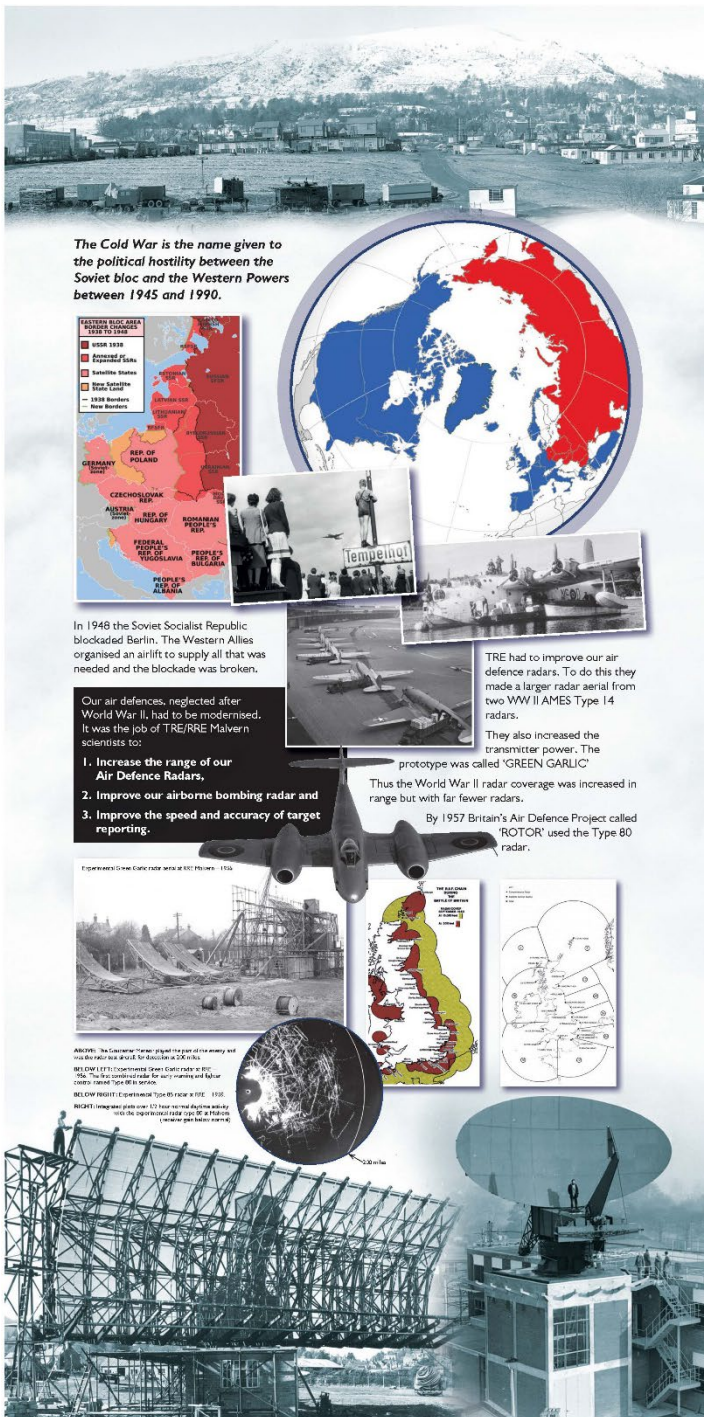
(S)Recipients of the service we provided were often hesitant to come forward to ask for help - possibly they didn't want to admit hardship or be seen to take something for nothing. However, people were always very grateful for help when we had finished.

The project not only provided benefit for elderly Malvern home owners, it also provided training opportunities for two individuals within Amaze. Hands on practical experience is a valuable skill we can offer to those we help to rebuild their lives.

We were able to undertake our objective of a least one project per week - this being the most that we could afford in terms of management time, and financial burden on Amaze due to costs of wages, fuel etc.

## Malvern Radar and Technology History Society (MRATHS) Large grant £2400

With regard to the grant you kindly gave us in 2022, it is with regret that I have to report a significant delay to the opening of the 'Technology Station' which is the name we have given our technology museum. See attached logo.



MRATHS signed, in September 2022, a contract with West Midlands Trains to complete the project by the end of February. MRATHS has committed more than £9000, including our own and further grant funds from WMT, to the design and production of the contents and is ready to begin installation. Unfortunately West Midlands Trains were unable to complete refurbishment of the museum space in Great Malvern Station until the end of March. Additionally WMT have only just provided the Heads of Terms for lease for us to sign on 14 April and so we will not get access to begin installation and volunteer training until early May. We then need eight weeks to complete installation and volunteer training. As you can see progress was slow due to events outside our control.

I hope that MTC will understand our position and allow the grant to stand. The material for which the grant was awarded has been spent to plan on lighting and an interactive display ready for installation in January 2023.

I would be pleased to provide more information or evidence of our work in readiness if that would be useful. I also attach a couple of finished artworks. These are wall displays 2m high by 1m wide. There will be at least 12 of these displays as well as interactive sound and video elements.

Very best regards

Mike Burstow  
MRATHS Trustee









**Newtown Sports Cerebral Palsy and Pan Disability Football Club**  
**£1500**

Following the award of £1500 to our team in April 2022 as part of the large grant scheme, I wanted to let you know how the money was used.

As you might remember our small local team had been invited to take part in a national pan disability football tournament in Scotland last summer. This was such a wonderful opportunity, especially after everything that we had all faced during the pandemic, that we were really keen to be able to take as many of the children as possible. In the end, 12 of the team came along, some with other family members.

The Syngenta Football Tournament was held at Stirling University over a very hot weekend in June 2022. There were a number of teams from various places across Scotland, Wales and England. It was a very family orientated event, so as well as focusing on the football itself, there were plenty of social events where new friendships were made and we got to introduce many people to our lovely little town for the first time.

This was such an amazing experience for all the team and we continue to keep in touch with the teams we met and plan to invite them here to Malvern for future matches. Regarding the grant, as travel was a major expense due to the distance involved, we knew that would have prevented some of the team going. So the funds that the Town Council so kindly provided us through the grant, went towards covering those costs together the funds that we as a team had already raised.

Thanks again to the Town Council for your support of our little, but ever growing team.

With best wishes, Deana Wilkinson.





## Malvern Theatre Players

£1400

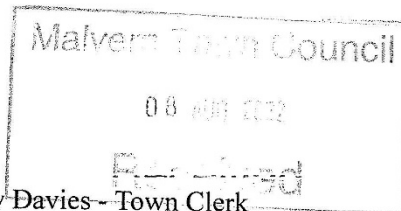
# Malvern Theatre Players

The Resident Company of the Coach House Theatre



01 August 2022

Malvern Town Council  
28 – 30 Belle Vue Terrace  
Malvern  
Worcs  
WR14 4PZ



For the attention of Lindsey Davies - Town Clerk

Dear Lindsey

Ref : Large Grants Scheme

It is with great regret that I have to inform you that, for a number of reasons including illness, we are unable to present our planned production of *The Wind in the Willows* in Priory Park at the end of August. It follows therefore that we will not be able to invoice Malvern Town Council for the grant of £1400 early in September as agreed.

We hope to reschedule the show for late Spring, possibly 22<sup>nd</sup> to 27<sup>th</sup> of May. Please could you let me know if the grant could be deferred to this time.

Please could you pass on our thanks to Councillors and Officers for their support of the project which we will hope to stage in 2023.

With best wishes and many thanks.

Yours sincerely

Chris Bassett  
Company Manager

Copy to : A Howie – Treasurer, MTP

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



**The Chase**  
A SCHOOL OF EXCELLENCE



The Chase School  
Geraldine Road  
Malvern  
Worcestershire  
WR14 3NZ  
Wednesday, 05 April 2023  
Telephone: 01684 891 961

Louise Wall  
Malvern Town Council  
28-30 Belle Vue Terrace  
Malvern  
WR14 4PZ

Dear Malvern Town Council

**Re: Large Grants Scheme**

We would like to pass on our thanks to Malvern Town Council. We appreciate your support to fund the addition of new display screens in the Main Hall, to be used during school performances, in assemblies, for talks and training. The new equipment will be able to be used by community groups, if they use the school.

In June 2022, we approached the Town Council, to request a change in how the funds were to be used. We were invited to attend the meeting and were informed that it had been cancelled. In October/ November 2022, after further investigations, we contacted the Town Council to update them, that our previous bid was now possible, which was our preferred option. The project was given the green light and we contacted the installation company in January who have scheduled the work for May half term (w/c 29<sup>th</sup> May). We were hoping for the work to be completed during Easter 2023, however, due to their commitments, this was not possible. Also, due to the pandemic, we are providing revision sessions over the Easter break, for students to attend. Some of which are being held in the Main Hall due to a high take up. We hope you understand that the education of our students is paramount, and this has had to take precedence.

*M J Fieldhouse Headteacher*

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Once installation is complete the project will:

- Improve interaction with attendees.
- Improved effects in the ambiance.
- Full colour, video capable option to show off the information or visual aids to augment into lessons/ events.
- When putting on a stage production, building sets and swapping them in and out can be a costly and time-consuming process. By using LED screens, we can create detailed and imaginative backgrounds for the stage without needing to have a massive budget.
- According to the electroluminescent specialists at [ellumiglow.com](http://ellumiglow.com), the use of LED walls can show videos with great clarity and dazzling colour while being versatile and easy enough to construct when creating pop-up displays for temporary use.
- When we make presentations, being able to engage those you're giving it to can have a big impact on whether you're successful or not. Everyone wants to make the best impression possible, and using LED screens will get their attention. We can display slide shows, data graphs, and charts or product mock-ups to help get your point across.

We can confirm that the order has been placed with the company (including the screens) and installation will take place for 31<sup>st</sup> May to 1<sup>st</sup> June.

Regards

*Brian Howell*

B Howell  
The Chase School

*M J Fieldhouse Headteacher*

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The Malvern Pride committee have worked tirelessly to make a Pride event that is for everyone both from the LGBTQ+ community but also their family and friends and anyone else who wants to enjoy a free event in the park celebrating our differences.

Malvern Pride provided a mix of entertainment for all, and also children and family events in the park. It was great to see the park so full with people dancing, eating and enjoying themselves.

Malvern Pride are delighted that Malvern Town Council were able to provide some funding for the event and were able to install Malvern Pride-funded Pride flags throughout Great Malvern for the days before and after Pride.

We have spoken with a number of local businesses who have reported that trading was up in the town as lots of people came to Malvern and spent their hard-earned money in the town.

We have received many positive comments on how great it was to see Pride back in Malvern and we look forward to the next event.



Malvern Pride received two grants from Malvern Town Council. One for £500 in 2019 for the purchase of a gazebo to use at the Pride Festival and a second grant in 2022 of £2,500 for another gazebo and reusable signage.

As a result of the grants, Malvern Pride were able to purchase two branded gazebos and eight large feather flags, plus flags to be flown around Great Malvern ahead of the event, advertising and sponsorship banners. We have included some photos of the gazebos and flags.

The day itself was a huge success and we look forward to start planning for Pride 2023 over the coming months.









# A BIG THANK YOU TO OUR SUPPORTERS



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county council



**simplysocial**  
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 **alvern Town Council**