



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

**For meeting on Wednesday 3 May 2023 at 6.00 pm
Council Chamber, Belle Vue Terrace**

MALVERN TOWN COUNCIL

Town Clerk
28-30 Belle Vue Terrace
Malvern
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26 April 2023
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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 Wednesday 3 May 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. 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 March 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.	Review of Health and Safety Policy ➤ Report PR01/23 to follow
5.	Approval of Draft Policies (1st draft from Policy Review Task and Finish Group ➤ Report PR02/23 to follow
6.	Large Grants Scheme, 2nd Round 2022/23 – Resubmission of application from Malvern Boys Brigade ➤ Report PR03/23 to follow

7.	Large Grants Scheme, 2nd Round 2022/23 – Friends of Madresfield School additional information ➤ Report PR04/23 to follow
8.	Financial Reports ➤ Report PR05/23 to follow ➤ Cash report Ref CR1 January, February and March 2023 ➤ Bank Payment Schedules January, February and March 2023
9.	Malvern Town Council Facebook Account ➤ Report PR06/23 to follow
10.	Date and time of next meeting ➤ Wednesday 14 June 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 March 2023 at 6.00 pm**

Councillors

C Hooper (Chairman)
C Fletcher
R McLaverty-Head

In attendance

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

Absent

A Stitt (apologies)
N Mills (apologies)
J Wilkinson (apologies)

One member of the public

49. APOLOGIES FOR ABSENCE

Apologies for absence received from Councillors Aidan Stitt, Neville Mills and Josie Wilkinson were **NOTED**.

50. DECLARATIONS OF INTEREST

None.

51. 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 21 February 2023.

PUBLIC PARTICIPATION

None.

52. SMALL GRANTS SCHEME, 2ND ROUND 2022/23

Report PR01/23 was received and accepted.

1st Malvern Scouts

It was **AGREED** to award a small grant of £446 to 1st Malvern Scouts.

Age UK

It was **AGREED** to award a small grant of £500 to Age UK.

Friends of Community Action

The Town Clerk explained that an application to the small grants scheme by Friends of Community Action for £500 did not pass the marking scheme as not enough information had been provided on the application form.

Members asked the Town Clerk to contact the group and ask them to resubmit their application with full details. It was **AGREED** to defer this application to the next meeting of Policy and Resources Committee subject to receiving the required information.

53. LARGE GRANTS SCHEME, 2ND ROUND 2022/23

Report PR02/23 was received and accepted.

Two qualifying requests for large grants had been received and these were detailed in the report. It was noted that other applications received had been for running costs or staffing costs and therefore not allowed under the current grant scheme rules. It was agreed that whether to include these costs in the scheme in future should be considered when the grant scheme is reviewed.

Malvern Boys Brigade

The Town Clerk explained to the meeting that the application been refused as the form was not fully completed and some supporting information was missing.

It was **AGREED** that the Boys Brigade could resubmit their application including the missing information, and it would then be considered at the next meeting of Policy and Resources Committee on 3 May.

Barnards Green Cricket Club

Members felt that the application was thorough and had supplied all of the required information. The grant requested was for the refurbishment of practice nets.

Members felt that it was important to encourage younger players into sport and the practice nets were a necessity. It was noted that the club was open to all for a modest membership fee and relied heavily on sponsorship.

It was **AGREED** to award a large grant of £2,500 to Barnards Green Cricket Club.

Friends of Madresfield CE School

The Friends of Madresfield CE School had applied for a grant of £2,500 to bring an underused garden back into use by pupils, becoming a learning space and growing area. Although the school sits outside of the Town boundary, officers had confirmed that the majority of the pupils (82 out of 105) lived in Malvern.

Although supportive of the application, members were unsure exactly how the money would be spent and felt that a breakdown of costs would be required before full consideration could be given to the grant application.

Members asked the Town Clerk to contact the school and ask them to submit a breakdown of how the grant would be spent. It was **AGREED** to defer this application to the next meeting of Policy and Resources Committee subject to receiving the required information.

The Minute Secretary left the meeting to print out some papers for agenda item 6 Community Engagement Strategy.

The Chairman announced that he would alter the order of business and continue the meeting from agenda item 7 Review of Earmarked Reserves.

54. REVIEW OF EARMARKED RESERVES

Report PR04/23 was received and accepted.

The Town Clerk explained that reserves could be categorised as 'General' or 'Earmarked'. General reserves are held to cushion the impact of uneven cash flows or unexpected events, whilst earmarked reserves are held for a specific purpose.

It was **RECOMMENDED** that Council approve 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

55. **POLICY REVIEW TASK AND FINISH GROUP RECOMMENDATIONS**

Report PR05/22 was received and accepted.

The Town Clerk informed councillors that the Policy Review Task and Finish Group had started work in June and over two meetings had reviewed eight policies, with drafts of the second four being presented at the meeting for comment, before being recommended to Full Council for adoption.

The Vice-Chairman of the Task and Finish Group, Cllr Clive Fletcher, explained that the following policies had been reviewed at a meeting of the group held on 13 March and were updated, taking into account standardisation of language, revised links, references and legislation.

Members then considered the following policies:

- Information technology users' policy – no further amendments required
- Planning Policy – no further amendments required
- Safeguarding policy – it was **AGREED** to defer this policy to allow the Town Clerk time to take advice from CALC regarding its relevance to the Town Council
- Smoke-free policy – no further amendments required

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

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

The Chairman announced that the meeting would return to agenda item 6.

56. **COMMUNITY ENGAGEMENT STRATEGY**

Report PR03/23 was received and accepted.

The Town Clerk reminded members that the establishment of a Community Engagement Strategy was a short-term aim of the Council and a draft document had been circulated to members of Policy and Resources Committee for comments.

It was **AGREED** that the document should be relevant and readable and some minor amendments were made.

Cllr Hooper asked if there could be a clause included that "The Council undertakes to consider carefully issues raised on these occasions, and to decide upon any

action which might be deemed appropriate, if any, at the conclusion of such meetings.”

Under Standing Order 3(x) it was agreed to extend the meeting by a further 5 minutes.

Members held a thorough discussion on the issue of responding to public participation, but the Town Clerk reminded members that care must be taken not to contravene Standing Orders. Council is not allowed to decide on an action or make a decision on anything not specifically listed on the agenda, either during or at the conclusion of the meeting, as this would effectively be ‘any other business’ which is not allowable.

The Town Clerk can, however, give advice on what steps members of the public can take after the meeting.

It was therefore **AGREED** that the suggested additional clause should not be included.

It was **RECOMMENDED** to approve and adopt the Community Engagement Strategy as attached to these minutes at Appendix A.

57. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting will be Wednesday 3 May 2023 at 6.00 pm.

The meeting finished at 7.30 pm.

.....(Chairman)



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 Malvern Town Council (hereafter known as 'the 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.
- Trained and competent employees and engaged Town Councillors.

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
- Provision of efficient, effective and best value services for Malvern

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 Council's Operations and 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.
- Respond appropriately with advice, where required, when members of the public have raised questions within a public meeting.

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 including, but not limited to:

- Young people
- Older people
- Ethnic minority groups
- 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 'Contact us' information including facility to submit questions or comments Contact email addresses for specific Town Council services Contact email addresses for councillors Ability to book tickets for Town Council events Dates of meetings, agendas, reports and minutes readily available	Staff	Ongoing
Social Media	Maintain presence on Facebook, Twitter and Instagram, and consider use of other social media Posting of up-to-date information	Staff	Ongoing
Newsletter	Issue 3 – 4 newsletters each year and ensure they are delivered using All About Malvern magazine to majority of Malvern households Contact details for Town Council and town councillors to be included	Staff	Ongoing
Businesses	Engage with the businesses and business organisations	Staff & members	Ongoing
Residents Association	Encourage councillors to attend Residents Association meetings	Members	Ongoing

Area of interest	Actions	Who	When
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	Liaise regularly with the press, sending details of council meetings and council activities Regular press releases to local media	Staff	Ongoing
District and County Councillors	Maintain contact with the District Council and County Council members to ensure sharing of information Invite to all Town Council meetings and encourage submission of written reports if unable to attend.	Staff	Ongoing
Questionnaires	Issue online and hard copy questionnaires to gather views of local residents on projects for public consultation and events as required Use of questionnaires to gain feedback on events such as Bands in the Park	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 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	Staff	Ongoing
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

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

**to be held on Wednesday 3 May 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

REVIEW OF HEALTH AND SAFETY POLICY

1. Purpose of report

- 1.1. For review and amendment as necessary.

2. Recommendation

- 2.1. Policy and Resources Committee is asked to consider, review and update as necessary the Town Council's health and safety policy and forward it to Full Council for approval.

3. Background

- 3.1. Full Council resolved in April 2022 to set up a policy review task and finish group to clear the backlog of policy reviews.
- 3.2. To date, the task and finish group have reviewed and updated seven policies which have subsequently been forwarded to Policy and Resources Committee and then onto Full Council for adoption.
- 3.3. A further four policies have received an initial review leaving just the Town Council's health and safety policy remaining for a full review which was last done in 2016.
- 3.4. Unfortunately, it has not been possible to convene a meeting of the policy review task and finish group and therefore this review is being brought directly to Policy and Resources Committee.
- 3.5. Members are asked to consider the current health and safety policy attached at Appendix A and agree whether any additions or amendments will be necessary. The Town Council's Operations Manager will be in attendance to assist with this process.
- 3.6. The updated and amended policy will then be forwarded to Full Council for approval.

4. Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

- 5.1. Officers will review the appropriate health and safety legislation ahead of the meeting and inform committee of any updates as required.
- 5.2. The Town Council must have a policy for managing health and safety.

End
Linda Blake
Town Clerk

MALVERN TOWN COUNCIL



HEALTH, SAFETY & WELFARE GUIDANCE NOTES

MALVERN TOWN COUNCIL



Malvern Town Council Health and Safety Policy

GUIDANCE NOTES

1. INTRODUCTION

Malvern Town Council has adopted a Health and Safety Policy to protect all Employees, Visitors, Contractors and Users of its facilities.

This document details the Policy and the systems that have been set up within the organisation to ensure compliance and safe working practices.

Please read this document carefully and make sure you understand it. If you want to discuss safety matters generally, or have a particular problem, you should contact your Line Manager.

2. MALVERN TOWN COUNCIL'S STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY GUIDANCE NOTES

2.1 Declaration

The Members of Malvern Town Council hereby give notice of their acceptance of responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the Health, Safety and Welfare of all Employees, Contractors, Visitors and Users of premises, and others who may be affected by the Council's activities, and declare their intention to meet the requirements of the Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations 1992 and all other relevant statutory provisions.

2.2 Objectives

The Members of Malvern Town Council's objectives in this respect are to:-

- i) provide and maintain workplaces which are without risk to the Health and Safety of any Employee, Contractor, Visitor, or User of the premises;
- ii) provide a working environment of a standard which will ensure the Health and Safety of its employees and other persons who are likely to be affected by the Council's activities;
- iii) assess the risks to the Health and Safety of employees and of anyone else who could be affected by its work activities, record the significant findings of such assessments and make them available to employees, contractors and users of premises;
- iv) provide, where appropriate, equipment, tools and plant which are safe and without undue risk to Health;
- v) institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects;
- vi) make proper arrangements for the safe use, handling and storage of all articles and substances used by the Council;
- vii) promote the instruction and training of employees in matters of Health and Safety, so as to enable them to recognise and avoid hazards at work;
- viii) inform employees, contractors, visitors and users of premises of the risks associated with its work activities by means of notices and instructions, and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health;
- ix) provide and maintain, where appropriate, safety equipment and protective clothing and ensure that employees are informed of their obligation in respect of its use;

- x) provide First Aid equipment, facilities and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of all employees, visitors and others allowed access to the Council's premises;
- xi) institute a procedure for the recording of all accidents and instances of ill health occurring as a result of the Council's activities and ensure that such incidents are investigated;
- xii) provide satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of employees whilst at work;
- xiii) advise all employees, contractors and users of premises of their obligations in Health and Safety matters, and of the penalties for acting in such a way as to endanger the safety or health of themselves or others;
- xiv) establish an organisation with responsibility for making this Policy effective;
- xv) ensure the proper direction and control of all persons other than employees allowed access to the Council's premises and also ensure they are not put at risk by the Council's work activities;
- xvi) control the use of contractors on the Council's premises, and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy;
- xvii) arrange for Health and Safety inspections of all premises and other areas at regular intervals, with reporting of findings and recommendations to the Members of the Council;
- xviii) maintain arrangements with employees for joint consultation and participation in matters relating to their Health and Safety;
- xix) keep the Health and Safety Policy under constant review and make improvements, additions and amendments which, from time to time, may be deemed necessary or desirable.

2.3 **Responsibility for carrying out the Policy**

The Town Clerk , on behalf of the Members of the Council has overall responsibility for:-

- i) Promoting the Council's policy for Health and Safety. Also, revising the Policy when appropriate and bringing it to the attention of all employees;
- ii) ensuring the circulation of information relevant to Health and Safety;
- iii) ensuring that all responsibilities for Health and Safety are properly assigned, accepted and fulfilled;
- iv) the keeping of central records containing accident and incident reports and such investigations as are relevant;

- v) planning for adequate staff, funds and materials to meet the requirements of the Policy;
- vi) consultation with the Operations Manager and Office Manager in evaluating the risk within the Council, ensuring that all liability is covered by insurance;
- vii) taking appropriate action on reports made with regard to Health and Safety and reviewing the overall performance of the Council;
- viii) consultation with the Operations Manager and Office Manager to ensure that all members of staff are given the appropriate information, instruction and training to enable the activities of the Council to be carried out safely;
- ix) reporting to the nearest office of the Health and Safety Executive (HSE) occurrences which fall within the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

ACCIDENT REPORTING

When an accident/incident occurs, action must be taken. Injuries must receive prompt attention, and any immediate danger should be alleviated.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and the Social Security Act 1975 require organisations to record accidents/incidents and also to investigate and report to the nearest office of the Health and Safety Executive (HSE) accidents which result in the following:-

- a) Fatalities;
- b) specified major injuries (see RIDDOR leaflet);
- c) employees being absent from work for more than 3 days;
- d) reportable industrial diseases (see RIDDOR leaflet).

The Council is also required to investigate and report any dangerous occurrences (see RIDDOR leaflet).

EMPLOYEES RESPONSIBILITIES

All employees are to take reasonable care of their own safety and that of anyone else who may be affected by their work activities, and are required to co-operate with Malvern Town Council in the fulfilment of its duties with regard to Health, Safety and Welfare at work.

Each employee, therefore, will be responsible for:-

- a) making themselves familiar with and conforming to relevant Health and Safety instructions at all times;
- b) not interfering with or misusing anything provided in the interest of Health, Safety and Welfare;
- c) reporting to the Town Clerk, Operations Manager, Office Manager or appropriate Health and Safety Officer, incidents which have led to, or may lead to, injury or damage;
- d) assisting as required in the investigation of accidents or incidents;
- e) wearing the appropriate protective equipment where required.

It is the duty of all staff who have an accident/incident or witness an accident/incident to another employee, visitor or member of the public to ensure that everything possible is done to minimise damage, particularly injury to persons.

Therefore:-

- a) obtain First Aid treatment for the injured person;

- b) ensure that the accident/incident is reported to the Town Clerk and Treasurer, Operations Manager or Office Manager;
- c) record the accident/incident by filling in the Accident Book and completing a copy of the Council's Incident Report Form.

EMPLOYERS RESPONSIBILITIES

The Town Clerk is to:-

- a) establish whether the circumstances or the result of the accident/incident are immediately reportable under RIDDOR as a major injury or as a dangerous occurrence;
- b) investigate the accident/incident and ensure that all necessary steps have been taken to prevent any immediate further injury or damage to property;
- c) ensure that an entry in the Accident Book has been made;
- d) take what steps are necessary to remedy the cause of the accident/incident to prevent a reoccurrence;
- e) ensure that if an injured employee is absent from work, or unable to carry out their normal work for more than 3 days (not including the day of the accident) Form F2508 is completed and sent to the nearest office of the Health and Safety Executive (HSE) within 10 days of the accident.

FIRST AID

The Health and Safety (First Aid) Regulations 1981 place a general duty on employers to make or ensure that there is made, adequate First Aid provision for their employees if they are injured or become ill at work.

The Health and Safety Executive (HSE) has issued an Approved Code of Practice (ACOP) to accompany these Regulations.

The ACOP requires employers to assess hazards in the workplace and make appropriate provision based upon that assessment. In the working environment these First Aid provisions should take into account employees, visitors and users of premises.

A Council, in accordance with the requirements of the First Aid Approved Code of Practice, will need to provide suitable and sufficient First Aiders or appointed persons at all of its premises, ensuring that adequate First Aid cover is always maintained and available.

A First Aider is a person who holds a current First Aid Certificate approved by the HSE. The most familiar approved qualifications are those provided through courses organised by the Red Cross and St John's Ambulance Brigade.

An appointed person is someone authorised to take charge of the situation if there is an injury or illness (and generally would have received Emergency First Aid training).

The names of all such persons should be displayed at strategic points and also on or beside any First Aid Box.

FIRST AID BOXES

First Aid Boxes should contain a sufficient quantity of suitable First Aid materials and nothing else.

First Aid Boxes should be designed to protect the contents from damp and dust and should be clearly marked with a white cross on a green background.

First Aid Boxes which form part of an establishment's First Aid provision should only contain those items which First Aiders have been trained to use.

First Aiders and appointed persons are responsible for ensuring that First Aid Boxes contain the correct type and quantity of First Aid materials.

It must be emphasised that First Aid Boxes should NOT contain drugs of any kind including Aspirin or similar pain killers, and such medicines should NOT be issued by First Aiders to staff, or any other person treated, as there is a danger of adverse reaction in some cases. This extends to antiseptic creams or liquids, lotions etc which may aggravate injuries in some cases.

First Aid Boxes should be available in all locations and each First Aider should also be supplied with a suitable First Aid Box. Boxes are available in the Council Offices and in Council vehicles.

FIRE PROCEDURE & INSTRUCTIONS

In the presence of fire, panic and the urge to get away are natural reactions. Information about the action to take, and the practice in that action, are essential to ensure the optimum response in the event of a fire.

Practice fire drills should take place at regular intervals in appropriate locations, they should be logged and the time taken to evacuate recorded.

Copies of notices giving simple guidance on what to do in the event of fire should be displayed in all workplaces and premises where persons could be at risk from fire.

ACTION ON HEARING THE ALARM

- a) **EVACUATE THE BUILDING** by the nearest available exit, ensuring all persons under your control leave with you;
- b) **DO NOT** collect personal belongings (e.g. coats and bags);
- c) **DO NOT** run or panic - there is no need. Move swiftly but calmly;
- d) **CLOSE THE DOOR** if you are the last person to leave the room;
- e) **PROCEED** to your designated assembly point;
- f) **DO NOT RE-ENTER** or allow other persons to enter the building until told to do so by a person in authority.

IF YOU SHOULD DISCOVER A FIRE

- a) **OPERATE THE ALARM** from the nearest call point;
- b) **ENSURE ALL PERSONS** under your control **EVACUATE** the building;
- c) **IF AND ONLY IF** you judge the use of a nearby extinguisher by you likely to be effective, **USE IT:**

DO NOT TAKE PERSONAL RISKS

If it is not safe to use an extinguisher, **LEAVE IMMEDIATELY** following the procedure set out above;

- d) **REPORT** the whereabouts of the fire to the person in charge of your **ASSEMBLY POINT**.

ALL MEMBERS OF STAFF:-

Make sure you know the locations of the Fire Exits and fire fighting equipment within the building. In an emergency the prime responsibility for you is getting yourself and the persons under your immediate control out of the building.

As soon as the Fire Alarm has been sounded, a call must go out to the Fire Brigade either by the person raising the alarm, or by way of other persons given this duty.

Members of staff should be trained in the use of basic fire fighting equipment, e.g. fire extinguishers and hose reels.

The Fire Alarm is tested on a weekly basis.

Fire Wardens are allocated to each floor.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

WHAT IS A SUBSTANCE HAZARDOUS TO HEALTH?

Within your working environment, there are numerous substances which fall into the category "Hazardous to Health", e.g. cleaning materials, weedkiller, solvents, fixatives, toner, 'tippex' etc. These products will be labelled as dangerous in several ways, i.e. very toxic, toxic, harmful, irritant or corrosive in line with the Chemicals (Hazard Information and Packaging) Regulations 2002, and are labelled as such by an orange square with a black symbol in it, with one of the words listed above written underneath.

WHAT DOES COSHH REQUIRE?

- * Assess the risk to health arising from work and what precautions are needed.
- * Introduce appropriate measures to prevent or control the risk.
- * Ensure that control measures are used and that equipment is properly maintained and procedures observed.
- * Inform, instruct and train employees about the risks and the precautions to be taken.

ASSESSMENT

You need to know what the risk is and the extent of the risk, before deciding what, if anything, you need to do about it.

The assessment must be a systematic review:-

- * What substances are present and in what form?
- * What harmful effects are possible?
- * Where and how are the substances actually used?
- * What harmful substances are given off as a by-product of use?
- * Who could be affected, to what extent and for how long?
- * Under what circumstances?
- * How likely is it that exposure will happen?

HAZARD DATA SHEETS

All relevant information on substances used at work must be obtained from suppliers.

This information, along with your assessment findings, should be formulated onto a hazard data sheet, clearly showing the safe system of use and all the necessary protective measures to ensure safe use of the substance.

This data must be made available to all employees likely to use or come into contact with the substance.

The RIDDOR '95 guidance is, L73, A Guide to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, ISBN 07176 2431 5.

ELECTRICITY AT WORK

The Electricity at Work Regulations came into force in 1989, and laid down broad guidelines about safety of electrical systems and electrical equipment.

The Regulations apply to and are enforceable in respect of all places of work where electricity is used.

The main duty of employers is to ensure that the systems for distribution of electricity are constructed and maintained so as to prevent danger.

Within most working environments, large numbers of portable electrical equipment are in use at any given time, e.g. PCs, printers, photocopiers, kettles, drills, heaters, power tools, extension leads and kitchen equipment etc. All of these will be plugged into the fixed installation electrical system.

FIXED ELECTRICAL INSTALLATIONS

When a system is first installed, the electrical supply authority require a "Certificate of Compliance" before it can be connected to the mains supply. This is a Certificate issued by a qualified electrician, stating that certain tests have been carried out, and that the system is in a fit state to be connected.

A copy of this Certificate should be available for all of the buildings which the Council uses.

After this initial Certification the fixed wiring should need comparatively little attention. Re-testing at least every 5 years should be sufficient unless any assessments show otherwise. Copies of the Re-Test Certificate should be attached to the electrical equipment register/ inventory.

PORTABLE ELECTRICAL EQUIPMENT

When an appliance is purchased, it will have been tested to ascertain that it is suitable for the purpose for which it was made, as indicated by the BSI "Kite" or BEAB Approved Mark on the equipment. So long as the equipment is to be used for the job it was designed, initially very little needs to be done.

A register of portable electrical appliances (all items with a plug) is kept. All existing and any new equipment should be individually marked with an identification number and entered into the register. All such equipment should be regularly checked by a competent person and a record of such checks should be kept.

Electrical equipment which has not been checked and recorded should **UNDER NO CIRCUMSTANCES** be connected to the Council's electrical supply circuitry. Similarly, contractors, performing artists etc should provide for inspection up to date documentary proof of the electrical integrity of their electrical equipment. Staff should be instructed that their own personal electrical equipment should not be connected to the Council's electrical supply without express permission having first been given and the equipment tested and recorded as it would have been had it been the Council's property.

THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 2002

These regulations provide a general framework of Regulations and Codes of Practice for the management of Health & Safety at Work which are wide-ranging and overlap with many pieces of existing legislation.

Because of that broad range, it is difficult to summarise, but aspects covered included:-

- * Risk Assessments;
- * Health & Safety Arrangements;
- * Health Surveillance;
- * Health & Safety Assistance:
- * Procedures for Serious and Imminent Danger;
- * Information for Employees:
- * Co-operation and Co-ordination;
- * Persons working for others, and Self Employed persons;
- * Capabilities and Training;
- * Temporary Workers.

The Town Clerk will need to:-

- i) ensure that the appropriate risk assessments are carried out and recorded where necessary;
- ii) implement, monitor and review preventative and protective measures;
- iii) ensure that emergency procedures are in place and are formally recorded;
- iv) ensure that the appropriate information, instruction and training is provided.

All employees have a duty to:-

- i) take reasonable care for their own and others Health and Safety;
- ii) use all work items in accordance with training and advice;
- iii) co-operate with their employer with regard to Health and Safety matters;
- iv) report accidents and dangerous incidents;
- v) notify the employer of any shortcomings in Health and Safety arrangements.

THE WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992

These regulations apply to almost all workplaces.

The Town Clerk, will need to ensure that:-

- * workplaces and work equipment are maintained and cleaned;
- * workplaces are suitably and sufficiently ventilated and lit, and a reasonable temperature maintained;
- * employees have sufficient workspace and workstations are suitable for them;
- * floors, staircases and escalators are safe;
- * persons are protected against falls (or falling objects);
- * windows and doors are safe (safety glass where necessary) and safe to open (and clean);
- * pedestrians are protected from vehicles;
- * suitable and sufficient sanitary conveniences and washing facilities (including showers where required) are provided;
- * wholesome drinking water is provided;
- * accommodation for outdoor clothing is provided (including changing rooms where necessary);
- * suitable facilities are provided for staff to rest, especially for any person at work who is a pregnant woman, nursing mother or non-smoker.

All employees have a duty to:-

- * act in such a way as not to jeopardise their own, other employees or any other person's Health, Safety or Welfare.

They should also report any defaults immediately to the appropriate officers.

THE HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

These Regulations deal with the Health and Safety requirements when working with Display Screen Equipment (DSE). They are intended to protect staff who habitually use DSE as a significant part of their work. They are concerned not only with the effect that display screens may have on eyesight, but also the prevention of muscle and joint problems due to poor job and workplace design, and the physical and mental stress caused by prolonged continuous use.

This may mean, if the workstation assessment finds it necessary, the provision of new chairs, footstools, document holders etc or the revision of work patterns and assurance that any new DSE equipment is suitable.

The Town Clerk will need to make arrangements to:-

- * assess workstations and reduce risks to Health and Safety;
- * ensure that workstations meet minimum requirements;
- * plan work to ensure breaks or changes of activity occur during prolonged use;
- * arrange for eye tests if required by staff who qualify and if necessary provide corrective glasses needed specifically and solely for use with DSE;
- * provide information and training for DSE users.

ALL OF THE ABOVE SHOULD BE CARRIED OUT IN ACCORDANCE WITH THE CODE OF PRACTICE HELD CENTRALLY.

All employees have a duty to:-

- * inform their employer of any medical condition that may affect, or be affected by, their use of DSE;
- * ensure that workstations and DSE are suitably adjusted so as to minimise Health and Safety risks.

THE PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS

The management of Health and Safety at Work Regulations 1992 require employers to identify and assess the risks to Health and Safety present in the workplace, so enabling the most appropriate means of reducing those risks to an acceptable level to be determined. There is in effect a hierarchy of control measures, and PPE should always be regarded as the "last resort" to protect against risks; engineering controls and safe systems of work should always be considered first.

However, in some circumstances PPE will still be needed to control the risk adequately, and these Regulations will then take effect.

The Town Clerk:-

- * assess the need for PPE;
- * select the most suitable PPE;
- * provide, maintain and store PPE correctly, and replace it as necessary;
- * ensure that information, instruction and training is given;
- * ensure proper use and the reporting of loss or defect of PPE.

All employees have a duty to:-

- * ensure that they use, maintain and store PPE in accordance with any instructions or training which they have received.

THE MANUAL HANDLING OPERATIONS REGULATIONS 1992

The Regulations apply to any means of transporting or supporting a load (including the lifting, pushing, pulling, carrying or moving thereof) by hand or by bodily force.

The term 'load' includes any person or animal.

They require a process of:-

- a) avoiding the need to lift and carry wherever possible;
- b) assessing those operations which are unavoidable before lifting;
- c) reducing the risk of injury.

There are NO SPECIFIC REQUIREMENTS such as weight limits, but an informal assessment will indicate which activities will need a more thorough assessment to be undertaken.

Ways of reducing risk could include:-

- i) improving environment;
- ii) providing information on safe lifting techniques;
- iii) considering individual capabilities;
- iv) using mechanical aids.

The Town Clerk needs to:-

- a) identify all staff who are involved in Manual Handling Operations;
- b) carry out an informal assessment to identify all those activities which involve a potential risk and therefore require formal assessment.

Most everyday manual handling operations will not involve risk and therefore will require no further assessment unless there is a significant change in the operation.

All employees have a duty to:-

- a) make use of all appropriate equipment provided for them, in accordance with the training and instructions which their employer may have given them. Such equipment will include machinery and other aids provided for the safe handling of loads;
- b) follow appropriate safe systems of work laid down by their employer for the handling of loads.

THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

Work equipment means any machinery, appliance, apparatus or tool and any assembly of components which, in order to achieve a common end, are arranged and controlled so that they function as a whole, e.g. lawn mower, portable drill, hand saw, soldering iron, hammer, socket set and computer.

The Town Clerk must ensure that:-

- * work equipment is suitable;
- * equipment is maintained in an efficient state of good repair;
- * suitable information, instruction and training is provided in respect of the safe use of work equipment;
- * suitable and adequate guarding of all dangerous parts of machinery, and that these are maintained in efficient working order and good repair;
- * work equipment is provided with, where appropriate, starting and stopping controls and emergency stop controls;
- * controls on equipment that are easily identified as to what each control does and on which equipment it has effect;
- * capability of isolating the equipment from its source of energy;
- * stability of work equipment;
- * adequate lighting is provided at any place where a person uses work equipment;
- * marking of warnings on work equipment are clearly visible and unambiguous, easily perceived and easily understood.

All employees have a duty to:-

- * use correctly all work items provided by their employer in accordance with the training and instructions they receive to enable them to use the items safely;
- * not to interfere with or misuse anything provided for their Health, Safety and Welfare.

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

**to be held on Wednesday 3 May 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

**APPROVAL OF DRAFT POLICIES - 1ST DRAFT FROM
POLICY REVIEW TASK AND FINISH GROUP**

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 amended in 1st draft format by the Policy Review Task and Finish Group:

- Use of social media policy – now social media policy
- Website privacy policy – now privacy policy for users of Malvern Town Council's website
- Whistleblowing at work policy
- Zero tolerance policy on harassment and abuse of councillors – now anti-harassment and abuse policy (councillors)

These to be forwarded to Full Council for adoption.

3. Background

- 3.1. Full Council resolved in April 2022 to set up a Policy Review Task and Finish Group to clear the backlog of policy reviews.
- 3.2. To date, the task and finish group have reviewed and updated seven policies which have subsequently been forwarded to Policy and Resources Committee and then onto Full Council for adoption.
- 3.3. A further four policies have received an initial review and are now in a 1st draft format for final consideration, amendment and approval.
- 3.4. Unfortunately, it has not been possible to convene a meeting of the policy review task and finish group and therefore Policy and Resources Committee is asked to consider, amend as necessary and approve the four policies listed below and attached at Appendix A and forward them to Full Council for adoption:
- Social media policy
 - Privacy policy for users of Malvern Town Council's website
 - Whistleblowing at work policy
 - Anti-harassment and abuse policy

4. Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

- 5.1. 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

SOCIAL MEDIA POLICY

MALVERN TOWN COUNCIL

SOCIAL MEDIA POLICY

1. Introduction

- 1.1. The purpose of this policy is to cover the practicalities of using social media by employees of Malvern Town Council (hereafter known as 'the Council'). It covers the standards expected in relation to both work-related and personal use of social media.
- 1.2. Councillors' use of social media is governed by the Code of Conduct.

2. What is social media?

- 2.1. Social media refers to the means of interactions among people in which they create, share and/or exchange information and ideas in virtual communities and networks.
- 2.2. Social media includes a range of networks such as Facebook, YouTube, WhatsApp, Instagram, Twitter, TikTok, LinkedIn, Snapchat, Tumblr, Reddit, Skype, Pinterest, Flickr, Vimeo and more.

3. What are the risks?

- 3.1. The following risks are identified with the use of social media:
 - i. Damage to the Council's reputation
 - ii. Civil or criminal action relating to breaches of legislation
 - iii. Disclosure of confidential information/breach of safeguarding through the use of images or personal data
 - iv. Virus or other malware (malicious software) infection/social engineering attacks (sometimes known as 'phishing')
 - v. Potential effect on ICT network performance
 - vi. Bullying or witch-hunting
 - vii. Lost productivity as a result of personal use of social media during work time

4. Procedure points

- 4.1. Malvern Town Council employees are encouraged, where relevant, to use social media via established and authorised organisation accounts, as a means to inform the public and

foster openness and engagement with local communities, as well as to promote Malvern Town Council activities.

- 4.2. Employees are encouraged to use social media for work purposes in an open and honest way to engage with the public. Employees are reminded that action may be taken as a result of distasteful or offensive postings, slanderous or libellous posts or comments that are political in nature, or may damage the reputation of the Council or other employees.
- 4.3. Employees are permitted to use Council approved social media channels as part of their normal work duties with agreement from the employee's line manager.
- 4.4. During normal working hours, employees are permitted to access and use social media via Council ICT equipment only in their own time (eg in break periods), providing it does not interfere with their work and that it is not left running 'in the background', whilst at work.
- 4.5. Outside of normal working hours, the use of Council ICT equipment for personal use must only take place with prior approval from the line manager.
- 4.6. The Council recognises that many employees will also use personal devices (eg personal smartphones and tablets) for personal use of social media during break times in working hours.
- 4.7. The following applies to all employees regardless of whether Council or personal equipment is used or when social media is accessed or postings are made:
 - i. Any views stated are personal views.
 - ii. Ultimately, employees must comply with their responsibilities under the Council's Code of Conduct and may be required to remove social media postings that are deemed to be in breach of this policy.
 - iii. Discussing the Council, employee's work, clients, partner organisations or the people you work with on social networks should not be considered private, even in a forum with restricted access (such as on someone's Facebook wall). It is not the same as having an offline discussion among friends or a one-to-one email conversation. Social networks are designed to make sharing as easy as possible, so employees should be aware that anything they post or say, may be circulated to a wider audience and could be brought to the attention of Council colleagues, managers, councillors and customers.
 - iv. Employees are personally responsible for anything they post online.

- v. Employees should not do or say anything that may harm the reputation of the Council or undermine their role as a representative of the Council.
- vi. Employees should show proper consideration for the privacy of the people they work with.
- vii. Copyright rules mean that photos, films and other media can only be used with the permission of the person who created them. This applies even if the person is taking the photos on behalf of the Council, as a volunteer. However, if the person is a formal employee of the Council, and the photographs are taken as part of their job, the copyright belongs to the Council unless there is an agreement to the contrary.
- viii. Images featuring identifiable persons can only be used in social media posts when consent has been obtained beforehand and there is documented evidence of this.

4.8. Any communications that employees make through social media must not:

- i. Bring the organisation into disrepute, for example by criticising, disagreeing or arguing with customers, colleagues or managers; making defamatory comments about individuals or other organisations/groups or posting images that are inappropriate or links to inappropriate content.
- ii. Breach confidentiality, for example by: referring to confidential information about an individual (such as a colleague or service user) or the Council.
- iii. Do anything that could be considered discriminatory against, or bullying or harassment of, any individual or group of individuals, and in contravention of the Council's procedures.
- iv. Contravene the Council's policies, for example: The Employee Code of Conduct, the Harassment and Bullying policy, or the Equality and Diversity policy.

4.9. The following specific guidance points are for employees approved to use social media as part of their job role. Employees should:

- i. Ensure Council social media accounts remain secure (eg by following normal data security and not sharing passwords).
- ii. Only log on and administer Malvern Town Council social media accounts using Council-provided equipment.

- iii. Be honest, courteous and professional at all times.
- iv. Avoid arguments, be positive and add something significant to the conversation.
- v. Only post facts that they are sure of and not do or say anything illegal.
- vi. Remain politically neutral.
- vii. Understand the situation and audience before they post.
- viii. Advise colleagues before posting something if it may affect them.
- ix. Get permission before they republish copyrighted material.
- x. Not share confidential or sensitive information, even in private forums.
- xi. Be aware that how they deal with a complaint is as important as the complaint itself.
- xii. Be aware that nothing they say can be 100% deleted, and therefore should always be sure before they post.
- xiii. Be mindful that journalists monitor social media and may quote what is posted.

4.10. The following are general guidance points for all employees regarding their use social media.

- i. Employees should be mindful that any online activities/comments made in a public domain must be compatible with their position within the Council and safeguard themselves in a professional capacity.
- ii. Employees should protect their own privacy and ensure that their social network accounts do not compromise their professional position, by using the correct privacy settings.
- iii. Employees should be mindful that comments made outside work, within the arena of social media, do not remain private and so can have work-related implications. Therefore, comments made through social media, which employees may intend to be “private” may still be in contravention of the Employee Code of Conduct, the Anti-harassment and Bullying Policy and/or the Disciplinary Policy. Once something is online, it can be copied and redistributed making it easy to lose control of the post. Employees should presume everything posted online will be permanent and can be shared.

- iv. Employees should not discuss work-related issues online, including conversations about service users, complaints, management or disparaging remarks about colleagues or the Council. Even when anonymised, these are likely to be inappropriate. In addition, doing this in the presence of others may be deemed as bullying and/or harassment.
- v. Employees should not, under any circumstances, accept friend requests from a person if they believe it may conflict with their employment.
- vi. Employees should be aware that other users may access their profile and if they find the information and/or images it contains offensive, make a complaint about the employee to the Council as their employer.
- vii. Employees should ensure that any comments and/or images cannot be deemed defamatory, libelous or in breach of copyright legislation.
- viii. If setting up a personal profile online, employees should consider whether it is appropriate, and prudent to include a photograph, or provide occupation, employer or work location details.
- ix. Employees should be aware that they can take action if they find themselves the target of complaints or abuse on social networking sites. Most sites will include mechanisms to report abusive activity and provide support for users who are subject to abuse by others.
- x. Employees should, if they do find inappropriate references and/or images of them posted by a 'friend' online, contact them and the site to have the material removed.
- xi. Employees should take steps to raise their concerns if they are very concerned about someone else's behaviour online. If these are work related, they should inform their manager.
- xii. Employees should also act in accordance with the Council's Employee Code of Conduct, IT Users Policy, and Anti-harassment and Bullying Policy.
- xiii. Employees should not access social media sites or leave these running in the background during working time for personal use, on any devices within their control.

5. Review and action

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

DRAFT



MALVERN TOWN COUNCIL

**PRIVACY POLICY FOR USERS OF
MALVERN TOWN COUNCIL'S WEBSITE**

MALVERN TOWN COUNCIL

PRIVACY POLICY FOR USERS OF MALVERN TOWN COUNCIL'S WEBSITE

1. Introduction

- 1.1. This Privacy Policy for Users of Malvern Town Council's website is provided to you by Malvern Town Council (hereafter known as 'the Council' or 'We'). It sets out what you can expect from us regarding your privacy whilst using the website www.malverntowncouncil.org
- 1.2. The Council respects your privacy. We do not intend to identify you through your use of this website. Any information that you may specifically provide to us, or information that is gathered automatically via cookies or traffic logs (see below), helps us to monitor our services and provide you with the services you are entitled to as a local resident or visitor to our website.
- 1.3. Under the Data Protection Act we have a legal duty to protect any personal information that you may provide to us. The only way you can provide us with personal information on this website is by filling in the contact form under the 'Contact us' function. We do not pass on your details to any third party unless you give us permission to do so, or the law requires it. The only personal information we shall request through this website is your name and email address to ensure you are contacting us for a genuine reason.

2. Our Commitment to Privacy

Anonymity

- 2.1. Your visit to our website is anonymous (no personal information about you is recorded or gathered) unless you fill in a form to notify us of a query or issue with Town Council services or assets, or with this website, or you ask to be included on our email notifications list.
- 2.2. If you have specifically provided us with your email, postal address or telephone number we will only process your contact information for purposes connected with your initial enquiry. Once you have submitted a contact form we may need to get in touch for administrative or verification purposes. See 'Your Rights – The Data Protection Act' below.

Cookies

- 2.3. A cookie is a simple text file that is stored on your computer or mobile device by a website's server and only that server will be able to retrieve or read the contents of that

cookie. Each cookie is unique to your web browser. It will contain some anonymous information such as a unique identifier and the site name and some digits and numbers.

- 2.4. We use cookies to track visits to our website and to allow easy social media connections to improve our service. Cookies do lots of different jobs, like letting you navigate between pages efficiently, storing your preferences and generally improving your experience of a website. Cookies make the interaction between you and the website faster and easier. If a website does not use cookies, it will think you are a new visitor every time you move to a new page on the site and slow down your experience.

How to Disable Cookies

- 2.5. Most internet browsers are automatically set up to accept cookies, but you can set your browser to refuse a cookie or ask your browser to show you where a cookie has been set up. Certain services are only activated by the presence of a cookie and, if you choose to refuse cookies, particular features of the website or services may not be available to you.
- 2.6. Find out how to disable/enable cookies by visiting www.aboutcookies.org.uk which contains information on how this is done on a wide variety of web browsers.
- 2.7. More information about cookies can also be found by following the relevant link on the Information Commissioner's Office website at www.ico.org.uk

Traffic Logs

- 2.8. We may use a third-party service, such as Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow the third-party service to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be clear about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Links

- 2.9. Our website contains links to other sites. We are not responsible for the privacy practices within any of these other sites. We encourage you to be aware of this when you leave our site and to read the privacy statements on other websites you visit which collect personally identifiable information. This privacy statement applies solely to the Malvern Town Council website www.malverntowncouncil.org

Your Rights - The Data Protection Act

- 2.10. Under the Data Protection Act we have a legal duty to protect any personal information we collect from you. We do not pass on your details to any third party unless you give us permission to do so, or the law requires/permits it. We are committed to respecting your privacy. We have structured our website so that, in general, you can visit it without identifying yourself or revealing any personal information.
- 2.11. If you choose to provide us with any information by which you can be identified, then it will only be used for the purpose for which it was originally collected or compatible purposes. Please be advised that any information, unless stated otherwise, will be sent to us via the open internet and is therefore not secure during transmission to us. This is because your information may pass from your contact pc to an internet service provider and then via other providers to us, much in the same way as most email correspondence.
- 2.12. The Data Protection Act provides you with rights in relation to the personal data we may hold about you. Information about your rights can be obtained from the Information Commissioner's Office at www.ico.org.uk
- 2.13. More information about how we use your personal data can be found in our General Privacy Policy.

3. Review and action

- 3.1. The Council recognises that it is important to review regularly this policy to ensure that it reflects up to date equality legislation and best practice.
- 3.2. A review of the Privacy Policy for Users of Malvern Town Council's website will be carried out as least once every council term as a minimum and any necessary actions taken.



MALVERN TOWN COUNCIL

WHISTLEBLOWING AT WORK POLICY

MALVERN TOWN COUNCIL

WHISTLEBLOWING AT WORK POLICY

1. Introduction

- 1.1. The terms whistleblowing and whistleblower in this Policy refer to the disclosure internally or externally by workers, of malpractice as well as illegal acts or omissions at work.

2. Policy Statement

- 2.1. Malvern Town Council (hereafter known as 'the Council') is committed to achieving the highest possible standards of service and the highest possible ethical standards in public life and in all of its practices. To achieve these ends, it encourages freedom of speech. It also encourages employees to use internal mechanisms for reporting any malpractice or illegal acts or omissions by its employees or ex-employees.

3. Other Policies and Procedures

- 3.1. The Council has a range of policies and procedures, which deal with standards of behaviour at work; they cover Discipline, Grievance, Harassment, and Recruitment and Selection. Employees are encouraged to use the provisions of these procedures when appropriate. There may be times, however, when the matter is not about a personal employment position and needs to be handled in a different way. Examples may be:

- Malpractice or ill treatment of a stakeholder by a senior member of staff.
- Repeated ill treatment of a stakeholder, despite a complaint being made.
- A criminal offence has been committed, is being committed or is likely to be committed.
- Suspected fraud.
- Disregard for legislation, particularly in relation to health and safety at work.
- The environment has been, or is likely to be, damaged.
- Breach of standing financial instructions.
- Showing undue favour over a contractual matter or to a job applicant.
- A breach of a code of conduct.
- Information on any of the above that has been, is being, or is likely to be concealed.

This list is not exhaustive.

- 3.2. The Council will not tolerate any harassment or victimisation of a whistleblower (including informal pressures), and will treat this as a serious disciplinary offence, which will be dealt with under the Disciplinary Rules and Procedure.

4. Role of Trade Unions

- 4.1. The Council recognises employees may wish to seek advice and be represented by their trade union or professional body when using the provisions of this policy, and acknowledges and endorses the role trade union officers play in this area.

5. Designated Officers

- 5.1. The following people have been nominated and agreed by the Council as designated officers for concerns under this procedure. They will have direct access to the most senior person in the organisation.

Lyndsey Davies, 28 – 30 Belle Vue Terrace, Malvern. Tel: 01684 580604

Grahame Gibbins, 28 – 30 Belle Vue Terrace, Malvern. Tel: 07570 150275

6. Role of Designated officers

- 6.1. Where concerns are not raised with the line manager, the designated officer will be the point of contact for employees who wish to raise concerns under the provision of this policy. Where concerns are raised the designated officer will arrange an initial interview, which will if requested, be confidential, to ascertain the area of concern. At this stage, the whistleblower will be asked they wish to make a written or verbal statement. In either case, the designated officer will write a brief summary of the interview, which will be agreed by both parties.

7. Role of the Most Senior Person in the Organisation

- 7.1. The designated officer will report to the most senior person in the organisation (the Town Clerk), who will be responsible for the commission of any further investigation.

8. Complaints about the Most Senior Person in the Organisation

- 8.1. If exceptionally the concern is about the most senior person in Malvern Town Council, this should be made to the Chair of the Town Council, who will decide on how the investigation will proceed. This may include an external investigation.

9. The Investigation

- 9.1. The investigation may need to be carried out under the terms of strict confidentiality ie by not informing the subject of the complaint until (or if) it becomes necessary to do so. This may be appropriate in cases of suspected fraud. In certain cases, however, such as allegations of ill treatment of a stakeholder, suspension from work may have to be considered immediately. Protection of stakeholders is paramount in all cases.
- 9.2. The designated officer will offer to keep the whistleblower informed about the investigation and its outcome.
- 9.3. If the result of the investigation is that there is a case to be answered by an Individual, the Disciplinary Rules and Procedure will be used.
- 9.4. Where there is no case to answer, but the employee held a genuine concern and was not acting maliciously, the designated officer should ensure that the employee suffers no reprisals.
- 9.5. Only where false allegations are made maliciously will it be considered appropriate to act against the whistleblower under the terms of the Disciplinary Rules and Procedure.

10. Inquiries

- 10.1. If the concern raised is very serious or complex, an inquiry may be held.
- 10.2. The Council recognises the contribution trade union(s) can make to an inquiry, and agrees to consult with trade union(s) and professional bodies about the scope and details of the inquiry (if this is the wish of the employee), including the implementation of the recommendations of the inquiry. The Council recognises that in many cases it will be desirable that a representative from a trade union or professional body will be appointed to the panel of the inquiry.

11. Following the Investigation

- 11.1. The most senior person in the organisation will brief the designated officer as to the outcome of the investigation. The designated officer will then arrange a meeting with the whistleblower to give feedback on any action taken. (This will not include details of any disciplinary action, which will remain confidential to the individual concerned). The feedback will be provided within one month.
- 11.2. If the whistleblower is not satisfied with the outcome of the investigation, the Council recognises the lawful rights of employees and ex-employees to make disclosures to

prescribed persons (such as the Health and Safety Executive, The Audit Commission, or the utility regulators, or where justified, elsewhere).

12. The Law

- 12.1. This policy and procedure has been written to take account of the [Public Interest Disclosure Act 1998](#), which protects workers making disclosures about certain matters of concern, where those disclosures are made in accordance with the Act's provisions. The Act is incorporated into the [Employment Rights Act 1996](#), which also already protects employees who take action over, or raise concerns about, health and safety at work.

13. Review and action

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



MALVERN TOWN COUNCIL

**ANTI-HARASSMENT AND ABUSE POLICY –
(COUNCILLORS)**

MALVERN TOWN COUNCIL

ANTI-HARASSMENT AND ABUSE POLICY (COUNCILLORS)

1. Purpose and scope

- 1.1. Malvern Town Council (hereafter known as 'the Council') will not tolerate any instances of violence relating to members acting in their roles as Malvern Town Councillors. All Councillors have the right to be treated with consideration, dignity and respect.

2. Definitions

- 2.1. Council-related violence is defined as any incident in which a Councillor is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of their activities as a Malvern Town Councillor.

3. Councillors

- 3.1. All Councillors have personal responsibility for their own behaviour and for ensuring that they comply with this policy. Councillors should do the following to help identify and prevent council-related violence:

- i. Do not accept instances of violence directed towards themselves or others. Councillors should report any instances of violence, threats or abuse to the Town Clerk and the Mayor. Any report should include details about when it happened, who was involved and any relevant circumstances that may have contributed to the incident.
- ii. Offer good customer service and be aware of the needs of the electorate of Malvern.
- iii. Recognise the potential for situations to escalate and take action to resolve these early on. The Town Clerk should be informed if Councillors believe a customer or member of the public might cause problems.
- iv. Be aware of the Councillor Code of Conduct and comply with it.
- v. Be supportive of fellow Councillors who are victims of council-related harassment.

- 3.2. Councillors have a responsibility to act in a way that does not incite or increase the likelihood of violence or harassment. Any Councillor found to be encouraging or inciting harassment/abuse may be reported to the Monitoring Officer.

4. Actions following an incident

- 4.1. If a Councillor has been abused, threatened or attacked, they should approach the Town Clerk and the Mayor for assistance. All serious incidents must be reported to the Town

Clerk or in their absence, the Operations Manager, who will record the details in the Town Council offices.

4.2. The police should be informed immediately of a serious incident involving physical attack or serious cases of threatening or verbal abuse. This should be done by the Councillor involved and then reported to the Town Clerk and the Mayor.

4.3. The police should also be informed of persistent cases of violence, threats and abuse and this should be done by the Councillor involved in conjunction with the Town Clerk and/or Mayor.

4.4. All serious incidents should be recorded in writing and less serious incidents reported verbally.

4.5. Medical assistance should be sought and provided immediately where required.

5. Reporting and recording systems

5.1. Councillors have a responsibility to report to the Town Clerk and Mayor incidents of council-related violence, including threats and verbal abuse. All incidents including physical attacks, serious or persistent threats and verbal abuse must be recorded in writing at the Town Council offices.

5.2. Details recorded should include when the incident occurred, who was involved and any relevant circumstances that may have contributed to the incident.

5.3. Should any incidents involve either the Town Clerk or Mayor, Councillors should inform whichever of those is not involved who will then inform another Town Council Officer with management responsibility or the Chair of a council committee as appropriate.

5.4. The Town Clerk or their deputy will monitor less serious occurrences and take action if there is an increase in the number of reports. This action may include contacting the police, reviewing the risk assessment, and considering further prevention measures.

5.5. Councillors reporting incidents will be given full support during the process and if urgent action is required, the Mayor or Town Clerk will call a meeting of the Emergency Decision Making Group to ensure prompt action is taken.

6. Review and action

6.1. The Council recognises that it is important to review regularly this policy to ensure that it reflects up to date equality legislation and best practice.

- 6.2. A review of the Anti-harassment and Abuse Policy (Councillors) will be carried out as least once every council term as a minimum and any necessary actions taken.

DRAFT

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

**to be held on Wednesday 3 May 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

**LARGE GRANTS SCHEME – 2nd ROUND 2022/23
RESUBMISSION OF APPLICATION FROM MALVERN BOYS BRIGADE**

1. Purpose of report

- 1.1. For decision.

2. Recommendation

- 2.1. Policy and Resources Committee is recommended to consider Malvern Boys Brigade's application for a large grant of £1,400.

3. Background

- 3.1. Policy and Resources Committee considered requests for donations under the large grants scheme at its meeting on 21 March 2023.
- 3.2. Unfortunately, due to a lack of information, the application from Malvern Boys Brigade had been refused. Policy and Resources Committee agreed that the Boys Brigade could re-submit their application including the missing information to be considered at the next meeting of this committee.
- 3.3. The Town Clerk wrote to 1st Malvern Boys Brigade and a fully completed form along with all of the required supporting information has now been received.
- 3.4. A copy of the officers' marking scheme, re-submitted grant application, and short supporting statement are attached at Appendix A to this report. These provide guidance but it is the role of Policy and Resources Committee to decide whether to award funding.
- 3.5. Officers have assessed the resubmitted grant application and given it a score of 33 out of 45 points. This reflects a strong organisational structure, good financial information being supplied and a well-completed application form, but also recognises that only twenty members will benefit and that it is not an entirely new initiative or one-off cost.
- 3.6. Members are reminded that large grants should provide significant benefit both to the organisation and to residents of Malvern Town. Part grants or conditions of award can be considered if the committee feels these are appropriate.

4. Financial Implications

- 4.1. The Town Council set aside a total of £13,000 in its 2022/23 budget for the payment of large grants. £2,500 of this budget has been allocated to date.
- 4.2. Funds will be earmarked at Year End to ensure that any large grants deferred from the March meeting are paid from the 2022/23 financial year budget.

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:	1 st Malvern Boys Brigade
Amount Requested:	£1,400
Time of Grant Application:	March 2023 (re-submitted May 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	6	8	15
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.				33	

**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:	1ST MALVERN BOYS BRIGADE
Address:	Dyson Perrins Academy Yates Hay Road, Malvern, WR14 1WD
Nature of organisation and charity registration number (if applicable):	YOUTH ORGANISATION, Charity number: 305969 (for national organisation)
VAT registration number (if applicable):	VAT Number is GB226544467 (for national organisation)
Date organisation established:	The 1st Malvern Company was re-formed in 1988 after an absence of 49 years. Boys Brigade was established in 1883.
2. Contact details	
Contact name:	Angela Noble
Position within organisation:	Leader and Secretary
Address for correspondence:	50 Crown Lea Avenue Malvern WR14 2DP
Daytime telephone:	07814880751
Email address:	1stMalvernBoysBrigade@gmail.com

3. About your application	
Amount requested (if above £2,500 please state specific reason for this)	£1,400
Briefly outline the reason for your application and how the amount requested will be spent:	Support to camping activities for both Junior and Company boys and volunteers who are leaders, see attached
How will the grant benefit Malvern Town residents/the Malvern Town community?	By reducing financial pressure on leaders and parents, offering boys new skills and development opportunities, and promote the Malvern boys brigade as a great youth group to be a part of, enhancing our recruitment and direct community contribution.
How many residents of Malvern Town will benefit?	Directly, parents boys and officers in the region of 20. Indirectly through increased public awareness of the Malvern BB as a service for young people, many more
Have you received any grant funding from the Council in previous years and if so, please detail:	2015 £500 Grant towards new sports equipment & expedition costs 2016 £000 No application made 2017 £500 Grant towards members expedition training residential weekend 2018 £500 Grant towards training of Company Expedition Training Officers 2019 £500 Grant towards Uniform 2020 £500 grant for gazebo, feather and back to face to face activity 2021 £500 Grant Science experiment for ECO project and activities

What is the planned delivery date for the project/activity?	31st May to 2 June Newent Gloucestershire 29th July - 5th August in Looe, Cornwall
What arrangements are in place for the delivery and management of this project?	The events are co-ordinated by Gloucestershire battalion leaders. Camping location is booked, all necessary equipment and staff available
Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?	This will be a new activity for all of the boys attending.
4. Financial information	
Total cost of your project:	£1980.30
What funding has been secured to date and from where?	Deposits from boys and leaders of £200,
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?	Parents will be paying contributions, but some do not have the ability to pay and requests from other organisations will be made.

	Now	Previous year
Annual income	£6,191.49	£4,285.03
Annual expenditure	£10,038.87	£2,291.30
Surplus/loss for the year	£-3,847.38	£1,993.73
Savings/reserves	£1,961.72	£5,809.10
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	
Sort code:	40-31-09	
Account number:	81162675	
Account name:	1st Malvern Company Boys Brigade	
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.	✓	

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:	Angela Noble
Signature:	<i>Angela Noble</i>
Date:	18 April 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

1st Malvern Boys Brigade supporting statement

Annually, the Gloucestershire Battalion of the Boys Brigade (of which the 1st Malvern Brigade Company is a member) organises camps for both the 8-11 year age group and the 11-18 age groups. This year the camp for the 11-18 year group is to be in Cornwall. This event is a week long and offers many boys the opportunity to stay away from home for the first time, make new friends, learn new skills, gain confidence, and participate in a range of activities they may otherwise not get the opportunity to try, for example, due to financial constraints. In the past these activities have included go-karting, laser tag, archery and quad biking). Owing to the mounting cost of living, and us now having fewer boys within our company section, this year we would like to support subsidising this week for those attending, to alleviate financial burden on parents. The cost of the week per boy, as requested by the battalion is £260 x 5 boys = £1300. Leader costs are 3*£160. We would also ask for an additional £100 to cover leader fuel costs.

The 8-11 year boys will attend TRAC in Newent, during the May half term. This is their first time away and one boy has severe financial difficulties, meaning his parent will pay a token contribution. The cost for the two boys is 2*150, the leader costs are 2*£85.

Usually, we would subsidise via other funds, but this year we have had a reduction in income and increased costs for hire of the school.

Statement of Benefit for attendees of summer camp 2023.

The Gloucestershire Battalion summer camp is an example of how 1st Malvern company can achieve the above statement and help to provide the boys with opportunities and skills to benefit themselves and the community in Malvern. The Junior, Company and Senior sections of the company would be involved and it helps connect the Malvern Company to the Battalion (Figure 1).

Summer camp takes all the elements from our Friday sessions and puts them into a week long adventure for the boys to enjoy. Throughout the week they will use their experience in teamwork, communication and resilience to work together and compete in inter tent competitions. They will also help each other in new activities, especially when doing them outside of their comfort zone, helping them gain confidence to progress in life. They also have the opportunity to make friends from other companies over the week. This will help develop people skills that can be used in school, such as group projects, and transferred into the workplace later in life.

Some of the boys might not have done some of the activities on camp before and they can do them in a safe environment with people of a similar age (Figure 2). The boys who have attended camp previously have enjoyed it immensely and have usually returned to camp each year.

This retention helps us keep boys engaged with the Boys' Brigade and maintain a solid foundation within the Malvern community. A strong Malvern Company can continue to attend band events locally, engage the community through church parades and provide a youth group for the town of Malvern.

The boys do work hard in the Malvern Company, especially in the band section, as they have several events in and around Malvern throughout the year. This is usually local parades to various churches around Malvern, meeting the local congregations and going to areas of the town they wouldn't normally experience. The Worcester carnival is a bigger event which showcases a full band in front of a large crowd and promotes the company and Boys' Brigade in general.

The summer camp completes the academic year for the boys whilst providing them with new challenges and opportunities. It is the biggest Battalion event we offer and it aligns with national Boys' Brigade mission and values and will support the local community through retention of boys.

Any financial contribution would be greatly appreciated and be of benefit to the boys and their families, it would also take some pressure off the officers and helpers as well.

Thank you for your consideration.

The Officers and Helpers of 1st Malvern Boys' Brigade

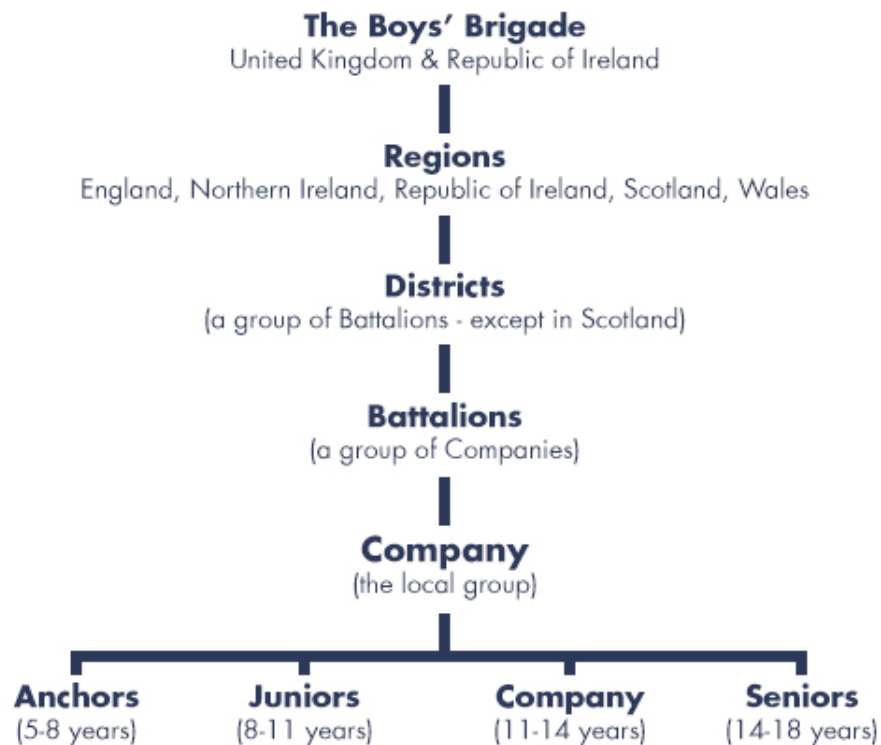


Figure 1: Overview of the Boys' Brigade structure (Credit <https://boys-brigade.org.uk/>).

ACTIVITIES							
Press Esc to exit full screen							
2022							
23/07/2022	24/07/2022	25/07/2022	26/07/2022	27/07/2022	28/07/2022	29/07/2022	30/07/2022
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Assault Course	High Ropes	LaserTag	Aqua Park	Finals	Beach/Town	Strike Camp
lunch	lunch	lunch	lunch	lunch	lunch	lunch	lunch
	Cricket	Rugby Challenge	Beach	Football	Beach Volleyball	The Great Escape	
Tea	Tea	Tea	Tea	Tea	Tea	Tea	
Bingo Lingo	Games	Quiz/BBQ	Race Night	Cinema	Bowling	Danish Long ball	Awards
Subject to alterations							

1Figure 2: Previous camp activity sheet 2022. (Credit, Stuart Morris, Gloucestershire Battalion 2022)

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

**to be held on Wednesday 3 May 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

**LARGE GRANTS SCHEME – 2nd ROUND 2022/23
FRIENDS OF MADRESFIELD CE SCHOOL ADDITIONAL INFORMATION**

1. Purpose of report

- 1.1. For decision.

2. Recommendation

- 2.1. Policy and Resources Committee is recommended to consider a large grant application from The Friends of Madresfield CE School for £2,500.

3. Background

- 3.1. Policy and Resources Committee considered requests for donations under the large grants scheme at its meeting on 21 March 2023.
- 3.2. The Friends of Madresfield CE School had applied for a grant of £2,500 and although supportive of the application, members felt that a breakdown of costs would be required before full consideration could be given to the application.
- 3.3. The Town Clerk wrote to The Friends of Madresfield School and a full breakdown of anticipated expenditure has now been received.
- 3.4. A copy of the officers' marking scheme, grant application form, short supporting statement and breakdown of costs are attached at Appendix A to this report. These provide guidance but it is the role of Policy and Resources Committee to decide whether to award funding.
- 3.5. Officers have assessed the re-submitted application and given it a score of 36 out of 45 points. They are first time applicants, have provided all supporting information and additional cost breakdowns provided are comprehensive. Some marks have been lost for providing significant benefit to Malvern Town residents/community. Although Madresfield School is outside of the town boundary, 82 pupils attending the school live within the Malvern area.
- 3.6. Members are reminded that large grants should provide significant benefit both to the organisation and to residents of Malvern Town. Part grants or conditions of award can be considered if the committee feels these are appropriate.

4. Financial Implications

- 4.1. The Town Council set aside a total of £13,000 in its 2022/23 budget for the payment of large grants. £2,500 of this budget has been allocated to date.
- 4.2. Funds will be earmarked at Year End to ensure that any large grants deferred from the March meeting are paid from the 2022/23 financial year budget.

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:	The Friends of Madresfield CE School
Amount Requested:	£2,500
Time of Grant Application:	March 2023 (re-submitted May 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	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.				36	

**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

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

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

Supporting Statement:

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.

Madresfield Growing Garden		
<ul style="list-style-type: none"> To purchase a poly tunnel for the growing of fruit and vegetables. The purchase of new oak vegetable and flower beds. These 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. 		
Items that will be purchased or contributed to if awarded the Malvern Town Grant	Example	Cost
Essential Gardening Equipment 45pk Collection of essentials for any school gardening club. <ul style="list-style-type: none"> Hard-wearing gloves to provide protection from bacteria in the soil Sturdy kneeling pads to protect knees and keep clothes clean Durable and light weight - ideal for use by all ages 		£144.99
Assorted Gardening Tools 18pk This bumper collection of high quality, sturdy, gardening tools is ideal for equipping your school gardening club. Set includes: • 2 x spades • 2 x rakes • 2 x forks • 2 x hoes • 5 x sets of trowels and forks		£274.99

<p>Rocket Gardens</p> <p>A pre-sown vegetable garden x2</p> <p>Fruits to plant (gooseberry, tayberry, raspberry and strawberry)</p> <p>In future years plants will be grown from seed.</p>		<p>£280</p>
<p><u>Contribution</u> to the poly tunnel.</p> <p>Total cost £540</p>		<p>£200</p>
<p><u>Contribution</u> to the labour costs of our accessible vegetable garden.</p> <p>Total cost £2130.00 plus VAT (Best price of 3 quotes)</p>	<p>(Example Quotes for these are attached)</p>	<p>£700</p>
<p><u>Contribution</u> to the materials costs of our accessible vegetable garden.</p> <p>Total cost £2,310.00 (Best price of numerous quotes)</p>	<p>This will include:</p> <p>Topsoil</p> <p>Oak sleepers to ensure project longevity (Example Quotes for these is attached)</p>	<p>£900</p>
		<p>Total: £2,499.98</p>

FINANCIAL REPORTS

CR1 – JANUARY, FEBRUARY & MARCH 2023

Cash Movements

1. Total bank balances were £811,882 at the end of March 2023 this is approximately £12,424 higher than at the same period last year.
2. The Council opened an account with The Public Sector Deposit Fund in January 2017 in order to obtain better rates of interest on deposit:
 - The balance on account at the end of March 2023 was £258,516 and interest received in January, February and March 2023 was £2,215.14.
3. The Council has also invested £66,484 of funds with the Local Authorities Property Fund. This is a long-term investment of funds and the latest dividend payments for the period January to March 2023 was £661.36.

Debtor Days Outstanding

Debtor days were 12.30 at the end of January increasing to 27.42 at the end of March, this is within the Council's payment terms of 30 days. There were no bad debtors at the end of March 2023, although officers have written off a bad debt from an allotment holder who has abandoned their plot.

Creditor Days Outstanding

Creditor days ranged between 17.56 and 28.24 in the period and stood at 21.12 at the end of March 2023. This is within the council's target payment terms of 30 days, although there is a policy to try and pay creditors within their stated payment terms as far as possible to help support the cash flow needs of smaller businesses.

SCHEDULE OF CHEQUE PAYMENTS AND ONLINE PAYMENTS: JANUARY, FEBRUARY, AND MARCH 2023

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

ONLINE – JANUARY 2023	£15,009.45
ONLINE – FEBRUARY 2023	£43,632.84
ONLINE – MARCH 2023	£16,331.14
CHEQUE – MARCH 2023	£290.00

Total	£75,263.43
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January 2023

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 31 January 2023 is set out below. All balances have been confirmed by reconciliation with bank statements.

Transaction	Unity Trust Bank Account	Public Sector Deposit Account	Local Authorities Property Fund	Total
	£		£	£
Balance:				
31 December 2022	597,458	258,516	66,484	922,458
Receipts				
Interest	1,329			1,329
Precept				-
Grants or VAT refunds				-
Other	19,731			19,731
Cancelled / (Bounced Cheque)				-
External payments				
Cheque / Online Payments	(15,009)			(15,009)
Non - Cheque Payments	(48,976)			(48,976)
Transfers between accounts:				
Inwards				-
Outwards				-
Balances:				
31 January 2023	554,532	258,516	66,484	879,532
Balances at start of financial year	475,157	258,516	66,484	799,458

DEBTOR AGEING

	Jan-23	Dec-22	Nov-22	Pre-Nov	Prepaid amounts	Total debtors
Value	5,533.39	123.40	490.00	-	-	6,146.79

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

	Debtors		Suppliers	
	Value	Days	Value	Days
March 2022	9,788.27	14.16	55,416.80	27.81
April 2022	4,915.93	12.77	27,996.16	23.14
May 2022	5,510.26	13.50	33,616.07	24.03
June 2022	3,466.19	9.76	28,627.20	15.88
July 2022	3,329.06	12.88	61,972.04	24.13
August 2022	6,819.93	16.16	24,891.78	6.91
September 2022	1,744.13	4.12	32,683.85	25.66
October 2022	5,645.00	10.47	22,102.61	22.16
November 2022	9,922.14	24.54	36,773.73	21.45
December 2022	9,066.17	20.22	23,544.33	16.52
January 2023	6,146.79	12.30	41,347.29	29.49
February 2023				
March 2023				

February 2023

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 28 February 2023 is set out below. All balances have been confirmed by reconciliation with bank statements.

Transaction	Unity Trust Bank Account	Public Sector Deposit Account	Local Authorities Property Fund	Total
	£		£	£
Balance:				
31 January 2023	554,532	258,516	66,484	879,532
Receipts				
Interest	784			784
Precept				-
Grants or VAT refunds	12,429			12,429
Other	9,901			9,901
Cancelled / (Bounced Cheque)				-
External payments				
Cheque / Online Payments	(43,633)			(43,633)
Non - Cheque Payments	(48,399)			(48,399)
Transfers between accounts:				
Inwards				-
Outwards				-
Balances:				
28 February 2023	485,614	258,516	66,484	810,614
Balances at start of financial year	475,157	258,516	66,484	799,458

DEBTOR AGEING

	Feb-23	Jan-23	Dec-22	Pre-Dec	Prepaid amounts	Total debtors
Value	4,372.50	172.48	-	208.00	-	4,752.98

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

	Debtors			Suppliers	
	Value	Days		Value	Days
March 2022	9,788.27	14.16		55,416.80	27.81
April 2022	4,915.93	12.77		27,996.16	23.14
May 2022	5,510.26	13.50		33,616.07	24.03
June 2022	3,466.19	9.76		28,627.20	15.88
July 2022	3,329.06	12.88		61,972.04	24.13
August 2022	6,819.93	16.16		24,891.78	6.91
September 2022	1,744.13	4.12		32,683.85	25.66
October 2022	5,645.00	10.47		22,102.61	22.16
November 2022	9,922.14	24.54		36,773.73	21.45
December 2022	9,066.17	20.22		23,544.33	16.52
January 2023	6,146.79	12.30		41,347.29	28.24
February 2023	4,752.98	19.26		13,334.52	17.56
March 2023					

March 2023

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 31 March 2023 is set out below. All balances have been confirmed by reconciliation with bank statements.

Transaction	Unity Trust Bank Account	Public Sector Deposit Account	Local Authorities Property Fund	Total
	£		£	£
Balance:				
28 February 2023	485,614	258,516	66,484	810,614
Receipts				
Interest	763			763
Precept				-
Grants or VAT refunds				-
Other	60,917			60,917
Cancelled / (Bounced Cheque)				-
External payments				
Cheque / Online Payments	(16,621)			(16,621)
Non - Cheque Payments	(43,791)			(43,791)
Transfers between accounts:				
Inwards				-
Outwards				-
Balances:				
31 March 2023	486,882	258,516	66,484	811,882
Balances at start of financial year	475,157	258,516	66,484	799,458

DEBTOR AGEING

	Mar-23	Feb-23	Jan-23	Pre-Jan	Prepaid amounts	Total debtors
Value	6,968.00	3,212.67	-	-	-	10,180.67

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

	Debtors			Suppliers	
	Value	Days		Value	Days
March 2022	9,788.27	14.16		55,416.80	27.81
April 2022	4,915.93	12.77		27,996.16	23.14
May 2022	5,510.26	13.50		33,616.07	24.03
June 2022	3,466.19	9.76		28,627.20	15.88
July 2022	3,329.06	12.88		61,972.04	24.13
August 2022	6,819.93	16.16		24,891.78	6.91
September 2022	1,744.13	4.12		32,683.85	25.66
October 2022	5,645.00	10.47		22,102.61	22.16
November 2022	9,922.14	24.54		36,773.73	21.45
December 2022	9,066.17	20.22		23,544.33	16.52
January 2023	6,146.79	12.30		41,347.29	28.24
February 2023	4,752.98	19.26		13,334.52	17.56
March 2023	10,180.67	27.42		21,254.66	21.12

**Malvern Town Council
Online Banking Payment Schedule**

19 JANUARY 2023

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1934	19/01/2023	ALLIANCE PAYROLL SERVICES LTD	125.20	Payroll charges - December 2022		DEM	DP	KJB
1935	19/01/2023	BRITISH GAS TRADING - CENTRICA	457.38	Gas charges gas lamps 1/10/22 - 30/12/22		DEM	DP	KJB
1936	19/01/2023	J E BULL	99.00	Reimbursement of money paid for theatre tickets - prize winner for Mayoral Christmas Card Competition		DEM	DP	KJB <i>Bank related agree KJB</i>
1937	19/01/2023	BRITISH GAS	31.98	Electricity charges Lower Howsell 2/12/22 - 6/1/23		DEM	DP	KJB
1938	19/01/2023	CAVA SECURITY SERVICES LTD	336.00	Call out alarm cover for the Christmas period 23/12/22 - 3/1/23		DEM	DP	KJB <i>Bank related agree KJB</i>
1939	19/01/2023	BWT UK LTD	52.19	8 large bottles of water for MTC Offices		DEM	DP	KJB
1940	19/01/2023	DESIGN IN THE SHIRES	460.80	Website support January and February 2023 and quarterly web hosting		DEM	DP	KJB
1941	19/01/2023	EON NEXT	74.11	Electricity standing charges middle flat 1/12/22 - 4/1/23		DEM	DP	KJB
1942	19/01/2023	FBC MANBY BOWDLER LLP	2400.00	Professional charges regarding land slip at Rose Bank Gardens		DEM	DP	KJB
1943	19/01/2023	FRANK P MATTHEWS LTD	1706.50	38 fruit trees, ties, guards and stakes for orchard at Greenfields Road and 7 fruit trees, ties guards and stakes for orchard at Yates Hay		DEM	DP	KJB <i>Bank related agree KJB</i>
1944	19/01/2023	HEATING MAINTENANCE SERVICES LTD	72.00	Call out fee to investigate boiler fault in top flat at rear of 28-30 Belle Vue Terrace		DEM	DP	KJB
1945	19/01/2023	MALVERN HILLS DISTRICT COUNCIL	1248.64	Wheelie bin hire 28-30 Belle Vue Terrace and Cemetery Jan, Feb & March 2023 and hire of Council Chamber on 3/11/22 and 20/12/22 for Full Council Meetings		DEM	DP	KJB
1946	19/01/2023	MHDC-NNDR	157.00	Council tax January 2023 - middle flat (unoccupied)		DEM	DP	KJB
1947	19/01/2023	PAPERSTATION LTD	182.95	30 x reams of white copier paper and 1 small diary		DEM	DP	KJB
1948	19/01/2023	QUINTECH COMPUTER SYSTEMS LTD	369.60	HP Office Jet printer for the Operations Manager at Great Malvern Cemetery		DEM	DP	KJB
1949	19/01/2023	WATER PIPES LTD	18.21	Water charges Knapp Way Allotments 29/11/22 - 29/12/22		DEM	DP	5 KJB

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1950	19/01/2023	WATER PLUS LTD	37.78	Water charges rear stores 28-30 Belle Vue Terrace 4/10/22 - 4/1/23	<i>[Signature]</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
1951	19/01/2023	WATER PLUS LTD	41.40	Water charges Dukes Meadow 3/10/22 - 3/1/23	<i>[Signature]</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
1952	19/01/2023	WATER PLUS LTD	2709.41	Water/drainage charges Victoria Park 22/5/22 - 22/12/22	<i>[Signature]</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
1953	19/01/2023	LINDA BLAKE	362.00	Reimbursement of money paid for CIPFA subscription 2023 as agreed by Annual Council	<i>[Signature]</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
1954	19/01/2023	VALUATION OFFICE AGENCY	1617.60	Valuation of a piece of land at Dukes Meadow ahead of sale	<i>[Signature]</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
1955	19/01/2023	BRITISH TELECOMMUNICATIONS PLC	1199.70	Internet, phone and line charges 28-30 Belle Vue Terrace and Cemetery	<i>[Signature]</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
1956	19/01/2023	AUTUMN IN MALVERN FESTIVAL LTD	1250.00	Special Grant for the 2023 Festival (year 2 of 3) Agreed by Full Council October 2019	<i>[Signature]</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
		Total Payments:						

15,009.45

Councillor Authorisation for Payment

1) *[Signature]*
2) *[Signature]*

Sort detail agree KB

**Malvern Town Council
Online Banking Payment Schedule**

7 February 2023

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1957	07/02/2023	ALLIANCE PAYROLL SERVICES LTD	125.81	Payroll charges January 2023	DEM	fw	DP	KJB
1958	07/02/2023	A L B SERVICES	5400.00	Dismantling of Christmas Lights	DEM	fw	DP	KJB
1959	07/02/2023	COMMUNITY ACTION	5450.00	Community Support Grant 2022/23 1st instalment of 2	DEM	fw	DP	KJB
1960	07/02/2023	EE	74.78	Mobile phone charges January 2023 - Operations Team and admin/events phone	DEM	fw	DP	KJB
1961	07/02/2023	EON NEXT	53.11	Electricity standing charges middle flat 28-30 Belle Vue Terrace 5/1/23 - 31/1/23	DEM	fw	DP	KJB
1962	07/02/2023	FUELGENIE BUSINESS ACCOUNT	350.00	Fuel account December 2022	DEM	fw	DP	KJB
1963	07/02/2023	HOUSEKEEPERS OF MALVERN	432.00	Cleaning contract 19/12/22 - 18/1/23	DEM	fw	DP	KJB
1964	07/02/2023	LEDBURY PLANT HIRE	3888.00	Grave digger hire 1/11/22 - 30/4/23	DEM	fw	DP	KJB
1965	07/02/2023	LINK TOOLS	41.63	1 padlock for Knapp Way Allotments and 10 washer plates for the cemetery	DEM	fw	DP	KJB
1966	07/02/2023	CITIZENS ADVICE SOUTH WORCESTERSHIRE	8000.00	Community Support Grant 2022/23 2nd instalment of 2	DEM	fw	DP	KJB
1967	07/02/2023	MALVERN ELECTRICAL WHOLESALE LTD	49.70	6 strip light bulbs for 28-30 Belle Vue Terrace and 5 LED plug in bulbs for the cemetery	DEM	fw	DP	KJB
1968	07/02/2023	MALVERN HILLS DISTRICT COUNCIL	96.00	Hire of council chamber 18/1/23 - Extraordinary Full Council Meeting	DEM	fw	DP	KJB
1969	07/02/2023	M MIDDLETON WELDING & FABRICATION	8400.00	Supply and fit new bus stop canopy at Rose Bank Gardens, plus additional works required and agreed due to unforeseen damage to bus shelter	DEM	fw	DP	KJB
1970	07/02/2023	P & R ALARMS	535.20	Intruder alarm maintenance and monitoring at the cemetery 7/1/23 - 6/1/24	DEM	fw	DP	KJB
1971	07/02/2023	PARKER BELL INSTRUMENTS LTD	85.80	Annual cablibration of the portable appliance tester	DEM	fw	DP	KJB

Bank
deleted
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KJB

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1972	07/02/2023	PITNEY BOWES LTD	107.00	<i>note reposted due to change in bank details.</i> £100 credit for the franking machine	DEM	JW	DP	VB <i>Bank details OK VB</i>
1973	07/02/2023	PRINTWASTE RECYCLING <i>DEM</i>	14.40	Collection of 16 bags of recyclable paper and card	DEM	JW	DP	VB
1974	07/02/2023	SCREWFIX (TRADE UK)	66.99	1 tyre inflator and 100 cable ties for basketball courts	DEM	JW	DP	VB
1975	07/02/2023	WATER PLUS LTD	25.37	Water/drainage charges 28-30 Belle Vue Terrace 15/10/22 - 15/1/23	DEM	JW	DP	VB
1976	07/02/2023	BRADFORDS BUILDING SUPPLIES LTD	66.12	10 bags of post crete for levelling of entranceway bed in Rose Bank Gardens	DEM	JW	DP	VB
1977	07/02/2023	ELLIS DAWE & SON LTD <i>JW</i>	1112.62	30 Oak railway sleepers for levelling of entranceway bed in Rose Bank Gardens	DEM	JW	DP	VB
1978	07/02/2023	NEWSQUEST MEDIA GROUP	198.00	Advert for spring grants scheme in the Malvern Gazette 20/1/23	DEM	JW	DP	VB
1979	07/02/2023	SCREWFIX (TRADE UK)	189.98	Dewalt cordless grinder and battery - operational tools	DEM	JW	DP	VB
1980	07/02/2023	WATER PLUS LTD	6.75	Water charges Dukes Meadow 3/1/23 - 3/2/23	DEM	JW	DP	VB
1981	07/02/2023	BIKE 2 WORK SCHEME	2813.09	1 Cube Reaction Hybrid Pro Electric Bike for Grahame Gibbins as part of the bike 2 work scheme agreed by Full Council	DEM	JW	DP	VB <i>Bank details OK VB</i>
		Total Payments:						

37,582.35

Councillor Authorisation for Payment

- 1) *DEM*
- 2) *JW* 7/3/22.

**Malvern Town Council
Online Banking Payment Schedule**

10 February 2023

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1982	10/02/2023	ACE ATV & EQUIPMENT <i>AV</i>	48.46	Replacement mirror required for the Kawasaki Vehicle	<i>fw</i>	<i>nt</i>	<i>op</i>	<i>KB</i>
1983	10/02/2023	THE POLYCARBONATE STORE <i>fw</i>	2312.85	Polycarbonate sheets for glazing of bus shelter outside of Rose Bank Gardens	<i>fw</i>	<i>nt</i>	<i>op</i>	<i>KB</i>
1984	10/02/2023	WATER PLUS LTD	97.99	Water charges cemetery office 11/12/22 - 11/1/23	<i>fw</i>	<i>nt</i>	<i>op</i>	<i>KB</i>

Bank details checked KB

Total Payments:

2,459.30

Councillor Authorisation for Payment

- 1) *fw* 10/2/23
- 2) *nt* 10/2/23

**Malvern Town Council
Online Banking Payment Schedule**

28 February 2023

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1985	28/02/2023	BRITISH GAS	26.88	Electricity charges Lower Howsell 7/1/23 - 1/2/23	DEW	✓	DP	JB
1986	28/02/2023	BRITISH GAS	8.44	Electricity charges Link Church Clock 11/10/22 - 8/2/23	DEW	✓	DP	JB
1987	28/02/2023	DESIGN IN THE SHIRES	162.00	Website Support - March 2023	DEW	✓	DP	JB
1988	28/02/2023	(A E Hodgekiss) EDCO MECHANICAL SERVICES	505.20	Repairs to Vallant Combi Boiler in the top flat at rear of 28-30 Belle Vue Terrace	DEW	✓	DP	JB
1989	28/02/2023	E W COMMERCIAL PUBLICATIONS	550.00	Printing of 11,244 copies of the New Year 2023 Newsletter	DEW	✓	DP	JB
1990	28/02/2023	FUELGENIE BUSINESS ACCOUNT	414.99	Fuel account January 2023	DEW	✓	DP	JB
1991	28/02/2023	HOUSEKEEPERS OF MALVERN	512.00	Cleaning contract 23/1/23 - 16/2/23	DEW	✓	DP	JB
1992	28/02/2023	MALVERN HILLS DISTRICT COUNCIL	192.00	Hire of Council Chamber for Full Council Meetings 18/1/23 and 9/2/23	DEW	✓	DP	JB
1993	28/02/2023	PAPERSTATION LTD	150.57	Tea and coffee for MTC offices and Operations Team	DEW	✓	DP	JB
1994	28/02/2023	PRINCIPAL HYGIENE SYSTEMS LTD	362.96	Toilet rolls, hand towels and cleaning products	DEW	✓	DP	JB
1995	28/02/2023	READY RENT LTD	45.60	Hire of a heavy duty breaker and cross cut mitre saw for works to entranceway bed in Rose Bank Gardens - 1 day	DEW	✓	DP	JB
1996	28/02/2023	WATER PLUS LTD	72.55	Water charges Cemetery Office 22/11/22 - 11/2/23	DEW	✓	DP	JB
1997	28/02/2023	TRAVIS PERKINS TRADING COMPANY LTD	48.50	2 boxes of fixing screws for entranceway bed in Rose Bank Gardens and a wood saw and grinding discs for repairs to benches in bus shelter at Rose Bank Gardens	DEW	✓	DP	JB
1998	28/02/2023	TUDOR ENVIRONMENTAL	75.60	6 cans of Graffiti Remover	DEW	✓	DP	JB
1999	28/02/2023	WORCESTERSHIRE CALC	30.00	Elections Training for the Town Clerk	DEW	✓	DP	JB
2000	28/02/2023	(Mrs J Bull) CHRISTMAS ANGEL KNITTING GROUP	150.00	Donation from Mayoral Allowance to cover knitting needles and wool following knitting group donation to Festive Cheer Bags	DEW	✓	DP	JB
2001	28/02/2023	DAVID JONES	43.00	Return of allotment deposit and credit due following end of tenancy.	DEW	✓	DP	JB

Bank details checked JB
Bank details checked JB

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)	
2002	28/02/2023	MALVERN RADAR FOOTBALL CLUB	90.90	Part refund of pitch fees as pitch no longer required	DEH	X	JP	KB	But details needed PS
2003	28/02/2023	MIDLANDS AIR AMBULANCE (WORCESTERSHIRE)	150.00	Donation from Mayoral Allowance to Midlands Air Ambulance in respect of sponsored paraglide from Malvern Hang Gliding Club	DEH	X	JP	KB	
		Total Payments:							

3,591.19

Councillor Authorisation for Payment

1) DEH
2) W. de St. John

**Malvern Town Council
Online Banking Payment Schedule**

17 March 2023

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
2004	17/03/2023	ALL ABOUT MAGAZINES	468.00	Delivery of 11,144 copies of the Winter Newsletter	DEM	JB	DP	JB
2005	17/03/2023	ALLIANCE PAYROLL SERVICES LTD	117.31	Payroll charges February 2023	DEM	JB	DP	JB
2006	17/03/2023	BRITISH GAS	34.63	Electricity charges Lower Howsell 2/2/23 - 1/3/23	DEM	JB	DP	JB
2007	17/03/2023	CARING FOR GOD'S ACRE	100.00	Annual membership subscription 2023 / 2024 as agreed at Annual Council	DEM	JB	DP	JB
2008	17/03/2023	BWT UK LTD	306.06	9 large bottles of water for MTC offices	DEM	JB	DP	JB
2009	17/03/2023	DESIGN IN THE SHIRES	136.80	Quarterly web hosting	DEM	JB	DP	JB
2010	17/03/2023	D J YAPP	250.00	Repairs and replacement tiles on chapel roof at Great Malvern Cemetery	DEM	JB	DP	JB
2011	17/03/2023	EE	74.78	Mobile phone charges Operations Team and Events/Admin phone - February 2023	DEM	JB	DP	JB
2012	17/03/2023	EON NEXT	63.00	Electricity standing charges middle flat 28-30 Belle Vue Terrace 30/1/23 - 1/3/23	DEM	JB	DP	JB
2013	17/03/2023	GOWN ENGINEERS LTD	1740.00	Updated site visit report - Rose Bank Gardens	DEM	JB	DP	JB
2014	17/03/2023	IDEA	561.60	Employer link subscription 1/4/23 - 31/3/24 as agreed at Annual Council	DEM	JB	DP	JB
2015	17/03/2023	M MIDDLETON WELDING & FABRICATION	120.00	10 metres of metal banding for raised entranceway bed in Rose Bank Gardens	DEM	JB	DP	JB
2016	17/03/2023	NETWORK FENCING AND LANDSCAPING	9468.00	Repairs to bow top fencing at Townsend Way £1,128 and fencing works along the western boundary of Rose Bank Gardens (Project) £8,340	DEM	JB	DP	JB
2017	17/03/2023	R D HORNE	2000.00	Preparatory ground works for the fountain project in Rose Bank Gardens	DEM	JB	DP	JB
2018	17/03/2023	READY RENT LTD	72.00	Hire of a Mitre Saw for raised entranceway bed in Rose Bank Gardens - 6 x days	DEM	JB	DP	JB
2019	17/03/2023	WATER PLUS LTD	778.96	Water / drainage charges Victoria Park 22/12/22 - 22/2/23	DEM	JB	DP	JB
2020	17/03/2023	ZENA AKERS	40.00	Return of allotment deposit as unable to take on allotment tenancy	DEM	JB	DP	JB
300025 cheque	17/03/2023	POST OFFICE LTD	290.00	12 Months road tax for the Ford Transit - WF16 ZHN	DEM	JB	CHEQUE	JB

Total Payments:

16,621.14

Councillor Authorisation for Payment

1) *D. H. Meach*

2) *A. B. Smith*

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

**to be held on Wednesday 3 May 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

MALVERN TOWN COUNCIL FACEBOOK ACCOUNT

1. Purpose of report

- 1.1. For decision.

2. Recommendation

- 2.1. Committee is recommended to approve the setting up of a business Facebook account for Malvern Town Council.

3. Background

- 3.1. Malvern Town Council has used a personal Facebook account set up in the name of 'Malvern Town' since 2019. This is free to use and has allowed the Council all the benefits of a personal account including the ability to create stories and add pages.
- 3.2. Within the 'Malvern Town' account there are three separate pages for 'Bands in the Park', 'Malvern's Future' (set up for the neighbourhood plan) and 'Malvern Town Council'.
- 3.3. This has worked very well allowing the growth of a friends base to 1.1k but being a personal account, it had to be set up with a date of birth etc and other personal details (in this case, Clare Lawrence's) and officers think that the Council should project a more professional image by creating a business Facebook account.
- 3.4. The benefits of switching to a business Facebook account are that everything is in one place and the Council would also be able to list our business and contact details at the top of the home page and include a link to our website.
- 3.5. Instead of a friendship base the Town Council will need to encourage people to like, follow and share its business page and posts, and eventually over time the audience will grow.
- 3.6. Facebook remains one of the biggest social media platforms and is a very important part of the Council's social media strategy to reach as wide an audience as possible to promote council business.
- 3.7. A business account used to have a fee but is now free to use.
- 3.8. It should be noted that other local councils including Evesham, Tewkesbury, Pershore and Upton all now use a business Facebook page. Officers have spoken to the Town Clerk who set up the business Facebook page for Evesham and feedback was that town councils should use this method as the most effective way of accessing Facebook.
- 3.9. Should Council approve this change, officers would recommend a phased changeover with both personal and business pages being run alongside for a period during the summer, whilst the switch over is advertised and communicated.

- 3.10. The new business Facebook page would be set up by Town Council officers and would require no external input.

4. Financial Implications

- 4.1. There will be no cost to set up a business Facebook page for the Town Council.

5. Legal Implications

- 5.1. None pertaining to this report.

End
Linda Blake
Town Clerk