



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

**For meeting on Wednesday 14 June 2023 at 6.00 pm
Council Chamber, Belle Vue Terrace**

MALVERN TOWN COUNCIL

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



8 June 2023

townclerk@malvern-tc.org.uk
www.malverntowncouncil.org

MEETING OPEN TO MEMBERS OF THE PUBLIC

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

Councillors Iain Dawson, Clive Fletcher, Nick Houghton, Melanie Jones, Lou Lowton

All other Members of the Town Council for information only.

You are hereby invited to attend a meeting of the Policy and Resources Committee to be held in the Council Chamber, Belle Vue Terrace, Malvern on Wednesday 14 June 2023, commencing at 6.00pm for the transaction of the business shown on the Agenda below.

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

Linda Blake
Town Clerk

No.	Agenda Item
1.	Election of Chair To elect a Chair of the Policy and Resources Committee for 2023/24
2.	Election of Vice-chair To elect a Vice-chair of the Policy and Resources Committee for 2023/24
3.	Apologies for Absence To receive and note apologies for absence
4.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests
5.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Policy and Resources Committee meeting: <ul style="list-style-type: none">➤ 3 May 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>	
6.	Quarterly Accounts – fourth and final quarter 2022/23 January, February, March 2023 <ul style="list-style-type: none">➤ Report PR01/23 to follow
7.	Review of Town Council Grants Scheme <ul style="list-style-type: none">➤ Report PR02/23 to follow

8.	Review of Flag Flying Policy <ul style="list-style-type: none"> ➤ Report PR03/23 to follow
9.	Calendar for Policy Reviews <ul style="list-style-type: none"> ➤ Report PR04/23 to follow
10.	Date and Time of Next Meeting <ul style="list-style-type: none"> ➤ Wednesday 2 August 2023 at 6.00 pm
Exclusion of the Press and Public <i>To resolve pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i>	
11.	Staffing Matters <ul style="list-style-type: none"> ➤ Verbal Update

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

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

Councillors

C Hooper (Chairman)
D Mead, substitute for C Fletcher
A Stitt

In attendance

Linda Blake - Town Clerk
Charles Porter – Operations Manager
Louise Wall – Minute Clerk

Absent

C Fletcher (apologies and had substituted Cllr D Mead)
N Mills (apologies)
R McLaverty-Head (apologies)
J Wilkinson (apologies)

58. APOLOGIES FOR ABSENCE

Apologies for absence received from Councillors Neville Mills, Ronan McLaverty-Head, Josie Wilkinson and Clive Fletcher were **NOTED**.

59. DECLARATIONS OF INTEREST

None.

60. 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 March 2023.

PUBLIC PARTICIPATION

None.

61. REVIEW OF HEALTH AND SAFETY POLICY

Report PR01/23 was received and accepted.

The Town Clerk explained that the last review of the Health and Safety policy had been a minor review carried out in 2016. A more thorough review was now due and members of the committee were asked to review, comment and amend where necessary the policy at appendix A to the report.

The Operations Manager, qualified holder of National Examination Board in Occupational Safety and Health (NEBOSH) level 6, had evaluated the current policy and confirmed that there were some updates to be made including the various reforms and acts. He also suggested that the policy be split into two parts – a brief, overall policy statement to be published on the Town Council's website, and a more detailed policy for employees which would be for use by staff only.

The policy was reviewed in depth by members of the committee, the Operations Manager and the Town Clerk, with amendments discussed and agreed.

It was **RECOMMENDED** that the amended Health and Safety Policy, formatted in the style agreed by the recent Policy Review Task and Finish Group and attached at Appendix A to these minutes be approved and adopted.

62. APPROVAL OF DRAFT POLICIES (1ST DRAFT FROM POLICY REVIEW TASK AND FINISH GROUP)

Report PR02/23 was received and accepted.

The Town Clerk informed committee that the Policy Review Task and Finish Group had reviewed a further four policies but had not been able to meet again to approve the amended drafts. These were therefore being presented at the meeting for consideration and comment, before being recommended to Full Council for adoption.

Members then considered the following policies:

- 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)

There were no further amendments required and it was **RECOMMENDED** that the following four policies as amended be approved and adopted:

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

63. LARGE GRANTS SCHEME, 2ND ROUND 2022/23 – RESUBMISSION OF APPLICATION FROM 1ST MALVERN BOYS BRIGADE

Report PR03/23 was received and accepted.

The large grant application from 1st Malvern Boys Brigade had originally been submitted in March 2023 but had not qualified for submission to the meeting of Policy and Resources Committee on 21 March 2023 because the application had been missing some required information. It had been agreed that the Boys Brigade could reapply to the next meeting of Policy and Resources Committee.

All required information had now been submitted. Members were supportive of the application and the organisation, recognising the important work that the Boys Brigade carries out with children and young adults.

It was **AGREED** to award a large grant of £1,400 to 1st Malvern Boys Brigade.

64. LARGE GRANTS SCHEME, 2ND ROUND 2022/23 – FRIENDS OF MADRESFIELD SCHOOL ADDITIONAL INFORMATION

Report PR04/23 was received and accepted.

The large grant application from The Friends of Madresfield School for £2,500 was originally submitted to the meeting of Policy and Resources Committee on 21 March

2023 but due to a lack of detailed costs for the proposed project, it had been agreed that the application could be resubmitted, including a full breakdown of the project costs, at the next meeting of Policy and Resources Committee.

Members noted that although the school was outside of the Malvern Town area, over 75% of the pupils lived in Malvern, and therefore the grant could be supported.

A detailed breakdown of the project costs had now been provided including examples of the tools and equipment required for the growing garden.

It was **AGREED** to award a large grant of £2,500 to The Friends of Madresfield School.

65. **FINANCIAL REPORTS**

The financial reports were received and accepted, along with the cash report CR1 and the bank payments schedules for January, February and March 2023.

The Town Clerk explained some of the main points of the report:

- Total bank balances at the end of March 2023 of £811,882 are slightly higher than the same period last year.
- Higher interest is now being received on the Public Sector Deposit Fund and the Local Authorities Property Fund. Rates are kept under constant review and the Town Clerk would consider whether to add the monies from the Mill Lane transfer to the property fund.
- Debtor days outstanding – at the end of January debtor days were 12.3 but rose to 27.42 by the end of March. The increased number of days was still within the Council's target of 30 days. One bad debt had been written off in this period, for an outstanding allotment account.
- Creditor days outstanding – at the end of March, creditor days were 21.12, within the Council's target payment terms of 30 days.

Cash Report CR1 January, February and March 2023

Committee **NOTED** the cash report for January, February and March 2023.

Bank Payments Schedule January, February and March 2023

Committee **NOTED** the bank payments schedule for January, February and March 2023.

66. **MALVERN TOWN COUNCIL FACEBOOK ACCOUNT**

Report PR06/23 was received and accepted.

The Town Clerk reported that the current Town Council Facebook account is a personal one and officers had suggested that it would be more professional to change to a business account. The change would be at no cost to the Council, and would take approximately two months to complete.

It was **AGREED** that officers set up a business Facebook account for Malvern Town Council to include a phased changeover period.

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

It was **AGREED** that the date of the next meeting will be Wednesday 14 June 2023 at 6.00 pm.

The meeting finished at 7.10 pm.

.....(Chairman)

DRAFT

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL
to be held in the Council Chamber, Belle Vue Terrace, Malvern
on Wednesday 14 June 2023 at 6.00 pm**

**MANAGEMENT ACCOUNTS FOR THE FOURTH AND FINAL
QUARTER ENDING 31 MARCH 2023**

1. Purpose of Report

- 1.1. The purpose of this report is to present to Policy and Resources Committee a summary of the Council's financial activities for the fourth and final quarter (January to March) of the financial year which ended on 31 March 2023. Explanations of the significant variances for the quarter ending 31 March 2023 are set out within the main Management Account figures; some comments are also included on the position for the financial year as a whole.
- 1.2. The CR1 schedules detailing cash movements and debtor and creditor statistics for January, February and March 2023 and Internet banking payment schedules for the same period were noted at the last meeting of this committee. A copy of the latest CR1 for March 2023 has been included in this pack for information.

2. Recommendation

- 2.1. Policy and Resources Committee is recommended to consider, note and approve the Quarterly Accounts for the quarter ending 31 March 2023 and make a recommendation that Full Council should approve the accounts at its next meeting.

3. Background

- 3.1. Council approved the budget for 2022/23 in December 2021.
- 3.2. Actual accounts for the quarter ending 31 March 2023 are now submitted to enable the Committee and Council to review the actual outturn of income and expenditure against the budget for the fourth quarter of the 2022/23 financial year.

4. Financial Implications

4.1. Fourth quarter ending 31 March 2023

For the fourth quarter ended 31 March 2023, the deficit balance being taken from General Reserves is £4,511. This is ahead of the budgeted deficit for the quarter of £5,923 by £1,412 after taking account of any transfers to or from Earmarked Reserves. In summary, there is an **underspend against budget of £1,412** for the fourth quarter of the 2022/23 financial year.

The Council's budget is allocated over the four quarters of the year and there can be either budgeted surpluses or deficits in each quarter which combine to make up the overall balanced budget. The fourth quarter contained a predicted deficit in expenditure.

The Management Accounts for the fourth quarter show variances of approximately £1,000 under budget against Administration and £6,000 over budget against Operational Costs. There is an underspend of £3,151 against Asset Refurbishment/Renewal and a surplus against financing income / costs of £3,634. The budget contingency fund has not been utilised during this quarter.

£4,105 has been released from Earmarked Reserves for projects carried over from the 2021/22 financial year, £12,500 of funds no longer required have been released and a further £21,690 has been earmarked at year end to carry over funding into the 2023/24 financial year. There has also been the quarterly addition of £3,750 into the Vehicle and Machinery Replacement Fund as included in the budget.

4.2. The Administration variance of £1,005 under budget is made up of a number of underspends and overspends, the main points of which are outlined below:

- i. Income has been higher than expected in the fourth quarter. The budget for 2022/23 assumed that the Council building on Belle Vue Terrace would be sold by the end of June 2022 and therefore that no further income would be received from tenants of this building. The sale has not happened within the financial year and therefore there is a surplus in income received relating to rental payments continuing to be received from tenants of the building. This has been slightly offset by the fact that no rental income is being received from room hire in the new building which was assumed in the budget to be operational from 1 January 2023.
- ii. Salary costs are above budget in this quarter. An increase of 2% had been included in the budget to cover nationally agreed salary increases in the year, but when agreed by The National Joint Council for Local Government Services in November 2022, the increase was approximately 7% when averaged out across all staff.
- iii. Salary costs have also been above the budgeted level following the Town Council's agreement in December 2022, to pay staff a winter payment allowance. This was paid in the fourth and final quarter, causing an overspend.
- iv. Utility costs for Belle Vue Building are over budget in the final quarter and financial year as a whole. The budget assumed that the building would be sold by the end of June 2022 and that a new energy efficient building at Victoria Park would be operational by the fourth quarter. These assumptions were incorrect and with Belle Vue building still in Town Council ownership, a high level of costs for electricity, gas, and water are still being incurred.
- v. Costs for production and dispatch of the Council newsletter were above budget in the fourth quarter, because two editions were issued in the same quarter following an underspend in the third quarter.
- vi. Although applications and awards for grants under the Town Council's Grant scheme have been well under budget for the year, there is an overspend against grants in the final quarter largely due to a timing difference against budget for the payment of a Community Support Grant to Community Action.
- vii. An overspend against events in the fourth quarter has been caused by higher than expected costs for dismantling of Christmas lights, repairs to Christmas lights and electricity to power Christmas lights. The events budget for the year as a whole is approximately £8,000 under budget.
- viii. An accrual for election costs has been released at year end 2022/23 as funds put aside for Town Council by-elections are now unlikely to be required. This has resulted in an underspend for the quarter and year as a whole.
- ix. Legal fees have been higher than anticipated in the quarter due to a year end accrual adjustment required to recognise legal fees incurred in respect of Rose Bank Gardens.

- x. Other costs are approximately £1,200 above budget for the quarter due to a one off cost to value land at Dukes Meadow, this valuation being a requirement for its sale to Great Malvern Primary School as agreed by Full Council.

4.3. The Operational variance of £6,269 over budget includes the following main variances:

- i. Income is below the amount budgeted, as there is no income being received for rental of a café at Victoria Park. The budget assumption was that the new building in the park would be operational by the final quarter of 2022/23, but several contributory factors have meant that this project has been delayed.
- ii. Operational salary costs are above budget in this quarter. An increase of 2% had been included in the budget to cover salary increases in the year, but when agreed by The National Joint Council for Local Government Services in November 2022, the increase was approximately 7% when averaged out across all staff.
- iii. As with administration staff, an overspend against operational salary costs has been seen following the Town Council's agreement in December 2022, to pay staff a winter payment allowance. This was paid in the fourth and final quarter and resulted in an overspend.
- iv. The two overspends against operational salaries outlined in ii. and iii. above have been more than offset by the underspend caused by two vacancies for Grounds Maintenance Operatives during the final quarter. These vacancies were filled in late March / early April and the operational team is currently fully staffed.
- v. There have been a number of sites where expenditure on utilities has exceeded budget largely due to the inflationary increases being above the level of 10% included in the budget. These include gas and electricity at Great Malvern Cemetery, water drainage charges at Victoria Park and several bus shelters and clocks.
- vi. Grounds Maintenance costs have been 20% above budget during the fourth quarter. This can be attributed to a number of underspends and overspends against various headings including: planting of fruit trees at Yates Hay and Greenfield Road open spaces, a new raised bed being installed in Rose Bank Gardens, emergency repairs to fencing at Townsend Way as well as lower than anticipated expenditure on tree maintenance and maintenance of play areas.

4.4. Asset Refurbishment and Renewal is £3,151 under budget for the fourth quarter; however, there were several items making up this variance:

- i. The project to install a new trim trail at Victoria Park has been deferred pending the completion of other projects at Victoria Park, including the new Council building and the relocation of the skatepark.

- ii. The tarmac of the pathway at Dukes Meadow was completed a quarter earlier than anticipated due to contractor availability. The project appears as an underspend in this quarter as originally scheduled, when in fact the work has already been completed with budget savings of approximately £4,000 achieved.
- iii. Costs have been incurred for groundworks in connection with the fountain project at Rose Bank Gardens. This relates to the first stage in the project and a release of earmarked reserves has been made to offset these costs.
- iv. Further works to refurbish the bus shelter outside of Rose Bank Gardens took place during the fourth quarter, with polycarbonate glazing being installed. This project appears as an overspend but has been carried over as an Earmarked Reserve from the previous financial year. Further works to install cladding on the back wall will take place during the first quarter of 2023/24.
- v. Fencing and footpath works to the pathway along the western boundary of Rose Bank Gardens have taken place a quarter later than anticipated in the fourth quarter with savings against budget being achieved.
- vi. Further works to investigate the land slippage have been required in the fourth and final quarter.
- vii. A second member of staff has opted to join the Town Council's Bike 2 Work scheme. This cost appears as an overspend but this equipment will be capitalised as part of the year end accounting process.

4.5. Year to Date to 31 March 2023

Budgeting for the 2022/23 financial year was undertaken in November / December 2021 and was a difficult task given the number of variables and unknown factors for large projects such as the sale of Belle Vue Terrace and the new building at Victoria Park.

For the **Year to Date**, there is a surplus balance of £31,591 being placed into reserves. This is £31,343 ahead of the budgeted surplus for the financial year of £248. For the year-to-date, Administration is approximately £30,000 under budget, Operational areas are £8,000 under budget and Asset Refurbishment / Renewal is £18,730 over budget.

£21,690 of new funds have been added to earmarked reserves during the financial year with releases from earmarked reserves amounting to £35,122. There is a net loss of £313 being taken from the Vehicle and Machinery Replacement Reserve.

Income received amounts to £7,388 for the year with increasing interest rates meaning that there is a favourable budget variance and there have been no interest payments incurred in respect of any loans or borrowing.

In summary there is an **underspend against budget of £31,343** for the 2022/23 financial year.

- 4.6. The variances for the quarter ending 31 December 2023 are all explained and are considered acceptable in the circumstances. It should be noted that due to the uncertainty at budget time in respect of the sale of Belle Vue Terrace and the Council resolution to build a new two-storey building at Victoria Park, certain assumptions had to be made about what would happen in the financial year in order to complete the budget. These assumptions were the "best guess" based on factors known at the time, but in this particular year there have been a number of ongoing variances

as the project has not progressed as quickly as anticipated. Despite this, the outturn at the end of the fourth quarter and for the 2022/23 financial year shows a surplus.

- 4.7. A “project” summary sheet has been included at QUA 5a.ii. This attempts to explain the movements and completion of scheduled projects as they progress during the year.
- 4.8. At present, the Council has sufficient cash resources including that required to support the Earmarked Reserves. The total cash balance at **31 March 2023 was £811,882.**
- 4.9. The total cash balance should be considered as allocated into four parts as at 31 March 2023 subject to end of year movements on Earmarked Reserves.

Supporting specific funds: Townsend Way & Cemetery	£66,484
Supporting Capital Receipt Reserves	£98,250
Supporting other earmarked funds	<u>£148,396</u>
Total allocated to supporting specific purpose funds	<u>£313,130</u>
Available to support general activities	<u>£498,752</u>
Total bank balances as detailed on attached schedules	<u>£811,882</u>

5. Legal Implications

- 5.1. The Council is required to make arrangements for the proper administration of its financial affairs. This includes regular financial reporting.

End

Linda Blake
Town Clerk

MALVERN TOWN COUNCIL - MANAGEMENT ACCOUNTS

QUARTER ENDED 31 MARCH 2023

Actual / Budget Comparison		Schedule
Variance Report (within Summary Figures)	Quarter and Financial Year Ending 31 March 2023	
Summary of Key figures & Ratios	Quarter and Financial Year Ending 31 March 2023	QUA 1
Summary	Quarter and Financial Year Ending 31 March 2023	QUA 2
Administration: Summary	Quarter and Financial Year Ending 31 March 2023	QUA 3
Operations: Summary	Quarter and Financial Year Ending 31 March 2023	QUA 4
Operations: Analysis By Service – re-stated with Paycost Allocated by Department	Quarter and Financial Year Ending 31 March 2023	QUA 4a
Asset Refurbishment & Renewal	Quarter and Financial Year Ending 31 March 2023	QUA 5
Analysis of Transfers to Earmarked Reserves	Quarter and Financial Year Ending 31 March 2023	QUA5Ai
Asset Project Programme	Quarter and Financial Year Ending 31 March 2023	QUA5Aii
<u>APPENDIX A</u>		
Time Analysis Pie chart	January to March 2023	
<u>APPENDIX B</u>		
CR 1 – Cash movements, debtor, and creditor statistics	March 2023	

SUMMARY OF KEY FIGURES AND RATIOS

Quarter to:
31-Mar-23

	Half Year to 30-Sep-22	Quarter to 31-Dec-22	Quarter to 31-Mar-23	Total year	Prior year
Income					
Budget	59,411	22,741	32,670	114,822	147,902
Actual	74,325	35,586	38,547	148,458	132,877
Revenue Costs (Gross)					
Budget	367,462	185,906	184,553	737,921	756,804
Actual	341,314	195,914	195,694	732,922	740,472
Asset Programme					
Budget	34,500	27,000	18,000	79,500	68,750
Actual	56,812	26,569	14,849	98,230	33,511
(Surplus) / Deficit					
Budget	(32,373)	26,202	5,923	(248)	(140)
Actual	(43,676)	7,574	4,511	(31,591)	22,844
Total Manning					
Budget	12.75	12.75	12.75	12.8	13.1
Actual/Forecast	11.75	11.75	10.75	11.5	12.5
Overtime Hours					
Administration Staff					
Budget	15.0	0.0	0.0	15.0	20.0
Actual/Forecast	32.0	5.0	0.0	37.0	17.3
Operating Staff					
Budget	249.0	131.0	92.0	472.0	510.8
Actual/Forecast	299.0	179.0	141.5	619.5	468.9
Absenteesm - Days					
Administration Staff	42.0	7.0	2.0	51.0	25.0
Operating Staff	12.0	16.0	59.0	87.0	94.0
Bank Balances					
Actual	759,297	922,458	811,882		
Debtor Days					
Budget	30.0	30.0	30.0	30.0	30.0
Actual/Forecast	11.5	18.4	19.7	15.3	15.4
Creditor Days					
Budget	30.0	30.0	30.0	30.0	30.0
Actual/Forecast	20.0	20.0	22.3	20.6	21.4

MALVERN TOWN COUNCIL

QUA 2

MARCH 2023

QUARTER ENDED 31 MARCH 2023

SUMMARY

EXPENDITURE

Ongoing revenue costs

Administration (net)

Operations (net)

Asset Refurbishment / Renewal

Budget Contingency

Special Pensions / Employment Costs

TOTAL EXPENDITURE

FINANCING

Interest received

Loan Repayments

TOTAL FINANCING EXPENSES

TOTAL EXPENDITURE after financing

TRANSFER FROM EARMARKED RESERVES

TRANSFER INTO RESERVES - Vehicle / Machinery Replacement Fund

TRANSFER FROM RESERVES - Vehicle / Machinery Replacement Fund

PRECEPT

BALANCE (TO) FROM RESERVES

QUA 3.

QUA 4.

QUA 5.

QUA 5ai

Quarter to 31 March 2023			Financial Year to 31 March 2023			Budget Year 2022-2023
Actual Quarter Mar.2023	Budget Quarter Mar.2023	Under/ (Over) spend	Actual Year Mar.2023	Budget Year Mar.2023	Under/ (Over) spend	
101,919	102,924	1,005	358,242	388,741	30,499	388,741
55,228	48,959	(6,269)	226,222	234,358	8,136	234,358
14,849	18,000	3,151	98,230	79,500	(18,730)	79,500
-	5,000	5,000	-	20,000	20,000	20,000
1,932	1,908	(24)	7,722	7,629	(93)	7,629
173,928	176,791	2,863	690,416	730,228	39,812	730,228
(2,877)	(687)	2,190	(7,388)	(2,750)	4,638	(2,750)
-	1,444	1,444	-	5,774	5,774	5,774
(2,877)	757	3,634	(7,388)	3,024	10,412	3,024
171,051	177,548	6,497	683,028	733,252	50,224	733,252
5,085	-	(5,085)	(13,432)	(12,500)	932	(12,500)
3,750	3,750	-	15,000	15,000	-	15,000
-	-	-	(14,687)	(34,500)	(19,813)	(34,500)
(175,375)	(175,375)	-	(701,500)	(701,500)	-	(701,500)
4,511	5,923	1,412	(31,591)	(248)	31,343	(248)

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 MARCH 2023

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

Under/(Over)
budget

DETAIL TOTAL

FIGURES IN BRACKETS REPRESENT AN OVERSPEND OR SURPLUS INCOME

FIGURES WITHOUT BRACKETS REPRESENT AN UNDERSPEND.

The major factors contributing to the variance of actual from budget for the QUARTER, are as follows:

ADMINISTRATION / EVENTS

Income:		(10,006)
The budget for the final quarter in 2022/23 assumed that there would be room hire income from the new building at Victoria Park, but this project has been delayed.	2,500	
The budget for 2022/23 assumed that the Council building on Belle Vue Terrace would be sold by the end of June 2022 and therefore no further rental income would be received from tenants of this building. The surplus in income received relates to the continuing income being received as rent for areas of Belle Vue Terrace. This includes the ground floor shop, second and third floor offices and the top flat to the rear of the main building.	(12,277)	
Other Minor Variances	(229)	
Paycost (budget assumed all posts filled)		(5,025)
Salaries		
An increase of 2% had been anticipated against salaries for the financial year, but when agreed by The National Joint Council for Local Government Services in November 2022, it was approximately 7% averaged out across all staff. This salary increase has caused an overspend against salaries both in this final quarter and for the year as a whole.	(1,412)	
In December 2022, Full Council agreed that Town Council employees should receive a winter payment allowance in the fourth quarter. This was not included in the original budget and so appears as an overspend.	(3,295)	
Employment Related		
The overspend against employment related costs is linked to the pay increases as outlined above.	(318)	
Nearly all administrative staff are in the pension fund and employer contributions are made accordingly.		
Other Minor Variances	-	
Occupancy:		(4,653)
Utility Charges		
The budget for 2022/23 assumed that the Council building on Belle Vue Terrace would be sold by the end of June 2022 and that the new offices at Victoria Park would be occupied in the final quarter. As a result, utility costs were forecast to be low as the new building will be energy efficient. Costs in this final quarter relate to electricity, gas and water costs at Belle Vue Terrace during the period and these charges have seen large increases in the last year.	(4,292)	
Cleaning Costs		
Cleaning costs within the new building were anticipated at a similar level to those being incurred at Belle Vue Terrace. Costs for the final quarter are slightly under budget due to less cleaning materials being purchased than anticipated.	177	
Rates		
The budget for the final quarter included business rates charges being incurred on the new building at Victoria Park. Even though costs have been incurred for council tax on the empty flat, as well as the main Belle Vue building, there is still only a minor overspend in this quarter although costs for the financial year are over double the budgeted amount as no business rates were due to be paid for six months.	(110)	
Maintenance of Buildings / Hire of Premises		
A small amount of £510 was included for initial costs such as fire and security in the new building, however with the delay to this major project, costs have been incurred for services and repairs to boilers within Belle Vue.	(428)	
Other Minor Variances	-	

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 MARCH 2023

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

Under/(Over)
budget

DETAIL TOTAL

Communication Costs:

(1,042)

Landline Charges - Belle Vue

A minor overspend has been incurred against the cost of landlines at the Council Offices.

(31)

Stationery and Postage - minor underspend

47

Council Newsletter

(1,051)

Following an underspend in the third quarter, when no newsletter was issued, an overspend now follows in the final quarter as the result of issuing two newsletters within this quarter. Although the aim is to produce one newsletter per quarter, the dates for distribution are chosen to fit in with Council events and achievements. It should be noted that printing costs have also seen an increase resulting in higher expenditure.

Other Minor Variances

(7)

(197)

Insurance:

The Council's Insurance contract renewed in August 2022 with a relatively small increase in the annual premium causing a small overspend.

(197)

Grants and Donations:

(4,886)

Community Action normally claim their **Community Support Grant** in two stages, the first in July and then again in January. This year, the first invoice was submitted very late with the result that both invoices were received in the final quarter of the year, causing a temporary overspend.

(5,450)

The final payment of a three year Special Grant to The Autumn in Malvern Festival was paid during the fourth quarter. As a result of cancellations caused by Covid, the claim for this third year grant had been delayed and therefore this amount had been omitted from the original budget.

(1,250)

The budget for **small grants** in 2022/23 is £5,000, split into two halves. Grants awarded during the second half of the scheme totalled £946, leaving savings of £1,554 against budget. For the financial year as a whole, there are savings of £3,054.

1,554

The budget for **large grants** in 2022/23 is £13,000, split into two halves. Grants awarded during the second half of the scheme totalled £6,400, leaving a minor underspend of £100. For the financial year as a whole, there are savings of £6,600.

100

Other Minor Variances

160

Events:

(2,859)

Health and Wellbeing Fair

Initial costs were incurred to publicise stall availability at the Health and Wellbeing Fair scheduled for 29 April 2023 earlier than anticipated in March 2023. This has resulted in an overspend against budget for the quarter. Unfortunately the event has now been cancelled.

(544)

Dismantling of Christmas Lights

Following a tendering process in 2022, a new three-year tender was awarded for the erection and dismantling of Christmas lights in Malvern. Costs have increased and therefore there is an overspend against this budget for the dismantling of the lights.

(500)

Repairs to Christmas Lights

It is difficult to accurately anticipate the annual requirement for repairs, but expenditure in 2022/23 was later than anticipated being incurred in the fourth instead of third quarter. Costs were also approximately 37% above the budgeted amount.

(1,370)

Electricity for Christmas Lights

(338)

Charges for electricity to power the Christmas lights have increased as a result of a daily standing charge being added to the account.

Other Minor Variances

(107)

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 MARCH 2023

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

Under/(Over)
budget

DETAIL TOTAL

Other costs:

9,661

Election Costs

Funds accrued for election costs have been released at the end of the 2022/23 financial year. These funds had been put aside to cover the potential costs of Town Council by-elections but following invoices received in the third quarter of the year, these funds are now unlikely to be required and have been released back into general funds, resulting in an underspend for the quarter.

19,619

Councillor Training

The original budget did not include training for the final quarter and whilst some small costs were incurred, expenditure for the year as a whole remains well within budget.

(94)

Professional Fees

The review of audit costs carried out at year end has resulted in a small additional accrual being made to cover a slight increase in external audit fees.

(130)

The review of legal fees incurred and pending carried out at year end has resulted in the need for a large adjustment to cover ongoing legal fees relating to Rose Bank Gardens.

(8,403)

There were no fees incurred in respect of the sale or purchase of land in the third quarter.

187

Leasing - minor underspend

31

IT Expenses

There has been an overspend in the final quarter due to subscriptions being taken out for Survey Monkey and The Creative Cloud, both of which are useful for administration purposes.

(897)

Office Equipment

A new fridge has been purchased in the final quarter, causing an overspend.

(137)

Other Costs

Costs have been incurred to hire meeting rooms to satisfy Council's wish for adequate social distancing space at Council meetings. These costs were not anticipated in the original budget and so appear as an overspend against budget.

(240)

Costs were incurred during the fourth quarter for the valuation of a piece of land at Dukes Meadow ahead of Council agreeing to sell it to Great Malvern Primary School. This cost was not anticipated in the original budget.

(1,348)

Mayoral Allowance

The Mayoral allowance was increased to £5,000 as part of the 2018/19 budget. There has been little expenditure in the final quarter and very little expenditure for the year as a whole. This is due to a low level of claims submitted by Cllr Houghton.

680

Other Minor Variances

393

Net Underspend: Administration

1,005

MARCH 2023

QUARTER ENDED 31 MARCH 2023

SUMMARY: ADMINISTRATION COSTS

	Quarter to 31 March 2023			Financial Year to 31 March 2023			Budget Year 2022-2023
	Actual Quarter Mar.2023	Budget Quarter Mar.2023	Under/ (Over) spend	Actual Year Mar.2023	Budget Year Mar.2023	Under/ (Over) spend	
INCOME	12,506	2,500	(10,006)	51,928	18,111	(33,817)	18,111
EXPENDITURE							
Salaries	45,394	40,687	(4,707)	170,170	162,745	(7,425)	162,745
Overtime	-	-	-	752	300	(452)	300
Employment related	14,809	14,491	(318)	59,361	57,964	(1,397)	57,964
Temporary staff	-	-	-	-	-	-	-
Recruitment	-	-	-	25	-	(25)	-
OCCUPANCY							
Electricity, gas & water	6,292	2,000	(4,292)	13,717	4,081	(9,636)	4,081
Cleaning	1,944	2,121	177	6,917	4,983	(1,934)	4,983
Rates	2,356	2,246	(110)	10,374	4,492	(5,882)	4,492
Maintenance of Buildings	938	510	(428)	3,174	4,115	941	4,115
COMMUNICATION COSTS							
Telephones	884	865	(19)	3,607	3,032	(575)	3,032
P & S, Postage	554	601	47	3,004	2,600	(404)	2,600
Publicity / Displays	2,420	1,350	(1,070)	4,891	5,400	509	5,400
INSURANCE	4,697	4,500	(197)	18,200	18,000	(200)	18,000
GRANTS & DONATIONS	27,661	22,775	(4,886)	36,811	45,550	8,739	45,550
EVENTS	7,234	4,375	(2,859)	48,835	56,675	7,840	56,675
OTHER COSTS							
Election costs	(19,619)	-	19,619	(11,406)	-	11,406	-
Training	94	-	(94)	164	1,000	836	1,000
Professional fees	10,470	2,125	(8,345)	16,283	8,500	(7,783)	8,500
Public Consultation	-	-	-	-	750	750	750
Leasing	319	350	31	1,369	1,400	31	1,400
IT expenses	2,977	2,080	(897)	10,633	8,320	(2,313)	8,320
Office equipment	263	157	(106)	805	775	(30)	775
Other costs	4,059	2,816	(1,243)	10,543	10,670	127	10,670
Chairman & Councillors' expenses	679	1,375	696	1,941	5,500	3,559	5,500
TOTAL ADMINISTRATION COSTS	114,425	105,424	(9,001)	410,170	406,852	(3,318)	406,852
NET COSTS OF ADMINISTRATION	101,919	102,924	1,005	358,242	388,741	30,499	388,741

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 MARCH 2023

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

OPERATIONS:

Under/(Over)
budget

DETAIL TOTAL

Income:		4,129
Cemetery Income		
There has been a minor surplus in income against a budget for the fourth quarter of £18,000.	(218)	
Victoria Park		
It was assumed in the budget that the new building at Victoria Park would have been completed by the final quarter of the year and therefore that income would now be received from the tenant of the café.	5,000	
Mowing Income		
Miscellaneous income has been received in the final quarter from the sale of scrap metal items no longer suitable for use by the Operations Team.	(608)	
Other Minor Variances	(45)	
Paycost:		1,856
Basic Paycost		
An increase of 2% had been anticipated against salaries for the financial year, but when agreed by The National Joint Council for Local Government Services in November 2022, it was approximately 7% averaged out across all staff. This salary increase has caused an overspend against salaries both in this final quarter and for the year as a whole.	(2,113)	
In December 2022, Full Council agreed that Town Council employees should receive a winter payment allowance in the fourth quarter. This was not included in the original budget and so appears as an overspend.	(4,791)	
Salary costs for the period January to March 2023 are under budgeted level. The budget assumes that all positions are filled and there were two vacancies to be filled on the Operational team. These positions were filled in late March, early April.	9,729	
Overtime		
There is an overspend against overtime requirements due to the need to cover Sunday football duties throughout the quarter using overtime.	(703)	
Employment Related		
The overspend against employment related costs is linked to the pay increases as outlined above.	(249)	
There are a number of operational staff who have opted out of the pension scheme.		
Staff Travelling - minor overspend	(17)	
Other Minor Variances	-	
Occupancy:		(3,759)
Rates		
The 2022/23 budget had anticipated that NNDR would still be payable for the car park at Victoria Park in line with business rates rules, but the charges incurred have been slightly higher than expected with an overspend in the final quarter and year as a whole.	(291)	
Utilities		
Cemetery		
Both electricity and gas charges at the cemetery have been above budget during the final quarter and financial year. This is the result of the large rises in energy prices seen in 2022 which exceeded the 10% inflationary increase included in the budget.	(1,075)	
Victoria Park		
Although there is currently no water being supplied at Victoria Park, the Council still have to pay drainage costs for the tarmaced car parking areas. This was not included in the budget and therefore is an overspend against the annual budget.	(1,129)	
General		
A number of invoices for electricity for clocks, bus shelters and the site of the old link fountain on Hampden Road have been received at year end. These costs have been higher than anticipated both due to rising electricity charges and the implementation of standing charges.	(1,536)	
Cleaning Costs - minor overspend	(1)	
Maintenance of Buildings / Property - minor underspend	41	
Other Minor Variances	272	

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 MARCH 2023

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

**Under/(Over)
budget**

DETAIL TOTAL

Communication Costs:

236

Telephones

Mobile phone costs have been under budget during the final quarter due to the renegotiation of the mobile contract and decision by some members of staff to use their own phones during work hours.

270

Other Minor Variances

(34)

Grounds Maintenance:

(1,269)

Planting of Fruit Trees

Council agreed during 2022 that 45 fruit trees would be planted across Greenfields Road and Yates Hay green and open spaces. These trees replace some of those lost due to the intense heat of 2022 as well as providing fruit for the local community. Although agreed by Council during the year, this project was not in the original budget so appears as an overspend.

(1,665)

Fencing at Townsend Way

Works to repair the bow top fencing at Townsend Way were required during the fourth quarter. These were emergency works and therefore not included in the 2022/23 budget.

(940)

Rose Bank Gardens Projects

There have been additional costs incurred in Rose Bank Gardens as a result of the installation of a new raised rose bed in the entranceway. This expenditure was all approved by Council during the financial year but was not in the original budget. Council staff undertook the installation work thus keeping costs to a minimum.

(1,027)

Tree Maintenance Works

None required in the final quarter, and costs for the year to date are also slightly under budget.

1,375

Play Areas

Expenditure has been below budget in the final quarter. Regular inspections of all play areas take place to identify any works that are required and these are then actioned. Costs may be reduced by the ongoing asset refurbishment programme which is scheduled annually and ensures that equipment is regularly updated at Town Council play areas.

1,103

Other Minor Variances

(115)

Equipment / Vehicle Running Costs

852

Short Term Hire of Machinery

Costs to hire the gravedigger are as part of a contract but there have been no other hire charges in this quarter.

120

Repairs to Machinery

There have been no repair or maintenance works required to machinery in the fourth quarter. Costs are all under budget for the year to date. Machinery has been serviced and repaired as necessary throughout the year, but costs are often reduced as operational staff are able to undertake some general maintenance themselves.

500

Fuel and Consumables for Machinery

Low expenditure in the final quarter

123

Fuel for Operational Vehicles

Fuel costs for operational vehicles have been above budget in the fourth quarter and for the financial year as a whole. This is due to the rises in fuel prices which have been above the 8% inflationary increase included in the budget.

(159)

Maintenance of Vehicles

None required in the final quarter although costs are above budget for the year to date as a result of a number of faults occurring with vehicles during the year.

307

Other Minor Variances

(39)

Other Costs:

(56)

Staff Training

There is a minor underspend against staff training with Rospa play area inspection training undertaken by a staff member during the quarter.

95

Signage

Replacement signage was required for Great Malvern Cemetery and purchased during the quarter.

(120)

Minor variance against other costs

(31)

Net Overspend: Operations

(6,269)

MALVERN TOWN COUNCIL

QUA 4

MARCH 2023

QUARTER ENDED 31 MARCH 2023

OPERATIONS: SUMMARY

	Quarter to 31 March 2023			Financial Year to 31 March 2023			Budget Year 2022-2023
	Actual Quarter Mar.2023	Budget Quarter Mar.2023	Under/ (Over) spend	Actual Year Mar.2023	Budget Year Mar.2023	Under/ (Over) spend	
INCOME	26,041	30,170	4,129	96,530	96,711	181	96,711
EXPENDITURE							
PAYROLL							
Basic pay	45,890	48,715	2,825	183,264	194,860	11,596	194,860
Overtime	2,453	1,750	(703)	11,575	9,000	(2,575)	9,000
Temporary staff	-	-	-	-	1,500	1,500	1,500
Employment related	12,829	12,580	(249)	51,736	50,319	(1,417)	50,319
Staff Travelling	417	400	(17)	1,429	1,600	171	1,600
OCCUPANCY							
Rates	2,451	2,160	(291)	10,192	8,640	(1,552)	8,640
Utilities	5,221	1,713	(3,508)	13,662	8,358	(5,304)	8,358
Cleaning	31	30	(1)	123	120	(3)	120
Maintenance of buildings	373	414	41	894	1,650	756	1,650
COMMUNICATIONS							
Telephone/radios	327	563	236	1,996	2,250	254	2,250
Printing & Stationery	-	-	-	-	-	-	-
GROUND MAINTENANCE	7,706	6,437	(1,269)	30,719	33,290	2,571	33,290
EQUIPMENT RUNNING COSTS	1,633	2,376	743	7,676	10,742	3,066	10,742
VEHICLE RUNNING COSTS	1,307	1,416	109	7,685	6,482	(1,203)	6,482
OTHER COSTS							
Training costs	405	500	95	405	1,000	595	1,000
Risk Assessment	-	-	-	880	858	(22)	858
Other Expenses	226	75	(151)	516	400	(116)	400
TOTAL OPERATING COSTS	81,269	79,129	(2,140)	322,752	331,069	8,317	331,069
NET OPERATING COSTS	55,228	48,959	(6,269)	226,222	234,358	8,136	234,358

MALVERN TOWN COUNCIL

QUA4a

MARCH 2023

QUARTER ENDED 31 MARCH 2023

ACCOUNTS RESTATED WITH PAYCOST ALLOCATED BY DEPARTMENT

	Quarter to 31 March 2023			Financial Year to 31 March 2023		
	Actual Quarter Mar.2023 Paycost Allocated by department	Actual Quarter Mar.2023 Unallocated As per Management Accounts	Difference under (over)	Actual Year Mar.2023 Paycost Allocated by department	Actual Year Mar.2023 Unallocated As per Management Accounts	Difference under (over)
ADMINISTRATION AND EVENTS	89,702	101,919	12,217	316,557	358,242	41,685
ALLOTMENTS	(1,022)	(5,353)	(4,331)	18,798	(5,262)	(24,060)
CEMETERY	10,238	(12,161)	(22,399)	39,748	(48,932)	(88,680)
GROUNDS MAINTENANCE	48,137	67,010	18,873	160,368	264,574	104,206
LEISURE AND RECREATION	6,513	2,663	(3,850)	36,281	8,553	(27,728)
MISCELLANEOUS SERVICES	3,579	3,069	(510)	12,713	7,289	(5,424)
TOTAL OPERATION COST BY SERVICE	67,445	55,228	(12,217)	267,907	226,222	(41,685)
TOTAL COSTS BY SERVICE	157,147	157,147	0	584,464	584,464	0

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 MARCH 2023

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

Under/(Over)
budget

ASSET REFURBISHMENT:

Replacement of Trim Trail at Victoria Park

This project has been deferred for the present time whilst other projects at Victoria Park are being reviewed and completed. The new building and the relocation of the skatepark will be completed first after which, Council will be in a better position to review the location and scale of a new trim trail.

10,000

Tarmacching of Path from Dukes Meadow to Sherrard's Green

This project was scheduled for the final quarter, but due to the availability of a contractor was completed earlier than expected and at approximately 50% of the original budget. An underspend appears in this quarter but works have already been completed.

8,000

Fountain in Rose Bank Gardens

Some initial groundwork costs which formed phase one of this project have now been paid for. Although this is an overspend against budget, an earmarked reserve exists for this work and funds have been released accordingly. A tender has been issued for the second stage of the project but this will require a further Council decision due to budget constraints.

(2,000)

Refurbishment of Bus Shelter Outside of Rose Bank Gardens

Works commenced on this refurbishment project in December 2022 and now works to install the polycarbonate glazing have been completed in the fourth quarter. Although this project appears as an overspend, it has been carried forward from the previous financial year and therefore costs will be offset by a release from earmarked reserves. The remaining works relate to the installation of cladding on the rear wall and this will be completed in the first quarter of the 2023/24 year.

(2,105)

Fencing and Footpath Works - Western Boundary of Rose Bank Gardens

Although initially scheduled for the third quarter, these works have been completed a quarter later than anticipated and with significant savings against budget being achieved.

(6,950)

Works to investigate Land Slippage in Rose Bank Gardens

Further costs have been incurred during the final quarter.

(1,450)

Bike 2 Work Scheme

A second employee has opted to join the Council's Bike 2 Work Scheme. Although the cost of this bike appears as an overspend in the final quarter, it will be capitalised as part of the year end accounts.

(2,344)

Net Underspend : Asset Refurbishment

3,151

Budget Contingency - no specific allocation in the third quarter

5,000

EARMARKED RESERVES:

Town Council Elections

Council agreed as part of the Year End review of earmarked reserves to add £3,190 to the elections reserve to continue building up funds towards the cost of full Town Council elections in May 2023

(3,190)

Town Council Events

An amount of £12,500 was earmarked to boost Town Council events following the numerous cancellations caused by Covid. Two years have now passed and the annual budget has managed to cover all of the costs required, so this reserve is not required and has been released into general funds

12,500

Refurbishment of Bus Shelter Outside of Rose Bank Gardens

Works to install the polycarbonate glazing to the bus shelter have been completed during the final quarter and an amount from Earmarked Reserves has been released to cover these costs. The remaining works will be completed during the first quarter of 2023/24 and an additional earmark of £3,500 has been required to cover these extra costs.

(1,395)

Fountain in Rose Bank Gardens

Payment for initial groundworks as part of the first phase of the project has been made in the final quarter of the year and a corresponding release from reserves has been made to cover this expenditure which has been carried forward from a previous year.

2,000

Malvern Sign Rose Bank Gardens

An amount of £5,000 has been Earmarked to cover the cost of this project which Council agreed would be funded from the underspend in the 2022/23 financial year.

(5,000)

Victoria Park Pavilion Project

Council agreed as part of the Year End review of earmarked reserves to create a reserve of £10,000 to fund landscaping works as required around the new building at Victoria Park.

(10,000)

Giving a Variance against Budget of

(5,085)

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 MARCH 2023

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

**Under/(Over)
budget**

SPECIAL PENSIONS / EMPLOYMENT COSTS:

Minor overspend against other pension costs

(24)

Interest Received :

Following the recent increases in interest rates, Town Council investments with the CCLA have been attracting a higher rate of interest than was anticipated at the time that the budget was set.

2,190

Loan Payments

As part of the financing for the new building at Victoria Park, it was anticipated that a PWLB loan would be taken out and interest payments incurred. This project has not yet progressed to this stage and therefore no loan has been taken out.

1,444

Net surplus from financing

3,634

Net Surplus / (Deficit)

Before Earmarked Movements

6,497

After Earmarked Transfers

1,412

Original budget for the Quarter

Balance (TO) / From Reserves

5,923

Actual for the quarter, net of earmarked transfers

Balance (TO) / From Reserves

4,511

MALVERN TOWN COUNCIL

QUA 5

MARCH 2023

QUARTER ENDED 31 MARCH 2023

ASSET REFURBISHMENT / RENEWAL

	Quarter to 31 March 2023			Financial Year to 31 March 2023			Budget Year 2022-2023
	Actual Quarter Mar.2023	Budget Quarter Mar.2023	Under/ (Over) spend	Actual Year Mar.2023	Budget Year Mar.2023	Under/ (Over) spend	
LITTER BINS	-	-	-	-	-	-	-
LEISURE & RECREATION - PLAY AREAS							
Replacement of Trim Trail - Victoria Park	-	10,000	10,000	-	10,000	10,000	10,000
Refurbishment of Michael Crescent Play Area	-	-	-	15,120	15,000	(120)	15,000
Victoria Park - Pavilion Project	-	-	-	30,252	-	(30,252)	#
GROUPS MAINTENANCE PROJECTS							
Tarmacking of path at Dukes Meadow	-	8,000	8,000	3,905	8,000	4,095	8,000
Fountain in Rose Bank Gardens	2,000	-	(2,000)	2,000	-	(2,000)	#
Refurbishment of Bus Shelter Outside Rose Bank Gardens	2,105	-	(2,105)	9,649	-	(9,649)	#
Fencing and Footpath Works along Western Boundary of Rose Bank Gardens	6,950	-	(6,950)	6,950	12,000	5,050	12,000
Works to investigate land slippage - Rose Bank Gardens	1,450	-	(1,450)	2,350	-	(2,350)	
CEMETERY							
Repairs and resurfacing of roads at Great Malvern Cemetery	-	-	-	10,973	-	(10,973)	#
BELLE VUE - Overhaul of drainage top floor	-	-	-	-	-	-	-
Refurbishment of rear flats	-	-	-	-	-	-	-
CHRISTMAS LIGHTS	-	-	-	-	-	-	-
CAPITAL EQUIPMENT:							
Replacement Vehicle	-	-	-	-	22,000	22,000	22,000
Bike 2 Work Electric Bike	2,344	-	(2,344)	2,344	-	(2,344)	-
Replacement Mowers	-	-	-	14,687	12,500	(2,187)	12,500
TOTAL ASSET RENEWAL	14,849	18,000	3,151	98,230	79,500	(18,730)	79,500

- Although not included in the annual budget, Council have made a provision by way of reserves for this project

MALVERN TOWN COUNCIL

QUA 5ai

MARCH 2023

QUARTER ENDED 31 MARCH 2023

ANALYSIS OF TRANSFERS TO / (FROM) EARMARKED RESERVES

	Quarter to 31 March 2023			Financial Year to 31 March 2023			Budget Year 2022-23
	Actual Quarter Mar.2023	Budget Quarter Mar.2023	Under/ (Over) spend	Actual Year Mar.2023	Budget Year Mar.2023	Under/ (Over) spend	
<u>ADMINISTRATION</u>							
Town Council Elections	3,190	-	(3,190)	3,190	-	(3,190)	
Town Council Events	(12,500)	-	12,500	(12,500)	(12,500)	-	(12,500)
Special Grants Reserve	-	-	-	-	-	-	-
Belle Vue Building Works	-	-	-	-	-	-	-
Refurbishment of Bus Shelter outside of Rose Bank Gardens	1,395	-	(1,395)	(6,149)	-	6,149	#
Fountain in Rose Bank Gardens	(2,000)	-	2,000	(2,000)	-	2,000	#
Malvern Sign in Rose Bank Gardens	5,000	-	(5,000)	5,000	-	(5,000)	
Victoria Park - Pavilion Project	10,000	-	(10,000)	10,000	-	(10,000)	-
<u>ASSET REFURBISHMENT / RENEWAL</u>							
LITTER BINS	-	-	-	-	-	-	-
GREAT MALVERN CEMETERY	-	-	-	(10,973)	-	10,973	#
PLAY AREAS	-	-	-	-	-	-	-
VEHICLE / MACHINERY REPLACEMENT FUND							
Additions	3,750	3,750	-	15,000	15,000	-	15,000
Releases	-	-	-	(14,687)	(34,500)	(19,813)	(34,500)
Release of Surplus Earmarked Reserves	-	-	-	-	-	-	-
	8,835	3,750	(5,085)	(13,119)	(32,000)	(18,881)	(32,000)

#

Although there were certain Earmarked reserves agreed as part of the original budget, other funds were Earmarked by Full Council at Year End to utilise under spends. Other Earmarked Reserves may be longstanding funds which are now being utilised.

ASSET PROJECT PROGRAMME

EXPENDITURE FOR THE PERIOD ENDED 31 MARCH 2023

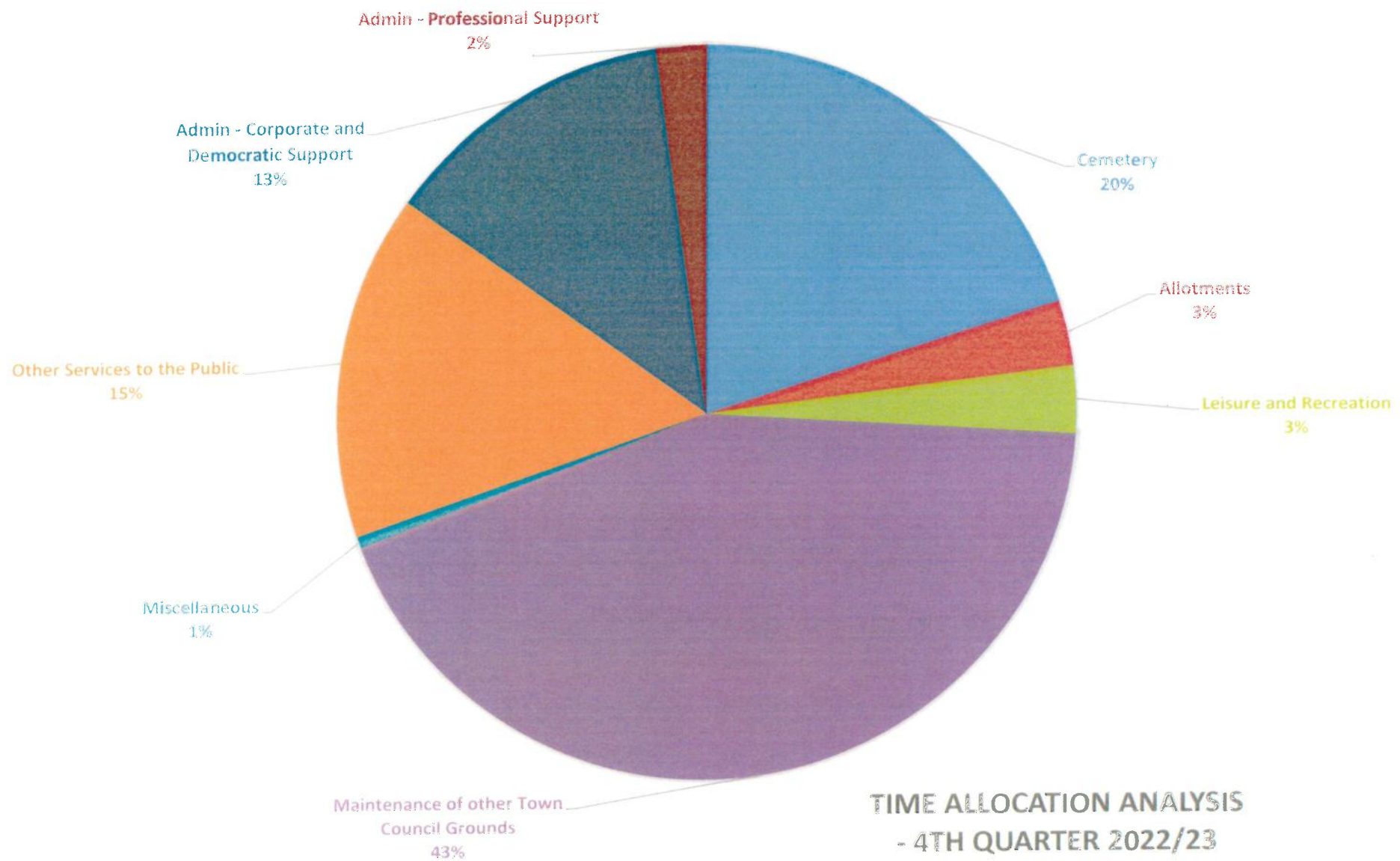
Programme Description	Accounts Code	Asset Programme	Earmark / Budget or Reserves	Budgeted / Earmark Cost	Latest Estimate of Cost	Planned Start date	Planned Finish Date	Actual Finish Date	Actual Expenditure to 31/3/23	Comments:
LEISURE AND RECREATION										
Replacement of Trim Trail - Victoria Park	5-1701	Asset Programme	b	10,000	-	-	-	-	-	This project has been deferred until a future financial year, whilst plans for a new building and associated facilities are being agreed. The current trail will remain in place until the size and location of area for the new trim trail is known.
Refurbishment of Michael Crescent Play Area	5-3511	Asset Programme	b	15,000	15,120	01/10/2022	31/10/2022	31/10/2022	15,120	Works to refurbish the play area at Michael Crescent were completed in the third quarter. Works remaining are to agree new DDA swings.
Pavilion Project at Victoria Park	5-1703	Asset Programme	e / r	unknown	unknown	01/04/2020	31/12/2022	unknown	30,252	Full Council have now agreed to build a new single storey community hub at Victoria Park, to sell the Belle Vue Terrace premises and to move the Council offices and administration base to Victoria Park. Costs incurred during the year have been for the demolition of the old pavilion building. A planning application for the new building is currently being prepared for submission.
GROUNDS MAINTENANCE PROJECTS										
Tarmacking of path at Dukes Meadow	5-1580	Asset Programme	b	8,000	3,905	01/03/2023	01/11/2022	30/11/2022	3,905	Due to the availability of a suitable contractor, Tarmacking works were completed ahead of schedule in the third quarter with costs amounting to 50% of the original budget.
Fountain in Rose Bank Gardens	5-0905	Asset Programme	e	3,750	3,750	01/06/2021	31/03/2023		2000	This project has had a number of setbacks surrounding the covid-19 pandemic and availability of the contractor. An initial amount of expenditure has been incurred for the first stage of the project including groundworks, building the wall and installing the bench. A new tender has been issued for the installation of the new fountain as the final stage of this project but a review will now be required due to budget constraints.

ASSET PROJECT PROGRAMME

EXPENDITURE FOR THE PERIOD ENDED 31 MARCH 2023

Programme Description	Accounts Code	Asset Programme	Earmark / Budget or Reserves	Budgeted / Earmark Cost	Latest Estimate of Cost	Planned Start date	Planned Finish Date	Actual Finish Date	Actual Expenditure to 31/3/23	Comments:
Refurbishment of Bus Shelter Outside of Rose Bank Gardens	5-4052	Asset Programme	b	15,000	23,000	01/06/2021	31/05/2023		9,649	This project was carried forward from the 2021/22 financial year with funds earmarked accordingly. Further delays meant that works to install the new bus shelter canopy and polycarbonate glazing were completed in the third and fourth quarter. Works to install the new cladding sheets onto the back wall and associated costs will now be seen in the first quarter of 2023/24.
Fencing and Footpath Works - western boundary of Rose Bank Gardens	5-0905	Asset Programme	e	12,000	6,950	01/02/2022	28/02/2022	16/02/2023	6,950	This project was completed in the fourth quarter with significant savings being made against budget.
Works to investigate Land Slippage in Rose Bank Gardens	5-0905	Emergency Project from reserves	r	unknown	unknown	01/04/2021	Unknown	unknown	2,350	Following a land slippage in Rose Bank Gardens, it was been necessary to commission ground investigation works. Legal advice and support has been sought on this matter.
CEMETERY										
Repairs and resurfacing of roads at Great Malvern Cemetery	5-0058	Asset Programme	b	15,000	10,973	01/07/2021	31/03/2022	31/05/2022	10,973	A contractor delay resulted in this project being deferred into the 2022/23 financial year and funds being earmarked accordingly. Works were completed in the first quarter, but there are some additional resurfacing works that will now be carried into 2023/24, when reserves will be released to offset costs.
CAPITAL EXPENDITURE										
Replacement Vehicle	9-0516	Machinery Replacement Fund	b	34,500	nil	01/04/2022	30/04/2022	-	-	Due to issues with sourcing a suitable vehicle in line with the Council's environmental policy, this acquisition of a new vehicle has been deferred into the next financial year and will be purchased in April 2023.
Replacement Mower	9-0515	Machinery Replacement Fund	b	12,500	14,687	01/08/2022	31/08/2022	15/08/2022	14,687	A new John Deere Tractor X940 was purchased in May 2023 with a slight overspend against budget.
Bike 2 Work Scheme	9-0512	Council Policy	r	n/a	2,344	n/a	n/a	01/02/2023	2,344	A second member of staff has chosen to join the Council's Bike 2 Work Scheme with the bike being purchased in the final quarter. This will be capitalised at Year End.
				£125,750	£80,729					£98,230

APPENDIX A



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

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

**to be held on Wednesday 14 June 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

REVIEW OF TOWN COUNCIL'S GRANTS SCHEME

1. Purpose of Report

- 1.1. For committee discussion.

2. Recommendation

- 2.1. Policy and Resources Committee is asked to review the Town Council's grants scheme for small grants, large grants and emergency grants as introduced in 2020 and to make any recommendations for changes as committee feels appropriate.

3. Background

- 3.1. Policy and Resources Committee undertook an in-depth review of the Town Council's grants scheme in June/July 2020. As a result, a number of significant changes were made to improve the scheme. Further reviews took place in April 2021 and April 2022, but no significant changes were made.

- 3.2. The past two years have seen a low application rate for both small and large grants and with a new committee, officers thought it an ideal time to undertake a further review of the scheme and ensure it is both effective and user-friendly.

- 3.3. The current grants scheme guidance notes are attached at Appendix A to this report.

- 3.4. Officers have reviewed the grants scheme policy and have identified eight discussion points:

1) Timing of the scheme

The scheme is now running bi-annually in August/September and February/March.

Discussion point – are these timings working and how does council deal with any applications in-between?

2) Emergency grants

The Special Grants scheme has been removed and replaced with Emergency Grants for Exceptional Circumstances.

Discussion point – is this system working as there have been no emergency grants claimed during the last year?

3) Amounts of awards

i. Small grants up to and including £500

ii. Large grants – advisory limit of between £501 and £2,500 unless there is a specific reason to exceed this

Discussion point – do committee members feel that these limits are suitable?

4) Frequency of applications

The current scheme allows an organisation to apply each year with every application to be considered on its merits and therefore the frequency is only relevant if there are pressures on the budgeted funds available.

There are also no definitive rules on whether an organisation can apply once or twice in a single year and perhaps this needs to be clearly stated.

Discussion point – this issue raises its head year after year; do members feel that any additional rules need to be added or are the current rules manageable?

5) Nature of organisation

At present, no organisation is barred from submitting an application, as long as it is not-for-profit and it does not break any grant rules but a number of councillors have raised the issue of funding for schools.

Discussion point – do councillors wish to see any further rules introduced on which organisations can qualify for a grant and if there are any further exclusions?

6) Application forms

The application forms are attached at Appendix B to this report. The layout having been simplified and improved from the previous formats.

Discussion point – the application forms have been simplified and put into a clearer format, but are there any suggestions for additions or amendments?

7) Support of running costs

The eligibility criteria are clearly set out within the grant scheme rules, but one of the issues raised by groups is the lack of support for running costs. The historical reasoning behind the exclusion of running costs is so that an organisation does not become dependent on Town Council funding for its core activities, but it does seem apparent that this is one reason why groups do not apply.

Discussion point – should consideration be given to the inclusion of running costs or should they remain excluded?

8) Any other points

Members of Policy and Resources Committee are delegated to decide on whether to award grants.

Discussion point - are there any other improvements which would make your role assessing grants easier and facilitate assessment of the grants? Do councillors feel they are given enough relevant information?

- 3.5. Following comments, suggestions and amendments made, an amended grant scheme policy will be drafted by Officers and submitted to the next meeting for final approval.

4. Financial Implications

- 4.1. The annual grants budget for 2023/24 has been set as follows:

- Small grants £5,000
- Large grants £10,000
- Emergency grants – no specific budget, funds to come out of reserves as agreed by Full Council

4.2. Grant funding agreed during the second year of the new scheme has been as follows:

- Small grants £2,370
- Large grants £15,187

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 use the Power of General Competence to award grants.

End

Linda Blake
Town Clerk

**MALVERN TOWN COUNCIL GRANTS SCHEME
GUIDANCE NOTES FOR APPLICANTS**

1. Introduction

- 1.1. Malvern Town Council (hereafter referred to as 'the Council') recognises the immense value of voluntary and community activity and its contribution to residents' well-being, the local economy and the sustainability of a wide range of services which benefit people living and working in the town. The Council's grants scheme is based on the principles of fairness, responsiveness to local need and ensuring that public money is spent in a responsible manner.
- 1.2. Grant applications are decided against a range of criteria set by the Council. In order for this Council to be able to assess a wide range of very different applications rationally and objectively, it is both necessary and helpful to specify criteria designed to be a general indication of need, but which are not exclusive and can be flexibly applied. The Council expects that individuals and organisations that it comes into contact with, will act towards the Council with integrity and without thought or actions involving fraud or corruption.

2. Types of grants

- 2.1. Malvern Town Council's grants scheme is made up of three categories:

Small grants

These are for amounts up to and including £500 and they are awarded twice a year.

Large grants

These are awarded for amounts above £500 and up to an advisory limit of £2,500. This advisory limit can be exceeded but a very specific reason must be stated.

Emergency grants

This scheme provides assistance to organisations where there is an exceptional need for funding, that could not have been foreseen to fit in with the biennial timetable as immediate or quick action is required. Examples of these would be damage to equipment or property not covered by insurance, action to cover hardship raised by extreme circumstances such as a pandemic or extreme weather, or last-minute loss or withdrawal of other funding for a project.

3. The aims of the grants scheme

- 3.1. The Council's grants scheme is based on the principle of enabling local community organisations to deliver activities and/or projects to the residents of Malvern.
- 3.2. Malvern Town Council provides grant funding to support the following aims:
- i. To provide direct benefit to the residents of Malvern Town.

- ii. To ensure the provision of voluntary services needed by the Town's residents.
- iii. To enable local people to participate in/benefit from voluntary groups and activities.
- iv. To help Malvern's voluntary groups¹ to improve their effectiveness.
- v. To support organisations that meet the needs of people experiencing social and economic difficulties.
- vi. To improve or enhance the local environment.
- vii. To improve access to services for all sections of the community.
- viii. To improve the quality of life of residents of Malvern Town.

4. The eligibility of applications will be assessed against the following criteria

- 4.1. The grant form must be fully completed with all of the relevant information supplied at the point of submission.
- 4.2. Organisations must demonstrate that they are run on a voluntary or charitable basis with governance systems and financial management clearly in place.
- 4.3. Applicants must demonstrate direct benefit to the residents of Malvern Town and in the case of large grants this benefit must be of a significant value.
- 4.4. All grants are offered on a one-off basis to support a particular project, event, activity or purchase of equipment. Grants should not be for running costs.
- 4.5. The funding requested must be commensurate with the benefit obtained by the residents of Malvern Town.
- 4.6. Each application will be clearly considered on its merits regardless of prior funding. The frequency of applications will only be considered if there is a demand for grant funding above the budgeted funds for that year.
- 4.7. Applications for projects where the work has already been completed will not be considered.

5. Malvern Town Council will not fund the following:

- a) organisations that do not provide a service to the Malvern community;
- b) individuals;
- c) general appeals;
- d) statutory organisations or the direct replacement of statutory funding;
- e) political groups or activities promoting political beliefs;
- f) religious groups where funding is to be used to promote religious beliefs;
- g) arts and sports projects or animal welfare groups with no community or charitable element;
- h) projects that take place before an application can be decided;
- i) organisations that have a closed or restricted membership;

¹ The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

- j) Malvern Town Council cannot provide funding for maintenance or improvement of property owned by the Church.

6. Criteria for small and large grants

- 6.1. Groups wishing to receive a small or large grant will need to complete the relevant application form and provide the required additional supporting information.
- 6.2. Large grants should provide a significant and wide-reaching benefit to the residents of Malvern Town.
- 6.3. Grants must be spent within one year of being awarded. Any unspent monies left after this time must be returned.
- 6.4. Grants cannot be used to support a group's normal running costs and this includes staffing costs.
- 6.5. Grants can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose.
- 6.6. Organisations must show that there is a dedicated bank account for funds to be paid into. Payments cannot be made into an individual's bank account.
- 6.7. Should for any reason an organisation disband or the project not be completed, the Council may ask for all or part of the monies to be paid back.
- 6.8. Organisations may only submit one application at one time.
- 6.9. Additional grant conditions may also be attached to any funding the Council agrees and these will be set out in the award confirmation letter.
- 6.10. Failure to comply with any conditions attached to a grant may result in a request for the grant to be repaid and may affect future grant assistance.
- 6.11. Grants are awarded at the discretion of the Council and the decision is final.

7. Application and determination process

- 7.1. The small and large grants scheme is run twice during the year, once in August/September and again in February/March.
- 7.2. Applicants are required to complete and return the application form and send with all supporting documentation to arrive no later than 12 noon on the date stated, either by email or in hard copy.
- 7.3. Applicants are required to submit a short statement (as indicated on the grant application form) explaining how the grant will be beneficial to your organisation and to the community or residents of Malvern Town. This statement will be presented to committee to assist in the decision-making process and is essential when evaluating a grant application.

- 7.4. Town Council Officers have the right to refuse an application which has been submitted without the required supporting information or an explanation as to why this information has not been supplied by the deadline.
- 7.5. Applications will be evaluated by Town Council Officers and then presented for consideration and decision at the appropriate meeting of Policy and Resources Committee.
- 7.6. The full details of all grant applications will be available on file for scrutiny by any Councillor prior to the meeting. The Town Clerk will provide a summary of the applications for members of the Policy and Resources Committee to consider.
- 7.7. Representatives from the applicants' organisations are encouraged to arrange to make a short presentation in support of their application at the start of the Policy and Resources Committee as indicated on the relevant annual grants timetable on the Town Council's website.
- 7.8. Applicants will be notified of the Council's decision following the relevant Policy and Resources meeting. Those organisations who are notified that their application has been successful must claim their grant by written request as detailed in their award letter.
- 7.9. All organisations in receipt of grants will be required to acknowledge the Town Council's contribution on publicity/printed material.

8. Monitoring and reporting requirements

- 8.1. Groups are expected to provide Malvern Town Council with written evidence of how the money has been spent and the benefit it has brought to the people of Malvern. This information should be submitted in the form of a short report (no more than 500 words), within twelve months of the grant being awarded so that it can be presented to Policy and Resources Committee.

9. Further information

- 9.1. Further information on the Council's Grants Scheme is available at www.malverntowncouncil.org/about-your-council/what-we-do/ or by contacting Deborah Powell on 01684 566667 or dpowell@malvern-tc.org.uk

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

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

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

1. About your organisation	
Name of organisation:	
Address:	
Nature of organisation and charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	
2. Contact details	
Contact name:	
Position within organisation:	
Address for correspondence:	
Daytime telephone:	
Email address:	
3. About your application	
Amount requested:	£
Briefly outline the reason for your application and how the amount requested will be spent:	

How will the grant benefit Malvern Town residents/the Malvern Town community?		
How many residents of Malvern Town will benefit?		
Have you received any grant funding from the Council in previous years and if so, please detail:		
What is the planned delivery date for the project/activity?		
What arrangements are in place for the delivery and management of this project?		
4. Financial information		
Total cost of your project:	£	
What funding has been secured to date and from where?	£	
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?		
	Now	Previous year
Annual income	£	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	No
Sort code:		

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

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

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

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

**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:	
Address:	
Nature of organisation and charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	
2. Contact details	
Contact name:	
Position within organisation:	
Address for correspondence:	
Daytime telephone:	
Email address:	
3. About your application	
Amount requested (if above £2,500 please state specific reason for this)	£
Briefly outline the reason for your application and how the amount requested will be spent:	

How will the grant benefit Malvern Town residents/the Malvern Town community?		
How many residents of Malvern Town will benefit?		
Have you received any grant funding from the Council in previous years and if so, please detail:		
What is the planned delivery date for the project/activity?		
What arrangements are in place for the delivery and management of this project?		
Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?		
4. Financial information		
Total cost of your project:	£	
What funding has been secured to date and from where?	£	
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?		
	Now	Previous year
Annual income	£	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	No

Sort code:	
Account number:	
Account name:	
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	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	
Signature:	

AGENDA ITEM 7
APPENDIX B

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

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

**MALVERN TOWN COUNCIL
EMERGENCY GRANT APPLICATION FORM**

EMERGENCY GRANTS are for exceptional circumstances only, where the need for funding could not have been foreseen and where immediate or quick action is required.

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:	
Address:	
Nature of organisation and charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	
2. Contact details	
Contact name:	
Position within organisation:	
Address for correspondence:	
Daytime telephone:	
Email address:	
3. About your application	
Amount requested:	£

Briefly outline the reason for your application and how the amount requested will be spent:	
How will the grant benefit Malvern Town residents/the Malvern Town community?	
How many residents of Malvern Town will benefit?	
Have you received any grant funding from the Council in previous years and if so, please detail:	
What is the planned delivery date for the project/activity?	
What arrangements are in place for the delivery and management of this project?	
Please demonstrate how this application qualifies as an emergency grant?	

4. Financial information

Total cost of your project:	£	
What funding has been secured to date and from where?	£	
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?		
	Now	Previous year
Annual income	£	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£

5. Bank details

AGENDA ITEM 7
APPENDIX B

Does your organisation have its own bank account and manage its own funds?	Yes	No
Sort code:		
Account number:		
Account name:		
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		
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>		
Name:		

AGENDA ITEM 7
APPENDIX B

Signature:	
Date:	

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

MALVERN TOWN COUNCIL SMALL GRANTS MARKING CRITERIA

Name of organisation:	
Amount Requested:	
Time of Grant Application:	

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

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

MALVERN TOWN COUNCIL LARGE GRANTS MARKING CRITERIA

Name of Organisation:	
Amount Requested:	
Time of Grant Application:	

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					
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.					

MALVERN TOWN COUNCIL EMERGENCY GRANTS MARKING CRITERIA

Assessment of Emergency grant applications Council is made against the following nine 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 criteria 5 and 9, which are 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
9. Demonstration that grant is for exceptional circumstances and that the need for funding could not have been foreseen to fit in with the Council's normal biannual grants scheme.	2	4	6	8	10
SUB TOTAL					
OVERALL SCORE (OUT OF 55) A minimum of 40 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.					

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

**to be held on Wednesday 14 June 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

FLAG FLYING POLICY

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Council is asked to review the flag flying policy for council-owned flag poles as detailed in Appendix A.

3. Background

- 3.1. Malvern Town Council manages two main flag poles within the town. One on the front the town council offices on Belle Vue Terrace and the other in the grounds of Malvern Library.
- 3.2. At present, the Union flag is flown from these flag poles for most of the year. Please note that for the purposes of this report, the National Flag of the United Kingdom will be referred to as the Union Flag.
- 3.3. The Town Clerk has delegated authority to fly flags from the approved list at 2.2 in the flag flying policy at certain times of the year. This may be in line with specific national events such as Armed Forces Day or to mark certain occasions such as a visitor from a partnership town.
- 3.4. The flag flying policy does not cover the flag poles erected on businesses throughout the town during the summer months.

4. Financial Implications

- 4.1. There may be the need to purchase new flags from time to time. These costs are minimal and therefore can be covered through the Town Council's annual civic budget.

5. Legal Implications

- 5.1. Some forms of flags will require planning permission under the Town and Country Planning Regulations 2007 although many of the relevant flags do not require consent and the council has the freedom to fly flags within this category on any day of the year.

End

Linda Blake
Town Clerk



MALVERN TOWN COUNCIL

FLAG FLYING POLICY

Reviewed by:	Full Council – 12 June 2019
Adopted:	Full Council – 12 June 2019
Next review due:	June 2023

MALVERN TOWN COUNCIL

FLAG FLYING POLICY

1. Introduction

- 1.1. Malvern Town Council manages two main flag poles within the town. One on the front of the Town Council offices on Belle Vue Terrace and the other in the grounds of Malvern Library.
- 1.2. For the purposes of this policy, the National Flag of the United Kingdom will be referred to as the Union Flag.

2. Scope of this policy

- 2.1. Council-owned flag poles will fly the Union Flag at full mast as standard.
 - 2.2. Flags to be included as part of the annual calendar will include:
 - i. The Commonwealth flag
 - ii. The Cross of St George
 - iii. The Armed Forces Day flag
 - iv. The Merchant Navy flag
 - v. The Rainbow flag
 - vi. National flags for the towns of Mariánské Lázně and Bagnères-de-Bigorre
 - 2.3. The Union flag shall always be flown the correct way up. Therefore, in the half of the flag nearest the flag pole, the wider white diagonal stripes must be above the red diagonal stripes.
 - 2.4. Flags will not be flown in a worn or damaged condition which could show disrespect to those they represent.
 - 2.5. The Union Flag may be flown at half-mast to mark the following occasions:
 - i. On the death/funeral of the Sovereign
 - ii. On the death/funeral of another senior member of the Royal Family
 - iii. On the death/funeral of the Prime Minister or ex-Prime Minister
 - iv. On the death/funeral of a member of the council or a former Mayor
 - v. At the discretion of the Town Clerk, Mayor and Deputy Mayor to mark an occasion of national mourning where British lives have been lost
-

- 2.6. When flying the Union Flag at half-mast, it will be flown two-thirds of the way up the flag pole with at least the height of the flag between the top of the flag and the flag pole where possible.
- 2.7. The Council shall not allow the use of flags for political purposes or for the purposes of advertising.
- 2.8. Delegations to consider requests outside of the agreed flag list will be given to the Town Clerk who may call a meeting of the Emergency Decision Making Group should any contentious issues arise.

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

**to be held on Wednesday 14 June 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

CALENDAR FOR POLICY REVIEWS

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Policy and Resources Committee is asked to consider and approve the calendar for policy reviews to cover the period 2023/24 until 2026/27.

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. This work has now been completed.
- 3.2. The next step is to agree a timetable for future policy reviews to ensure that regular reviews take place and that this workload is manageable through scheduled Policy and Resources Committee meetings.
- 3.3. Officers have now created a draft timetable, attached at Appendix A, so that Town Council policies can all be reviewed over the next four years. Points to note are as follows:
- The schedule includes a review of two policies in most quarters of the year.
 - The Environmental Policy will be reviewed by Operations and Planning Committee.
 - Larger and more detailed items such as financial regulations, standing orders and the health and safety policy will require a more involved review and therefore have been given a quarter each to review.
 - The item relating to human resources may required the setting up of a task and finish group to assess what policies are in place, what policies are covered by the National Agreement on Pay and Conditions of Service, and any policies which need reviewing.

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, HR and whistleblowing. The legal implications arising from each policy must be regularly reviewed and updated as necessary.

End

Linda Blake
Town Clerk

APPENDIX A

Policy	Last reviewed	Next review	Timetable for review	Published website	Notes
Standing Orders	03 October 2018	Oct-22		✓	
Grants Scheme Guidance Notes	25 May 2022	May-23	Q1 2023/4	✓	Biennial review
Flag Flying Policy	12 June 2019	Jun-23	Q1 2023/4	✓	
Financial Regs	25 September 2019	Sep-23	Q2 2023/4	✓	
Human Resources Policies	various	ongoing	Q2 2023/4	✗	
Environmental Policy	03 November 2022	Nov-23	Q3 2023/4	✓	Reviewed yearly
Communications and Publicity – Cllrs' guidelines	18 December 2019	Dec-23	Q3 2023/4	✓	
Data Protection Policy	11 December 2019	Dec-23	Q4 2023/4	✓	
Freedom of Information Policy	01 December 2019	Dec-23	Q4 2023/4	✓	
Town Council Hardship Fund	03 April 2023	Dec-23	Q3 2023/4	✗	Initial 6-month review, issued 5 June
Standing Orders	03 October 2018	see note	Q1 2024/5	✓	Normally when updated by NALC
Football Pitch Policy	01 July 2020	Jul-24	Q2 2024/5	✓	
Training Policy (Councillors)	03 March 2021	Mar-25	Q2 2024/5	✗	
Vexatious Behaviour and Complaints Policy	21 April 2021	Apr-25	Q3 2024/5	✓	
Bike2Work scheme	06 July 2021	Jul-25	Q3 2024/5	✗	
Complaints Procedure	06 July 2021	Jul-25	Q4 2024/5	✓	
Anti-fraud, Bribery and Corruption Policy	15 March 2022	Mar-26	Q4 2024/5	✓	
Anti-harassment and Bullying Policy (E'ees)	15 March 2022	Mar-26	Q1 2025/26	✓	
LGA Code of Conduct	23 June 2022	Jun-26	Q1 2025/26	✓	
Electronic Payments Policy	20 December 2022	Dec-26	Q2 2025/26	✓	
Employees' Appearance and Dress Code Policy	20 December 2022	Dec-26	Q2 2025/26	✗	
Equality and Diversity Policy	20 December 2022	Dec-26	Q3 2025/6	✓	
General Privacy Notice	20 December 2022	Dec-26	Q3 2025/6	✓	
Community Engagement Strategy	13 April 2023	Apr-27	Q4 2025/26	✓	
Information Technology Users' Policy	13 April 2023	Apr-27	Q4 2025/26	✓	
Planning Policy	13 April 2023	Apr-27	Q1 2026/27	✓	
Smoke-free Policy	13 April 2023	Apr-27	Q1 2026/27	✓	
Anti-harassment and Abuse Policy (Cllrs)	18 May 2023	May-27	Q2 2026/27	✓	
Privacy Policy for Users of MTC's Website	18 May 2023	May-27	Q2 2026/27	✓	
Health and Safety Policy Guidance Notes	18 May 2023	May-27	Q3 2026/27	✓	
Social Media Policy	18 May 2023	May-27	Q4 2026/27	✓	
Whistleblowing at Work Policy	18 May 2023	May-27	Q4 2026/27	✓	
Safeguarding Policy	01 May 2017				Decide if still required