



# **MALVERN TOWN COUNCIL**

## **FULL COUNCIL MEETING**

### **REPORTS**

**For meeting on Wednesday 9 August 2023  
at 6.00 pm  
in the Council Chamber, Belle Vue Terrace,  
Malvern**

# MALVERN TOWN COUNCIL

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



2 August 2023

[townclerk@malvern-tc.org.uk](mailto:townclerk@malvern-tc.org.uk)  
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## MEETING OPEN TO MEMBERS OF THE PUBLIC

### To all Members of Malvern Town Council:

You are hereby summoned to attend a meeting of Malvern Town Council to be held on Wednesday 9 August 2023 in the Council Chamber, Belle Vue Terrace, Malvern commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

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

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

No.	Agenda Item
1.	<b>Apologies for Absence</b> To note apologies for absence.
2.	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests.
<b>Public Participation</b> <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
3.	<b>Co-option of Members to Fill Vacancies on Malvern Town Council</b> <ul style="list-style-type: none"><li>➤ Report CL01/23 to follow</li></ul> Candidates will address Council or have a statement read out.
4.	<b>Mayor's Announcements</b> <ul style="list-style-type: none"><li>➤ Verbal report</li></ul>
5.	<b>Update on Town Council Operations and Activities</b> <ul style="list-style-type: none"><li>➤ Verbal update by the Town Clerk</li></ul>
6.	<b>Reports by County and District Council Representatives in Attendance</b> <ul style="list-style-type: none"><li>➤ Verbal reports or written submissions as appropriate.</li></ul>
7.	<b>Town Council Ward Reports/Representatives on Outside Bodies</b> <ul style="list-style-type: none"><li>➤ Verbal reports</li></ul>
8.	<b>Members Questions</b> <ul style="list-style-type: none"><li>➤ The Chairman will invite members who have written in with questions to present them to Council.</li></ul>

9.	<b>Appointment of Newly Co-opted Councillors to Committees</b> ➤ Report CL02/23 to follow
10.	<b>Request for Funding for Twinning Visit – Malvern Bagnères de Bigorre Twinning Association</b> ➤ Report CL03/23 to follow
11.	<b>Policy and Resources Committee Recommendations</b> The Chair of Policy and Resources Committee to present any recommendations for approval by Council from the meeting held on 25 July 2023 ➤ Report CL04/23 to follow
12.	<b>Insurance Contract</b> ➤ Verbal update
13.	<b>Date and Time of Next Meeting</b> Wednesday 6 September 2023 at 6.00 pm
<b>Exclusion of the Press and Public</b> <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>	
14.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the minutes of the previous Full Council meeting: ➤ 17 July 2023 – Extraordinary Council (minutes to be distributed at the meeting)
15.	<b>Rosebank Gardens</b> ➤ Verbal update

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 9 August 2023 at 6.00 pm  
in the Council Chamber, Malvern Town Council, Belle Vue Terrace**

**CO-OPTION OF MEMBERS TO FILL VACANCIES ON MALVERN TOWN COUNCIL**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Full Council is recommended to consider and co-opt six candidates to fill the existing vacancies on Malvern Town Council:

- Lygon ward – 1 vacancy
- Pickersleigh ward - 1 vacancy
- Pound Bank ward - 1 vacancy
- St Joseph's ward - 1 vacancy
- West ward – 1 vacancy
- Upper Howsell ward - 1 vacancy

Each vacancy to be considered in turn.

**3. Background**

3.1. Further to the full elections held on 4 May 2023, there are six vacancies remaining on Malvern Town Council.

3.2. The Town Council, having fourteen 'elected' councillors, may now fill the six vacancies by co-option. The vacancies were advertised on the Town Council's website, on social media and on Town Council noticeboards.

3.3. Applicants were asked to complete a form, provide information to confirm their eligibility for co-option and to give some details about themselves and their reasons for wanting to become a Town Councillor.

3.4. Applicants were asked to select a ward in which they wished to stand in line with the application procedure for elections. The following seven candidates have submitted applications as follows:

- Dr Karen Newbigging – Lygon ward
- Marilyn Birks – Pickersleigh ward
- Julie MacLusky – Pickersleigh ward
- Paul Tuthill – Pickersleigh ward
- Anthony Meager – Pound Bank ward
- Christopher Lee – St Joseph's ward
- Ronan McLaverty-Head – West ward

- 3.5. A summary of the applications along with the co-opted councillor person specification is attached at Appendix A to this report.
- 3.6. All applicants have been invited to attend the meeting and to give a three-minute presentation; councillors will then be given the opportunity to ask questions should they wish. Two candidates have indicated that they are unable to attend the meeting and the Town Clerk has therefore offered to read out a statement on their behalf.
- 3.7. Applicants in each ward will be considered in turn, with a resolution required for each co-option. Where there is more than one applicant per ward, a vote will take place and Council's standing order 8a will apply.
- 3.8. There have been no applications for the vacancy in Upper Howsell ward and therefore council may wish to consider the two remaining candidates, after the other five seats have been agreed. This can be done by way of resolution at the meeting.
- 3.9. Ballot papers will be made available at the meeting and all elected councillors present may vote for one candidate in each ward.
- 3.10. Councillors should note that there is a requirement to consider each application but council does not have to fill each vacancy should there be fair reasons not to do so.

#### **4. Financial Implications**

- 4.1. None pertaining to this report.

#### **5. Legal Implications**

- 5.1. Section 21 of the Representation of the People Act 1985 applies where at an ordinary election, an insufficient number of reasons have been nominated to fill the vacancies in respect of which the election is held. Providing that the number of newly elected members for the council is more than that to constitute a quorum for meetings (seven for Malvern Town Council) these members may co-opt a person or persons to fill the vacancies remaining unfilled.
- 5.2. If there is more than one candidate for each seat, the council must hold a ballot amongst its members. A successful candidate must have received an absolute majority vote of those present and voting (LGA 1972 Sch 12).
- 5.3. All co-options must be made by resolution.
- 5.4. The successful candidates become members of the Town Council immediately after signing the declaration of acceptance of office.
- 5.5. All candidates have declared that they meet the conditions of eligibility for the role of Town Councillor.

To stand for election to a parish or town council you must:

- be a UK or Commonwealth citizen; or
- be a citizen of the Republic of Ireland; or
- be a citizen of another Member State of the European Union; and
- be aged 18 or over.

To be eligible to stand for an election for a particular parish you must:

- be registered as a local government elector for the parish; or

**AGENDA ITEM 3  
REPORT CL01/23**

- in the past 12 months have occupied (as owner or tenant) land or other premises in the parish; or
- work in the parish (as your principal or only place of work); or
- live within three miles of the parish boundary.

However, you should not have been:

- declared bankrupt; or
- be a paid employee of the council that you are standing for; or
- convicted of a crime and sentenced to a term of imprisonment of not less than three months within five years before the date of the election; or
- disqualified under any enactment relating to corrupt or illegal practices.

End  
Linda Blake  
Town Clerk

**Dr Karen Newbigging, Lygon ward**

**About me:**

I am a clinical psychologist by profession, which entailed listening, understanding, and working with a wide range of people and professionals. I found that these interpersonal skills provide a vital foundation for the role of a Town Councillor. From 1995-1999, I was an elected town councillor in Todmorden, where I lived prior to moving to Malvern. This role involved listening to and addressing issues for residents, chairing meetings, making decisions on relevant financial and planning matters, and instigating improvements in response to local needs: for example, the development of a skate park for young people. I reluctantly relinquished this post at re-election as I had a demanding full-time job and a very young family at the time. I am now semi-retired, and I have greater capacity to dedicate my time to this role. Nonetheless, this experience has given me an in-depth appreciation of the important role that Town Councils play in shaping the social, physical, and economic environment of its residents.

My work experience also includes working as a health service commissioner and, consequently, I have a detailed understanding of local government and the provision of health and social care and as working as a member of a team. I also have extensive experience of working with a wide range of voluntary organisations in various roles, including currently volunteering with Malvern Foodbank. Before moving to Malvern, I was a Trustee of Calderdale Healthy Minds, a local mental health charity based in Halifax, and a volunteer with Awaaz, the voice of Asian women across Lancashire.

Prior to retirement I held several senior academic posts at the Universities of Central Lancashire, Birmingham, and Oxford. These roles have involved teaching and securing research funding, managing large research projects, and communicating the findings to a wide range of audiences. During this time, I worked extensively in partnership with local people and communities, involving people with relevant experience as researchers and teachers. Alongside this, my personal experience as a sole parent, following the premature death of my partner from cancer, and working and living in socially deprived areas of the North West and West Yorkshire have underlined for me the strengths of local people and communities in addressing the challenges that they face. For example, the community response to the severe flooding of the Calder Valley in 2015, in which the Town Council played a central role.

In my spare time, I am a keen walker, enjoying our beautiful location; occasionally run; garden and tend to an allotment.

**Reasons for applying:**

I am interested in becoming a town councillor to contribute to Malvern being a good place to live, where people flourish. I think Malvern is a wonderful town and has so much going for it, including a wealth of community and voluntary organisations and a rich menu of events, located in a beautiful environment. However, from my various roles, I understand that there is scope to strengthen this. I would be committed to

ensuring that local people’s views are heard and that they contribute to shaping these and the future of the town. As Malvern’s population is increasingly diverse, I am committed to understanding and considering the role that the Town Council can play through events and relevant decisions about the local environment to ensuring that Malvern is the best it can be for all its residents.

Like other Malvern residents, I am a relative newcomer, which gives me a fresh perspective on local affairs as well as being able to draw on my broad experience. I am living in Lygon Ward, a recently established ward as a consequence of the recent electoral boundary changes. Sitting in the conservation area, many of the houses and flats are in close proximity to Worcester Road and Graham Road. Consequently, there is clearly concern about the increasing traffic and its speed. There are also areas of land that has become overgrown and where there is scope for a creating community garden or wildlife sanctuary. However, local residents will have ideas for improvement and concerns that they would like addressing, many of which will be wider than the ward. It will, therefore, be important to engage with local residents, to identify their pressing issues of concern and which will necessarily inform the work of the local town councillor. The boundary changes that have led to the creation of Lygon Ward create a good opportunity to do this.

I have much to learn and would welcome the opportunity to be part of a team that holds the wellbeing of the residents of Malvern as its prime concern.

**Eligibility criteria met - ✓**



**Christopher Lee, St Joseph's ward**

**About me:**

I would like to think I'm considered as hard working and care about improving the local community.

In former lives I have been a Pilot Officer in the RAF, worked considerably overseas, farmed in Worcestershire and had an educational design business that implemented Tony Blair's "Education education" policy. Illness caused total loss of everything I had and for a period of two years I was homeless. With my partner we have used this lived experience to create 'Amaze' in Malvern that provides employment opportunities for homeless and disadvantaged people.

**Reasons for applying:**

I simply want to help improve society, helping anybody in Malvern who needs advice, support or assistance.

**Eligibility criteria met - ✓**

**Julie MacLusky, Pickersleigh ward**

**About me:**

I have lived and worked in this area since 2007, firstly as a Senior Lecturer in at the University of Worcester from 2007-2017, where I set up and ran courses in Writing & English Language. In 2017, seeking a new challenge, I became self-employed, moved into property. During this time I have developed and provided homes for 14 people. As a member of St Matthias' Choir in Malvern Link I sing at weekly services and also joined the Malvern Festival Chorus to sing Mozart's Requiem at the Priory. I volunteer at the Toddler group run by St Matthias' church and take a keen interest in the importance of play in early child development.

My background includes work as a radio journalist with the BBC, and as a lecturer in Higher Education for over 20 years. I am a published author and have written four books.

**Reasons for applying:**

Before settling in Malvern, I moved around the UK as a radio journalist with the BBC and also taught screenwriting at film schools in California, but found that nowhere compares to this beautiful town. Having set up my own business in 2017 I am more aware of the challenges facing the independent businesses that enrich our town, and would like to join the Council so that I can support their work.

The play area in Priory Park is a brilliant development and I want to work to make sure that the children of Malvern have access to play facilities across the town. Children who start school without having the opportunity to play with – and resolve conflict – with other children face significant obstacles in terms of later life chances. I believe that children in Malvern could benefit from having better play areas. My plan is that this will be achieved through fundraising and building relationships with community groups – I have begun this work through talks with community leaders in Malvern Link and at the Octagon community centre. However, should I be fortunate enough to secure a place on the Town Council, I hope to use this platform to achieve this goal.

I love this beautiful town and want to make a positive difference to the lives of residents.

**Eligibility criteria met - ✓**

**Marilyn Birks, Pickersleigh ward**

**About me:**

I have given my application some thought as I have recently been co-opted onto Malvern Wells Parish Council yet I am aware that the facilities and activities in which my family and I engage are within the Town wards. It seems to me that there may be a positive outcome in representing neighbouring areas such as Pound Band or Pickersleigh and to continue to serve as a Malvern Wells Parish Councillor so that any matters relating to our co-terminous borders might be better understood and enhanced.

In support of my application to fill a co-opted vacancy on Malvern Town Council, I provide, below, some further details of my experience and what I hope I could bring to the role of town councillor.

I first lived in Malvern in the mid 1970s (Landsdown Crescent) when I came here to take up my first teaching post. After moving away and working in different parts of the UK, on early retirement I returned here with my partner and family. We have spent 9 happy years reuniting with friends from 40 more years ago and getting to know the area again.

I would like to play a role in helping maintain the best for Malvern Town's community and seek to work cooperatively with others to protect this special environment while responding to the real and present needs of the residents living and working in the Town. I have a particular interest in working towards the enhancement and enrichment of locally based facilities and activities, supporting opportunities for economic development and working to support a vibrant, well resourced place to live.

**Reasons for applying:**

I am retired from full-time work and spend much of my daily life in the area for shopping, recreation and cultural activity. I care about the environment in which we live and want to work to maintain what is valued by the residents. Planning permissions can change the environment permanently and I have learned to scrutinise and rigorously test applications in my past experience on the planning committees for Eastleigh Borough Council (Hampshire) I encountered there large and small applications for consideration. I live on the Wells Road with my partner, our daughter and grandson and thus am privileged to have a perspective from three generations on what life in Malvern has to offer. My daughter works for the NHS and my grandson is a pupil at Malvern Wells School and will hopefully go on to his secondary education in the Town. I am reminded daily of the needs of both their generations and that of a single parent family. My other concerns relate to the effect the cost of living crisis is having on Malvern residents and how appropriate support is anticipated, provided and reviewed to ensure ongoing needs are met. Since first living in the Malvern in the 1970s, I have been involved in a range of voluntary work and wish, once again, to play an active role in my community.

**My background and professional experience**

I taught Drama and English in Malvern, Worcester, Birmingham and Tewkesbury for 7 years and also ran Adult Education classes in Dance. I ran summer play schemes, drama classes with adults with learning disabilities at the Cube and did voluntary work with the (then) Playing Fields Association. During the 1980's I lived in the East Midlands and worked free lance in the Arts, with projects funded by the Arts Council when I performed as an actor and ran workshops for all ages, from nursery schools to senior adults in community settings. I gained a lot of experience of community work in my time in Nottingham, Derbyshire, and Leicestershire working with the voluntary and education sectors including the prison service. Following this I worked and lived in London and the South East, I became a senior lecturer in Drama and Performing Arts and finally the Director of Education programmes at two universities, latterly the University of Surrey.

**Experience as a Councillor**

Throughout my working life in education and community programmes, I sought to support and develop the potential of people and in my spare time I took on a wide range of voluntary roles including serving as a Borough Councillor and taking a role on the Executive. I had to give up being a councillor after a number of years as my final full-time post was time consuming and I often could not make council meetings.

As a councillor I was on local Borough Planning committees, Direct services, Licensing, Scrutiny, Arts and Recreation, Community Safety.

Other voluntary roles: Chair of Hampshire CC's Early Years Partnership, Chair Eastleigh Youth Centre, Schools (various) and Sure Start Centre Governor.

**Eligibility criteria met - ✓**

**Paul Tuthill, Pickersleigh ward**

**About me:**

Served on MTC for around 20 years until last 1 / 2 years

Previously Mayor MTC

Chairman MHDC

Worcestershire County Councillor

**Reasons for applying:**

To support MTC becoming a well run and customer focused organization again.

To build upon experience elsewhere, e.g. at WCC, Chairman of HOSC (Health),

At HWFRS, Vice Chairman

To use financial experience and qualifications.

**Eligibility criteria met - ✓**

**Anthony Meager, Pound Bank ward**

**About me:**

I am a businessman who runs a technology company. I have been resident in Malvern since early 2020.

I trained and qualified as a lawyer ( Law Degree Queen Mary College London ) in the early 80's working for a major bank. I then went on to work with Thomas Cook before leaving to run a large independent travel business, and then I became the Managing Director for Europe for a large American based company .

Since then I have invested in and been involved in the running technology focused businesses.

I have been involved in working with a number of charities on a volunteer basis, mainly focusing on supporting the elderly and disabled.

**Reasons for applying:**

I am passionate about the town that I live in and believe in supporting the community. During the COVID lockdown I worked with Age Uk in Malvern to help support some of the more vulnerable members of our community during this difficult time.

I believe I have the experience to help support our community in a positive way, and believe I have duty to undertake public service where and when we can. As I wind down my involvements in business, I am looking to use my time and energy in supporting the community that is Malvern.

**Eligibility criteria met - ✓**

<b>Ronan McLaverty-Head, West ward</b>
<b>About me:</b> Councillor 2019-2023
<b>Reasons for applying:</b> Happy to continue to be useful!
<b>Eligibility criteria met - ✓</b>

APPENDIX A – CO-OPTED COUNCILLOR PERSON SPECIFICATION

CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> <li>• Forward thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Can bring a new skill, expertise, or key local knowledge to the Council</li> </ul>
<b>Experience, skills, knowledge and ability</b>	<ul style="list-style-type: none"> <li>• Ability to listen constructively</li> <li>• A good team player</li> <li>• Ability to pick up and run with a variety of projects</li> <li>• Solid Interest in local matters</li> <li>• Ability and willingness to represent the Council and their community.</li> <li>• Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions</li> <li>• Ability to communicate succinctly and clearly</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff</li> <li>• Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish councils, principal authority, charities)</li> <li>• Ability and willingness to undertake induction training and other relevant training</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working or being a member in a local authority or other public body</li> <li>• Experience of working with voluntary and/or local community/interest groups.</li> <li>• Basic knowledge of legal issues relating to town and parish councils or local authorities</li> <li>• Experience of delivering presentations</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time, and events in the evening and at weekends</li> </ul>	



**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 9 August 2023 at 6.00 pm  
in the Council Chamber, Malvern Town Council, Belle Vue Terrace**

**APPOINTMENT OF NEWLY CO-OPTED COUNCILLORS TO COMMITTEES**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Council is recommended to approve the membership of the following committees and to elect newly co-opted councillors as required.

2.2. Policy and Resources Committee – nine members

1. Cllr Iain Dawson
2. Cllr Clive Fletcher
3. Cllr Nick Houghton
4. Cllr Melanie Jones
5. To be filled
6. To be filled
7. To be filled
8. To be filled
9. To be filled

2.3. Operations and Planning Committee – ten members

1. Cllr David Mead
2. Cllr Freya Matthews-Jones
3. Cllr Sean Austin
4. Cllr Caroline Bovey
5. Cllr Anne Cherry
6. Cllr Jude Green
7. Cllr Josephine Leibrandt
8. Cllr Lou Lowton
9. Cllr David Watkins
10. To be filled

**3. Background**

3.1. At Annual Council in May 2023, the fourteen elected councillors were appointed to serve on Town Council committees/task and finish groups, with vacancies left to be filled by co-option later in the year.

**AGENDA ITEM 9  
REPORT CL02/23**

- 3.2. Cllr Lowton agreed to initially serve on Policy and Resources Committee due to low numbers but expressed a wish to change to Operations and Planning Committee after co-options have taken place.
- 3.3. Therefore newly co-opted councillors should be elected to serve on the Council's two main committees as follows:
- Policy and Resources Committee – five members
  - Operations and Planning Committee – one member
- 3.4. Membership of these committees can be agreed by mutual agreement of those newly co-opted to council or, should there be competition for available spaces, a ballot can take place following the principals in the Council's standing orders 8a and 8b.
- 3.5. All other committees and task and finish groups currently have full membership, but it should be noted that membership of these is reviewed each year at Annual Council in May.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. None pertaining to this report.

End  
Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
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**REQUEST FOR FUNDING FOR TWINNING VISIT – MALVERN BAGNÈRES DE  
BIGORRE TWINNING ASSOCIATION**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Council is asked to consider the award of a grant of £321 to the Malvern-Bagnères de Bigorre Twinning Association (MBTA).

**3. Background**

3.1. In April 2017, council agreed to hold £1,000 in reserves to contribute to any visit from or to Bagnères, subject to full costings being agreed by Policy and Resources Committee and the amount being reviewed on a regular basis. This was in line with the agreement for the Mariánské Lázně Community Partnership.

3.2. Funds awarded to date from this fund amount to £679, leaving £321 remaining. This would therefore be the final payment from this reserve, unless council choose to review this agreement.

3.3. Funds are requested to contribute towards costs of hired transport as part of a visit to Malvern by a group of 15-17 adults from our French twin town of Bagnères.

3.4. The request to draw down the remaining funds has been received from the chair of MBTA and is attached at Appendix A. Council will note that most of the funding will be taken from group funds.

3.5. It should also be noted that the Mayor has agreed to use the mayoral allowance to help fund a welcome reception for the French visitors.

3.6. Although this request would normally be considered by Policy and Resources Committee, due to timing of meetings it is being referred to council on this occasion.

**4. Financial Implications**

4.1. A payment of £321 would empty the reserve allocated in 2017.

**5. Legal Implications**

5.1. None pertaining to this report.

End  
Linda Blake  
Town Clerk

**MALVERN BAGNERES TWINNING ASSOCIATION**

Ms Linda Blake  
Town Clerk  
Malvern Town Council

28<sup>th</sup> June, 2023

Dear Linda,

**Request to draw down remaining funds allocated to twinning activities**

Thank you very much for your response to my recent enquiry about available funding to support the forthcoming visit to Malvern of a group of 15 -17 adults from our French twin town of Bagnères. They will be here from Thursday, 14<sup>th</sup> to Monday, 18<sup>th</sup> September and will be staying with Malvern families, all of whom are offering hospitality free of charge. This visit was originally scheduled for May 2020.

We have estimated that the costs of this visit which includes a full programme of activities and visits will be in the region of £4,000. Over the years our fund-raising activities have allowed us to promote visits and exchanges of over 200 citizens from all walks of life. The most recent of these was the visit, in April 2019, of a 50-strong group of young rugby players from Malvern Rugby Club, their parents and coaches, intent on replicating the Anglo-French segment of the *Six Nations Rugby Tournament*. This was an outstandingly successful visit – excluding the rugby results!

I understand that a sum of £321 remains available to our association from the original TC allocation, made in 2016. I would now wish to present a formal request for this sum of money to be released to us, precisely to help subsidise the vastly increased costs of hired transport. In particular we have received competitive quotations for the return journeys between Bristol airport and Malvern and another for a day's visit to Stratford. The best of these come in at £535 and £435 respectively for these journeys. All other transport costs during the weekend visit will be met by the MBTA committee members and hosts using private cars. The generous involvement of the Mayor, Councillor Hooper, in agreeing to welcome the guests on their arrival in Malvern at an Elmslie House Reception is much appreciated.

We would therefore be most grateful if you would kindly submit this request to Town Council members on our behalf at your next meeting.

To summarise our position: from 2016 to the present day: each one of more than 200 individual participants will have received a subsidy of just under £5 per person to enable them to share in the various twinning activities, thanks to the initial Town Council allocation. In exchange very many genuine friendships have developed over the intervening years and international relationships, even on this small scale, immeasurably enriched. We hope to continue offering positive experiences into the future to benefit citizens of Malvern and would welcome the opportunity to discuss with Council Members how the next phase of our programme might be supported. The 2023/2024 outline plan involves a musical exchange of perhaps 40 individuals representing a small choir in Bagnères and the *Severn Voices Choir* of Malvern, who will work together to present two concerts locally.

Thank you for considering our request.

Kind regards,

Gina Butler  
Chair, MBTA

Enc: (PROVISIONAL) OUTLINE PROGRAMME FOR VISIT

**PROVISIONAL PROGRAMME FOR VISITORS FROM BAGNERES 14<sup>th</sup> – 18<sup>th</sup> SEPTEMBER 2023**

	A.M.	P.M.	Evening
<b>THURS 14<sup>th</sup></b>	Arrive Bristol airport late morning	Coach to Malvern  Reception at <i>Elmslie House</i> (Mayor to welcome group)  Hosts collect guests	Evening en famille with hosts
<b>FRI 15<sup>th</sup></b>	10.00: Visit to <i>Morgan factory</i>  Lunch on-site (café)  <b>OPTION</b>  11.00: Visit to <i>The Firs</i> Lunch (+ optional stroll) at <i>Kettle Sings</i>	14.00: Visit to <i>Stocks Farm/Hop Shed</i>  Tasting to follow	19.00: <i>Mount Pleasant</i> Hotel  Fish & Chip supper, ice-cream dessert  Games and social evening (hosts invited)
<b>SAT 16<sup>th</sup></b>	<u>Great Malvern</u>  Guided walk (Peter Smith)  Priory Church/ Museum  Farmers' Market	14.00: Visit to <i>Hellens</i>  Tour of house followed by  tea/scones	19.00?: BBQ & Social evening chez Di/Roger  (committee provides food; Shaun Robinson (rugby)  i/c BBQ with Roger)
<b>SUN 17<sup>th</sup></b>	08.30: Leave for Stratford (coach)  10.00: Visit Shakespeare's Birthplace  FREE until lunch (supply map)	13.00 ? Lunch at Theatre restaurant	FREE – Nag's Head? Brewers' Arms?
<b>MON 18<sup>th</sup></b>	c 11.00: Leave for airport (Splash)		

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 9 August 2023 at 6.00 pm  
in the Council Chamber, Malvern Town Council, Belle Vue Terrace**

**POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Full Council is asked to consider the recommendations from the meeting of Operations and Planning Committee held on 25 July 2023 and listed below.

2.2. Recommendations to be presented by the Chair of the Policy and Resources Committee or, if absent, the Vice-Chair.

**Minute 16 Review to Town Council Grants Scheme**

- 1) It was **RECOMMENDED** that no changes be made to the timing of the grants scheme.
- 2) It was **RECOMMENDED** that no changes be made to the emergency grants.
- 3) It was **RECOMMENDED** that no changes be made to the amounts of the awards.
- 4) It was **RECOMMENDED** that no changes be made to the frequency of applications.
- 5) It was **RECOMMENDED** that no changes be made to the nature of organisations that could apply to the grants scheme.
- 6) It was **RECOMMENDED** that applicants must have a bank account to ensure transparency and accountability.
- 7) It was **RECOMMENDED** that some of the boxes within the forms should be made larger to enable more detail to be given by applicants, and that officers would take steps to make the forms fillable offline rather than having to be printed off and filled in by hand.
- 8) It was **RECOMMENDED** to allow applications of up to £500 for support of running costs for one year, when special circumstances are demonstrated.

**3. Background**

3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.

3.2. Full Council is therefore asked to consider the recommendations listed above in 2.2 and to approve, amend or refer back to committee as appropriate.

3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.

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

**4. Financial Implications**

4.1. Please see individual committee reports.

**5. Legal Implications**

5.1. Please see individual committee reports for specific details.

5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End

Linda Blake  
Town Clerk