



# **MALVERN TOWN COUNCIL**

## **POLICY AND RESOURCES COMMITTEE**

### **REPORTS**

**For meeting on Thursday 7 September 2023 at 6.00 pm  
Council Chamber, Belle Vue Terrace**

# MALVERN TOWN COUNCIL

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



30 August 2023

[townclerk@malvern-tc.org.uk](mailto:townclerk@malvern-tc.org.uk)  
Tel: 01684 566667

## MEETING OPEN TO MEMBERS OF THE PUBLIC

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

Councillors Iain Dawson (Chair), Clive Fletcher (Vice-Chair), Marilyn Birks, Nick Houghton, Melanie Jones, Christopher Lee, Julie MacLusky, Ronan McLaverty-Head, Karen Newbigging

### 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 Thursday 7 September 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.	<b>Apologies for Absence</b> To receive and note apologies for absence
2.	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the Minutes of the previous Policy and Resources Committee meeting: <ul style="list-style-type: none"><li>➤ 25 July 2023 (previously circulated)</li></ul>
<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>	
4.	<b>Quarterly Accounts – 1<sup>st</sup> quarter to 30 June 2023</b> <ul style="list-style-type: none"><li>➤ Report PR01/23 to follow</li><li>➤ Cash report Ref CR1 - April, May, June 2023</li><li>➤ Internet banking schedules – April, May, June 2023</li></ul>
5.	<b>Review and Prioritisation of the Town Council's Aims and Objectives</b> <ul style="list-style-type: none"><li>➤ Report PR02/23 to follow</li></ul>
6.	<b>Review of Suppliers and Expenditure by Supplier</b> <ul style="list-style-type: none"><li>➤ Report PR03/23 to follow</li></ul>
7.	<b>Date and Time of Next Meeting</b> <ul style="list-style-type: none"><li>➤ Wednesday 4 October 2023 at 6.00 pm</li></ul>

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

**held in the Council Chamber, Belle Vue Terrace, Malvern  
on Tuesday 25 July 2023 at 6.00 pm**

**Councillors**

I Dawson  
C Fletcher  
N Houghton  
L Lowton

**Also in attendance**

Linda Blake - Town Clerk  
Louise Wall – Minute Clerk  
Cllr Clive Hooper

**Absent**

M Jones (apologies)

**12. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr Mel Jones were **NOTED**.

**13. DECLARATIONS OF INTEREST**

- Cllr Iain Dawson declared an interest - he is secretary for the 1st Malvern Scout Group who have applied to the grants scheme in the past.
- Cllr Nick Houghton declared an interest – Malvern Pride have applied to the grants scheme in the past.

**14. 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, and these were signed by the Chairman:

- Policy and Resources Committee meeting 14 June 2023.

**PUBLIC PARTICIPATION**

None.

**15. REVIEW AND CONFIRMATION OF INSURANCE COVER**

The Town Clerk informed the meeting that five insurance companies had been contacted to provide a quotation for insurance cover renewal, but despite best efforts, nothing had been received in time for the meeting. Indications from the current insurer were that the increase in premium was likely to be around 15%, far lower than had been budgeted for, and within the committee's delegations to accept quotations up to £25,000.

The committee therefore had two options:

- 1) To give delegations to a group including the Town Clerk, Chair and Vice-chair of Policy and Resources Committee to select the preferred company once quotations had been received or
- 2) To defer the decision to the Full Council meeting in August and take out temporary cover in the meantime.

**It was AGREED to delegate authority to the Town Clerk, Chair and Vice-chair of Policy and Resources Committee to review quotations when received and to select the preferred company.**

**16. REVIEW OF TOWN COUNCIL GRANTS SCHEME**

Report PR02/23 was received and accepted.

The Town Clerk informed members that the report was the same as had been presented at the previous meeting of Policy and Resources Committee, but with one extra point for consideration.

Members agreed that it was important to try and increase the number of grant applications being submitted. It was suggested that this should be done by having the grant scheme and annual timetable on the Council's website all year round, and by targeting community spaces to ask them to advertise the scheme to their user groups.

Members then discussed the following points in detail:

1) Timing of the scheme

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

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

Although running the scheme up to four times a year could encourage more applications, it was recognised that this would entail far more administrative work for officers.

**It was RECOMMENDED that no changes be made to the timing of the grants scheme.**

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?*

It was felt that this part of the scheme was working well.

**It was RECOMMENDED that no changes be made to the emergency grants.**

3) Amounts of awards

Small grants up to and including £500

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

*Discussion point – are these limits suitable?*

Members agreed that the limits seemed to be adequate, noting that the upper limit of the large grants scheme was advisory, and therefore a higher amount could be applied for.

**It was RECOMMENDED that no changes be made to the amounts of the awards.**

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.

*Discussion point – do any additional rules need to be added or are the current rules manageable?*

Members did not think that a change to how often an organisation could apply to the scheme was necessary, as each application would be judged on its merits, and if a group had applied in previous years, then this could be taken into consideration when determining the outcome.

**It was RECOMMENDED that no changes be made to the frequency of applications.**

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?*

Members discussed whether schools should be allowed to apply to the scheme as they are government funded. Members felt that barring schools from applying to the scheme was unnecessary, as each application is judged on its merits, and if a group had applied in previous years, then this could be taken into consideration when determining the outcome.

**It was RECOMMENDED that no changes be made to the nature of organisations that could apply to the grants scheme.**

6) Bank Accounts

Some smaller organisations do not have their own bank accounts and either run through an individual's account or that of a larger organisation. This precludes them from applying for a grant.

*Discussion point – should special circumstances be included to allow applications without a specific bank account or does this cause a risk in the security of funds?*

**It was RECOMMENDED that applicants must have a bank account to ensure transparency and accountability.**

7) Application forms

The layout of the applications forms had been simplified in 2020 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?*

**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 should take steps to make the forms fillable offline rather than having to be printed off and filled in by hand.**

8) 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?*

**It was RECOMMENDED to allow applications of up to £500 for support of running costs for one year, when special circumstances are demonstrated.**

9) 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 the assessment of grants easier? Do councillors feel they are given enough relevant information?*

**No further points were raised.**

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

It was **AGREED** that the meeting scheduled for 2 August would be cancelled, and potential dates for a meeting in late August/early September be circulated.

The meeting finished at 7.30 pm.

.....(Chairman)

**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 Thursday 7 September 2023 at 6.00 pm

**MANAGEMENT ACCOUNTS FOR THE FIRST  
QUARTER OF 2023/24 ENDING 30 JUNE 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 first quarter (April to June) of the financial year which ends on 31 March 2024. Explanations of the significant variances for the quarter ending 30 June 2023 are set out within the main management accounts figures.
- 1.2. The CR1 schedules detailing cash movements and debtor and creditor statistics for April, May and June 2023 along with internet banking payment schedules for the same period are included at Appendix B to the report.

**2. Recommendation**

- 2.1. Policy and Resources Committee is recommended to consider, note and approve the Quarterly Accounts for the quarter ending 30 June 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 2023/24 in December 2022.
- 3.2. Actual accounts for the quarter ending 30 June 2023 are now submitted to enable the Committee and Council to review the actual outturn of income and expenditure against the budget for the first quarter of the 2023/24 financial year.

**4. Financial Implications**

**4.1. First quarter ending 30 June 2023**

For the first quarter ended 30 June 2023, the surplus balance being put into General Reserves is £13,829. This is behind the budgeted surplus for the quarter of £17,502 by £3,673 after taking account of any transfers to or from Earmarked Reserves. In summary, there is an **overspend against budget of £3,673** for the first quarter of the 2023/24 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 first quarter contained a forecast of a large surplus, largely due to predicted low expenditure on asset refurbishment and renewal within this period.

- 4.2. The management accounts for the first quarter show variances of approximately £11,500 under budget against Administration and £200 over budget against Operational Costs. There is a large overspend of £29,983 against Asset Refurbishment/Renewal and a surplus against financing income of £1,606. The budget contingency fund has not been utilised during this quarter.

£18,564 has been released from Earmarked Reserves for projects carried over from the 2022/23 financial year as well as to cover elections. There has also been the quarterly addition of £5,000 into the Vehicle and Machinery Replacement Fund as included in the budget.

4.3. The Administration variance of £11,465 under budget is made up of a number of underspends and overspends, the main points of which are outlined below:

- i. Income has been lower than expected in the first quarter. The middle flat to the rear of the Belle Vue Terrace building has not been let during this period as it was felt that this could cause complications with the forthcoming sale of the building. In addition, income from the sale of hanging baskets and troughs has fallen in this financial year.
- ii. Salary costs are under budget in this quarter. An increase of 5% was included in the budget to cover nationally agreed salary increases during the year, but these have yet to be agreed by The National Joint Council for Local Government Services.
- iii. Employment costs covering pension costs and employer national insurance payments are also under budget for the year, again linked to the delay in finalising the national cost of living pay increase.
- iv. Expenditure against the Town Council's Grants and Donations budget is below the level expected as one organisation has yet to claim the full grant awarded.
- v. An amount of £15,000 was included in the budget to cover the cost of full Town Council elections in May 2023. Although final costs have yet to be confirmed, costs will be lower than anticipated as only one ward was contested.

4.4. The Operational variance of £217 over budget includes the following main variances:

- i. Income is below the amount budgeted, largely caused by two main factors. Cemetery income has been particularly low in the first quarter and has reached only 58% of budgeted levels. It had also been assumed that income would be received from an ice cream tender at Victoria Park, and this has not been received due to a lack of interest.
- ii. Operational salary costs are under budget in this first quarter. As with administrative staff, an increase of 5% was included in the budget to cover nationally agreed salary increases in the year, but these have yet to be agreed by The National Joint Council for Local Government Services.
- iii. Despite operational salaries being under budget during the first quarter, employment costs are above the budgeted level. This is due to the June deadline for the re-enrolment of staff into the pension fund. This meant that all eligible staff had to be re-enrolled into the pension scheme, even if they later chose to opt out and this has resulted in additional expenditure against operational employment related costs in this quarter.
- iv. Utility costs have been below the level budgeted, due to a meter error at one site resulting in a credit being received and the account at Victoria Park being put on hold pending resolution of a meter issue.

- v. Grounds Maintenance costs have been 43% under budget during the first quarter. This can be attributed to underspends against a couple of budget headings including play area maintenance and bedding plants. Expenditure on summer bedding plants has been delayed until the second quarter and play area maintenance has not been required in the first quarter. Play areas are regularly checked and assessed for safety, but it is likely that the current refurbishment programme is reducing costs in this area.
  - vi. Vehicle running costs have been under budget due to lower than anticipated inflation on fuel costs and a timing difference on the purchase of road tax.
- 4.5. Asset Refurbishment and Renewal is £29,983 over budget for the first quarter; this is a result of four main projects where expenditure has been delayed, thus causing an apparent overspend.
- i. Costs were incurred to produce the planning submission and design for the new community hub building at Victoria Park.
  - ii. There was expenditure in the quarter to improve the surfacing of car parks at Monksfield Lane. This had been agreed by Operations and Planning Committee in January 2023, but had been delayed by weather and contractor availability.
  - iii. The new Malvern Sign was installed in Rose Bank Gardens in May 2023 with savings made against budget. This project was carried over from the 2022/23 financial year and an earmarked reserve exists to offset costs.
  - iv. Final works to refurbish the bus shelter outside of Rose Bank Gardens took place during the first quarter, with metal cladding being installed on the back wall. This project appears as an overspend but has been carried over as an Earmarked Reserve from the previous financial year.
- 4.6. The variances for the quarter ending 30 June 2023 are all explained and are considered acceptable in the circumstances.
- 4.7. A “project” summary sheet has been included at QUA 5aii. 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 **30 June 2023 was £978,810**. It should be noted that this is one of two high points during the year as the first half of the Council’s precept is received from Malvern Hills District Council in late June.
- 4.9. The total cash balance should be considered as allocated into four parts as at 30 June 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>£187,757</u>
<b>Total allocated to supporting specific purpose funds</b>	<b>£352,491</b>
Available to support general activities	<u>£626,319</u>
Total bank balances as detailed on attached schedules	<u>£978,810</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 30 JUNE 2023**

<b>Actual / Budget Comparison</b>		<b>Schedule</b>
<b>Variance Report (within Summary Figures)</b>	<b>Quarter Ending 30 June 2023</b>	
<b>Summary of Key figures &amp; Ratios</b>	<b>Quarter Ending 30 June 2023</b>	<b>QUA 1</b>
<b>Summary</b>	<b>Quarter Ending 30 June 2023</b>	<b>QUA 2</b>
<b>Administration: Summary</b>	<b>Quarter Ending 30 June 2023</b>	<b>QUA 3</b>
<b>Operations: Summary</b>	<b>Quarter Ending 30 June 2023</b>	<b>QUA 4</b>
<b>Operations: Analysis By Service – re-stated with Paycost Allocated by Department</b>	<b>Quarter Ending 30 June 2023</b>	<b>QUA 4a</b>
<b>Asset Refurbishment &amp; Renewal</b>	<b>Quarter Ending 30 June 2023</b>	<b>QUA 5</b>
<b>Analysis of Transfers to Earmarked Reserves</b>	<b>Quarter Ending 30 June 2023</b>	<b>QUA5Ai</b>
<b>Asset Project Programme</b>	<b>Quarter Ending 30 June 2023</b>	<b>QUA5Aii</b>
<b><u>APPENDIX A</u></b>		
<b>Time Analysis Pie chart</b>	<b>April to June 2023</b>	
<b><u>APPENDIX B</u></b>		
<b>CR 1 – Cash movements, debtor, and creditor statistics Internet Banking Schedules</b>	<b>April to June 2023</b>	

## SUMMARY OF KEY FIGURES AND RATIOS

Quarter to:  
30-Jun-23

	Quarter to 30-Jun-23	Quarter to 30-Sep-23	Quarter to 31-Dec-23	Quarter to 31-Mar-24	Total year	Prior year
<b>Income</b>						
Budget	38,931	38,193	39,979	42,198	159,301	114,822
Actual	27,317				27,317	148,458
<b>Revenue Costs (Gross)</b>						
Budget	204,579	210,732	208,016	201,549	824,876	737,921
Actual	181,717				181,717	732,922
<b>Asset Programme</b>						
Budget	6,000	40,750	20,000	23,000	89,750	79,500
Actual	35,983				35,983	98,230
<b>(Surplus) / Deficit</b>						
Budget	(17,502)	5,389	8,887	3,201	(25)	(248)
Actual	(13,829)				(13,829)	(31,591)
<b>Total Manning</b>						
Budget	12.75	12.75	12.75	12.75	12.75	12.75
Actual/Forecast	12.75				12.75	11.50
<b>Overtime Hours</b>						
Administration Staff						
Budget	0.0	20.0	10.0	0.0	30.0	15.0
Actual/Forecast	0.0				-	37.0
Operating Staff						
Budget	186.0	219.0	187.0	86.0	678.0	472.0
Actual/Forecast	166.7				166.7	619.5
<b>Absenteesm - Days</b>						
Administration Staff	3.0				3.0	51.0
Operational Staff	33.0				33.0	87.0
<b>Bank Balances</b>						
Actual	978,810					
<b>Debtor Days</b>						
Budget	30.0	30.0	30.0	30.0	30.0	30.0
Actual/Forecast	22.2				22.2	15.3
<b>Creditor Days</b>						
Budget	30.0	30.0	30.0	30.0	30.0	30.0
Actual/Forecast	19.9				19.9	20.6

## MALVERN TOWN COUNCIL

## QUA 2

JUNE 2023

QUARTER ENDED 30 JUNE 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

QUA 5ai

## TRANSFER INTO RESERVES - Vehicle / Machinery Replacement Fund

## TRANSFER FROM RESERVES - Vehicle / Machinery Replacement Fund

## PRECEPT

## BALANCE (TO) FROM RESERVES

Quarter to 30 June 2023			Budget Year 2023-2024
Actual Quarter Jun.2023	Budget Quarter Jun.2023	Under/ (Over) spend	
84,222	95,687	11,465	403,162
70,178	69,961	(217)	262,413
35,983	6,000	(29,983)	89,750
-	5,000	5,000	20,000
2,108	2,000	(108)	8,000
192,491	178,648	(13,843)	783,325
(3,506)	(1,900)	1,606	(7,600)
-	-	-	-
(3,506)	(1,900)	1,606	(7,600)
188,985	176,748	(12,237)	775,725
(18,564)	(10,000)	8,564	(10,000)
5,000	5,000	-	20,000
-	-	-	(28,750)
(189,250)	(189,250)	-	(757,000)
(13,829)	(17,502)	(3,673)	(25)

## MALVERN TOWN COUNCIL

QUA 3

JUNE 2023

QUARTER ENDED 30 JUNE 2023

## SUMMARY: ADMINISTRATION COSTS

	Quarter to 30 June 2023			Budget Year 2023-2024
	Actual Quarter Jun.2023	Budget Quarter Jun.2023	Under/ (Over) spend	
<b>INCOME</b>	14,353	17,218	2,865	60,122
<b>EXPENDITURE</b>				
Salaries	41,948	44,231	2,283	176,927
Overtime	-	-	-	600
Employment related	12,275	13,076	801	52,304
Temporary staff	-	-	-	-
Recruitment	-	-	-	50
<b>OCCUPANCY</b>				
Electricity, gas & water	5,650	5,243	(407)	18,925
Cleaning	2,175	1,962	(213)	8,150
Rates	2,807	2,290	(517)	9,159
Maintenance of Buildings	773	658	(115)	2,630
<b>COMMUNICATION COSTS</b>				
Telephones	940	923	(17)	3,692
P & S, Postage	506	627	121	2,960
Publicity / Displays	1,275	1,594	319	5,658
<b>INSURANCE</b>	4,638	4,750	112	37,000
<b>GRANTS &amp; DONATIONS</b>	908	2,725	1,817	42,050
<b>EVENTS</b>	10,556	10,775	219	51,908
<b>OTHER COSTS</b>				
Election costs	5,500	15,000	9,500	15,000
Training	141	300	159	1,000
Professional fees	2,926	2,437	(489)	8,250
Public Consultation	-	-	-	350
Leasing	340	375	35	1,500
IT expenses	2,938	2,337	(601)	9,350
Office equipment	126	131	5	775
Other costs	1,903	2,633	730	3,350
Chairman & Councillors' expenses	250	838	588	11,696
<b>TOTAL ADMINISTRATION COSTS</b>	98,575	112,905	14,330	463,284
<b>NET COSTS OF ADMINISTRATION</b>	84,222	95,687	11,465	403,162

# MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 30 JUNE 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

Income:		2,865
The budget assumed that the middle flat to the rear of Belle Vue Terrace would be let during the first quarter with income being received. With the sale of the building progressing and to give maximum flexibility for the buyer, tenants have not been sought for this flat.	1,800	
A lower amount of income has been received from the sale of hanging baskets and troughs this year. After an increase in demand in 2022, the income from baskets and troughs has fallen in this financial year.	733	
Other Minor Variances	332	
Paycost (budget assumed all posts filled)		3,084
Salaries		
The budget for 2022/23 included an increase of 5% to cover the nationally agreed pay rise during the financial year, but an agreement has yet to be reached. This cost of living increase is decided nationally and any pay rise will be backdated to 1 April 2023 when agreed. At least some of the current underspend will therefore only be temporary.	2,106	
Employment Related		
The underspend against employment related costs is linked to the delay in agreeing pay increases as outlined above.	801	
Other Minor Variances	177	
Occupancy:		(1,252)
Utility Charges		
Electricity costs have increased by slightly more than the 40% assumed within budget figures. Costs have been rapidly increasing and it has not proved possible until very recently to enter fixed price contracts due to uncertainty in the energy market.	(308)	
Cleaning Costs		
There has been a small overspend against cleaning costs in the first quarter. More cleaning supplies have been required to replenish stocks, than anticipated.	(213)	
Rates		
An increase of 2% against business rates was included in the 2023/24 budget, however costs when received from Malvern Hills District Council have increased by 5%. This has caused an overspend in the first quarter and will continue to cause an overspend throughout the year whilst the Council own the Belle Vue Terrace building.	(517)	
Maintenance of Buildings / Hire of Premises		
A small overspend has occurred in this quarter due to repair works required in the top flat to the rear of the main building at Belle Vue.	(115)	
Other Minor Variances	(99)	
Communication Costs:		423
Landline Charges - Belle Vue		
A minor overspend has been incurred against the cost of administrative mobile phones.	(7)	
Stationery and Postage		
Costs for the purchase of various items of stationery have been lower than anticipated in the budget.	120	
Council Newsletter		
Costs incurred to print the Council newsletter were lower than anticipated in the first quarter as the result of a decision to print and distribute a "Music in the Park" flyer rather than a four page newsletter.	230	
Other Minor Variances	80	
Insurance:		112
The Insurance contract renewed in August 2022 with a relatively small increase in the annual premium which has been contained within the budget for the first quarter of the 2023/24 financial year. A small underspend exists for the first quarter and a new contract has now been agreed for the year commencing 1 August 2023.	112	

**MALVERN TOWN COUNCIL**

**ACCOUNTS: QUARTER ENDED 30 JUNE 2023**

**REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET**

	<b>Under/(Over) budget</b>	
	<b>DETAIL</b>	<b>TOTAL</b>
<b>Grants and Donations:</b>		<b>1,817</b>
In December 2022, Policy and Resources Committee agreed to award a Community Support Grant to Community Action, but agreed that due to the ongoing uncertainty surrounding the sale of the building, it should be paid monthly. There has been an underspend against budget for the first quarter as only one month's grant has been claimed.	1,817	
<b>Other Minor Variances</b>	-	
<b>Events:</b>		<b>219</b>
<b>Health and Wellbeing Fair</b>		
Due to poor weather and the poor surface conditions in Priory Park, the Health and Wellbeing Fair had to be cancelled. Anticipated costs for this event have therefore not been incurred, except for the fee for a band who were booked to perform on the bandstand and ensure there was still a small event taking part in the park during the day.	875	
<b>Malvern in Bloom</b>		
There has been an overspend in the first quarter due to the decision to purchase some extra self-watering hanging baskets for additional locations throughout the town over the summer and to add to the flower displays already in place.	(605)	
<b>Other Minor Variances</b>	(51)	
<b>Other costs:</b>		<b>9,927</b>
<b>Election Costs</b>		
An amount of £15,000 was included in the budget to cover the cost of possible contested elections in May 2023. Final costs have not yet been confirmed, but officers have anticipated that the cost of a contested election in Malvern Link and uncontested elections elsewhere will amount to approximately £5,500 resulting in savings against budget.	9,500	
<b>Councillor Training</b>		
Although some councillor training did take place during the first quarter, the budget was largely aimed at training for new councillors and with six vacancies remaining on the Council following the elections, less training was required than anticipated.	141	
<b>Professional Fees</b>		
Planning Permission was submitted for the new Community Hub building in Victoria Park during the first quarter and a planning fee incurred. This cost hadn't been specifically included in the budget due to the uncertainty against timing, but a slight overspend has resulted against the professional fees assumed to be incurred during the period.	(488)	
<b>Leasing - minor underspend</b>	35	
<b>IT Expenses</b>		
There has been an overspend in the first quarter due to costs being incurred for advanced data protection licences.	(601)	
<b>Office Equipment - minor underspend</b>	5	
<b>Other Costs</b>		
A budget was allocated to allow the Council to continue to hire meeting rooms to satisfy Council's wish for adequate social distancing space at Council meetings. These costs have not been as high as anticipated as the result of the decision in May to return to the Council Chamber on Belle Vue Terrace	104	
Bank Charges have been slightly lower in the quarter than anticipated	75	
There have been no costs incurred in respect of health and safety clothing, inspections or provision. Costs are incurred as required and an order for operational clothing was submitted at the start of the second quarter.	475	
<b>Mayoral Allowance</b>		
The Mayoral allowance was reduced to £3,000 as part of the 2023/24 budget. There has been little expenditure in the first quarter partly because this period includes the changeover between Mayoral terms which took place in mid-May.	588	
<b>Other Minor Variances</b>	93	

**Net Underspend: Administration**

**11,465**

## MALVERN TOWN COUNCIL

QUA 4

JUNE 2023

QUARTER ENDED 30 JUNE 2023

OPERATIONS: SUMMARY

	Quarter to 30 June 2023			Budget Year 2023-2024
	Actual Quarter Jun.2023	Budget Quarter Jun.2023	Under/ (Over) spend	
<b>INCOME</b>	12,964	21,713	8,749	99,179
<b>EXPENDITURE</b>				
<b>PAYROLL</b>				
Basic pay	51,509	54,070	2,561	216,263
Overtime	2,992	3,238	246	11,800
Temporary staff	-	-	-	1,000
Employment related	14,156	12,282	(1,874)	48,963
Staff Travelling	310	450	140	1,600
<b>OCCUPANCY</b>				
Rates	2,326	2,548	222	10,195
Utilities	766	2,906	2,140	12,956
Cleaning	33	31	(2)	125
Maintenance of buildings	758	425	(333)	1,700
<b>COMMUNICATIONS</b>				
Telephone/radios	400	335	(65)	1,340
Printing & Stationery	-	-	-	-
<b>GROUNDS MAINTENANCE</b>	5,240	9,154	3,914	35,305
<b>EQUIPMENT RUNNING COSTS</b>	3,435	3,560	125	10,854
<b>VEHICLE RUNNING COSTS</b>	1,042	2,500	1,458	7,189
<b>OTHER COSTS</b>				
Training costs	-	-	-	1,000
Risk Assessment	-	-	-	902
Other Expenses	175	175	-	400
<b>TOTAL OPERATING COSTS</b>	83,142	91,674	8,532	361,592
<b>NET OPERATING COSTS</b>	70,178	69,961	(217)	262,413

# MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 30 JUNE 2023

## REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

### OPERATIONS:

Under/(Over)  
budget

DETAIL TOTAL

<b>Income:</b>		<b>8,749</b>
<b>Cemetery Income</b>		
Cemetery income is very difficult to predict, but after a high level of receipts in 2022/23, income was assumed to remain high in 2023/24. Income received has reached only 58% of budgeted levels in the first quarter, simply because the number of funerals being held has been at a very low level.	5,009	
<b>Lengthsman Income</b>	325	
Income has been slightly lower than anticipated in the first quarter due to the time taken to obtain the new vehicle advisory signs and to agree locations. This has now been completed with seven signs operational.		
<b>Sponsorship Income</b>		
There has been a deficit in income received from roundabout and other sponsorship due to a delay in securing interested sponsors for 2023/24. Officers hope that income will be seen later in the year.	1,000	
<b>Victoria Park</b>		
The budget anticipated that income would be received from an ice cream tender in Victoria Park. Unfortunately there was no interest in this opportunity unless utilities and storage could be provided.	2,000	
<b>Netball Income</b>		
There has been no income from the hire of netball pitches in the quarter. Despite the purchase of new netball posts and line marking, there has been no demand for hire of courts.	300	
<b>Other Minor Variances</b>	115	
<b>Paycost:</b>		<b>1,073</b>
<b>Basic Paycost</b>		
The budget for 2022/23 included an increase of 5% to cover the nationally agreed pay rise during the financial year, but an agreement has yet to be reached. This cost of living increase is decided nationally and backdated to 1 April when agreed. At least some of the current underspend will therefore only be temporary.	2,561	
<b>Overtime</b>		
Less operational overtime was required at Town Council events during the first quarter.	246	
<b>Employment Related</b>		
Although the number of staff anticipated to be in the pension fund remained the same, the Council's re-enrolment deadline for staff occurred during the first quarter. All eligible staff had to be automatically enrolled, even if they chose to opt out again later and this has caused an overspend within the quarter.	(1,874)	
<b>Staff Travelling</b>	140	
The amount of mileage claimed during the first quarter was lower than anticipated during the budget.		
<b>Other Minor Variances</b>	-	
<b>Occupancy:</b>		<b>2,027</b>
<b>Rates</b>		
An assumption was made in the 2023/24 budget that business rates would increase by 2%, however when invoices were received, the increase on most sites was 5%. This increase has been more than offset by a reduction in costs payable for roundabouts and therefore an overall underspend has resulted.	222	
<b>Utilities</b>		
<b>Cemetery</b>		
Electricity charges at Great Malvern Cemetery have been lower than expected during the first quarter. This was due to a meter error and resulted in a credit being issued against costs.	400	
<b>Victoria Park</b>		
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. An amount was included in the budget to cover this expense, but due to a dispute about the water meter at Victoria Park, this account has been put on hold resulting in a temporary underspend in this financial year.	784	
<b>Dukes Meadow</b>		
A timing difference in the recharging of invoices to a football club at Dukes Meadow has resulted in a temporary underspend during the first quarter. The football team pay all water and electricity costs for this pavilion.	180	
<b>General</b>		
Several electricity invoices for clocks and bus shelters have been delayed resulting in an underspend.	467	
<b>Cleaning Costs - minor overspend</b>	(2)	
<b>Maintenance of Buildings / Property</b>	(333)	
There has been an overspend in the first quarter due to an essential repair on a toilet leak at Dukes Meadow.		
<b>Other Minor Variances</b>	309	

**MALVERN TOWN COUNCIL**

**ACCOUNTS: QUARTER ENDED 30 JUNE 2023**

**REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET**

	<b>Under/(Over) budget</b>	
	<b>DETAIL</b>	<b>TOTAL</b>
<b>Communication Costs:</b>		<b>(65)</b>
<b>Telephones</b>		
The cost of line rental and call charges at Great Malvern Cemetery have been higher than anticipated due to a rise in contract costs.	(42)	
<b>Other Minor Variances</b>	(23)	
<b>Grounds Maintenance:</b>		<b>3,914</b>
<b>Allotments</b>		
There has been limited maintenance required at allotment sites during the first quarter.	239	
<b>Bedding Plants</b>		
Costs for the Council's summer bedding plants were not received in the first quarter as anticipated. An underspend has resulted, but these costs will be seen later in the financial year.	1,850	
<b>Cemetery Grounds Maintenance</b>		
Costs have been limited in the first quarter, with all works carried out by Town Council staff.	187	
<b>Fuel and Oil</b>		
An inflationary amount of 4% was included for the cost of white diesel used in operational machinery, but costs have not increased to the level anticipated in the budget resulting in a small underspend.	229	
<b>Play Areas</b>		
There has been no expenditure during the first 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.	1,240	
<b>Other Minor Variances</b>	169	
<b>Equipment / Vehicle Running Costs</b>		<b>1,583</b>
<b>Plant Fuel and Consumables</b>		
Costs of unleaded petrol and consumables for operational equipment were lower than anticipated in the first quarter, <b>perhaps</b> linked to the purchase of the new electric tool <b>package</b> .	122	
<b>Fuel for Operational Vehicles</b>		
An inflationary amount of 4% was included for the cost of fuel used in operational vehicles, however costs have not increased to the level anticipated in the budget resulting in an underspend against budget.	458	
<b>Maintenance of Vehicles</b>		
No costs have been incurred during the first quarter. There have been no major faults occurring with vehicles during this period and also costs are reduced as operational staff can carry out basic maintenance and repair works themselves.	550	
<b>Road Tax and Licencing</b>		
This is a slight timing difference against predicted budget <b>expenditure</b> with costs incurred a quarter later than anticipated in early July rather than June.	450	
<b>Other Minor Variances</b>	3	
<b>Other Costs:</b>		<b>-</b>
<b>Net Overspend: Operations</b>		<b>(217)</b>

JUNE 2023

QUARTER ENDED 30 JUNE 2023

ACCOUNTS RESTATED WITH PAYCOST ALLOCATED BY DEPARTMENT

	Quarter to 30 June 2023		
	Actual Quarter Jun.2023  Paycost Allocated by department	Actual Quarter Jun.2023 Unallocated As per Management Accounts	Difference under (over)
ADMINISTRATION AND EVENTS	82,020	84,222	2,202
ALLOTMENTS	3,513	105	(3,408)
CEMETERY	13,913	(5,882)	(19,795)
GROUNDS MAINTENANCE	40,076	73,529	33,453
LEISURE AND RECREATION	10,623	1,363	(9,260)
MISCELLANEOUS SERVICES	4,255	1,063	(3,192)
TOTAL OPERATION COST BY SERVICE	72,380	70,178	(2,202)
TOTAL COSTS BY SERVICE	154,400	154,400	0

## MALVERN TOWN COUNCIL

## QUA 5

JUNE 2023

QUARTER ENDED 30 JUNE 2023

## ASSET REFURBISHMENT / RENEWAL

## LITTER BINS

## LEISURE &amp; RECREATION - PLAY AREAS

Refurbishment of Jamaica Crescent Play Area  
Victoria Park - Pavilion Project

## GROUNDS MAINTENANCE PROJECTS

Surfacing Works to Car Parks at Monksfield Lane Allotments  
Mill Lane Car Park and Fencing  
Fountain in Rose Bank Gardens  
Malvern Sign in Rose Bank Gardens  
Refurbishment of Bus Shelter Outside Rose Bank Gardens  
Works to investigate land slippage - Rose Bank Gardens

## CEMETERY

Repairs and Resurfacing of Roads at Great Malvern Cemetery  
Refurbishment of Ground Floor Cemetery Lodge and Toilets  
Timber Building in Cemetery Yard

## CHRISTMAS LIGHTS

## CAPITAL EQUIPMENT:

Replacement Vehicle  
New Electric Tool Package

## TOTAL ASSET RENEWAL

Quarter to 30 June 2023			Budget Year 2023-2024
Actual Quarter Jun.2023	Budget Quarter Jun.2023	Under/ (Over) spend	
-	-	-	-
-	-	-	20,000
12,769	-	(12,769)	#
4,350	-	(4,350)	#
-	-	-	12,000
-	-	-	#
4,288	-	(4,288)	#
8,807	-	(8,807)	#
-	-	-	
-	-	-	#
-	-	-	8,000
-	-	-	15,000
-	-	-	-
-	-	-	28,750
5,769	6,000	231	6,000
35,983	6,000	(29,983)	89,750

# - Although not included in the annual budget, Council have made a provision by way of reserves (earmarked and general) for this project

# MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 30 JUNE 2023

## REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

### ASSET REFURBISHMENT:

Under/(Over)  
budget

DETAIL TOTAL

#### New Community Hub Building at Victoria Park

A Planning and Design document was submitted to Malvern Hills District Council during the first quarter. Planning permission is being sought for the new community hub building at Victoria Park and although a specific budget does not exist for these costs, Full Council have agreed the expenditure which will be taken from general reserves.

(12,769)

#### Surfacing Works to Car Parks at Monksfield Lane Allotment

After a request from the Monksfield Lane Allotment Society who self manage this site, Operations and Planning Committee agreed in January 2023 to fund a project to improve the surfacing of the car parks at the Monksfield Lane site.

(4,350)

#### Malvern Sign in Rose Bank Gardens

Works to fabricate and install the Malvern Sign in Rose Bank Gardens took place during the first quarter. This project was agreed by Council in February 2023 and a budget of £5,000 was approved. An earmarked reserve was created for this project as it was delayed into the 2023/24 financial year and a release of reserves has been made to offset the cost of this project.

(4,288)

#### Refurbishment of Bus Shelter Outside of Rose Bank Gardens

Works commenced on this refurbishment project in December 2022 and the final works to install the metal cladding on the rear wall have taken place in the first quarter of this financial year. An earmarked reserve exists to cover the cost of this project, although there has been a minor overspend against the total project of £31.

(8,807)

#### New Electric Tool Package

The purchase of the new electric tool package has been completed with small savings made against budget.

231

### Net Overspend : Asset Refurbishment

(29,983)

Budget Contingency - no specific allocation in the first quarter

5,000

### EARMARKED RESERVES:

#### Town Council Elections

An earmarked reserve has been built up over a number of years to cover some of the costs of Full Council elections. Although some funds will be released to cover costs, the Town Council had only one contested thus keeping costs lower than anticipated.

(4,500)

#### Refurbishment of Bus Shelter Outside of Rose Bank Gardens

The final works to install the metal cladding on the rear wall of the bus shelter took place in the first quarter and therefore the remaining funds in earmarked reserves can now be released to offset these costs. The total project spend has gone £31 over budget and therefore the amount of reserves released are slightly under project cost.

8,776

#### Malvern Sign in Rose Bank Gardens

An amount of £5,000 was agreed by Council for this project and put into earmarked reserves at year end. Funds have now been released to offset the costs from this project.

4,288

Giving a Variance against Budget of

8,564

### SPECIAL PENSIONS / EMPLOYMENT COSTS:

Minor overspend against other pension costs

(108)

#### 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.

1,606

### Net surplus from financing

1,606

#### Net Surplus / (Deficit)

Before Earmarked Movements

(12,237)

After Earmarked Transfers

(3,673)

Original budget for the Quarter

Balance (TO) / From Reserves

(17,502)

Actual for the quarter, net of earmarked transfers

Balance (TO) / From Reserves

(13,829)

## MALVERN TOWN COUNCIL

## QUA 5ai

JUNE 2023

QUARTER ENDED 30 JUNE 2023

## ANALYSIS OF TRANSFERS TO / (FROM) EARMARKED RESERVES

	Quarter to 30 June 2023			Budget Year 2023-24
	Actual Quarter Jun.2023	Budget Quarter Jun.2023	Under/ (Over) spend	
<u>ADMINISTRATION</u>				
Town Council Elections	(5,500)	(10,000)	(4,500)	(10,000)
Town Council Events	-	-	-	-
Belle Vue Building Works	-	-	-	-
Refurbishment of Bus Shelter outside of Rose Bank Gardens	(8,776)	-	8,776	#
Fountain in Rose Bank Gardens	-	-	-	#
Malvern Sign in Rose Bank Gardens	(4,288)	-	4,288	#
Victoria Park - Pavilion Project	-	-	-	-
<u>ASSET REFURBISHMENT / RENEWAL</u>				
LITTER BINS	-	-	-	-
GREAT MALVERN CEMETERY	-	-	-	#
PLAY AREAS	-	-	-	-
VEHICLE / MACHINERY REPLACEMENT FUND				
Additions	5,000	5,000	-	20,000
Releases	-	-	-	(28,750)
Release of Surplus Earmarked Reserves	-	-	-	-
	(13,564)	(5,000)	8,564	(18,750)

#

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 30 JUNE 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	Expenditure in 2023/24 Financial Year to 30/6/23	Comments:
<b>LEISURE AND RECREATION</b>										
Refurbishment of Jamaica Crescent Play Area	5-3531	Asset Programme	b	20,000	20,000	01/11/2023	31/12/2023			A tender document has been issued to a number of suppliers and submissions are awaited before a recommendation is made to Operations and Planning Committee
New Community Hub Building at Victoria Park	5-1703	Asset Programme	e / r	unknown	unknown	01/10/2023	30/06/2024		12,769	Full Council have 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 first quarter have been for professional fees to put together the planning application and design for consideration by Malvern Hills District Council. The deadline for comments on this planning application is 6 September 2023.
<b>GROUNDS MAINTENANCE PROJECTS</b>										
Surfacing Works to Car Parks at Monksfield Lane Allotment Site	5-0039	Council Approval	r	4,350	4,350	01/04/2023	30/04/2023	06/06/2023	4,350	Works to improve the surfacing of two car parks at Monksfield Lane were delayed due to poor weather and contractor availability, but works were completed towards the end of the first quarter.
Fountain in Rose Bank Gardens	5-0905	Asset Programme	e	3,750	10,000	unknown	unknown			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, (including dealing with an unforeseen underground chamber) building the wall and installing the bench. A new tender has been issued for the installation of the fountain as the final stage of this project but Council are now reviewing the future of this project in the light of potential costs.
Malvern Sign in Rose Bank Gardens	5-0905	Council Approval	e	5,000	4,288	01/04/2023	09/05/2023	11/05/2023	4,288	This project was agreed by Full Council in February 2023 and the Malvern sign was fabricated and installed in May 2023. This project has now been completed with savings against budget achieved.

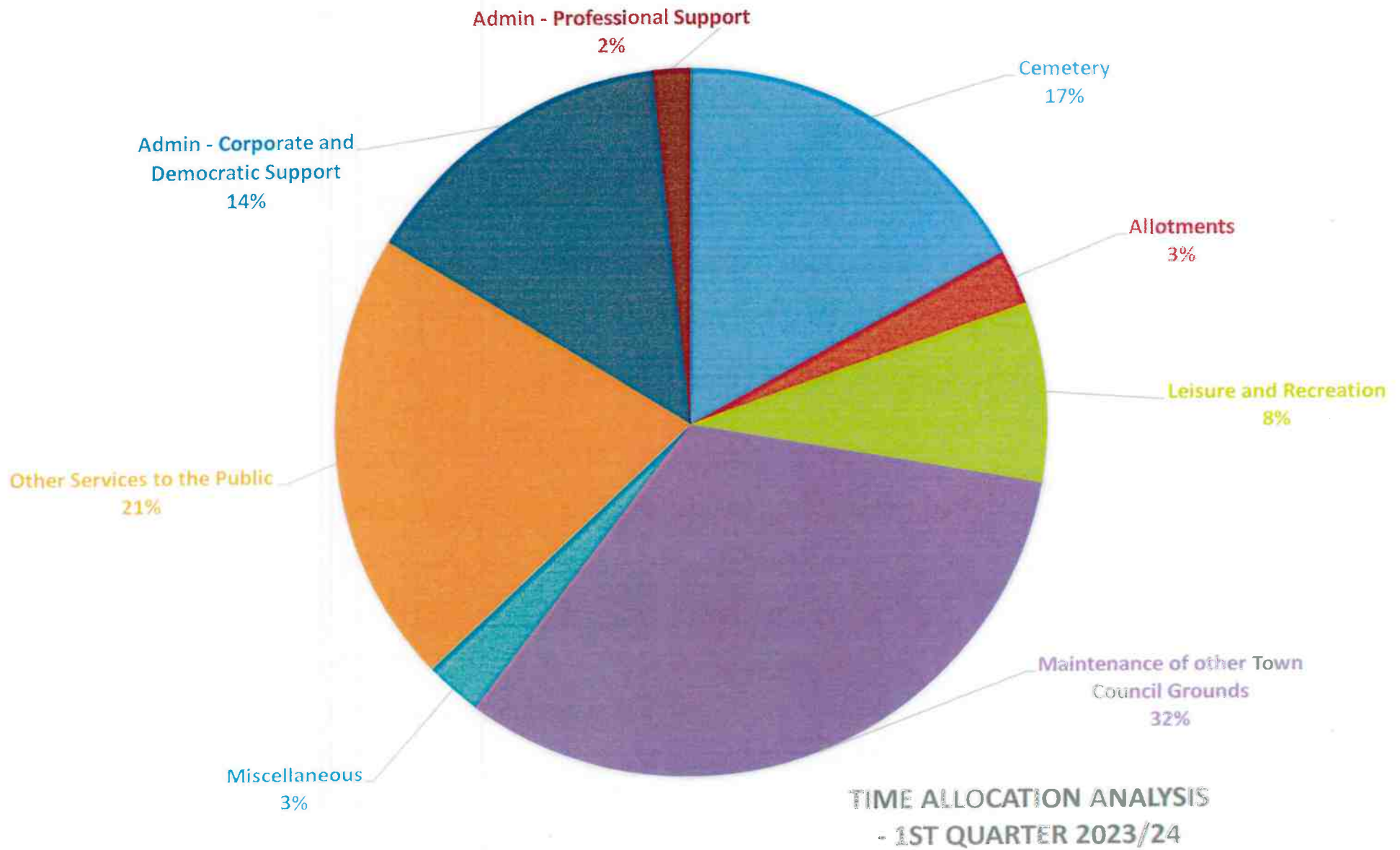
## ASSET PROJECT PROGRAMME

EXPENDITURE FOR THE PERIOD ENDED 30 JUNE 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	Expenditure in 2023/24 Financial Year to 30/6/23	Comments:
Refurbishment of Bus Shelter Outside of Rose Bank Gardens	5-4052	Asset Programme	e	18,500	18,531	01/06/2021	31/05/2023	19/05/2023	8,807	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 of 2022/23. Works to install the new cladding sheets onto the back wall and associated costs have now be seen in the first quarter of 2023/24
<b>CEMETERY</b>										
Repairs and Resurfacing of roads at Great Malvern Cemetery	5-0058	Asset Programme	e	15,000	15,000	01/10/2023	31/10/2023		-	Initial resurfacing costs were seen in the 2022/23 financial year, but there are some remaining works due to be completed in 2023/24 and these are currently scheduled for the second quarter
Refurbishment of Ground Floor Cemetery Lodge at Great Malvern Cemetery	5-0058	Asset Programme	b	8,000	8,000	02/01/2024	31/01/2024		-	This project is scheduled for the final quarter of 2023/24
Timber Building in the Cemetery Yard	5-0058	Asset Programme	b	15,000	15,000	02/01/2024	31/01/2024		-	This project is scheduled for the final quarter of 2023/24
<b>CAPITAL EXPENDITURE</b>										
Replacement Vehicle	9-0516	Machinery Replacement Fund	b	28,750	28,750	01/04/2022	30/04/2022	unknown	-	The new electric vehicle has been ordered but is currently being delayed by customs in the EU.
New Electric Tool Package	9-0515	Asset Programme	b	6,000	5,769	01/04/2023	30/04/2023	19/04/2023	5,769	The new electric tool package was purchased in April 2023 with a small saving against budget being achieved.

**£124,350 £129,688****£35,983**

## APPENDIX A



**FINANCIAL REPORTS**  
**CR1 – APRIL, MAY AND JUNE 2023**

**Cash Movements**

1. Total bank balances were £978,810 at the end of June 2023. This represents one of the two high points in balances during the year, following receipt of the first half of the Council's precept on 29 June 2023. This amount is approximately £8,945 higher than at the same period last year.
2. The Council opened an account with The Public Sector Deposit Fund in January 2017 in order to obtain better rates of interest on deposit:
  - The balance on this account at the end of June 2023 was £258,516 and interest received in April, May and June 2023 was £2,724.
3. The Council has also invested £66,484 of funds with the Local Authorities Property Fund. This is a long-term investment of funds and the latest dividend payments for the period April to June 2023 was £661.

**Debtor Days Outstanding**

Debtor days were 33.32 at the end of April and had risen slightly above the target of 30 days due to several rental payments being received later than normal. Debtor days fell to 14.18 in May and then rose slightly to 19.23 at the end of June. There are no bad debts to report to the committee at this time.

**Creditor Days Outstanding**

Creditor days were 26.09 at the end of April, 28.93 in May and then dropped to 4.70 at the end of June 2023. The sharp drop in June was because of the payment of a number of large invoices as well as ensuring suppliers were paid promptly around officer's annual leave. The council policy is to pay suppliers in accordance with their payment terms as far as is possible.

**SCHEDULE OF CHEQUE PAYMENTS AND ONLINE PAYMENTS: APRIL, MAY AND JUNE 2023**

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

ONLINE – APRIL 2023	£12,712.10
ONLINE – MAY 2023	£28,802.00
ONLINE – JUNE 2023	£81,569.31

<b>Total</b>	<b>£123,083.41</b>
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## April 2023

## CASH REPORT

## MOVEMENT IN BANK ACCOUNTS

The position as at 30 April 2023 is set out below. All balances have been confirmed by reconciliation with bank statements.

Transaction	Unity Trust Bank Account	Public Sector Deposit Account	Local Authorities Property Fund	Total
	£		£	£
Balance: 31 March 2023	486,882	258,516	66,484	811,882
Receipts				
Interest	1,536			1,536
Precept				-
Grants or VAT refunds				-
Other	11,319			11,319
Cancelled / (Bounced Cheque)				-
External payments				-
Cheque / Online Payments	(12,712)			(12,712)
Non - Cheque Payments	(44,126)			(44,126)
Transfers between accounts:				-
Inwards				-
Outwards				-
Balances: 30 April 2023	442,899	258,516	66,484	767,899
Balances at start of financial year	486,882	258,516	66,484	811,882

## DEBTOR AGEING

	Apr-23	Mar-23	Feb-23	Pre-Feb	Prepaid amounts	Total debtors
Value	4,175.30	5,701.00	1,440.56	-	-	11,316.86

## MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

	Debtors		Suppliers	
	Value	Days	Value	Days
March 2023	10,233.01	27.24	21,317.66	20.62
April 2023	11,316.86	33.32	55,115.65	26.09
May 2023				
June 2023				
July 2023				
August 2023				
September 2023				
October 2023				
November 2023				
December 2023				
January 2024				
February 2024				
March 2024				

## MAY 2023

## CASH REPORT

## MOVEMENT IN BANK ACCOUNTS

The position as at 31 May 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:				
30 April 2023	442,899	258,516	66,484	767,899
Receipts				
Interest	829			829
Precept				-
Grants or VAT refunds				-
Other	28333.16			28,333
Cancelled / (Bounced Cheque)				-
External payments				-
Cheque / Online Payments	(28,802)			(28,802)
Non - Cheque Payments	(48,566)			(48,566)
Transfers between accounts:				
Inwards				-
Outwards				-
Balances:				
31 May 2023	394,693	258,516	66,484	719,693
Balances at start of financial year	486,882	258,516	66,484	811,882

## DEBTOR AGEING

	May-23	Apr-23	Mar-23	Pre-Mar	Prepaid amounts	Total debtors
Value	2,456.28	1,813.84	-	-	-	4,270.12

## MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

	Debtors		Suppliers	
	Value	Days	Value	Days
March 2023	10,233.01	27.24	21,317.66	20.62
April 2023	11,316.86	33.32	55,115.65	26.09
May 2023	4,270.12	14.18	48,366.02	28.93
June 2023				
July 2023				
August 2023				
September 2023				
October 2023				
November 2023				
December 2023				
January 2024				
February 2024				
March 2024				

## JUNE 2023

## CASH REPORT

## MOVEMENT IN BANK ACCOUNTS

The position as at 30 June 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
	£		£	£
<b>Balance:</b>				
31 May 2023	394,693	258,516	66,484	719,693
<b>Receipts</b>				
Interest	1,020			1,020
Precept	378,500			378,500
Grants or VAT refunds				-
Other	8512.30			8,512
Cancelled / (Bounced Cheque)				-
<b>External payments</b>				
Cheque / Online Payments	(81,569)			(81,569)
Non - Cheque Payments	(47,346)			(47,346)
<b>Transfers between accounts:</b>				
Inwards				-
Outwards				-
<b>Balances:</b>				
30 June 2023	653,810	258,516	66,484	978,810
<b>Balances at start of financial year</b>	486,882	258,516	66,484	811,882

## DEBTOR AGEING

	Jun-23	May-23	Apr-23	Pre-Apr	Prepaid amounts	Total debtors
Value	2,456.28	1,813.84	-	-	-	4,270.12

## MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

	Debtors		Suppliers	
	Value	Days	Value	Days
March 2023	10,233.01	27.24	21,317.66	20.62
April 2023	11,316.86	33.32	55,115.65	26.09
May 2023	4,270.12	14.18	48,366.02	28.93
June 2023	6,102.24	19.23	19,173.62	4.70
July 2023				
August 2023				
September 2023				
October 2023				
November 2023				
December 2023				
January 2024				
February 2024				
March 2024				

**Malvern Town Council  
Online Banking Payment Schedule**

**14 April 2023**

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
2021	14/04/2023	ALL ABOUT MAGAZINES	1126.92	3 adverts for the Health & Wellbeing Fair in the All About Magazine and distribution of 11,300 copies of the Spring Newsletter	fw	<del>fw</del>	fw	KB
2022	14/04/2023	BRADFORDS BUILDING SUPPLIES LTD	114.78	24 pairs of latex gloves and 4 tubs of hand wipes for the Operations Team. 1 bag of tech screws and 2 tubes of silicone for bus shelter outside Rose Bank Gardens	fw	<del>fw</del>	fw	KB
2023	14/04/2023	BULLET LIFT SERVICES LTD	237.60	Call out to lift at Belle Vue Terrace - processor tripped	fw	<del>fw</del>	fw	KB
2024	14/04/2023	BRITISH GAS	28.41	Electricity charges Link Church Clock 9/2/23 - 21/3/23	fw	<del>fw</del>	fw	KB
2025	14/04/2023	COMMUNITY ACTION	5450.00	Community Support Grant 2022/23 2nd instalment of 2	fw	<del>fw</del>	fw	KB
2026	14/04/2023	BWT UK LTD	93.43	12 large bottles of water for MTC offices	fw	<del>fw</del>	fw	KB
2027	14/04/2023	DESIGN IN THE SHIRES	162.00	Website support April 2023	fw	<del>fw</del>	fw	KB
2028	14/04/2023	DULUX DECORATOR CENTRE	40.54	1 tin of black metal paint and a brush for bus shelter outside Rose Bank Gardens	fw	<del>fw</del>	fw	KB
2029	14/04/2023	EE	85.24	Mobile phone charges March 2023 - Events/admin phone and Operations Team	fw	<del>fw</del>	fw	KB
2030	14/04/2023	EON NEXT	60.90	Electricity standing charges middle flat 28-30 Belle Vue Terrace March 2023 (unoccupied)	fw	<del>fw</del>	fw	KB
2031	14/04/2023	FUELGENIE BUSINESS ACCOUNT	450.02	Fuel account February 2023	fw	<del>fw</del>	fw	KB
2032	14/04/2023	HEATING MAINTENANCE SERVICES LTD	97.99	Annual boiler service and safety certificate middle flat 28-30 Belle Vue Terrace	fw	<del>fw</del>	fw	KB
2033	14/04/2023	IAN HOPWOOD	171.15	Mayoral Allowance contribution towards a reception held for visitors from Marianske Lazne including the Mayor	fw	<del>fw</del>	fw	KB
2034	14/04/2023	HOUSEKEEPERS OF MALVERN	512.00	Cleaning contract 21/2/23 - 16/3/23	fw	<del>fw</del>	fw	KB
2035	14/04/2023	JOSEPHINE LEIBRANT	50.00	Members printing allowance 2022/23	fw	<del>fw</del>	fw	KB
2036	14/04/2023	LINK TOOLS	21.68	Jigsaw blades for bus shelter outside Rose Bank Gardens	fw	<del>fw</del>	fw	KB
2037	14/04/2023	GO GREENER LTD	240.00	Hire of a 6ft mixed skip for the cemetery	fw	<del>fw</del>	fw	KB
2038	14/04/2023	ONE STOP PROMOTIONS LTD	124.20	10 large Union Jack flags and 10 large St George flags for Malvern in Bloom	fw	<del>fw</del>	fw	KB
2039	14/04/2023	PITNEY BOWES LIMITED	150.85	Quarterly rental of the franking machine	fw	<del>fw</del>	fw	KB
			464.00	Playground inspection training course 20/3/23 - Ricky Whelan	fw	<del>fw</del>	fw	KB

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
2041	14/04/2023	RON SMITH & CO LTD <i>fw</i>	560.00	1 new Honda water pump for the cemetery	<i>fw</i>	<i>[initials]</i>	<i>DP</i>	<i>KB</i>
2042	14/04/2023	RON WARD	40.00	Organist fees - 14/3/23	<i>fw</i>	<i>[initials]</i>	<i>bp</i>	<i>KB</i>
2043	14/04/2023	SCREWFIX (TRADE UK)	85.58	Bolts for bus shelter Rose Bank Gardens, 2 hose pipe connectors for the cemetery, 1 pair of safety boots and 4 pairs of safety glasses	<i>fw</i>	<i>[initials]</i>	<i>DP</i>	<i>KB</i>
2044	14/04/2023	WATER PLUS LIMITED	81.39	Water / drainage charges cemetery office 11/2/23 - 11/3/23	<i>fw</i>	<i>[initials]</i>	<i>DP</i>	<i>KB</i>
2045	14/04/2023	SIGHT DESIGNS LTD <i>fw</i>	456.00	Repairs to gas lamps on Poolbrook Common and Moorlands Road	<i>fw</i>	<i>[initials]</i>	<i>DP</i>	<i>KB</i>
2046	14/04/2023	SIGN RIGHT	144.00	2 replacement signs for cemetery entranceway	<i>fw</i>	<i>[initials]</i>	<i>DP</i>	<i>KB</i>
2047	14/04/2023	RICKY WHELAN	43.65	Mileage claim for travel to Telford for a training course 20/3/23	<i>fw</i>	<i>[initials]</i>	<i>DP</i>	<i>KB</i> <i>SWK details added to</i>
2048	14/04/2023	BRITISH TELECOMMUNICATIONS PLC	1187.17	Telephone, internet and line charges -28-30 Belle Vue Terrace and Cemetery	<i>fw</i>	<i>[initials]</i>	<i>DP</i>	<i>KB</i>
2049	14/04/2023	LEIGH SINTON GARDEN MACHINERY LTD	27.00	Mowing harness for the cemetery	<i>fw</i>	<i>[initials]</i>	<i>DP</i>	<i>KB</i>
2050	14/04/2023	SIGNWORX	294.00	16 x A3 Environmental Notices for all Town Council green and open spaces	<i>fw</i>	<i>[initials]</i>	<i>DP</i>	<i>KB</i> <i>SWK details added to</i>
2051	14/04/2023	PARTY PACKS LIMITED	75.60	150 x King Charles III flags for the Coronation Event 7/5/23	<i>fw</i>	<i>[initials]</i>	<i>DP</i>	<i>KB</i> <i>SWK details added to</i>
2052	14/04/2023	WORCESTERSHIRE CALC	36.00	Breakthrough Training - PA to the Town Clerk	<i>fw</i>	<i>[initials]</i>	<i>DP</i>	<i>KB</i>
Total Payments:								

12,712.10

Councillor Authorisation for Payment

- 1) *[Signature]* 13/4/23.
- 2) *[Signature]* 14/4/23.

Malvern Town Council  
Banking Payment Schedule  
4 May 2023

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (Initials)	Authorisation Given (Initials)
2053	04/05/2023	1st MALVERN SCOUT GROUP	446.00	Small Grant awarded 21 March by P&R Committee	JW	DEM	DP	KJB
2054	04/05/2023	THREE COUNTIES TOILET HIRE	108.00	Hire of 1 toilet for the Mayor's Peaks Challenge 29/4/23	JW	DEM	DP	KJB
2055	04/05/2023	AGE UK	500.00	Small Grant awarded 21 March by P&R Committee	JW	DEM	DP	KJB
2056	04/05/2023	ALLIANCE PAYROLL SERVICES LTD	117.31	Payroll charges April 2023	JW	DEM	DP	KJB
2057	04/05/2023	A L B SERVICES	1644.00	Repairs to various Christmas Lights in Barnards Green and Great Malvern	JW	DEM	DP	KJB
2058	04/05/2023	ASTONS COACHES LTD	500.00	Hire of 2 x 57 seater coaches for the Mayor's Peaks Challenge 29/4/23	JW	DEM	DP	KJB
2059	04/05/2023	BARNARD'S GREEN CRICKET CLUB	2500.00	Large Grant awarded 21 March by P&R Committee	JW	DEM	DP	KJB
2060	04/05/2023	BRADFORD'S BUILDING SUPPLIES LTD	46.62	Sealant and gloves for bus shelter repairs outside Rose Bank Gardens	JW	DEM	DP	KJB
2061	04/05/2023	BRITISH GAS TRADING	457.38	Gas charges gas lamps 1/1/23 - 31/3/23	JW	DEM	DP	KJB
-27-	04/05/2023	BROADLEAF TREE CARE	730.00	Tree works at Dukes Meadow and Yates Hay	JW	DEM	DP	KJB
	04/05/2023	BRITISH GAS	38.69	Electricity charges Lower Howsell - 2/3/23 - 31/3/23	JW	DEM	DP	KJB
2064	04/05/2023	BRITISH GAS	6.85	Electricity charges Link Church Clock 22/3/23 - 31/3/23	JW	DEM	DP	KJB
2065	04/05/2023	COLWALL STONE (Andrew Conner)	1860.00	Repairs to brick wall and railings at Victoria Park damaged by a car (all costs covered by third parties insurance)	JW	DEM	DP	KJB
2066	04/05/2023	BWT UK LTD	73.49	8 large bottles of water for MTC Offices	JW	DEM	DP	KJB
2067	04/05/2023	DULUX DECORATOR CENTRE	131.57	5 ltr tin of green metal paint and brushes for Bus Shelter outside Rose Bank Gardens and Notice board and railings at Malvern Link	JW	DEM	DP	KJB
2068	04/05/2023	HEART OF ENGLAND IN BLOOM	165.00	Large Town Category entry fee for Heart of England in Bloom	JW	DEM	DP	KJB
2069	04/05/2023	HEATING MAINTENANCE SERVICES LTD	150.00	Service of boiler on first floor at 28 - 30 Belle Vue Terrace	JW	DEM	DP	KJB
2070	04/05/2023	HERON PRESS UK	565.00	Printing of 11,400 copies of the Spring MTC Newsletter	JW	DEM	DP	KJB
2071	04/05/2023	CLIVE HOOPER	98.78	Reimbursement of money paid for Nalc training course and mileage claim for the Deputy Mayor	JW	DEM	DP	KJB
2072	04/05/2023	HOUSEKEEPERS OF MALVERN LTD	592.00	Cleaning contract 21/3/23 - 18/4/23	JW	DEM	DP	KJB
2073	04/05/2023	LEDBURY PLANT HIRE	1944.00	Grave digger hire May, June and July 2023	JW	DEM	DP	KJB
2074	04/05/2023	LEIGH SINTON GARDEN MACHINERY LTD	6922.40	Asset renewal equipment 2023/24: 6 strimmers, 1 hedge trimmer, 1 mobile port charger, 1 multi tool and 1 blower	JW	DEM	DP	KJB
2075	04/05/2023	MALVERN HILLS DISTRICT BRASS BAND	157.92	Charity donation from the Christmas Concert 17/12/22 (split in half with Guide Dogs Charity) £315.84 raised in total	JW	DEM	DP	KJB
2076	04/05/2023	MALVERN ELECTRICAL WHOLESALE LTD	15.48	2 packs of cable ties for events	JW	DEM	DP	KJB

Some details checked KJB

Some details checked KJB

Some details checked KJB

IB No.	Date	Supplier Name	Payments	Description	Reco: Invo. Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (Initials)	Authorisation Given (Initials)
2077	04/05/2023	MALVERN HILLS DISTRICT COUNCIL	1130.87	Wheelie bin hire at 28-30 Belle Vue Terrace and Cemetery - April, May and June 2023	JW	DEW	VP	VB
2078	04/05/2023	NOMIX ENVIRO LTD	413.52	Malvern in Bloom supplies - 5 litres of Dual with cleaning pack and 8 750ml of Hillite with cleaning pack	JW	DEW	VP	VB
2079	04/05/2023	NPOWER	1300.15	Electricity charges Christmas Lights 1/4/22 - 31/3/23	JW	DEW	VP	VB
2080	04/05/2023	NPOWER	382.84	Electricity charges bus shelter outside Rose Bank Gardens 1/4/22 - 31/3/23	JW	DEW	VP	VB
2081	04/05/2023	NPOWER	906.36	Electricity charges bus shelter Barnards Green 1/4/22 - 31/3/23	JW	DEW	VP	VB
2082	04/05/2023	PAPERSTATION LTD	226.81	Stationery - March 2023	JW	DEW	VP	VB
2083	04/05/2023	PRINCIPAL HYGIENE SYSTEMS LTD	157.88	Washroom services at the Cemetery 1/4/23 - 31/3/24	JW	DEW	VP	VB
2084	04/05/2023	PRINTED BANNERS AND SIGNS	112.80	1 "Finish" banner for the Mayor's Peaks Challenge 29/4/23	JW	DEW	VP	VB
2085	04/05/2023	RACHEL A BLACKWELL ARTIST	131.25	35% deposit for the Mural Workshop at The Kings Coronation Event in Priory Park 7/5/23	JW	DEW	VP	VB
2086	04/05/2023	RURAL SERVICES PARTNERSHIP LTD	159.60	Annual membership subscription as agreed by Annual Council	JW	DEW	VP	VB
2087	04/05/2023	WATER PLUS LTD	70.69	Water charges Lower Howsell 29/9/22 - 29/3/23	JW	DEW	VP	VB
2088	04/05/2023	WATER PLUS LTD	37.28	Water / drainage charges rear stores 28-30 Belle Vue Terrace 4/1/23 - 4/4/23	JW	DEW	VP	VB
2089	04/05/2023	WATER PLUS LTD	26.14	Water / drainage charges 28-30 Belle Vue Terrace 15/1/23 - 15/4/23	JW	DEW	VP	VB
2090	04/05/2023	WATER PLUS LTD	26.09	Water charges Dukes Meadow 3/2/23 - 3/4/23	JW	DEW	VP	VB
2091	04/05/2023	WATER PLUS LTD	138.71	Water charges Cemetery 11/3/23 - 11/4/23	JW	DEW	VP	VB
2092	04/05/2023	THE HELPING HAND COMPANY	161.88	10 litter pickers for Operations Team and Volunteers	JW	DEW	VP	VB
2093	04/05/2023	WORCESTERSHIRE CALC	2821.04	Calc and Nalc membership 1/4/23 - 31/3/24 as agreed by Annual Council	JW	DEW	VP	VB
2094	04/05/2023	EE	85.24	Mobile phone charges Admin / events phone and Operations Team - April 2023	JW	DEW	VP	VB
2095	04/05/2023	FUELGENIE BUSINES ACCOUNT	496.36	Fuel account - March 2023	JW	DEW	VP	VB
2096	04/05/2023	LOUISE WALL	141.00	Contribution towards Calc toolkit training costs as agreed with Town Clerk	JW	DEW	VP	VB
2097	04/05/2023	REVIVO THERAPY LIMITED	35.00	Refund of money paid for stall at Health & Wellbeing Event - cancelled due to ground conditions	JW	DEW	VP	VB
2098	04/05/2023	MALVERN MARTIAL ARTS	35.00	Refund of money paid for stall at Health & Wellbeing Event - cancelled due to ground conditions	JW	DEW	VP	VB
2099	04/05/2023	JULIANA FREEMAN	35.00	Refund of money paid for stall at Health & Wellbeing Event - cancelled due to ground conditions	JW	DEW	VP	VB

Total Payments:

28,802.00

Councillor Authorisation for Payment

1) *[Signature]* 4/5/23  
2) *[Signature]*

Bank details  
checked VB

Bank details  
checked VB  
Bank details  
checked VB  
Bank details  
checked VB

**Malvern Town Council  
Online Banking Payment Schedule**

**5 June 2023**

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (Initials)	Authorisation Given (Initials)
2100	05/06/2023	AMB GLASS & MALVERN WINDOWS LTD	32.38	1 pane of glass for notice board at Lower Howsell	fw	DEM	DP	PB
2101	05/06/2023	ARROW VALLEY BRASS BAND	300.00	Bands in the park performance 21/5/23	fw	DEM	DP	PB
2102	05/06/2023	BAKER ROSS LTD	141.90	Supply of arts and crafts for the Kings Coronation Event 7/5/23	fw	DEM	DP	PB
2103	05/06/2023	BRADFORDS BUILDING SUPPLIES LTD	125.44	Marine plywood for new signage at the cemetery, 2 bags of post crete for fixing bike racks in Malvern Link, sand paper for bus shelter Barnards Green, heavy duty wipes and gutter sealant for bus shelter outside Rose Bank Gardens	fw	DEM	DP	PB
2104	05/06/2023	BRITISH GAS	36.29	Electricity Lower Howsell 1/4/23 - 1/5/23	fw	DEM	DP	PB
2105	05/06/2023	BRITISH GAS	14.01	Electricity Link Church Clock 1/4/23 - 21/4/23	fw	DEM	DP	PB
2106	05/06/2023	CHARLES PORTER	63.00	Mileage claim Operations Manager December 2022 - April 2023	fw	DEM	DP	PB
2107	05/06/2023	COMMUNITY ACTION	73.84	Hire of a minibus for the Mayor's Peaks Challenge 29/4/23	fw	DEM	DP	PB
2108	05/06/2023	DESIGN IN THE SHIRES	162.00	Website support May 2023	fw	DEM	DP	PB
2109	05/06/2023	DH PHILLIPS SAND & GRAVEL	227.76	Sand and cement to fix "MALVERN" sign in Rose Bank Gardens	fw	DEM	DP	PB
2110	05/06/2023	EDF ENERGY	-402.61	Electricity charges North Malvern Clock 5/3/22 - 30/3/23	fw	DEM	DP	PB
2111	05/06/2023	EON NEXT	77.70	Electricity standing charges (only) middle flat 28-30 Belle Vue Terrace 1/4/23 - 3/5/23 (unoccupied)	fw	DEM	DP	PB
2112	05/06/2023	FBC MANBY BOWDLER LLP	6000.00	Professional fees for works relating to the landslip in Rose Bank Gardens	fw	DEM	DP	PB
2113	05/06/2023	FUELGENIE BUSINESS ACCOUNT	382.04	Fuel account April 2023	fw	DEM	DP	PB
2114	05/06/2023	HERON PRESS UK	330.00	Printing of 11,400 Bands in the Park flyers for All About Malvern magazine	fw	DEM	DP	PB
2115	05/06/2023	HOUSEKEEPERS OF MALVERN LTD	560.00	Cleaning contract 20/4/23 - 18/5/23	fw	DEM	DP	PB
2116	05/06/2023	NATURAL CHOICE	30.00	Get well hamper for Operations Team member	fw	DEM	DP	PB
2117	05/06/2023	KITZ UK LTD	711.00	150 x medals for The Mayor's Peaks Challenge 29/4/23 (sponsored by Hills Ford)	fw	DEM	DP	PB
2118	05/06/2023	LINK TOOLS	20.39	Fixing for flag poles	fw	DEM	DP	PB
				Face painter and balloon modeller for The King's Coronation Event	fw	DEM	DP	PB

*For details check*

*For details check*

29

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
2120	05/06/2023	MALVERN HILLS DISTRICT BRASS BAND	290.00	Band performance at the King's Coronation Event 7/5/23	JW.	DEH	DP	VJB
2121	05/06/2023	MHDC-NNDR	325.45	Council tax for middle flat 28-30 Belle Vue Terrace - April and May 2023 (unoccupied)	JW.	DEH	DP	VJB
2122	05/06/2023	NOMIX ENVRIO LTD	163.20	1 x Frontline weed sprayer	JW.	DEH	DP	VJB
2123	05/06/2023	NPOWER	35.61	Electricity charges former water feature Hampden Road - April 2023	JW.	DEH	DP	VJB
2124	05/06/2023	PAPERSTATION LTD	30.71	Stationery April 2023	JW.	DEH	DP	VJB
2125	05/06/2023	RACHEL A BLACKWELL ARTIST <i>(Werner de Jong)</i>	243.75	Community Mural Workshop and materials for the King's Coronation Event 7/5/23 (deposit already paid)	JW.	DEH	DP	VJB
2126	05/06/2023	RED HOT CHILI PEPPERS EXPERIENCE	450.00	Bands in the park performance 14/5/23	JW.	DEH	DP	VJB
2127	05/06/2023	SCREWFIX (TRADE UK)	75.44	6 x bags of polyester resin for fixing "MALVERN" sign in Rose Bank Gardens	JW.	DEH	DP	VJB
2128	05/06/2023	SOUTH WORCESTER LIFE GUARDS & LIFESAVING	300.00	First Aid provision for the Mayor's Peaks Challenge 29/4/23	JW.	DEH	DP	VJB
2129	05/06/2023	THE BRETHRYN (DAVID MIDDLETON)	325.00	Band performance for the Mayor's Peaks Challenge 29/4/23	JW.	DEH	DP	VJB
2130	05/06/2023	VO & TYLER <i>(Early Birds Music)</i>	300.00	Bands in the park performance 28/5/23	JW.	DEH	DP	VJB
2131	05/06/2023	WFL (UK) LTD	1375.20	1,000 litres of white diesel for machinery	JW.	DEH	DP	VJB
2132	05/06/2023	WATER PLUS LTD	7.56	Water charges Dukes Meadow 3/4/23 - 3/5/23	JW.	DEH	DP	VJB
2133	05/06/2023	WATER PLUS LTD	88.47	Water charges cemetery office 1/3/23 - 11/4/23	JW.	DEH	DP	VJB
2134	05/06/2023	COMMUNITY ACTION	908.33	Community Support Grant May 2023 (now paid monthly)	JW.	DEH	DP	VJB
2135	05/06/2023	MADRESFIELD C.E PRIMARY SCHOOL	2500.00	Large Grant Scheme 2022/23 as agreed by P&R committee on 3/5/23	JW.	DEH	DP	VJB
2136	05/06/2023	MIDLANDS AIR AMBULANCE CHARITY	250.00	Donation from the Mayoral Allowance for volunteering work of Steven Tyrrell	JW.	DEH	DP	VJB

Total Payments:

17,629.08

Councillor Authorisation for Payment

1) *Justitia 1/6/23.*

2) *DEH 2/6/23*

*Bank details checked VJB*

*Bank details checked VJB*

*Bank details checked VJB*

*Bank details checked VJB*

*Bank details checked VJB*

**Malvern Town Council**  
**Online Banking Payment Schedule**

**20 June 2023**

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (Initials)	Authorisation Given (Initials)
2137	20/06/2023	ALL ABOUT MAGAZINES	474.60	Delivery of 11,300 Bands in the Park Concert flyers from 24 May 2023	fw	fw	OP	VB
2138	20/06/2023	ALLIANCE PAYROLL SERVICES LTD	345.22	Payroll charges April and May 2023	fw	fw	OP	VB
2139	20/06/2023	AMBEROL LTD	825.58	20 self watering hanging baskets for Malvern in Bloom	fw	fw	OP	VB
2140	20/06/2023	BHGS LTD	132.00	20 bags of compost for hanging baskets and troughs	fw	fw	OP	VB
2141	20/06/2023	BROADLEAF TREE CARE	720.00	Removal of 2 Willow trees at Townsend Way	fw	fw	OP	VB
2142	20/06/2023	BRITISH GAS	31.43	Electricity charges Lower Howsell 2/5/23 - 1/6/23	fw	fw	OP	VB
2143	20/06/2023	BWT UK LIMITED	34.68	5 large bottles of water for MTC offices and Council Chamber	fw	fw	OP	VB
2144	20/06/2023	DKE AUDIT SERVICES (D K Edwards)	1750.00	Internal audit services 2022/23	fw	fw	OP	VB
2145	20/06/2023	EDCO MECHANICAL SERVICES (A E Hodge)	495.00	Emergency works to radiator in top flat - leaking and detached from the wall	fw	fw	OP	VB
2146	20/06/2023	EE	85.24	Mobile phone charges admin/events phone and operations team - May 2023	fw	fw	OP	VB
2147	20/06/2023	EON NEXT	58.80	Electricity standing charges - middle flat 4/5/23 - 31/5/23 (unoccupied)	fw	fw	OP	VB
2148	20/06/2023	FUELGENIE BUSINESS ACCOUNT	464.88	Fuel account May 2023	fw	fw	OP	VB
2149	20/06/2023	I P SKIPP AGRICULTURAL ENGINEERS LTD	2078.75	Kubota L3200 - Full service and check over, change oil & general repairs, Repairs to Pedestrian Mower, supply of mower blades and change of oil	fw	fw	OP	VB
2150	20/06/2023	JC BLACKSMITHING (Jonathan Clift)	3960.00	1m high galvanised steel MALVERN letters for Rose Bank Gardens	fw	fw	OP	VB
2151	20/06/2023	M MIDDLETON WELDING & FABRICATION	36.00	Box of washers for the MALVERN sign	fw	fw	OP	VB
2152	20/06/2023	P & R ALARMS	491.40	Alarm monitoring and maintenance at 28-30 Belle Vue Terrace 9/5/23 - 8/11/23	fw	fw	OP	VB
2153	20/06/2023	PPL PRS LTD	452.20	Music licence for Bands in the Park, Kings Coronation and Armed Forces Day 2023	fw	fw	OP	VB
2154	20/06/2023	PRINCIPAL HYGIENE SYSTEMS LTD	868.46	Washroom services 28-30 Belle Vue Terrace 1/4/23 - 30/9/23 and cleaning products, toilet rolls, hand towels and black sacks	fw	fw	OP	VB
2155	20/06/2023	PURCHASE POWER	107.00	£100 credit for the franking machine and transaction fee	fw	fw	OP	VB

Bank Details on file

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (Initials)	Authorisation Given (Initials)
2156	20/06/2023	READY RENT LTD	15.00	Hire of a cement mixer for the installation of MALVERN sign in Rose Bank Gardens	<i>fw</i>	<i>fw</i>	<i>pp</i>	<i>KB</i>
2157	20/06/2023	RICHARD GODSALL BUILDING	4350.00	Resurfacing of car park areas at Monksfield Lane Allotments	<i>fw</i>	<i>fw</i>	<i>pp</i>	<i>KB</i> Bank details checked
2158	20/06/2023	1ST MALVERN BOYS BRIGADE	1400.00	Large Grant agreed at Policy & Resources 3/5/23	<i>fw</i>	<i>fw</i>	<i>pp</i>	<i>KB</i>
2159	20/06/2023	ANDREW BURNEY	35.00	Refund of money paid for stall at Health & Wellbeing event part of the Mayor's Bonanza (event cancelled)	<i>fw</i>	<i>fw</i>	<i>pp</i>	<i>KB</i> Bank details checked
2160	20/06/2023	KERRY L GRIFFITHS	35.00	Refund of money paid for stall at Health & Wellbeing event part of the Mayor's Bonanza (event cancelled)	<i>fw</i>	<i>fw</i>	<i>pp</i>	<i>KB</i>
2161	20/06/2023	ANNIE BEATTY	35.00	Refund of money paid for stall at Health & Wellbeing event part of the Mayor's Bonanza (event cancelled)	<i>fw</i>	<i>fw</i>	<i>pp</i>	<i>KB</i>
2162	20/06/2023	MRS J RAE	35.00	Refund of money paid for stall at Health & Wellbeing event part of the Mayor's Bonanza (event cancelled)	<i>fw</i>	<i>fw</i>	<i>pp</i>	<i>KB</i> Bank details checked
2163	20/06/2023	CENTRE FOR WELLBEING	35.00	Refund of money paid for stall at Health & Wellbeing event part of the Mayor's Bonanza (event cancelled)	<i>fw</i>	<i>fw</i>	<i>pp</i>	<i>KB</i>
2164	20/06/2023	SOUTH WEST WILDLIFE FUNDRAISING LTD	35.00	Refund of money paid for stall at Health & Wellbeing event part of the Mayor's Bonanza (event cancelled)	<i>fw</i>	<i>fw</i>	<i>pp</i>	<i>KB</i> Bank details checked
2165	20/06/2023	MRS R J FLOYD	35.00	Refund of money paid for stall at Health & Wellbeing event part of the Mayor's Bonanza (event cancelled)	<i>fw</i>	<i>fw</i>	<i>pp</i>	<i>KB</i> Bank details checked
2166	20/06/2023	THE HAPPINESS COACH WORLD LTD	35.00	Refund of money paid for stall at Health & Wellbeing event part of the Mayor's Bonanza (event cancelled)	<i>fw</i>	<i>fw</i>	<i>pp</i>	<i>KB</i>
2167	20/06/2023	COMMUNITY ACTION	35.00	Refund of money paid for stall at Health & Wellbeing event part of the Mayor's Bonanza (event cancelled)	<i>fw</i>	<i>fw</i>	<i>pp</i>	<i>KB</i>
2168	20/06/2023	CATHLEEN CLARKE	35.00	Refund of money paid for stall at Health & Wellbeing event part of the Mayor's Bonanza (event cancelled)	<i>fw</i>	<i>fw</i>	<i>pp</i>	<i>KB</i> Bank details checked
2169	20/06/2023	CLOUD NINE SUPPORT LTD	35.00	Refund of money paid for stall at Health & Wellbeing event part of the Mayor's Bonanza (event cancelled)	<i>fw</i>	<i>fw</i>	<i>pp</i>	<i>KB</i> Bank details checked
2170	20/06/2023	ELEANOR M MCRORIE	35.00	Refund of money paid for stall at Health & Wellbeing event part of the Mayor's Bonanza (event cancelled)	<i>fw</i>	<i>fw</i>	<i>pp</i>	<i>KB</i> Bank details checked
Total Payments:			19,596.24					

19,596.24

Councillor Authorisation for Payment

1) *John Davis* 20/6/23.  
2) *[Signature]* 20/6/23

**Malvern Town Council  
Online Banking Payment Schedule**

**27 June 2023**

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
2171	27/06/2023	BHGS LTD	120.00	20 brackets for hanging baskets	DEM	AR	DP	VJB
2172	27/06/2023	BLUE BIRD CATERING	38.50	35 cakes for Guide Dog cheque presentation at bands in the park 11 June 2023	DEM	AR	DP	VJB
2173	27/06/2023	BRITISH TELECOMMUNICATIONS PLC	1224.01	Quarterly telephone, internet and line charges - 28-30 Belle Vue Terrace and Great Malvern Cemetery	DEM	AR	DP	VJB
2174	27/06/2023	BRITISH GAS	49.50	Electricity charges Link Church Clock 22/4/23 - 14/6/23	DEM	AR	DP	VJB
2175	27/06/2023	(AE Hodgetts) EDCO MECHANICAL SERVICES	495.00	Repairs to leaking toilet and removal of mould at Dukes Meadow pavilion	DEM	AR	DP	VJB
2176	27/06/2023	HOUSEKEEPERS OF MALVERN	592.00	Cleaning contract 23/5/23 - 20/6/23	DEM	AR	DP	VJB
2177	27/06/2023	KEITH T PRICE CONSTRUCTION LTD	10500.00	Supply and fit metal cladding to wall of bus shelter outside Rose Bank Gardens	DEM	AR	DP	VJB
2178	27/06/2023	RICHARDS LEACH'S STREET BAND	450.00	Bands in the park programme 4/6/23	DEM	AR	DP	VJB
2179	27/06/2023	MHDC-NNDR	165.00	Council tax middle flat at rear of 28-30 Belle Vue Terrace - June 2023 (unoccupied)	DEM	AR	DP	VJB
2180	27/06/2023	MODULEK LTD	15322.80	Planning, design and submission of application for new community building at Victoria Park	DEM	AR	DP	VJB
2181	27/06/2023	NPOWER	46.83	Electricity charges former water feature Hampden Road - May 2023	DEM	AR	DP	VJB
2182	27/06/2023	ONE STOP PROMOTIONS LTD	15.54	5ft x 3ft Armed Forces Day Flag	DEM	AR	DP	VJB
2183	27/06/2023	PAPERSTATION LTD	173.15	Stationery May 2023	DEM	AR	DP	VJB
2184	27/06/2023	PITNEY BOWES LTD	150.85	Quarterly rental of the franking machine 1/7/23 - 30/9/23	DEM	AR	DP	VJB
2185	27/06/2023	RHYTHM MACHINE (Louise P Sage)	400.00	Bands in the park programme 18/6/23	DEM	AR	DP	VJB
2186	27/06/2023	SCREWFIX (TRADE UK)	59.47	10 Jubilee clips for hanging baskets and SDS drill and tech screws for Rose Bank Gardens	DEM	AR	DP	VJB
2187	27/06/2023	WATER PLUS LIMITED	9.66	Water charges Dukes Meadow 3/5/23 - 3/6/23	DEM	AR	DP	VJB
2188	27/06/2023	WATER PLUS LIMITED	93.84	Water charges cemetery office 11/4/23 - 11/6/23	DEM	AR	DP	VJB

Bank debit checks VJB  
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IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
2189	27/06/2023	YARD HOUSE PLANTS <i>AR</i>	5148.00	220 x 16" hanging baskets, 20 x 20" hanging baskets and 10 x half moon baskets - Malvern in Bloom	<i>DEH</i>	<i>AR</i>	<i>DP</i>	<i>KB</i>
2190	27/06/2023	PORTAL PLAN QUEST LTD	988.00	Planning application fee for a new community building in Victoria Park	<i>DEH</i>	<i>AR</i>	<i>DP</i>	<i>KB</i>
2191	27/06/2023	GUIDE DOGS	8301.84	Money collected by MTC for the Mayor's charity 2022/23	<i>DEH</i>	<i>AR</i>	<i>DP</i>	<i>KB</i>
		Total Payments:						

44,343.99

Councillor Authorisation for Payment

1) *Devered* 27/6/2023  
 2) *AR* 27/06/2023

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

**to be held on Thursday 7 September 2023 at 6.00 pm  
in the Council Chamber, Belle Vue Terrace, Malvern**

**REVIEW AND PRIORITISATION OF THE TOWN COUNCIL'S  
AIMS AND OBJECTIVES**

**1. Purpose of report**

- 1.1. For review and recommendation to Full Council.

**2. Recommendations**

- 2.1. Committee is asked to review, moderate and prioritise the Town Council's current long-term aims and objectives (as attached at Appendix A to this report) and make recommendations to Full Council.
- 2.2. Committee is asked to review, moderate and prioritise the Town Council's short-term aims and objectives (as attached at Appendix B to this report) and to update them for an 18-month period from 1 October 2023 to 31 March 2025.

**3. Background**

- 3.1. Each year the Council reviews and agrees a set of long-term and short-term objectives, which are then risk-assessed as part of the Council's annual internal audit process.
- 3.2. The last review of Town Council objectives took place in January/February 2023.
- 3.3. As part of the internal audit work for the financial year 2022/23, the Council's internal auditor, Duncan Edwards, made the following comment on the matter of risk management against aims and objectives:

*"In order to measure the Council's performance against its aims and objectives (long and short term) the process for setting these could be further developed to establish and define more specific measurable outputs (performance targets) that collectively support and demonstrate the attainment of the desired outcome, or progress made.*

*The Council may need to moderate the number of aims and objectives and therefore performance targets, focussing on the areas of greatest importance, to ensure they are challenging but achievable, and to set some over a number of years where delivery is longer term.*

- 3.4. Following a notice of motion, Council agreed in June that delegations be given to Policy and Resources Committee to review the Town Council's aims and objectives and prioritise them.
- 3.5. The Council has just entered a new four-year term and with many new councillors having been elected or co-opted, officers suggest that it may be a good time for an overhaul of the Council's objectives to ensure that they are SMART – Specific, Measurable, Achievable, Relevant and Timebound.

**4. Financial Implications**

4.1. None pertaining to this report.

**5. Legal Implications**

5.1. As part of the Council's Annual Governance and Accountability Return, one internal control objective requires the Council to assess the significant risks to achieving its objective and review the adequacy of arrangements to manage these.

End  
Linda Blake  
Town Clerk

	Long Term Aims and Objectives – 1 April 2022 until 31 March 2027	Identifiable ways of achieving the Council's aims and objectives
1.	<u>Performance of statutory powers and duties</u>	
	The Town Council will:	
a)	maintain and aim to improve, year on year, the delivery of Town Council services.	
b)	commit to the Malvern council taxpayer to provide efficient, effective and best value services for Malvern.	Robust annual budgeting process
c)	continue working with other groups and agencies when determining the future roles and responsibilities of the Town Council within the Malvern area.	
d)	review each of the Town Council policies at least every four years.	Creation of timetable scheduling reviews
2.	<u>Improvement of operational standards</u>	
	The Town Council will:	
a)	ensure all Council-owned and leased land and property are maintained to the highest possible standard.	Management implementation of regular inspections and reports where necessary
b)	ensure the Council maintains its visible presence to the highest possible standard.	Ensure Town Council operatives wear identifiable uniform Management prioritisation of specific sites and areas
c)	work with appropriate local authorities and others to ensure, where possible, that the management of public realm <sup>1</sup> in Malvern remains in public ownership and is managed to the highest possible standard.	
3.	<u>Promotion of Malvern and its events</u>	

<sup>1</sup> Public realm is any space in the built environment that is free and open to everyone, including streets, squares, forecourts, parks and open spaces, and space between and within buildings that is publicly accessible.

	The Town Council will:	
a)	ensure that its role and achievements in Malvern are well promoted by utilising the full range of promotional media.	
b)	raise the profile of Malvern by the development of Malvern Town Council assets/services and other initiatives.	
4.	<u>Consideration of planning and development matters</u>	
	The Town Council will:	
a)	continue to assume a greater role in planning matters and consider and comment on both minor and major planning applications.	Planning consultations listed as a regular item on Operations and Planning Committee meetings agenda
b)	make relevant representations at all stages of the planning process where it is considered appropriate, especially at local planning authority meetings, in line with current council policies and priorities.	To include environmental considerations and policies where appropriate
c)	review the Neighbourhood Plan as required and in line with ongoing reviews of the South Worcestershire Development Plan Review (SWDPR).	Employment of neighbourhood plan consultant
d)	review developments in the South Worcestershire Development Plan Review (SWDPR) and other government proposals which may relate to planning, and respond as appropriate, in line with current council policies and priorities.	
e)	continue to contribute towards, and where appropriate engage and comment on, local transport policy and services in Malvern, through Worcestershire County Council (WCC).	
f)	utilise important contributions from residents as part of the Neighbourhood Plan and work with partner organisations to address important non land-based issues and develop and action plans accordingly.	

	Short Term Aims and Objectives – 1 April 2023 until 31 March 2024	Plans for future action to be taken
1.	<u>Performance of statutory powers and duties</u>	
a)	to enhance the current good working relationship with Malvern Hills District Council (MHDC), Worcestershire County Council (WCC) and other appropriate bodies to provide efficient and effective services in Malvern.	Regular MHDC liaison meetings MHDC/WCC councillor invitations to Full Council meeting Joint working where possible
b)	to carry out benchmarking to ensure services provided under Council contracts are as efficient as possible.	Regular review of value achieved and securing of price comparisons
c)	to regularly review suppliers and expenditure by supplier to ensure that the Town Council continues to obtain the best value for money on its purchases, this to be carried out by the Policy and Resources Committee.	Report to be taken to P&R meeting, August 2023
2.	<u>Improvement of operational standards</u>	
a)	to encourage the improvement and better maintenance of pavements, highways, footpaths and Public Rights of Way (PROW) within the town through liaison with WCC and MHDC where appropriate and to encourage the public to report any issues to the Town Council so that these can be forwarded to the appropriate County or District Councillor for action to be taken.	Issues reported as appropriate
b)	to review the amenities at Victoria Park and take appropriate action to reduce anti-social behaviour.	New task and finish group has been set up to evaluate and review plans for a new facility at Victoria Park
c)	to ensure that all Town Council operations and practices are carried out in a manner consistent with the needs of Health and Safety, and in accordance with the government guidelines current at that time.	Health and safety policy in place and due to be reviewed Regular staff training
3.	<u>Promotion of Malvern and its events</u>	
a)	to continue to investigate ways of making certain events more cost-effective through increased involvement of volunteers and exploring sponsorship links.	Officers will seek to secure sponsorship for events where possible, particularly those linked to the Mayoral charity

		Volunteers secured through council/ charities/ local groups																				
b)	to continue to promote the Town Council’s work through the production and distribution of at least three newsletters per year.	Three newsletters issued in 2022/23 Plans to achieve the same in 2023/24																				
c)	<table><tr><td>to continue the following annual events as agreed as part of the budget for 2023/24</td><td></td></tr><tr><td>Health &amp; Wellbeing Fair/Mayor’s Peaks Challenge</td><td>29 April</td></tr><tr><td>Bands in the Park programme</td><td>7 May - 17 Sep</td></tr><tr><td>Armed Forces Day</td><td>25 June</td></tr><tr><td>Heart of England in Bloom</td><td>June/July</td></tr><tr><td>The Mayor’s Bonanza</td><td>27 August</td></tr><tr><td>Armistice Day</td><td>11 November</td></tr><tr><td>Remembrance Sunday</td><td>12 November</td></tr><tr><td>Christmas Festival</td><td>25 November</td></tr><tr><td>Christmas Charity Concert</td><td>15 December</td></tr></table>	to continue the following annual events as agreed as part of the budget for 2023/24		Health & Wellbeing Fair/Mayor’s Peaks Challenge	29 April	Bands in the Park programme	7 May - 17 Sep	Armed Forces Day	25 June	Heart of England in Bloom	June/July	The Mayor’s Bonanza	27 August	Armistice Day	11 November	Remembrance Sunday	12 November	Christmas Festival	25 November	Christmas Charity Concert	15 December	Officers are well into the planning stages of events for 2023/24. Reports will be issued to Operations and Planning Committee as required  Steering groups will assist in the organisation of Malvern in Bloom and Christmas
to continue the following annual events as agreed as part of the budget for 2023/24																						
Health & Wellbeing Fair/Mayor’s Peaks Challenge	29 April																					
Bands in the Park programme	7 May - 17 Sep																					
Armed Forces Day	25 June																					
Heart of England in Bloom	June/July																					
The Mayor’s Bonanza	27 August																					
Armistice Day	11 November																					
Remembrance Sunday	12 November																					
Christmas Festival	25 November																					
Christmas Charity Concert	15 December																					
4.	<u>Consideration of planning and development matters</u>																					
a)	to set up a new Task and Finish Group to review the Neighbourhood Plan, following the SWDP review.	Due to the specialised nature and time constraints relating to this project, it would be beneficial to employ an outside consultant to assist with this project.																				
b)	To encourage all councillors to participate in training on planning matters to assist all in understanding planning policy and to signpost opportunities for them to undertake this.	Training to be made available for all councillors after the May 2023 elections.																				
c)	to work with MHDC and community groups to take the lead in establishing a community design group that can be involved in the planning process, engaging the wider community.	No progress on this, potential resource implications																				
d)	to strongly encourage MHDC to introduce a simplified process to ensure that properties can be placed on a local list to provide protection for appropriate buildings.	Continuation of lobbying of MHDC via liaison group meetings																				

e)	to assist in securing the future of Malvern Hills College as a continuing educational and community asset.	Continue to have a Town Council representative at the steering group
5.	<u>Training and accessibility</u>	
a)	to continue an annual appraisal process and allow opportunities for officers to speak to the Policy and Resources Committee as necessary.	This has lapsed since the covid pandemic but new timetable to be implemented after next elections
b)	to continue to update and develop the Member's Handbook, focusing on useful information for new members and a useful synopsis of all the main information points.	Review and update for handbooks to be issued after May 2023 elections
6.	<u>Environmental impact on Town Council operations</u>	
a)	to work to provide recycling bins in suitable locations throughout the town where practical and to encourage use of these recycling bins.	Work in partnership with MHDC to discuss and agree suitable sites for new recycling bins
b)	To purchase 'greener' (electric) vehicles to support the provision of service by Malvern Town Council.	Purchase of new electric vehicle scheduled for April 2023
c)	to consider, and use wherever possible, energy saving and efficient practices in the development of new Town Council buildings and the refurbishment of current buildings.	Annual review of the Town Council's environmental policy due in November 2023
7.	<u>Community Engagement</u>	
a)	to establish a Community Engagement Strategy setting out how Malvern Town Council can better engage with the local community to ensure issues of concern are communicated and addressed.	To be considered and agreed by Full Council

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

**to be held on Thursday 7 September 2023 at 6.00 pm  
in the Council Chamber, Belle Vue Terrace, Malvern**

**REVIEW OF SUPPLIERS, AND EXPENDITURE BY SUPPLIER**

**1. Purpose of report**

- 1.1. For noting and comment where necessary.

**2. Recommendations**

- 2.1. Policy and Resources Committee is asked to note the review of Town Council suppliers, and expenditure by supplier as attached at Appendix A to this report.

**3. Background**

- 3.1. One of the Council's short-term aims and objectives is to regularly review suppliers and expenditure by supplier to ensure that the Town Council continues to obtain the best value for money on its purchases, this to be carried out by the Policy and Resources Committee.
- 3.2. The Town Council has paid money to approximately 200 suppliers in the last twelve months. Expenditure per supplier has ranged from £7 to £42,264 and has included both regular suppliers as well as those used for one-off purchases of projects.
- 3.3. Officers have created a spreadsheet to review the fifty suppliers with the highest levels of expenditure in the period 1 July 2022 to 30 June 2023. Details have been added as to the nature of the expenditure, whether it is a contract, one-off purchase, or regular supplies, how costs are controlled and whether a review date is in place (see Appendix A).
- 3.4. Suppliers include those who are used for large one-off projects, those used regularly for supplies, ongoing contracts and individual smaller purchases. They also include utility providers. In some cases the nature of the supply may mean that it is not feasible to source another supplier.
- 3.5. The Town Council's Financial Regulations state the following:
- Orders over £500 and below £2,500 – at least two quotations should be obtained where possible but at the RFO's discretion where not possible.
  - Amounts of over £2,500 – at least three quotations where possible, but at the RFO's discretion where not possible.
- 3.6. The Town Clerk has delegations for revenue expenditure of items below £10,000 and contracts up to £25,000 although in practice most items of expenditure over £10,000 are reported to committees.
- 4. Financial Implications**
- 4.1. 198 suppliers over the last twelve months have accounted for expenditure of £397,688. The top fifty suppliers have accounted for £336,963 of this amount.

**5.     Legal Implications**

- 5.1.     The Annual Governance and Accountability Return requires Council to make proper arrangements and accept responsibility for safeguarding the public money and resources in its charge; this includes review and management of suppliers.

End  
Linda Blake  
Town Clerk

	SUPPLIER NAME	ANNUAL SPEND	NATURE OF EXPENDITURE	CONTRACT / ONE - OFF PURCHASE	CONTRACT REVIEW DATE IF APPLICABLE
1	Modulek Ltd	42,264	Costs in connection with the new community hub building at Victoria Park	After detailed tender process, contract awarded to Modulek.	N/A
2	Malvern Hills DC NNDR	20,168	Business Rates for various sites	Business rates are set by MHDC annually	N/A
3	James Hallam Ltd	18,551	Combined Commerical Policy and Motor Insurance	Current one year contract expires 31 July 2024	June 2024
4	Jerry Widdas	16,795	Refurbishment of Michael Crescent Play Area and various repairs	One off project agreed by OAP Committee August 2022 - three quotes received	N/A
5	British Gas	16,513	Gas and electricity contracts for various sites	Various fixed and variable tariffs	On-going
6	A L B Services	16,070	Installation, dismantling and repairs to Christmas Lights	Three year contract in place December 2022 until January 2025	February 2025
7	Citizens Advice South Worcestershire	16,000	Three Year Community Support Grant	Current agreement 1 April 2021 until 31 March 2024	November 2023
8	Tallis Amos Group Ltd	14,687	New John Deere Mower	One-off project agreed by Full Council May 2022 - three quotes received	N/A
9	Malvern Hills District Council	13,154	Cost of running elections, wheelie bin hire and hire of Council Chamber	Supplies necessitate use of this supplier as no alternatives exist, except with regard to room hire	N/A
10	Community Action	10,974	Community Support Grant and one off mini-bus charge	Grant agreed annually by P and R Committee and currently being paid monthly	November 2023
11	FBC Manby Bowdler LLP	9,600	Legal fees	Hourly rates agreed and charged as required on an on-going basis	N/A
12	Keith T Price Construction Ltd	8,750	Metal cladding for bus shelter outside Rose Bank Gardens	One off project agreed by P and R Committee November 2022 - one quote only received	N/A
13	Network Fencing and Landscaping	7,890	Fencing project at Rose Bank Gardens and repairs to fencing at Townsend Way	One-off project - three quotes obtained under officer delegations	N/A
14	Quintech Computer Systems Ltd	7,798	IT Support and Licences as required	On-going contract	January 2024

	SUPPLIER NAME	ANNUAL SPEND	NATURE OF EXPENDITURE	CONTRACT / ONE - OFF PURCHASE	CONTRACT REVIEW DATE IF APPLICABLE
15	M Middleton Welding & Fabrication	7,130	New Canopy for bus shelter outside of Rose Bank Gardens	One off project agreed by OAP Committee February 2022 - one quote only received	N/A
16	Ledbury Plant Hire	6,770	Hire of Gravedigger	Three year contract in place April 2021 until March 2024	January 2024
17	Yard House Plants	6,236	Spring Bedding October 2022 and Hanging Baskets / Troughs June 2023	Annual bedding tender sent out in November / December each year. Agreed by OAP if less than three quotes received	October 2023
18	Leigh Sinton Garden Machinery Ltd	5,992	New Electric Tool Package	One off project agreed by OAP Committee April 2023 - two quotes received	N/A
19	Housekeepers of Malvern Ltd	5,888	Cleaning Contract - Belle Vue and Great Malvern Cemetery	On-going contract	To be reviewed when BVT purchase complete.
20	Water Plus Limited	5,594	Water and drainage costs across Town Council sites	On-going contracts	N/A
21	Worcestershire CALC	5,060	Two years of advisory body membership and training courses	Membership agreed by Annual Council in May	May 2024
22	FuelGenie Business Account	4,774	Fuel for vans	On-going contract	N/A
23	Octopus Energy	4,449	Gas and electricity contracts for various sites	Various fixed and variable tariffs	On-going review process
24	Richard Godsall Building & Civil Engineering	4,350	Resurfacing of car parks at Monksfield Lane Allotment Site	One-off project agreed by OAP Committee Jan 2023 - three quotes received	N/A
25	WFL (UK) Ltd	4,180	White diesel for operational machinery	Price per litre quoted at each purchase	On-going review process
26	N Power	4,022	Gas and electricity contracts for various sites	Various fixed and variable tariffs	On-going review process
27	Broadleaf Tree Care Specialists	4,000	Tree surgery works - various	Quote received for each individual job	Prices tested once every 18 months
28	JC Blacksmithing	3,960	Steel letters for Malvern Sign in Rose Bank Gardens	Three quotes presented to task and finish group in December 2022	N/A

	SUPPLIER NAME	ANNUAL SPEND	NATURE OF EXPENDITURE	CONTRACT / ONE - OFF PURCHASE	CONTRACT REVIEW DATE IF APPLICABLE
29	British Telecommunication Plc	3,911	Telephone Line rental and call charges	Only contract option currently	To be reviewed when office move takes place
30	E. Purslow & Son Ltd	3,905	Tarmacing of footpath at Dukes Meadow	One-off project agreed by OAP Committee Oct 2022 - two quotes received	N/A
31	Caple Limited	3,189	New curved seat for Rose Bank Gardens	One-off project with costs covered by sponsorship	N/A
32	Sight Designs Ltd	2,658	Gas Lamp Maintenance Contract	On-going contract with only one local supplier due to specialised nature of work	N/A
33	Barnard's Green Cricket Club	2,500	Large Grant	Large grant awarded by Policy and Resources Committee	N/A
34	Bike 2 Work Scheme	2,344	Electric Bike purchased for Town Council Employee using Bike 2 Work Scheme	Town Council agreed Policy, employees choose their own bike but must be purchased through Bike 2 Work Scheme	N/A
35	Sage (UK) Limited	2,207	Support for SAGE accounting package	SAGE is the current accounting package in use at MTC	N/A
36	All About Magazines	2,115	Delivery of Town Council newsletters	On-going contract with only one local supplier due to specialised nature of work	N/A
37	Design in the Shires	1,941	Monthly website support	New on-going agreement from August 2022	August 2024
38	The Polycarbonate Store	1,927	Polycarbonate for bus shelter canopy outside of Rose Bank Gardens	One-off project - three quotes obtained under officer delegations	N/A
39	DKE Audit Services	1,750	Internal Audit Contract - 1 year	Initial two year contract has now been extended by Audit Committee for a further two years	May 2025
40	I P Skipp Agricultural Engineers Ltd	1,732	Repair and maintenance of machinery	Quote received for each individual job	On-going review
41	Frank P Matthews Ltd	1,665	Fruit trees for Greenfields Road and Yates Hay green and open spaces	One-off project - two quotes obtained under officer delegations	N/A

	SUPPLIER NAME	ANNUAL SPEND	NATURE OF EXPENDITURE	CONTRACT / ONE - OFF PURCHASE	CONTRACT REVIEW DATE IF APPLICABLE
42	Colwall Stone	1,625	Insurance Claim - repairs to wall and railings Victoria Park	One-off insurance claim with one quote received.	N/A
43	PKF Littlejohn LLP	1,600	External Audit Contract - 1 Year	External Auditor appointed externally	N/A
44	HZ Entertainment Ltd	1,575	Land zorbing arena for Mayor's Bonanza 2022	One-off cost but multiple quotes obtained for variety of activities under officer delegations	N/A
45	British Gas Trading - Centrica - SAR AR	1,525	Gas costs for Gas Lamps	On-going contract at preferable rates	N/A
46	EDCO Mechanical Services	1,495	Plumbing works at various sites	Quote received for each individual job	On-going review based on cost
47	Principal Hygiene Systems Ltd	1,464	Hygiene Contract - Belle Vue Terrace and Great Malvern Cemetery	On-going contract renews annually in April	March 2024
48	Gown Engineers Ltd	1,450	Site report - Rose Bank Gardens	Limited choice of supplier due to specialised nature of work	N/A
49	Stage Services Event Production	1,400	PA System, staging and generator for Mayor's Bonanza 2022	Three quotes received under officer delegations	Reviewed annually
50	P & R Alarms Ltd	1,365	Alarm and fire maintenance costs	On-going contract renews annually in January	December 2023