



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

**For meeting on Wednesday 1 November 2023 at 6.00 pm
Council Chamber, Belle Vue Terrace**

MALVERN TOWN COUNCIL

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



25 October 2023

townclerk@malvern-tc.org.uk
Tel: 01684 566667

MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Policy and Resources Committee (Quorum 5):

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 Wednesday 1 November 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.	Apologies for Absence To receive and note apologies for absence
2.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Policy and Resources Committee meeting: ➤ 4 October (previously circulated)
Public Participation <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	Large Grants Scheme, 1st Round 2023/24 – Jack's Place Care CIC ➤ Report PR01/23 to follow
5.	Large Grants Scheme, 1st Round 2023/24 – Perfect Circle Theatre Group ➤ Committee discussion

6.	Review and Prioritisation of the Town Council's Aims and Objectives <ul style="list-style-type: none"> ➤ Committee discussion
7.	Dignity at Work Policy <ul style="list-style-type: none"> ➤ Report PR02/23 to follow
8.	Quarterly Accounts – 2nd Quarter to 30 September 2023 <ul style="list-style-type: none"> ➤ Report PR03/23 to follow ➤ Cash Report Ref CR1 July, August, September 2023 ➤ Internet banking schedules July, August, September 2023
9.	Budget Discussion Document 2024/25 <ul style="list-style-type: none"> ➤ Committee discussion on factors to be included and/or considered in the budget for 2024/25 ➤ Report PR04/23 to follow
10.	Date and Time of Next Meeting <ul style="list-style-type: none"> ➤ Wednesday 22 November 2023 at 6.00 pm
Exclusion of the Press and Public <i>To resolve pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i>	
11.	Administration Staffing Resources <ul style="list-style-type: none"> ➤ Report PR05/23 to be handed out at the meeting

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

**held in the Council Chamber, Belle Vue Terrace, Malvern
on Wednesday 4 October 2023 at 6.00 pm**

Councillors

I Dawson (Chair)
C Fletcher (Vice-chair)
S Austin (substitute for Cllr Houghton)
M Birks
M Jones (from 6.10pm)
J MacLusky
K Newbigging

Absent

N Houghton (apologies)
C Lee
R McLaverty-Head (apologies)

Also in attendance

Linda Blake - Town Clerk
Louise Wall – Minute Clerk
Cllr Clive Hooper (Mayor)
Chris Bassett, Coach House Theatre
Tony Palmer, Men's Shed
Richard Potter, Men's Shed

25. APOLOGIES FOR ABSENCE

Apologies for absence from Cllr Nick Houghton and Ronan McLaverty-Head were **NOTED**. Cllr Nick Houghton had substituted Cllr Sean Austin.

26. DECLARATIONS OF INTEREST

Agenda item 4, Small Grants Scheme, 1st Round 2023/24

- Cllr Marilyn Birks – has worked with the programme development manager at Everybody Dance

Agenda item 5, Large Grants Scheme, 1st Round 2023/24

- Cllr Marilyn Birks – member of the Coach House Theatre
- Cllr Karen Newbigging – member of Malvern Joggers, which uses the facilities at Malvern Rugby Club
- Cllr Clive Fletcher – member of the Coach House Theatre
- Cllr Iain Dawson – member of Malvern Rugby and Football Club

Agenda item 6, Phoenix Theatre Collection, request for change of purpose of grant

- Cllr Marilyn Birks – knows the founder of Phoenix Theatre Collective

27. 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 7 September 2023.

PUBLIC PARTICIPATION

None. However, it was agreed that those attending the meeting in support of grant applications would speak under the relevant agenda item.

The Chairman announced that under Standing Order 1a he would be altering the order of business so that agenda item 5 'Large Grants Scheme, 1st Round' would be brought forward.

28. LARGE GRANTS SCHEME, 1ST ROUND 2023/24

Report PR02/23 was received and accepted.

Six qualifying large grant applications had been received. It was agreed that each application would be discussed before considering each award.

Malvern Theatre Players £2,390 – Mr Chris Bassett, Company Manager of the Coach House Theatre explained that the amount applied for was to fund free child tickets (up to age 14 years) for an outdoor performance of The Secret Garden in the summer 2024, as well as Christmas show tickets for disadvantaged children and a dementia-friendly Christmas show, and a small amount for publicity materials. The overall aim was that theatre would be made more accessible and available to those who may not ordinarily be able to afford or access performances.

Members questioned whether the performances would still be able to go ahead if a part grant was awarded, and how the events would be advertised.

Mr Bassett answered that the performances would be able to go ahead, but only if the additional funds could be gained from the Theatre Players. Advertising would be across all platforms but the council would only be billed for actual money spent.

Mr Bassett left the meeting at 6.15pm.

Malvern Men's Shed £1,800 – Tony Palmer explained how the Men's Shed movement began in Australia and quickly spread to twelve countries. The UK currently has over 900 groups, all providing a meeting space for predominantly men, but also for women. It had been proven that men in particular find it difficult to cope with loneliness and isolation, which can follow retirement, divorce or bereavement. The Malvern Men's Shed has seen improvement in the mental health and wellbeing of attendees through its friendly and inclusive atmosphere. The grant would enable the purchase of a dust extraction system to improve the air quality, a table saw to replace an older one that had been donated but was not very safe, and a pyrography kit – a portable 'heated pen' that burns decorative patterns into wood.

Members asked how many people attended the Men's Shed, and across what age range, how it was linked to Community Action and how they would manage if the grant was not awarded.

Mr Palmer answered that the Malvern Men's Shed had 52 members ranging from age 60 to 85, but anyone over the age of 18 is welcome. If the grant was not awarded and the purchases could not go ahead, the Men's Shed could still operate but the air quality would be a concern.

Mr Palmer and Mr Potter left the meeting at 6.40pm.

What Makes You Different, Makes You Beautiful (WMYDMYB) £1,960 – no one from the organisation had attended the meeting but the grant application was to fund a wellbeing group family trip to Drayton Manor Park at Christmas, paying for coach hire and 52 entrance tickets. The charity's main aim was to see children with disabilities accepted within their community.

It was questioned how a trip to the theme park would aid this but members generally felt that being at the park itself was a type of integration, and it was important for the children and families, especially those who may be disadvantaged financially, to be able to take part in these activities.

Malvern Rugby and Football Club £2,500 – no one from the Rugby Club was in attendance at the meeting but the application was to fund the replacement of broken slabs in the outdoor space thereby improving safety of those using the club.

It was pointed out that the club's reserves were high but only £33.11 would be contributed by the club to the overall project cost of £2,533.11.

However, members agreed that the club space should be safe for people to use, not just rugby club members but also other groups who hired the facilities. It was confirmed that the project cost included labour and materials, not just the purchase of the slabs.

Jack's Place Care CIC £2,500 – no one from Jack's Place Care attended the meeting. The day care centre is for adults with learning difficulties based in Berrow. Although this is outside the Malvern area, the Town Clerk informed members that they could still award a grant if sufficient numbers of Malvern residents would benefit, and subject to the application generally being satisfactory. The grant would fund refurbishment and redecoration of the clients cabin room, fitting it out with furniture, toilet facilities and some funding towards refreshments for visitors.

It was noted that reserves for this organisation were high. Members questioned who owned the field that the centre was sited on, and what timeframe covered the build of the centre.

Perfect Circle Theatre Group £2,240 – there were no representatives from the theatre group at the meeting. The application stated that the grant was for a one-off project that was linked to an annual programme and would fund workshops, bursary spaces and specific research on neurodiversity.

Members noted that theatre can play an important part in wellbeing but that this project could overlap with other theatre offerings in the area, and questioned who would benefit from this project. It was felt that more clarity was required on the purpose and benefits of this grant.

Members then considered the award of grants as follows:

It was **AGREED** to award a grant of £990 to The Coach House Theatre, being £520 for the Christmas show(s) for children, £320 for the dementia friendly Christmas show and £150 for publicity. The Coach House Theatre to be invited to apply to the 2nd round of the scheme in early 2024 for a grant of £1,400 for the performance of The Secret Garden.

It was **AGREED** to defer an award to Perfect Circle Theatre Group and to invite Lee Farley, Director of the group to attend a meeting of Policy and Resources Committee to explain what is involved in the annual National Theatre Connections Programme, and how this additional project fitted alongside this. Councillors also wished to know more about how the project benefits existing theatre members and Malvern residents.

It was **AGREED** to defer an award to Jack's Place Care CIC so that more details could be obtained including confirmation of who owns the field in which the cabin is sited, over what timescale the cabin had been built and exactly how many Malvern residents would benefit.

It was **AGREED** to award a grant of £1,800 to Malvern Men's Shed.

It was **AGREED** to award a grant of £1,960 to What Makes You Different Makes You Beautiful.

It was **AGREED** to award a part-grant of £1,250 to Malvern Rugby and Football Club leaving the club to match-fund the other 50% of the project cost.

29. SMALL GRANTS SCHEME, 1ST ROUND 2023/24

Report PR01/23 was received and accepted.

Four qualifying grant applications had been received.

Everybody Dance £500 – the grant would support a new project to put on ‘Tea Dances’ in Malvern over a twelve-month period, covering the cost of venue hire and refreshments. The tea dances would be aimed at elderly people living with dementia and long-term health issues and encourage interaction between them and younger people.

It was **AGREED** to award a grant of £500 to Everybody Dance.

Engage Malvern £500 – the application related to Malvern Festival of Ideas, and would be used to purchase equipment necessary to deliver a branding approach including festival flags, stage branding, signage, banners, backdrops, posters and printing.

It was **AGREED** to award a grant of £500 to Engage Malvern

The Elgar Chorale of Worcester £500 – a grant of £500 would contribute towards the cost of putting on a concert on 14 October which would be fundraising for new choir robes for the Priory choirs.

It was **AGREED** to reject the application as committee did not feel it offered enough benefit to Malvern residents as a whole.

Under Standing Order 3(x) it was agreed to extend the meeting by a further 15 minutes.

Zest for Life Conversation and Laughter £487.86 – the grant would purchase a panini maker and panini papers, to provide paninis to those attending the regular Zest for Life Conversation and Laughter sessions at the Octagon Centre.

It was **AGREED** to award a grant of £487.86 to Zest for Life.

30. PHOENIX THEATRE COLLECTIVE – REQUEST FOR CHANGE OF PURPOSE OF GRANT

Report PR03/23 was received and accepted.

The Town Clerk explained that the original grant award had been for a half-term holiday club in October 2022. However, a letter received by the council in August 2023 detailed how the grant had been spent on a different workshop. Grant rules state that if the award is not spent on the original purpose then a request for change of purpose must be applied for, to ensure a clear and transparent audit trail is in place.

The request for a change of purpose of grant was **AGREED**.

31. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting would be Wednesday 1 November 2023.

EXCLUSION OF THE PRESS AND PUBLIC

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

32. **OPERATIONAL STAFF – BENCHMARKING EXERCISE**

The Town Clerk gave a verbal report and following committee discussion, it was **AGREED** to approve the Town Clerk carrying out a benchmarking exercise regarding Operational Staff.

The meeting finished at 8.15 pm.

.....(Chairman)

DRAFT

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

**to be held on Wednesday 1 November 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

**LARGE GRANTS SCHEME – 1ST ROUND 2023/24
JACK'S PLACE CARE CIC**

1. Purpose of report

- 1.1. For decision.

2. Recommendation

- 2.1. Policy and Resources Committee is recommended to consider the large grant application from Jack's Place Care CIC alongside a presentation from Diane Thomson and Hannah James.

3. Background

- 3.1. Policy and Resources Committee considered requests for donations under the large grants scheme at its meeting on 4 October 2023.
- 3.2. When considering the application from Jack's Place Care CIC, Councillors felt that further information was required before a final decision could be made.
- 3.3. The Town Clerk wrote to the managing director inviting them to attend a future meeting of the Council's Policy and Resources Committee and requesting further details on the ownership of the land and facilities as well as the timescale for the overall project.
- 3.4. A copy of the Officers' marking scheme, and grant application are attached at Appendix A to this report. These provide guidance but it is the role of Policy and Resources Committee to decide whether to award funding.
- 3.5. Representatives from Jack's Place Care CIC will be in attendance at the meeting to give a short presentation and to answer any questions from committee members.
- 3.6. After evaluation by Officers, this application received 35 out of 45. The grant form was fully completed with all relevant information supplied, however a low mark has been given for the demonstration of significant benefit to Malvern residents. The reason for this is that this centre is located in Berrow, outside of the town area and currently only fifty residents of Malvern will benefit, 18 of which currently attend the centre on a daily basis.
- 3.7. Members are reminded that large grants should provide significant benefits both to the organisation and to residents of Malvern Town. Part grants or conditions of award can be considered if the committee feels these are appropriate.

4. Financial Implications

- 4.1. The Council set aside a total of £10,000 in its 2023/24 budget, for the payment of large grants.
- 4.2. To date, awards of £6,000 have been agreed by Committee, although it should be noted that this is the first of two grant windows in the current financial year.

5. Legal Implications

- 5.1. The Town Council has the power to award grants under sections 137, 142, 144 and 145 of the Local Government Act 1972 and section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 5.2. The Town Council can also award grants using the Power of General Competence.

End

Linda Blake
Town Clerk

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Jacks Place Care CIC
Amount Requested:	£2,500
Purpose of Grant:	Refurbishment and redecoration of client's cabin room in Berrow.
Time of Grant Application:	September 2023

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL		4		16	15
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				35	

MALVERN TOWN COUNCIL LARGE GRANT APPLICATION FORM

LARGE GRANTS are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

1. About your organisation	
Name of organisation:	Jacks Place Care CIC
Address:	Jacks Place Care CIC Tewkesbury Road Berrow Malvern, WR13 6AT
Nature of organisation:	<ul style="list-style-type: none"> • Jacks Place Care CIC is a Day Care Centre for adults with learning disabilities / mental health issues in Berrow, Malvern. We are based out on a beautiful farm in the Countryside. • We offer a bespoke indoor and outdoor based 'care therapy' service where clients can be away from home and engage in a range of social and recreational pursuits including creative activities, sports and physical activities, horticultural activities, gardening, cooking, feeding and looking after the animals and maintenance of the farm. We are always adding new activities and have recently engaged a visual artist to undertake more meaningful creative activities. • We promote social interaction, including opportunities for meetings between people who might not otherwise come into contact with each other – we enable and support healthy lifestyles through the provision of safe and accessible green infrastructure and we offer a range of creative and physical activities – a need that is not currently being met elsewhere –since the closure of the Cube in Malvern following covid. • We help to maintain a high quality of life for residents, some of whom have limited access to alternative facilities further afield. • We provide a sustainable form of transport with our minibus service which picks clients up from their homes within the District each morning and drops them back each afternoon – so not reliant on individual journeys by private car. • We do not have a website yet (in discussions with a web designer but we do have a Facebook page which is here Jacks Place Care Ltd Facebook)

Charity registration number (if applicable):		CIC registered 7 th July 2023. Company number is 9203416
VAT registration number (if applicable):		Not VAT registered
Date organisation established:		Jacks Place Care Ltd was established in 2008, but only became a CIC on 7 th July 2023
2. Contact details		
Contact name:	Hannah James	
Position within organisation:	Managing Director	
Correspondence address:	Jacks Place Care Tewkesbury Road Berrow WR13 6AT	
Daytime telephone:	07793 940812	
Email address:	jacksplace@live.com	

3. About your application

Amount requested (if above £2,500 please state specific reason for this):

£2,500

Briefly outline the reason for your application and how the amount requested will be spent:

Following the Covid pandemic and new clients coming on board, we needed to accommodate a bigger group, therefore needed to move to a larger premises. We therefore moved to an empty field in October 2022 and have spent the last 10 months undertaking a huge project to turn this field into a functioning day centre.

We need to urgently refurbish, renovate and redecorate our clients cabin room so that our service users and frequent visitors (we have regular visits from Cllr Jenny Watkins, St Richard's Hospice, Linda Price, community builder, social workers and care workers as well as our clients and their families) as well as volunteers (who we hope to engage in the New Year) can also enjoy and use our space. We need:

- Fire regulation sofas and seating
- Handrails purchased and fitted for our disabled clients and visitors
- A new toilet purchased and fitted (disabled)
- A new sink purchased and fitted (accessible)
- Safety feature taps purchased and fitted
- Funding towards the refreshments we provide for all our visitors (tea, coffee, milk, sugar, juice)

How will the grant benefit Malvern Town residents/the Malvern Town community?

We have x 18 regular clients who attend daily (between 9.30 and 4.30) Monday - Friday, 6 of whom live in Malvern.

We offer the only day care service in the area since the Cube in Malvern ceased their day care service following covid and we address some of the issues and barriers associated with being in a rural area – limited access to services, lack of infrastructure (internet connectivity and lack of transport), isolation and loneliness, fuel poverty, limited access to entertainment and cultural activities.

We also host free visits to elderly clients with dementia from Regents House Care home who love the freedom of our outdoor space and the feedback and impact on their residents and our clients has been so positive that we are receiving requests from other NH and RH homes to visit for therapy days. Please see a recent email from Regents House following their visit:

Dear Hannah

I just wanted to email you regarding Jack's Place.

Jack's Place is a place where people who can live with additional needs can be themselves in a serene environment surrounded by animals that offer no judgement but enhance the tranquillity of the place allowing opportunities for people to pet the animals which also induces calm.

Jack's Place is a place our residents who live with a dementia enjoy visiting and we were so impressed with the welcoming, calming environment.

Jack's Place is a little oasis that allows the best things to happen for people who live with additional needs

Kind regards

Activities coordinator Regent

Once the current building work we are undertaking has ceased, we will be offering and organising more therapy days to Malvern nursing and residential homes. We have an 18 seater community bus that we can transport them on, if they are unable to use their own transport and we are currently in discussions with Councillor Jenny Watkins on how our community bus and Jacks Place can be used to serve and help more Malvern residents.

Our vision for the future is growth and to collaborate with as many people and groups as possible – more nursing and residential homes, other Learning Disability day centres and groups, school children and children in looked after care, those isolated or struggling with loneliness or obesity, people with mental health issues and depression, adults with dementia and their families – we wish to become more of a well being centre and to provide yoga, Pilates, exercise classes, arts and crafts and horticultural therapy activities.. the list is endless!

We know the meaningful activities we offer, our beautiful space, our trained staff and our engaging clients can benefit the health and wellbeing of the Malvern Town community – we wish to foster a sense of more understanding, unity and build a stronger and more connected community.

How many residents of Malvern Town will benefit?

50

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

This grant holds immense potential for positive change for both our organisation and the residents of Malvern. This funding would not only strengthen our day service offer and well being for our clients, residents and visitors but also enhance the quality of our service.

We are going through a huge period of transformation and change and this funding would enable us to expand our reach and scope, empowering our infrastructure in the following ways:

Community Development – the grant would enable us to create a comfortable space aimed at community development and social interaction. Worcestershire's Learning Disability Strategy sets out the key priorities for learning disability services in the county. These include 'Living Well' which is about making sure people can have and keep good relationships, and making sure that people have worthwhile things to do in the daytime, evenings and weekends and can contribute to their communities. Jacks Place realises the aims and objective of this strategy. We promote opportunities for meetings between people who might not otherwise come into contact with each other, along with enabling and supporting healthy lifestyles.

Health and wellness and improve quality of life – the grant will help us support our clients health and wellbeing. We offer a range of creative and physical activities – a need that is not currently being met elsewhere – we help to maintain a high quality of life for residents, some of whom have limited access to alternative facilities further afield.

Cultural enrichment – Malvern Town boasts a rich tapestry of culture – this grant would promote more cultural understanding and help break down social and economic barriers – helping our communities to have purposeful days, being healthy (body and mind) being safe, working together, supporting each other, enabling good lives – all of these are key elements in the new Learning Disability strategy 2023 - 2028.

Environment, ecology & sustainability – we are also committed to improving the biodiversity and landscape resource of the site. Significant new tree planting is proposed as well as planting a wildflower meadow and a local bee keeper will be locating his hives onto our land in Spring, providing an essential pollinator role and supporting the habitats on site and in the surrounding rural landscape. We provide a sustainable form of transport with our minibus service which picks clients up from their homes within the District each morning and drops them back each afternoon – so not reliant on individual journeys by private car.

We are constantly asked about **volunteering opportunities**, and this will be a priority for 2024 – we will shortly be writing a volunteering strategy as well as a marketing and communications strategy as we know we are facing a period of huge growth and our local community are so keen to get involved. This funding will provide not just our clients, staff and visitors a comfortable space – but also our volunteers.

It is also important to note that without a service such as Jacks Place (the only day care facility in the District), many of our clients would live an isolated lifestyle with limited opportunities for social interaction and outdoor recreation in nature; the health benefits of which are well documented. We currently provide an essential service to the social and physical wellbeing of the disabled community within the District and would love to grow into more of a community well being hub – that is our vision for the future!

Have you received any grant funding from the Council in previous years? If so, please give details:

No

What is the planned delivery date for the project/activity?

31st March 2024

What arrangements are in place for the delivery and management of this project?

- We have a **project team and a project plan** – each of us have specific roles and responsibilities aligned with expertise.
- **Project Manager** – we have a project manager, Hannah James who is responsible for overall coordination, time management and communication between our stakeholders.
- **Timeline and milestones** – we have a project timeline with clear milestones (which is attached). This allows us to track progress and ensure the project is on schedule.
- **Communication channels** – to ensure effective communication, we have regular status update meetings, both internally and with our suppliers and other key stakeholders.
- **Risk management** – we have identified potential risks and established mitigation strategies. This helps us address any challenges that may arise during the course of the project.
- **Budget oversight** – we monitor all project costs (forecast / actuals) to ensure we stay within the allocated grant.
- **Stakeholder engagement** – we have identified key stakeholders and provide regular progress updates and opportunities for their input.
- **Quality assurance** – we are establishing a quality assurance process to ensure all project deliverables meet the established standards and expectations

- **Change management** – we are establishing a change management process to ensure we assess the impact, make informed decisions and communicate changes effectively
- **Reporting and documentation** – we are maintaining project documentation including project plans, minutes of meetings and progress reports which ensure transparency and accountability.

Our approach is designed to ensure efficient project delivery, effective communication and proactive management of any challenges that may arise.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

This initiative is not new for our organisation. We have successfully executed the project so far and have also successfully executed a similar project in the past (at our old location). There will be ongoing benefits to this initiative.

- Sustainability – we wish to establish a legacy – this will become part of our organisations history and will demonstrate our commitment to ensuring positive impacts.
- Brand visibility – we wish to make Jacks's Place more of a brand that our communities are aware of – we wish to host events (a big launch event in the Spring) to enhance our visibility and reputation to establish us as a reliable and committed entity within our community

4. Financial information

Total cost of your project:	£5,000
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What funding has been secured to date and from where?

N/A

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

- We have secured a portion of funds required for this project and will be writing a **fundraising strategy** that includes a mix of sources. This encompasses grants, corporate sponsorships, individual donations, fundraising events and partnerships with other organisations.
- We have recently become a CIC which enables us to apply for funding so we are actively pursuing **grant opportunities** that align with our objectives and scope of our project. We are busy preparing and applying for grant applications, highlighting the impact and importance of our work.
- **Online platforms** We will be launching Jacks Place on TikTok and Instagram in the New Year, with the aim of gaining a larger following / audience and start crowd funding

- We will be looking into more **partnership working opportunities** – our community bus is such a great asset and we would love for this to be used to help either raise funds, or bring in more residents who will enjoy our space and the activities we offer (pilates, yoga etc.)
- **Fundraising events** – our beautiful space is designed to engage the local community and stakeholders – these events will not only generate funds but also provide platforms and networking and build a sense of community around our cause.
- **Collaborative initiatives** – we are exploring opportunities to collaborate with other organisations that share our goals – joint initiatives can attract additional resources and amplify our impact.
- We are very fortunate to have the **support of local Councillors** who keep sending us information on local grants and encouraging us to apply (they advised us of this one!)

	Now	Previous year
Annual income	£159,488	£157,113
Annual expenditure	£162,921	£134,390
Surplus/loss for the year	(£3,433)	£44,075
Savings/reserves	£47,386	£50,819

5. Bank details

Does your organisation have its own bank account and manage its own funds?		<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	40 31 09		
Account number:	11896202		
Account name:	Miss Hannah James		

6. Supporting information to be included

	Attached
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	✓
A list of those involved in running the organisation, including trustees if appropriate.	✓
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	✓
A recent bank statement in the name of the organisation.	✓
A business plan or other similar document showing future plans for the organisation.	✓

7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	Hannah James
Signature	
Date:	5th September 2023

Please submit your application by emailing it along with required supporting documents to Deborah Powell: dpowell@malvern-tc.org.uk

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

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

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

**to be held on Wednesday 1 November 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

DIGNITY AT WORK POLICY

1. Purpose of report

- 1.1. For decision.

2. Recommendation

- 2.1. Policy and Resources Committee is recommended to consider adopting the Dignity at Work Policy (attached at Appendix A) as an update to the Council's current anti-harassment and bullying policy (employees).

3. Background

- 3.1. The Dignity at Work Policy is a new governance document which has been developed by the project team at NALC.
- 3.2. This policy would replace any previous bullying and harassment policy. It encompasses behaviours beyond bullying and harassment and zero tolerance to deal with concerns before they escalate.
- 3.3. Committee is asked to consider the policy, make any amendments as necessary and consider a recommendation to Full Council.

4. Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

- 5.1. None pertaining to this report.

End

Linda Blake
Town Clerk



MALVERN TOWN COUNCIL

DIGNITY AT WORK POLICY

MALVERN TOWN COUNCIL

DIGNITY AT WORK POLICY

1. Introduction

- 1.1. This policy replaces Malvern Town Council's Anti-harassment and Bullying Policy (Employees) as adopted in March 2022.

2. Definition

- 2.1. Malvern Town Council (hereafter known as 'the Council') believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

3. Purpose

- 3.1. The Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with the Council in the course of its work, are treated with dignity, respect and courtesy. The Council aims to create a workplace where there is zero tolerance for harassment and bullying.
- 3.2. The Council recognises that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed. However, the emphasis of the policy is on resolution and mediation where appropriate, rather than an adversarial process.
- 3.3. This document:
- explains how the Council will respond to complaints of bullying or harassment;
 - ensures that the Council responds sensitively and promptly; and,
 - supports the Council's employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

4. Scope

- 4.1. This policy covers bullying and harassment of and by Town Council employees. Should agency employees, or contractors have a complaint connected to their engagement with the Council, this should be raised with the Town Clerk in the first instance. Should the complaint be about the Town Clerk, the complaint should be raised with the Chair of Council.

- 4.2. Agency employees, or contractors are equally expected to treat Council employees, and other representatives and stakeholders with dignity and respect, and the Council may terminate the contract, without notice, where there are suspicions of harassment or bullying.
- 4.3. Complaints about other employment matters will be managed under the Council's grievance policy.
- 4.4. It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the Council will take appropriate action if any of its employees are bullied or harassed by fellow employees, councillors, members of the public, suppliers or contractors.

5. The position on bullying and harassment

- 5.1. All employees and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. The Council will not tolerate bullying or harassment in the workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will the Council tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. All employees and councillors should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.
- 5.2. All representatives of the Council are expected to treat each other with respect and uphold the values of the code of conduct, equality opportunities policy, and all other policies and procedures set by the Council.
- 5.3. The Council expects you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.
- 5.4. Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.
- 5.5. False accusations of harassment or bullying can have a serious effect on innocent individuals. Employees and others have a responsibility not to make false allegations. While it is assumed that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

6. What Type of Treatment amounts to Bullying or Harassment?

- 6.1. 'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.
- 6.2. Examples of bullying and harassment include:
- Physical conduct ranging from unwelcome touching to serious assault
 - Unwelcome sexual advances
 - The offer of rewards for going along with sexual advances e.g. promotion, access to training
 - Threats for rejecting sexual advances
 - Demeaning comments about a person's appearance
 - Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
 - Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
 - Spreading malicious rumours or insulting someone
 - Lewd or suggestive comments or gestures
 - Deliberate exclusion from conversations, work activities or social activities
 - Withholding information a person needs in order to do their job

- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and/or in front of others
- The use of obscene gestures
- Abusing a position of power

6.3. Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

6.4. It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

6.5. Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the Council's Equality and Diversity Policy.

6.6. All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

7. Victimisation

- 7.1. Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.
- 7.2. Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the Council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.
- 7.3. Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

8. Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague):

- 8.1. If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with the Town Clerk in the first instance. Any such report will be taken seriously, and a decision will be made on how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor:

- 8.2. If you are being bullied or harassed by a councillor, please raise this with the Town Clerk in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.
- 8.3. The Council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to be harassment or bullying:

- 8.4. If you witness such behaviour you should report the incident in confidence to the Town Clerk. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of employees:

- 8.5. If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

- 8.6. If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the Town Clerk to put this on your behalf or to be with you when confronting the perpetrator(s). Should the behaviour relate to the Town Clerk, you may wish to approach the Chair of the Council or the Chair of the Policy and Resources Committee.
- 8.7. If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the Town Clerk more formally. (If your concern relates to the Town Clerk, you should raise it with the Chair of the Council, or Chair of the Policy and Resources Committee). The Town Clerk (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:
- there has been a complaint that their behaviour is having an adverse effect on a member of the council employees
 - such behaviour is contrary to our policy
 - for employees, the continuation of such behaviour could amount to a serious disciplinary offence
- 8.8. It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.
- 8.9. In certain circumstances the Council may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

- 8.10. If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) the Council may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. You will be consulted before the Council takes this step.

Formal resolution - raising a formal complaint

- 8.11. If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the Town Clerk. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.
- 8.12. The Town Clerk¹ will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):
- The name of the alleged perpetrator(s),
 - The nature of the harassment or bullying,
 - The dates and times the harassment or bullying occurred,
 - The names of any witnesses and
 - Any action taken by you to resolve the matter informally.
- 8.13. The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, the Council will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, the Council will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.
- 8.14. Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The Council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.
- 8.15. Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, the Council will ensure that individuals' personal data is handled in accordance with the data protection policy.

¹ If the alleged behaviour relates to the Town Clerk then the complaint can be referred to either the Chair of the Council or the Chair of the Policy and Resources Committee.

- 8.16. The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).
- 8.17. After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.
- 8.18. Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

9. The use of the Disciplinary Procedure

- 9.1. If at any stage from the point at which a complaint is raised, the Council believes there is a case to answer and a disciplinary offence might have been committed, it will instigate the disciplinary procedure. The Council will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Council's that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic.

An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant persons stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.

- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both employees and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a employeesing/personnel committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All employees and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a employees member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how to deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by

the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

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

**to be held in the Council Chamber, Belle Vue Terrace, Malvern
on Wednesday 1 November 2023 at 6.00 pm**

**MANAGEMENT ACCOUNTS FOR THE SECOND
QUARTER OF 2023/24 ENDING 30 SEPTEMBER 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 second quarter (July to September) of the financial year which ends on 31 March 2024. Explanations of the significant variances for the quarter ending 30 September 2023 are set out within the main management accounts figures.
- 1.2. The CR1 schedules detailing cash movements and debtor and creditor statistics for July, August and September 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 September 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 September 2023 are now submitted to enable the Committee and Council to review the actual outturn of income and expenditure against the budget for the second quarter of the 2023/24 financial year.

4. Financial Implications

4.1. Second quarter ending 30 September 2023

For the second quarter ending 30 September 2023, the surplus balance being put into General Reserves is £37,171. This is ahead of the budgeted deficit for the quarter of £5,389 by £42,560 after taking account of any transfers to or from Earmarked Reserves. In summary, there is an **underspend against budget of £42,560** for the second 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 second quarter contained a forecast of a small deficit, due to a high predicted expenditure on asset refurbishment / renewal.

- 4.2. The management accounts for the second quarter show variances of approximately £23,000 under budget against Administration and £6,000 under budget against Operational Costs. There is a large underspend of £35,120 against Asset Refurbishment/Renewal and a surplus against financing income of £1,979. The budget contingency fund has not been utilised during this quarter.

There have been no funds released from Earmarked Reserves, but the quarterly addition of £5,000 into the Vehicle and Machinery Replacement Fund has taken place as included in the budget.

4.3. The Administration variance of £23,181 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 second 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 Malvern in Bloom related sponsorship has been lower than anticipated.
- 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. Administration salary costs have also been reduced due to the staff vacancy following the departure of the Council's events co-ordinator in June 2023. This post has remained vacant during the second quarter.
- iv. 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 and the current staff vacancy.
- v. Expenditure against the Town Council's Insurance is below the level expected. Indications from the Council's broker when setting the budget for 2023/24 were that the premium may double from August 2023, but when tendered, costs only increased by approximately 12%, leading to budget savings.
- vi. The Council's events budget for the second quarter has been 67% under budget. This was largely caused by the cancellation of the Mayor's Bonanza along with an underspend against Malvern in Bloom related costs.
- vii. An overspend of £1,515 has occurred against professional fees during the second quarter due to the payment of fees in relation to the marketing of Belle Vue Building.
- viii. Finally, expenditure on the Mayoral allowance has been low in the second quarter due to a low level of expense claims to date.

4.4. The Operational variance of £6,157 under budget includes the following main variances:

- i. Operational salary costs are under budget in the second 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.
- ii. Operational overtime has been approximately two thirds of the amount budgeted. There have been fewer events than anticipated during the second quarter, causing less overtime to be required.
- iii. There has been no requirement for temporary staff during the second quarter. The operational team are fully staffed for the first time in over a year, and this has removed any need for temporary staff during the summer period.

- iv. Despite operational salaries being under budget during the second 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 has resulted in additional expenditure against operational employment related costs in both the first and second quarters.
 - v. Utility costs have been below the level budgeted, due to the water account at Victoria Park being put on hold pending resolution of a meter issue and lower electricity charges for a number of clocks and bus shelters during the period.
 - vi. Grounds Maintenance costs have been 30% under budget during the second quarter. This can be attributed to underspends against a couple of budget headings including play area maintenance, tree maintenance and pitch maintenance. Whilst the pitch maintenance underspend is likely to be a budget saving for the year, expenditure on play areas and tree maintenance will be incurred during the third quarter as officers have works that need to be undertaken.
 - vii. Vehicle running costs have been over budget due to the servicing of three vehicles all taking place during the same quarter. Costs for the year to date remain slightly over budget.
- 4.5. Asset Refurbishment and Renewal is £35,120 under budget for the second quarter; this is largely caused by delays against two main projects;
- i. The project to install the car park, fencing and new gateway on land at Adam Lee commenced during the second quarter. Works will not be completed until the bike pump track has been installed which will hopefully take place in early 2024. The underspend against this project is therefore a temporary one with expenditure due later in the financial year.
 - ii. The delivery of the Council's new electric has been delayed due to export / import issues. Expenditure should be incurred during the third quarter of the year.
- 4.6. Year to Date to 30 September 2023
- For the **Year to Date**, there is a surplus balance of £51,000 being placed into reserves. This is £38,887 ahead of the budgeted year to date surplus of £12,113. For the year-to-date, Administration is approximately £35,000 under budget, Operational areas are £6,000 under budget and Asset Refurbishment / Renewal is £5,137 under budget.
- Releases from Earmarked Reserves amount to £18,564 with £10,000 of funds being put into the Vehicle and Machinery Replacement Reserve.
- Interest received amounts to £7,385 for the year to date and there has been no requirement to draw on the Council's budget contingency fund of £10,000.
- In summary there is an **underspend against budget of £38,887** for the year to date.
- 4.7. The variances for the quarter ending 30 September 2023 are all explained and are considered acceptable in the circumstances.
- 4.8. 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.

- 4.9. At present, the Council has sufficient cash resources including that required to support the Earmarked Reserves. The total cash balance at **30 September 2023 was £823,972.**
- 4.10. The total cash balance should be considered as allocated into four parts as at 30 September 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>£192,757</u>
Total allocated to supporting specific purpose funds	<u>£357,491</u>
Available to support general activities	<u>£466,481</u>
Total bank balances as detailed on attached schedules	<u>£823,972</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 SEPTEMBER 2023

Actual / Budget Comparison	Period	Schedule
Variance Report (within Summary Figures)	Quarter and YTD Ending 30 September 2023	
Summary of Key figures & Ratios	Quarter and YTD Ending 30 September 2023	QUA 1
Summary	Quarter and YTD Ending 30 September 2023	QUA 2
Administration: Summary	Quarter and YTD Ending 30 September 2023	QUA 3
Operations: Summary	Quarter and YTD Ending 30 September 2023	QUA 4
Operations: Analysis By Service – re-stated with Paycost Allocated by Department	Quarter and YTD Ending 30 September 2023	QUA 4a
Asset Refurbishment & Renewal	Quarter and YTD Ending 30 September 2023	QUA 5
Analysis of Transfers to Earmarked Reserves	Quarter and YTD Ending 30 September 2023	QUA5Ai
Asset Project Programme	Quarter and YTD Ending 30 September 2023	QUA5Aii
<u>APPENDIX A</u>		
Time Analysis Pie chart	July to September 2023	
<u>APPENDIX B</u>		
Cash Report & Movement in Bank Accounts.	July to September 2023	CR 1
Monthly Statistics on Debtor & Supplier Days	July to September 2023	
Internet Banking Payments Schedules	July to September 2023	

SUMMARY OF KEY FIGURES AND RATIOS

Quarter to:
30-Sep-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
Income						
Budget	38,931	38,193	39,979	42,198	159,301	114,822
Actual	27,317	36,341			63,658	148,458
Revenue Costs (Gross)						
Budget	204,579	210,732	208,016	201,549	824,876	737,921
Actual	181,717	179,542			361,259	732,922
Asset Programme						
Budget	6,000	40,750	20,000	23,000	89,750	79,500
Actual	35,983	5,630			41,613	98,230
(Surplus) / Deficit						
Budget	(17,502)	5,389	8,887	3,201	(25)	(248)
Actual	(13,829)	(37,171)			(51,000)	(31,591)
Total Manning						
Budget	12.75	12.75	12.75	12.75	12.75	12.75
Actual/Forecast	12.75	12.13			12.44	11.50
Overtime Hours						
Administration Staff						
Budget	0.0	20.0	10.0	0.0	30.0	15.0
Actual/Forecast	0.0	0.0			-	37.0
Operating Staff						
Budget	186.0	219.0	187.0	86.0	678.0	472.0
Actual/Forecast	166.7	151.8			318.5	619.5
Absenteesm - Days						
Administration Staff	3.0	3.0			6.0	51.0
Operational Staff	33.0	6.0			39.0	87.0
Bank Balances						
Actual	978,810	823,972				
Debtor Days						
Budget	30.0	30.0	30.0	30.0	30.0	30.0
Actual/Forecast	22.2	24.9			23.6	15.3
Creditor Days						
Budget	30.0	30.0	30.0	30.0	30.0	30.0
Actual/Forecast	19.9	21.1			20.5	20.6

MALVERN TOWN COUNCIL

QUA 2

SEPTEMBER 2023

QUARTER ENDED 30 SEPTEMBER 2023

SUMMARY

EXPENDITURE

Ongoing revenue costs

Administration (net)

QUA 3.

Operations (net)

QUA 4.

Asset Refurbishment / Renewal

QUA 5.

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 September 2023			Financial Year to 30 September 2023			Budget Year 2023-2024
Actual Quarter Sep.2023	Budget Quarter Sep.2023	Under/ (Over) spend	Actual Year Sep.2023	Budget Year Sep.2023	Under/ (Over) spend	
81,585	104,766	23,181	165,807	200,453	34,646	403,162
61,616	67,773	6,157	131,794	137,734	5,940	262,413
5,630	40,750	35,120	41,613	46,750	5,137	89,750
-	5,000	5,000	-	10,000	10,000	20,000
2,127	2,000	(127)	4,235	4,000	(235)	8,000
150,958	220,289	69,331	343,449	398,937	55,488	783,325
(3,879)	(1,900)	1,979	(7,385)	(3,800)	3,585	(7,600)
-	-	-	-	-	-	-
(3,879)	(1,900)	1,979	(7,385)	(3,800)	3,585	(7,600)
147,079	218,389	71,310	336,064	395,137	59,073	775,725
-	-	-	(18,564)	(10,000)	8,564	(10,000)
5,000	5,000	-	10,000	10,000	-	20,000
-	(28,750)	(28,750)	-	(28,750)	(28,750)	(28,750)
(189,250)	(189,250)	-	(378,500)	(378,500)	-	(757,000)
(37,171)	5,389	42,560	(51,000)	(12,113)	38,887	(25)

MALVERN TOWN COUNCIL

QUA 3

SEPTEMBER 2023

QUARTER ENDED 30 SEPTEMBER 2023

SUMMARY: ADMINISTRATION COSTS

	Quarter to 30 September 2023			Financial Year to 30 September 2023			Budget Year 2023-2024
	Actual Quarter Sep.2023	Budget Quarter Sep.2023	Under/ (Over) spend	Actual Year Sep.2023	Budget Year Sep.2023	Under/ (Over) spend	
INCOME	12,557	14,718	2,161	26,910	31,936	5,026	60,122
EXPENDITURE							
Salaries	38,350	44,232	5,882	80,298	88,463	8,165	176,927
Overtime	-	400	400	-	400	400	600
Employment related	11,221	13,076	1,855	23,496	26,152	2,656	52,304
Temporary staff	-	-	-	-	-	-	-
Recruitment	-	50	50	-	50	50	50
OCCUPANCY							
Electricity, gas & water	3,186	3,443	257	8,836	8,686	(150)	18,925
Cleaning	1,896	2,263	367	4,071	4,225	154	8,150
Rates	2,807	2,290	(517)	5,614	4,580	(1,034)	9,159
Maintenance of Buildings	191	658	467	964	1,316	352	2,630
COMMUNICATION COSTS							
Telephones	908	923	15	1,848	1,846	(2)	3,692
P & S, Postage	420	877	457	926	1,504	578	2,960
Publicity / Displays	2,044	1,593	(451)	3,319	3,187	(132)	5,658
INSURANCE	5,001	10,750	5,749	9,639	15,500	5,861	37,000
GRANTS & DONATIONS	10,890	10,800	(90)	11,798	13,525	1,727	42,050
EVENTS	5,897	17,925	12,028	16,453	28,700	12,247	51,908
OTHER COSTS							
Election costs	-	-	-	5,500	15,000	9,500	15,000
Training	360	350	(10)	501	650	149	1,000
Professional fees	3,453	1,938	(1,515)	6,379	4,375	(2,004)	8,250
Public Consultation	-	-	-	-	-	-	350
Leasing	340	375	35	680	750	70	1,500
IT expenses	3,013	2,338	(675)	5,951	4,675	(1,276)	9,350
Office equipment	125	356	231	251	487	236	775
Other costs	3,997	4,010	13	5,900	6,643	743	3,350
Chairman & Councillors' expenses	43	837	794	293	1,675	1,382	11,696
TOTAL ADMINISTRATION COSTS	94,142	119,484	25,342	192,717	232,389	39,672	463,284
NET COSTS OF ADMINISTRATION	81,585	104,766	23,181	165,807	200,453	34,646	403,162

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 30 SEPTEMBER 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:

The budget assumed that the middle flat to the rear of Belle Vue Terrace would be let during the second 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 and no income has been received. A lower amount of income has been received from Malvern in Bloom sponsorship in this financial year.

2,161

1,800

Other Minor Variances

625
(264)

Paycost (budget assumed all posts filled)

Salaries

The budget for 2023/24 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.

8,187

1,905

Following the resignation and departure of the Council's Events Co-ordinator in June, this post remained vacant for the second quarter resulting in an underspend against budget.

4,223

Overtime

A change to the staffing arrangements for Sunday music in the park concerts during the summer months meant that there was no requirement for administration overtime during the second quarter.

400

Employment Related

The underspend against employment related costs is linked to the delay in agreeing the cost of living pay increase as well as the staff vacancy outlined above.

1,855

Other Minor Variances

(196)

Occupancy:

Utility Charges

Whilst electricity costs were very close to the budgeted level during the second quarter, gas costs were approximately 20% under the budget. There are some billing issues still to be resolved in relation to Belle Vue Building and therefore further costs may be seen later in the financial year.

155

Cleaning Costs

No window cleaning charges have been incurred during the second quarter.

300

Rates

The middle flat to the rear of Belle Vue Building has remained empty during the second quarter of the year and therefore the Town Council has been responsible for making Council tax payments. These were not included in the original budget and therefore appear as an overspend.

(495)

Maintenance of Buildings / Hire of Premises

Following an overspend in the first quarter, there has been limited expenditure on building maintenance during the second quarter. With a sale now progressing, only essential maintenance is being undertaken.

494

Other Minor Variances

120

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 30 SEPTEMBER 2023

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

	Under/(Over) budget	
	DETAIL	TOTAL
Communication Costs:		21
Landline Charges - Belle Vue		
A minor underspend has been incurred against landline charges at Belle Vue Building	27	
Stationery and Postage		
Costs for the purchase of various items of stationery have been lower than anticipated in the budget.	98	
Both photocopier charges and franking renewal costs continue to be low with paperless systems operated within the office as far as possible.	107	
Public Consultation and Notices		
There have been no costs incurred during the second quarter. These will be seen later in the year when a consultation on the skate park facilities at Victoria Park will take place.	250	
Council Newsletter		
Due to the distribution schedule for All About Malvern Magazines, there have been two newsletters printed during the second quarter rather than just one as included in the budget. This will be a temporary overspend against budget.	(565)	
Council Website Costs		
Charges to maintain and support the website have been lower than expected	198	
Other Minor Variances	(94)	
Insurance:		5,749
The Insurance contract renewed in August 2023. When the budget was set in December 2022, indications were that the Council's insurance premium may double due to ongoing risk levels and recent settlements in the local government sector. The actual premium only increased by 12% and therefore significant budget savings have been seen in the second quarter and will be seen for the remainder of this financial year.	5,749	
Grants and Donations:		(90)
The advertisement of the Council's Grants Scheme in the Gazette has resulted in a small overspend	(90)	
Other Minor Variances	-	
Events:		12,028
Music in the Park		
There has been an underspend against the 'Music in the Park' summer programme in the second quarter. A full programme of concerts across a range of music styles took place with costs slightly under that anticipated in the budget.	585	
The Mayors Bonanza		9,500
Due to resourcing issues, the Mayor's Bonanza for 2023 was cancelled, resulting in budget savings.		
Malvern in Bloom		
After an overspend in the first quarter due to the decision to purchase some extra self-watering hanging baskets for additional locations throughout the town, costs in the second quarter have remained low.	1,534	
Ukrainian Events		
Due to availability of bands, it was not possible to organise an event for Ukrainian Independence Day.	487	
Other Minor Variances	(78)	
Other costs:		(1,127)
Staff / Councillor Training - minor overspend	(10)	
Professional Fees		
An overspend has occurred during the second quarter due to commercial fees for aerial photography and a 3D tour as marketing tools for the sale of the Belle Vue Building.	(1,516)	
Leasing - minor underspend	35	
IT Expenses		
There has been an overspend in the second quarter due to costs being incurred for advanced data protection licences and the renewal of the Canva design package.	(691)	
Office Equipment		
No expenditure incurred ahead of the anticipated move to Victoria Park.	200	
Mayoral Allowance		
The Mayoral allowance was reduced to £3,000 as part of the 2023/24 budget. There has been little expenditure in the second quarter and year to date.	707	
Other Minor Variances	148	
Net Underspend: Administration		23,181

MALVERN TOWN COUNCIL

QUA 4

SEPTEMBER 2023

QUARTER ENDED 30 SEPTEMBER 2023

OPERATIONS: SUMMARY

	Quarter to 30 September 2023			Financial Year to 30 September 2023			Budget Year 2023-2024
	Actual Quarter Sep.2023	Budget Quarter Sep.2023	Under/ (Over) spend	Actual Year Sep.2023	Budget Year Sep.2023	Under/ (Over) spend	
INCOME	23,784	23,475	(309)	36,748	45,188	8,440	99,179
EXPENDITURE							
PAYROLL							
Basic pay	52,717	54,070	1,353	104,226	108,140	3,914	216,263
Overtime	2,700	3,816	1,116	5,692	7,054	1,362	11,800
Temporary staff	-	1,000	1,000	-	1,000	1,000	1,000
Employment related	12,850	12,377	(473)	27,006	24,659	(2,347)	48,963
Staff Travelling	369	450	81	679	900	221	1,600
OCCUPANCY							
Rates	2,322	2,549	227	4,648	5,097	449	10,195
Utilities	1,619	2,629	1,010	2,385	5,535	3,150	12,956
Cleaning	33	31	(2)	66	62	(4)	125
Maintenance of buildings	251	425	174	1,009	850	(159)	1,700
COMMUNICATIONS							
Telephone/radios	398	335	(63)	798	670	(128)	1,340
Printing & Stationery	-	-	-	-	-	-	-
GROUNDS MAINTENANCE	5,922	8,381	2,459	11,162	17,535	6,373	35,305
EQUIPMENT RUNNING COSTS	2,294	3,060	766	5,729	6,620	891	10,854
VEHICLE RUNNING COSTS	3,805	2,050	(1,755)	4,847	4,550	(297)	7,189
OTHER COSTS							
Training costs	-	-	-	-	-	-	1,000
Risk Assessment	-	-	-	-	-	-	902
Other Expenses	120	75	(45)	295	250	(45)	400
TOTAL OPERATING COSTS	85,400	91,248	5,848	168,542	182,922	14,380	361,592
NET OPERATING COSTS	61,616	67,773	6,157	131,794	137,734	5,940	262,413

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 30 SEPTEMBER 2023

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

OPERATIONS:

Under/(Over) budget	
DETAIL	TOTAL

Income:		(309)
Cemetery Income		
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 was low during the first quarter but has been 17% above budget during the second quarter.	(2,855)	
Football Income	456	
Hire of football pitches and changing rooms is now only by junior teams, with no senior teams playing from Council pitches. This has reduced anticipated income for the quarter and year as a whole.		
Victoria Park		
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	
Other Minor Variances	90	
Paycost:		3,077
Basic Paycost		
The budget for 2023/24 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. One member of part time operational staff has been used to staff the music in the park concerts this summer, rather than a combination of operational and administration staff as in previous years. Although an overspend, this has worked well and the presence in the park of this staff member has received positive feedback.	2,561	
Overtime		
There have been fewer events in the second quarter than originally anticipated and therefore operational overtime levels have been under the budgeted level.	1,116	
Temporary Staff		
Following the recruitment of two staff members in April / May 2023, the operational team have remained fully staffed throughout the second quarter and therefore no temporary staff have been required.	1,000	
Employment Related		
Although the number of staff anticipated to be in the pension fund remained the same, the Council's re-enrolment deadline for staff occurred at the end of first quarter. All eligible staff had to be automatically enrolled, even if they chose to opt out again later and with one additional member in the fund for a short period during the second quarter, this has caused an overspend.	(473)	
Staff Travelling	81	
The amount of mileage claimed during the second quarter was lower than anticipated during the budget.		
Other Minor Variances	(50)	
Occupancy:		1,409
Rates		
An assumption was made in the 2023/24 budget that business rates would increase by 4%, 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. Utilities	227	
Electricity and gas costs have been slightly above budget at Great Malvern Cemetery during the second quarter but remain under budget for the year to date.	(130)	
Victoria Park		
Although there is currently no water being supplied at Victoria Park, the Council still have to pay drainage costs for the tarmaced car parking areas. 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.	783	
General		
Lower electricity costs for a number of clocks and bus shelters have resulted in an underspend.		
Cleaning Costs - minor overspend	450	
Maintenance of Buildings / Property	(2)	
Minimal amounts of maintenance required at sports pavilions during the second quarter.		
Other Minor Variances	125	
	(44)	

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 30 SEPTEMBER 2023

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

	Under/(Over) budget	
	DETAIL	TOTAL
Communication Costs:		(63)
Telephones		
The cost of line rental at the cemetery have been slightly higher than anticipated due to a rise in contract costs.	(40)	
Other Minor Variances	(23)	
Grounds Maintenance:		2,459
Allotments		
There has been limited maintenance required at allotment sites during the second quarter.	261	
Skip Hire / Rubbish Removal		
Although wheelie bin removal costs have been in line with budget, there has been no requirement for skip hire or grave spoil removal during the second quarter.	271	
Bedding Plants		
Costs for the Council's summer bedding plants have been received in the second quarter, one quarter later than anticipated. Although there is an overspend for this quarter, overall costs for the year to date remain under budget.	(1,765)	
Tree Maintenance		
It is difficult to predict when tree maintenance works will be required and no works were required during the second quarter. With tree works already taking place during the third quarter, it is likely that this underspend will only be temporary.	1,375	
Pitch Maintenance		
With fewer football teams playing from Council pitches, repair and maintenance works have been reduced and this will result in savings for this financial year.	572	
Rose Bank Gardens		
No works required in the second quarter.	250	
Play Areas		
There has been little expenditure during the second quarter. Regular inspections of all play areas take place to identify any works that are required and these are then actioned. Orders for repairs at several sites have already been placed and will be undertaken in the third quarter and therefore this underspend will only be temporary.	1,234	
Other Minor Variances	261	
Equipment / Vehicle Running Costs		(989)
Plant Repairs		
Other than repairs to the John Deere Tractor, costs in the second quarter have remained low.	406	
Plant Fuel and Consumables		
Costs of unleaded petrol and consumables for operational equipment were lower than anticipated in the second quarter, perhaps linked to the purchase of the new electric tool package.	154	
Fuel for Operational Vehicles		
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.	217	
Maintenance of Vehicles		
There were no costs incurred for the maintenance of vehicles in the first quarter, but the servicing of three vehicles and associated repairs during the second quarter has resulted in expenditure above budget and therefore an overspend.	(1,471)	
Vehicle Licences		
Expenditure on licences was incurred slightly later than anticipated in the budget causing a temporary overspend.	(501)	
Other Minor Variances	206	
Other Costs:		(45)
The increase in funeral income corresponded with an increase in organist bookings and fees	(45)	
Net Underspend: Operations		6,157

MALVERN TOWN COUNCIL

QUA4a

SEPTEMBER 2023

QUARTER ENDED 30 SEPTEMBER 2023

ACCOUNTS RESTATED WITH PAYCOST ALLOCATED BY DEPARTMENT

	Quarter to 30 September 2023			Financial Year to 30 September 2023		
	Actual Quarter Sep.2023 Paycost Allocated by department	Actual Quarter Sep.2023 Unallocated As per Management Accounts	Difference under (over)	Actual Year Sep.2023 Paycost Allocated by department	Actual Year Sep.2023 Unallocated As per Management Accounts	Difference under (over)
ADMINISTRATION AND EVENTS	73,690	81,585	7,895	155,450	165,807	10,357
ALLOTMENTS	2,786	6	(2,780)	6,305	111	(6,194)
CEMETERY	7,068	(14,488)	(21,556)	21,174	(20,370)	(41,544)
GROUNDS MAINTENANCE	40,951	73,873	32,922	81,032	147,402	66,370
LEISURE AND RECREATION	6,010	1,100	(4,910)	16,628	2,463	(14,165)
MISCELLANEOUS SERVICES	12,696	1,125	(11,571)	17,012	2,188	(14,824)
TOTAL OPERATION COST BY SERVICE	69,511	61,616	(7,895)	142,151	131,794	(10,357)
TOTAL COSTS BY SERVICE	143,201	143,201	0	297,601	297,601	0

MALVERN TOWN COUNCIL

QUA 5

SEPTEMBER 2023

QUARTER ENDED 30 SEPTEMBER 2023

ASSET REFURBISHMENT / RENEWAL

LITTER BINS

LEISURE & 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
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 September 2023			Financial Year to 30 September 2023			Budget Year 2023-2024
Actual Quarter Sep.2023	Budget Quarter Sep.2023	Under/ (Over) spend	Actual Year Sep.2023	Budget Year Sep.2023	Under/ (Over) spend	
-	-	-	-	-	-	-
-	-	-	-	-	-	20,000
2,250	-	(2,250)	15,019	-	(15,019)	#
-	-	-	4,350	-	(4,350)	#
3,375	12,000	8,625	3,375	12,000	8,625	12,000
-	-	-	4,288	-	(4,288)	#
5	-	(5)	8,812	-	(8,812)	#
-	-	-	-	-	-	-
-	-	-	-	-	-	#
-	-	-	-	-	-	8,000
-	-	-	-	-	-	15,000
-	-	-	-	-	-	-
-	-	-	-	-	-	28,750
-	28,750	28,750	5,769	34,750	28,981	6,000
5,630	40,750	35,120	41,613	46,750	5,137	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 SEPTEMBER 2023

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

ASSET REFURBISHMENT:

Under/(Over)
budget

DETAIL TOTAL

New Community Hub Building at Victoria Park

Planning permission was submitted for the new community hub building at Victoria Park during the first quarter and following feedback from Worcestershire Highways, it was necessary to commission and submit a transport statement during the second quarter. This resulted in costs that appear above budget for the quarter, however Council have agreed that general reserves will be used as required for this project. (2,250)

Mill Lane Car Park and Fencing

Works to install a car park on the land at Mill Lane / Adam Lee commenced during the second quarter. The stone surfacing of the car park has been put in place ahead of any pump track construction taking place. The final stages of this project to install fencing and a new gateway will be completed later in the financial year after completion of the bike pump track. 8,625

Refurbishment of Bus Shelter Outside of Rose Bank Gardens

Minor sealant works required in the second quarter. (5)

New Electric Vehicle

The delivery of the new electric vehicle has been delayed due to customs and import / export issues. 28,750
It is now anticipated to arrive in the third quarter, one quarter later than the budget assumption.

Net Underspend : Asset Refurbishment

35,120

Budget Contingency - no specific allocation in the second quarter

5,000

EARMARKED RESERVES:

New Electric Vehicle

Due to delays with import / export regulations in the EU, the Electric Vehicle will now be delivered during the third quarter and a release from the vehicle replacement reserve made a quarter later than anticipated. (28,750)

Giving a Variance against Budget of

(28,750)

SPECIAL PENSIONS / EMPLOYMENT COSTS:

Minor overspend against other pension costs

(127)

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. 1,979

Net surplus from financing

1,979

Net Surplus / (Deficit)

Before Earmarked Movements 71,310

After Earmarked Transfers 42,560

Original budget for the Quarter

Balance (TO) / From Reserves

5,389

Actual for the quarter, net of earmarked transfers

Balance (TO) / From Reserves

(37,171)

MALVERN TOWN COUNCIL

QUA 5ai

SEPTEMBER 2023

QUARTER ENDED 30 SEPTEMBER 2023

ANALYSIS OF TRANSFERS TO / (FROM) EARMARKED RESERVES

	Quarter to 30 September 2023			Financial Year to 30 September 2023			
	Actual Quarter Sep.2023	Budget Quarter Sep.2023	Under/ (Over) spend	Actual Year Sep.2023	Budget Year Sep.2023	Under/ (Over) spend	Budget Year 2023-24
<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	#
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	-	10,000	10,000	-	20,000
Releases	-	(28,750)	(28,750)	-	(28,750)	(28,750)	(28,750)
Release of Surplus Earmarked Reserves	-	-	-	-	-	-	-
	5,000	(23,750)	(28,750)	(8,564)	(28,750)	(20,186)	(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 SEPTEMBER 2023

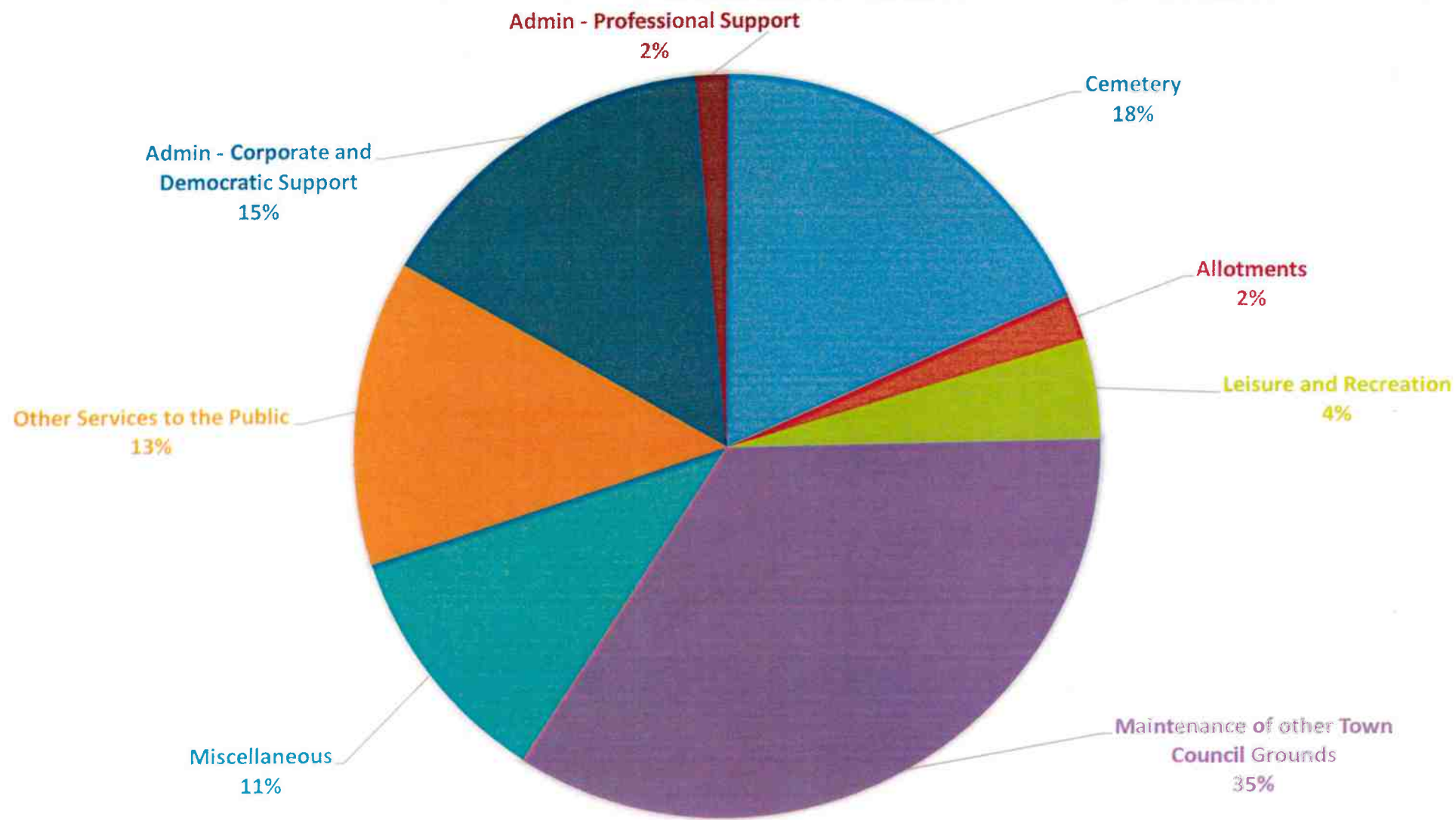
Programme Description	Accounts Code	Asset Programme	Earmark / Budget or Reserves	Budgeted / Earmark Cost	Latest Estimate of Cost	Planned Start date	Planned Finish Date	Actual Finish Date	Financial Year to 30/9/23	Comments:
LEISURE AND RECREATION										
Refurbishment of Jamaica Crescent Play Area	5-3531	Asset Programme	b	20,000	19,900	01/01/2024	31/01/2024		-	A contractor has now been selected for these works and an order placed. Refurbishment works will take place during the final quarter.
New Community Hub Building at Victoria Park	5-1703	Asset Programme	e / r	unknown	unknown	01/01/2024	30/09/2024		15,019	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 year to date have been for professional fees to put together the planning application and design for consideration by Malvern Hills District Council and for a transport plan to support the application. This application has now been approved and a Council decision to place the final order for building works is awaited.
GROUND MAINTENANCE PROJECTS										
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.
Installation of Car Park and Fencing Works at Adam Lee / Mill Lane	5-1723	Asset Programme	b	12,000	12,000	01/09/2023	31/03/2024		3,375	Works to install a new car park at the Adam Lee site began in September. A stoned area has been installed immediately inside the gateway, ready for construction works to start on the bike pump track. Once the pump track has been installed, the final works to install fencing and a new gateway will be completed
Fountain in Rose Bank Gardens	5-0905	Asset Programme	e	3,750	Nil	-	-	-	-	In September, Full Council agreed that nothing further was required in this area of Rose Bank Gardens, and that no further works should take place. Therefore this project is cancelled.
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 SEPTEMBER 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	Financial Year to 30/9/23	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	8,812	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 were seen in the first quarter and some residual works to seal the gutters during the second quarter.
CEMETERY										
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 will take place during the third 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
CAPITAL EXPENDITURE										
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.
				£136,350	£131,588					
							£41,613			

APPENDIX A



TIME ALLOCATION ANALYSIS
- 2ND QUARTER 2023/24

FINANCIAL REPORTS

CR1 – JULY, AUGUST AND SEPTEMBER 2023

Cash Movements

1. Total bank balances totalled £823,972 at the end of September 2023. This amount is approximately £64,675 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 September 2023 was £258,516 and interest received in July, August and September 2023 was £3,161.
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 June to September 2023 was £718.

Debtor Days Outstanding

Debtor days have been fairly constant throughout the second quarter moving from 23.43 at the end of July to 24.51 at the end of September 2023. There were two bad debtors at the end of September, one was a funeral director who paid two days late and the other payment was delayed to queries relating to the Lengthsman Scheme and has now been settled.

Creditor Days Outstanding

Creditor days were 27.76 at the end of July, falling to 10.54 in August due to the prompt payment of several large invoices including the Council's insurance premium. Creditor days rose again to 25.14 at the end of September which is within the council's payment terms of 30 days, whilst also recognizing the need to pay some suppliers more promptly.

SCHEDULE OF CHEQUE PAYMENTS AND ONLINE PAYMENTS: JULY, AUGUST AND SEPTEMBER 2023

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

ONLINE – JULY 2023	£13,752.19
ONLINE – AUGUST 2023	£47,332.42
ONLINE – SEPTEMBER 2023	£7,317.32

Total	£68,401.93
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JULY 2023

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 31 July 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 June 2023	653,810	258,516	66,484	978,810
Receipts				
Interest	1,689			1,689
Precept				-
Grants or VAT refunds				-
Other	9391.62			9,392
Cancelled / (Bounced Cheque)				-
External payments				
Cheque / Online Payments	(13,752)			(13,752)
Non - Cheque Payments	(45,623)			(45,623)
Transfers between accounts:				
Inwards				-
Outwards				-
Balances:				
31 July 2023	605,516	258,516	66,484	930,516
Balances at start of financial year	486,882	258,516	66,484	811,882

DEBTOR AGEING

	Jul-23	Jun-23	May-23	Pre-May	Prepaid amounts	Total debtors
Value	4,472.00	1,861.84	1,669.84	-	-	8,003.68

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	8,003.68	23.43	40,027.89	27.76
August 2023				
September 2023				
October 2023				
November 2023				
December 2023				
January 2024				
February 2024				
March 2024				

AUGUST 2023

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 31 August 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 July 2023	605,516	258,516	66,484	930,516
Receipts				
Interest	1,071			1,071
Precept				-
Grants or VAT refunds	11,448			11,448
Other	9905.90			9,906
Cancelled / (Bounced Cheque)				-
External payments				
Cheque / Online Payments	(47,332)			(47,332)
Non - Cheque Payments	(44,666)			(44,666)
Transfers between accounts:				
Inwards				-
Outwards				-
Balances:				
31 August 2023	535,943	258,516	66,484	860,943
Balances at start of financial year	486,882	258,516	66,484	811,882

DEBTOR AGEING

	Aug-23	Jul-23	Jun-23	Pre-Jun	Prepaid amounts	Total debtors
Value	4,946.99	832.74	-	9,242.66	-	15,022.39

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	8,003.68	23.43	40,027.89	27.76
August 2023	9,713.84	26.69	15,022.39	10.54
September 2023				
October 2023				
November 2023				
December 2023				
January 2024				
February 2024				
March 2024				

SEPTEMBER 2023

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 30 September 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 August 2023	535,943	258,516	66,484	860,943
Receipts				
Interest	1,120			1,120
Precept				-
Grants or VAT refunds	-			-
Other	14,256			14,256
Cancelled / (Bounced Cheque)				-
External payments				
Cheque / Online Payments	(7,317)			(7,317)
Non - Cheque Payments	(45,028)			(45,028)
Transfers between accounts:				
Inwards				-
Outwards				-
Balances:				
30 September 2023	498,972	258,516	66,484	823,972
Balances at start of financial year	486,882	258,516	66,484	811,882

DEBTOR AGEING

	Sep-23	Aug-23	Jul-23	Pre-Jul	Prepaid amounts	Total debtors
Value	5,883.80	4,133.00	-	192.00	-	10,208.80









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	8,003.68	23.43		40,027.89	27.76
August 2023	9,713.84	26.69		15,022.39	10.54
September 2023	10,208.80	24.51		24,644.95	25.14
October 2023					
November 2023					
December 2023					
January 2024					
February 2024					
March 2024					

Malvern Town Council
Online Banking Payment Schedule
14 July 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)
2192	14/07/2023	A J GAMMOND LTD	42.81	2 water taps for Knapp Way Allotments	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
2193	14/07/2023	ALLIANCE PAYROLL SERVICES LTD	121.99	Payroll charges June 2023	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
2194	14/07/2023	AMB GLASS & MALVERN WINDOWS LTD	816.30	Replacement backboard for basketball courts following vandalsim	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
2195	14/07/2023	BLUE FUSION WEB	30.00	Annual registration renewal for malverntowncouncil.org	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
2196	14/07/2023	BRADFORDS BUILDING SUPPLIES LTD	21.89	Drill bits to fit replacement backboard at basketball courts	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
2197	14/07/2023	BRITISH GAS	27.79	Electricity charges Lower Howse!! 2/6/23 - 29/6/23	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
2198	14/07/2023	BRITISH GAS	3328.01	Gas charges 28-30 Belle Vue Terrace 28/02/23 - 01/07/23	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
-25- 2199	14/07/2023	CANDY AND THE SOUND <i>(Nicola Saunders)</i>	450.00	Bands in the Park performance 11/6/23	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
2200	14/07/2023	CPC	8.28	Replacement lead for PA system	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
2201	14/07/2023	BWT UK LTD	34.38	5 large bottles of water for MTC offices	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
2202	14/07/2023	DESIGN IN THE SHIRES	460.80	Website support June and July and quarterly web hosting	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
2203	14/07/2023	DULUX DECORATOR CENTRE	22.26	Primer and masking tape for repairs to basketball courts	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
2204	14/07/2023	EE	85.24	Mobile phone charges admin/events phone and Operations Team - June 2023	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
2205	14/07/2023	EON NEXT	69.30	Electricity standing charges middle flat 28-30 Belle Vue Terrace 1/6/23 - 3/7/23	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
2206	14/07/2023	LYDBROOK BAND	350.00	Performance at Armed Forces Day Event 25/6/23	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
2207	14/07/2023	MALVERN HILLS DISTRICT COUNCIL	1226.87	Wheelie bin hire at the cemetery and 28-30 Belle Vue Terrace 1/7/23 to 30/9/23 and hire of council chamber for Annual Council meeting 28/5/23	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
2208	14/07/2023	NPOWER	35.26	Electricity charges - former water feature Hampden Rd - June 2023	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
2209	14/07/2023	PRINTWASTE RECYCLING	9.90	Collection of 11 bags of paper and card for recycling	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>
			31.50	Hire of lifting machine for replacement backboard at basketball courts	<i>AS</i>	<i>DEM</i>	<i>DP</i>	<i>KB</i>

Small details of EV

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)
2211	14/07/2023	WATER PLUS LTD	152.41	Water charges Cemetery office 11/6/23 - 11/7/23		DEM	DP	KB
2212	14/07/2023	WATER PLUS LTD	69.46	Water charges Knapp Way Allotments 28/2/23 - 28/6/23		DEM	DP	KB
2213	14/07/2023	WATER PLUS LTD	47.50	Water charges rear stores 28-30 Belle Vue Terrace 4/4/23 - 4/7/23		DEM	DP	KB
2214	14/07/2023	TOWER LEASING LTD	408.00	Quarterly rental of the photocopier 27/6/23 - 26/9/23		DEM	DP	KB
2215	14/07/2023	TRADE ROOTS HORTICULTURAL SALES LTD	144.00	40 x Rose Bush for new entranceway bed in Rose Bank Gardens		DEM	DP	KB
2216	14/07/2023	B C PARTRIDGE	469.63	Service of the Ford Transit - WF16 ZHN		DEM	DP	KB
2217	14/07/2023	KEVIN GOODMAN	150.00	Medieval Surgeon display and talks at Armed Forces Day Event 25/6/23		DEM	DP	KB
2218	14/07/2023	1ST MALVERN RAINBOWS	50.00	Charity donation for art and craft workshop at Armed Forces Day Event 25/6/23		DEM	DP	KB
Total Payments:								

8,663.58

Councillor Authorisation for Payment

1)

2)

**Malvern Town Council
Online Banking Payment Schedule**

27 July 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)
2219	27/07/2023	ANSWER BACK LTD <i>(Oliver Grizzell)</i>	450.00	Bands in the Park 9/7/23 (event cancelled due to no electricity)	<i>AG</i>	<i>AG</i>	<i>DP</i>	<i>VB</i> <i>Don't delete cheque</i>
2220	27/07/2023	CINDERFORD BAND	275.00	Bands in the Park 23/7/23	<i>AG</i>	<i>AG</i>	<i>DP</i>	<i>VB</i>
2221	27/07/2023	COMMUNITY ACTION	908.33	Community Support Grant - May 2023	<i>AG</i>	<i>AG</i>	<i>DP</i>	<i>VB</i>
2222	27/07/2023	DULUX DECORATOR CENTRE	104.89	6 litres of paint, white spirit and brushes for street furniture around Malvern as part of Malvern in Bloom	<i>AG</i>	<i>AG</i>	<i>DP</i>	<i>VB</i>
2223	27/07/2023	FUELGENIE BUSINESS ACCOUNT	563.34	Fuel account June 2023	<i>AG</i>	<i>AG</i>	<i>DP</i>	<i>VB</i>
2224	27/07/2023	HERON PRESS UK	565.00	Printing of 11,400 copies of the summer newsletter	<i>AG</i>	<i>AG</i>	<i>DP</i>	<i>VB</i>
2225	27/07/2023	ICCM	95.00	Annual subscription renewal - Institute of Cemetery and Crematorium Management 1/4/23 - 31/3/24	<i>AG</i>	<i>AG</i>	<i>DP</i>	<i>VB</i>
2226	27/07/2023	I P SKIPP AGRICULTURAL ENGINEERS LTD	712.94	Maintenance and repairs to John Deere Mower and Flail Topper	<i>AG</i>	<i>AG</i>	<i>DP</i>	<i>VB</i>
2228	27/07/2023	RON WARD	120.00	Organist fees - 3 funerals	<i>AG</i>	<i>AG</i>	<i>DP</i>	<i>VB</i>
2229	27/07/2023	ALL ABOUT MAGAZINES	474.60	Delivery of 11,300 MTC Summer Newsletters	<i>AG</i>	<i>AG</i>	<i>DP</i>	<i>VB</i>
2230	27/07/2023	WATER PLUS LTD	44.82	Water charges 28-30 Belle Vue Terrace 26/5/23 - 26/6/23	<i>AG</i>	<i>AG</i>	<i>DP</i>	<i>VB</i>
2231	27/07/2023	WATER PLUS LTD	33.69	Surface water drainage charges 28-30 Belle Vue Terrace 15/4/23 - 15/7/23	<i>AG</i>	<i>AG</i>	<i>DP</i>	<i>VB</i>
2232	27/07/2023	SIGHT DESIGNS LTD	456.00	Repairs and maintenance of gas lamps Poolbrook Common and Moorlands Road	<i>AG</i>	<i>AG</i>	<i>DP</i>	<i>VB</i>
2234	27/07/2023	MAXINE BURGESS	35.00	Refund of money paid for stall at Health & Wellbeing Event as part of the Mayor's Bonanza (event cancelled)	<i>AG</i>	<i>AG</i>	<i>DP</i>	<i>VB</i> <i>Don't delete</i>
2235	27/07/2023	MATTHEW WURMLI	250.00	Donation to The Hillside Hoops Basketball Event 27/8/23 (Mayor's Bonanza Budget)	<i>AG</i>	<i>AG</i>	<i>DP</i>	<i>VB</i> <i>Don't delete</i>
		Total Payments:	5,088.61					

5,088.61

Councillor Authorisation for Payment

1) *AG*

2) *AG*

27/7/23.

**Malvern Town Council
Online Banking Payment Schedule**

11 August 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)
2236	11/08/2023	ALLIANCE PAYROLL SERVICES LTD	121.99	Payroll charges July 2023	fw	DEM	DP	VB
2237	11/08/2023	BLUES RETROSPECTIVE (PAUL AITKEN)	450.00	Bands in the Park 30/7/23	fw	DEM	DP	VB
2238	11/08/2023	BRADFORD'S BUILDING SUPPLIES LTD	9.34	Sandpaper for noticeboards	fw	DEM	DP	VB
2239	11/08/2023	BRITISH GAS	265.42	Gas charges 28-30 Belle Vue Terrace 2/7/23 - 13/7/23	fw	DEM	DP	VB
2240	11/08/2023	BRITISH GAS	32.62	Electricity charges Lower Howsell 30/6/23 - 1/8/23	fw	DEM	DP	VB
2241	11/08/2023	COTSWOLD LINE PROMOTION GROUP	20.00	Annual subscription renewal CPLG 1/8/23 - 31/7/24 as agreed at Annual Council	fw	DEM	DP	VB
2242	11/08/2023	MALVERN YOUTH & COMMUNITY TRUST	133.00	Room hire and buffet x 15 for Heart of England in Bloom judges and Committee	fw	DEM	DP	VB
2243	11/08/2023	BWT UK LTD	65.05	7 large bottles of water for MTC offices and Council chamber	fw	DEM	DP	VB
2244	11/08/2023	EE	85.24	Mobile phone charges admin/events phone and Operations Team July 2023	fw	DEM	DP	VB
2245	11/08/2023	ELLIS DAWE & SON LTD	42.35	Jockey wheel and grease nipples for the trailer	fw	DEM	DP	VB
2246	11/08/2023	EON NEXT	59.14	Electricity standing charges middle flat 4/7/23 - 31/7/23	fw	DEM	DP	VB
2247	11/08/2023	LEDBURY PLANT HIRE	1944.00	Grave digger hire August, September and October 2023	fw	DEM	DP	VB
2248	11/08/2023	CITIZENS ADVICE SOUTH WORCESTERSHIRE	8000.00	Community Support Grant 2023/24 first instalment of two	fw	DEM	DP	VB
2249	11/08/2023	MALVERN HILLS DISTRICT COUNCIL	100.00	Road closure application for the Christmas Festival	fw	DEM	DP	VB
2250	11/08/2023	WORCESTERSHIRE ACUTE HOSPITALS NHST	29.00	Occupational health report	fw	DEM	DP	VB
2251	11/08/2023	NPOWER	36.31	Electricity charges former water feature Hampden Road July 2023	fw	DEM	DP	VB
2252	11/08/2023	PARTY PACKS	69.95	150 x handwaving flags for Armed Forces Day event 25/6/23	fw	DEM	DP	VB
2253	11/08/2023	WATER PLUS LTD	67.90	Water charges Knapp Way 28/6/23 - 28/7/23	fw	DEM	DP	VB
			47.24	Water charges 28-30 Belle Vue Terrace 26/6/23 - 26/7/23	fw	DEM	DP	VB

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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)
2255	11/08/2023	WORCESTERSHIRE CALC	216.00	Chairmanship training for 6 Councillors	AW	DEW	DP	KB
2256	11/08/2023	JAMES HALLAM LTD	20734.71	Renewal of Town Council Insurance Policies - Commercial Combined, Group Personal Accident and Fleet Rated Commercial Motor Insurance policy 1/8/23 until 31/7/23	AW	DEW	DP	KB
2257	11/08/2023	MHDC-NNDR	165.00	Council tax July 2023 middle flat (unoccupied)	AW	DEW	DP	KB
2258	11/08/2023	SHELDON BOSLEY AND KNIGHT	1819.74	Contract for sale of building 28-30 Belle Vue Terrace - 3d virtual tour of property and aerial photography	AW	DEW	DP	KB
2259	11/08/2023	MALVERN THEATRE PLAYERS	1400.00	Large grant awarded in March 2022 and carried forward due to delay in the Wind in the Willows production	AW	DEW	DP	KB
		Total Payments:						

35,914.00

Councillor Authorisation for Payment

1) AW 11/8/23
 2) DEW 11/8/23

**Malvern Town Council
Online Banking Payment Schedule**

25 August 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)
2260	25/08/2023	A4 APPAREL LTD	611.48	Town Council operational Clothing for Grounds Maintenance Staff	M	DEM	DP	KB
2261	25/08/2023	ACE ATV & EQUIPMENT	49.18	Replacement wing mirror for the Kawasaki Pro Buggy	M	DEM	DP	KB
2262	25/08/2023	BHGS LTD	126.60	2 x 25kg of hard water fertiliser for hanging baskets and troughs	M	DEM	DP	KB
2263	25/08/2023	BRITISH GAS	32.34	Electricity charges Link Church Clock 15/6/23 - 21/7/23	M	DEM	DP	KB
2264	25/08/2023	BRITISH GAS	269.80	Gas charges 28-30 Belle Vue Terrace 14/7/23 - 1/8/23	M	DEM	DP	KB
2265	25/08/2023	COMMUNITY ACTION	908.33	Community Support Grant - July 2023	M	DEM	DP	KB
2266	25/08/2023	FBC MANBY BOWDLER LLP	4500.00	Professional fees up to 31/7/23 relating to landslip at Rose Bank Gardens	M	DEM	DP	KB
2267	25/08/2023	FUELGENIE BUSINESS ACCOUNT	465.57	Fuel account July 2023	M	DEM	DP	KB
2268	25/08/2023	HEART OF ENGLAND IN BLOOM	30.00	2 tickets for Heart of England in Bloom awards presentation 5/10/23	M	DEM	DP	KB
2269	25/08/2023	MHDC-NNDR	165.00	Council tax for middle flat 28-30 Belle Vue Terrace - August 2023 (unoccupied)	M	DEM	DP	KB
2270	25/08/2023	NEWSQUEST MEDIA GROUP	198.00	Advertisement of grant scheme in the Malvern Gazette 4/8/23	M	DEM	DP	KB
2271	25/08/2023	NORMAN MAYS	395.00	Framed portrait of the new Mayor and amendment to plaque of previous Mayor	M	DEM	DP	KB
2272	25/08/2023	THE ORCHARD BAND (I M CRAIGAN)	450.00	Bands in the Park performance - 20/8/23	M	DEM	DP	KB
2273	25/08/2023	SCREWFIX	165.37	7 x first aid kits, 25 x eyewash pads, 1 x pack of cleansing wipes for the Operations Team. 10 x Jubilee clips, hosepipe and fittings for Malvern In Bloom	M	DEM	DP	KB
2274	25/08/2023	WATER PLUS LTD	106.15	Water charges cemetery office 11/7/23 - 11/8/23	M	DEM	DP	KB
2275	25/08/2023	SUPERNOVA (LES AMES)	360.00	Bands in the Park performance - 6/8/23	M	DEM	DP	KB
2276	25/08/2023	WARWICKSHIRE COLLEGE	2118.00	Summer Bedding	M	DEM	DP	KB
2277	25/08/2023	SARAH J E HAWKINS (PAWS & CLAWS)	37.20	Refund of money paid for 1 hanging basket as unable to fit a bracket	M	DEM	DP	KB

Bank details checked
KB

Bank details checked
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)	
2278	25/08/2023	KATE MODERN (MRS C DENNIS)	74.40	Refund of money paid for 2 hanging baskets as ordered too late	<i>[Signature]</i>	<i>DISM</i>	<i>DP</i>	<i>PB</i>	<i>Bank detail check VTP</i>
2279	25/08/2023	FLO FITNESS (K LANE)	35.00	Refund of money paid for Health & Wellbeing stall (event cancelled)	<i>[Signature]</i>	<i>DISM</i>	<i>DP</i>	<i>PB</i>	<i>Bank detail check VTP</i>
2280	25/08/2023	MALVERN BAGNERES TWINNING ASSOCIATION	321.00	Remaining funds for Twinning Costs as agreed by Full Council 9/8/23	<i>[Signature]</i>	<i>DISM</i>	<i>DP</i>	<i>PB</i>	<i>Bank detail check VTP</i>
		Total Payments:							<i>1073</i>

11,418.42

Councillor Authorisation for Payment

1) *[Signature]*

2) *[Signature]*

Malvern Town Council
Online Banking Payment Schedule
15 September 2023

IB No.	Date	Supplier Name / Payee	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (Initials)	Authorisation Given (Initials)
2281	15/09/2023	ALLIANCE PAYROLL SERVICES LTD	121.13	Payroll charges August 2023	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2282	15/09/2023	B C PARTRIDGE	382.04	Service and MOT of the Isuzu Pickup Truck - VU17 JKY	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2283	15/09/2023	BRADFORDS BUILDING SUPPLIES LTD	31.05	10 pairs of safety gloves for the Operations Team and 1 can of line marking paint	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2284	15/09/2023	DESIGN IN THE SHIRES	460.80	Website support August and September 2023 and quarterly web hosting	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2285	15/09/2023	D J YAPP	75.00	Emergency repair works to damaged brick work following damage from a flag pole	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2286	15/09/2023	EE	85.24	Mobile phone charges Operations Team and Admin/Events phone - August 2023	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2287	15/09/2023	EON NEXT	71.06	Electricity standing charges middle flat 28-30 Belle Vue Terrace - 1/8/23 - 3/9/23 (unoccupied)	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2288	15/09/2023	GENE GENIE & THE LEMON SQUEEZERS (CURTIS L FUDGE)	400.00	Bands in the Park performance 27/8/23	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2289	15/09/2023	HOUSEKEEPERS OF MALVERN LTD	1152.00	Cleaning contract - 22/6/23 - 22/8/23	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2290	15/09/2023	MAINE STREET (WILLIAM DAVIES)	450.00	Bands in the Park performance 10/09/23	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2291	15/09/2023	MALVERN HILLS DISTRICT COUNCIL	400.00	Cost of running uncontested elections for Malvern Town Council Wards	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2292	15/09/2023	MHDC-NNDR	165.00	Council tax middle flat - September 2023 (unoccupied)	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2293	15/09/2023	MODULEK LTD	2700.00	Preparation of a transport plan in support of planning permission for new community hub at Victoria Park	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2294	15/09/2023	NAILSWORTH BRASS BAND	250.00	Bands in the Park performance 3/9/23	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2295	15/09/2023	NOMIX ENVIRO LTD	164.58	1 x 5 litres of Dual for Malvern in Bloom	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2296	15/09/2023	NPOWER	36.31	Electricity charges former water feature Hampden Road - August 2023	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2297	15/09/2023	P&R ALARMS LTD	37.50	Replacement battery backup intruder alarm at 28-30 Belle Vue Terrace	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2298	15/09/2023	PAPERSTATION LTD	224.04	Stationery and coffee - August 2023	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2299	15/09/2023	WATER PLUS LIMITED	47.90	Water charges 28-30 Belle Vue Terrace - 26/7/23 - 26/8/23	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2230	15/09/2023	BRITISH GAS	31.09	Electricity charges Link Church Clock 22/7 - 21/8/23	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>
2231	15/09/2023	BRITISH GAS	32.58	Electricity charges Lower Howsell 2/8 - 1/9/23	<i>ms</i>	<i>ms</i>	<i>BP</i>	<i>VB</i>

Total Payments:

7,317.32

Councillor Authorisation for Payment

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

**to be held on Wednesday 1 November 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

BUDGET DISCUSSION DOCUMENT 2024/25

		Budget 2023/24	Actual, if known
1.	Level of inflation to include within the budget		
	• NNDR (business rates)	4%	5%
	• Fuel	4%	-12% (but volatile)
	• Utilities	40% 5% water	Variable average +35%
	• Contracts	2%	Variable
	• Inflation	8%	Variable
	• Cost of living increase on salaries (set nationally)	5%	Still awaiting a decision
2.	Strategic Assumptions		
	• Sale of Belle Vue Terrace?		
	• Building running costs/rent		
	• Victoria Park?		
	What to include in the budget?		
3.	Grants Budget		
	Small Grants	£5,000	£1,488 awarded to date
	Large Grants	£10,000	£6,000 awarded so far
	Community Support Grants: CAB	£16,000	-
	CA	£10,900 per annum, paid monthly	-

AGENDA ITEM 9
REPORT PR04/23

4.	Events 2023/24 Budget	£51,908	
	Including: Bands in the Park	£7,500	£6,512
	Mayor's Bonanza	£9,500	Nil
	Christmas Lights Switch On event	£6,000	£6,000 anticipated
	Malvern in Bloom	£7,000	£6,000 to date
	Christmas Lights	£16,508	£17,500
	Budget for 2024/25		
5.	Suggestions for additional expenditure or income		
6.	Contingency fund increased in 2022/23 to £20,000		
7.	Malvern Town Council Tax Base		
	<ul style="list-style-type: none"> 2023/24 – 11,118 		
8.	Precept Level 2023/24		
	<ul style="list-style-type: none"> Precept was increased from £701,500 to £757,000 in 2023/24 		
	<ul style="list-style-type: none"> Council Tax Band D - £68.09 		
	<ul style="list-style-type: none"> Precept level to aim for 2024/25? 		