



MALVERN TOWN COUNCIL

FULL COUNCIL MEETING

REPORTS

**For meeting on Wednesday 6 March 2024
at 6.00 pm
in the Council Chamber, Belle Vue Terrace,
Malvern**

MALVERN TOWN COUNCIL

Town Clerk
28-30 Belle Vue Terrace
Malvern
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29 February 2024

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MEETING OPEN TO MEMBERS OF THE PUBLIC

To all Members of Malvern Town Council:

You are hereby summoned to attend a meeting of Malvern Town Council to be held on Wednesday 6 March 2024 in the Council Chamber, Belle Vue Terrace, Malvern commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

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

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence ➤ To 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 Full Council meeting: ➤ 14 February 2024 – already issued
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.	Mayor's Announcements ➤ Verbal report
5.	Update on Town Council Operations and Activities ➤ Verbal update by the Town Clerk
6.	Reports by County and District Council Representatives in Attendance ➤ Verbal reports or written submissions as appropriate.
7.	Town Council Ward Reports/Representatives on Outside Bodies ➤ Verbal reports
8.	Members Questions ➤ The Chairman will invite members who have written in with questions to present them to Council.

9.	<p>Request to twin with Korosten Community in the Ukraine Report CL01/24 to follow</p>
10.	<p>Draft calendar of meetings 2024/25 – recommendation from Policy and Resources Committee ➤ Report CL02/24 to follow</p>
11.	<p>Response to draft recommendations for new electoral arrangements – Worcestershire County Council/Malvern Parish ➤ Report CL03/24 to follow</p>
12.	<p>Notice of Motion – ID badges to be worn at Town Council events/display of Town Council information display poster ➤ Cllr Julie MacLusky and Cllr David Watkins</p>
13.	<p>Audit Committee Recommendations The Chair of Audit Committee to present any recommendations for approval by Council from the meeting held on 21 February 2024 ➤ Report CL04/24 to follow</p>
14.	<p>Emergency Decision Making Group ➤ Verbal report from meeting held on 15 February 2024</p>
15.	<p>Date and Time of Next Meeting ➤ Wednesday 10 April 2024 at 6.00 pm</p>

**MINUTES OF FULL COUNCIL MEETING OF
MALVERN TOWN COUNCIL**

**held in the Council Chamber, Belle Vue Terrace, Malvern
on Wednesday 14 February 2024, at 6.00 pm**

Councillors

Present

C Hooper (Chair)
S Austin
M Birks
A Cherry
I Dawson
C Fletcher
J Green (from 6.05pm)
N Houghton
J Leibrandt (from 6.21pm)
L Lowton (from 6.05pm)
J MacLusky
D Mead
K Newbigging
D Watkins

Absent

C Bovey (apologies)
M Jones (apologies)
F Matthews-Jones (apologies)
R McLaverty-Head (apologies)
S Meager (apologies)

Also in attendance

L Blake – Town Clerk
L Wall – Minute Clerk
Olha Kraievskia, MHDC
Elaine Fraser, Community Builder MHDC
Members of the public
Cllr John Raine, MHDC
Cllr Fran Victory, MHDC

The Mayor handed round a short document to members of the Council that he thought may be of interest to them during a later item.

119. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Councillors C Bovey, M Jones, F Matthews-Jones, R McLaverty-Head and S Meager, and for lateness from Cllr J Leibrandt.

120. DECLARATIONS OF INTEREST

Agenda item 15 Community Engagement Consultation – Cllr Hooper is a past Chair and current Vice-President of Malvern Civic Society.

121. 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 they were signed by the Mayor:

- Full Council meeting 13 December 2023.

Cllrs Jude Green and Lou Lowton joined the meeting at 6.05pm.

PUBLIC PARTICIPATION

Mrs Harris spoke regarding planning application M/22/01823/FUL Land at Guarlford Road in Chase Ward on behalf of Malvern Environment Protection Group, comprising up to 120 households in the local area. The group is concerned that despite the application being live for over a year, two consultation periods and the Town Council being a statutory consultee, no comments have

been made on the application by the Town Council. The group felt the district council planning department could not be expected to make the correct decision regarding this application if the Town Council did not comment in support of the adopted neighbourhood plan.

The group also felt that the proposed development did not meet the criteria for new residential development, being in open countryside and beyond the development boundary.

Mrs Harris questioned why the Town Council had decided to make no comment and urged councillors to reconsider and finally make a comment on this application in line with the neighbourhood plan.

122. PRESENTATION BY OLHA KRAIEVSKA AND OTHERS ON PROPOSAL/ REQUEST TO TWIN WITH KOROSTEN COMMUNITY IN THE UKRAINE

Olha Kraievkska came to Malvern with other families fleeing the war in Ukraine and now works at Malvern Hills District Council in support of the Ukrainian community in Malvern. She attended the meeting to talk about the possibility of twinning between Malvern and Korosten.

Korosten has a population of around 72,500, made up of 43 villages and the administrative hub of the town of Korosten. It is still suffering from the attack by Russia, but they are working hard to restore life as they knew it, despite 304 targets having been partially or completely destroyed. It has a unique cultural heritage and history spanning more than 1,300 years. Mining, food and furniture manufacturing are all industries developing in the area.

Korosten has established partnerships with towns in Moldova, Lithuania, America and Poland. The Mayor of Korosten would now like to establish close friendly ties with Malvern, and hold joint cultural and sports events, cultural exchanges, work experience and joint projects such as exhibitions, providing new opportunities for small and medium sized enterprises.

The Ukrainian community in Malvern is very grateful for the support shown so far, all have found work and there are two students at Worcester University. In total, 300 Ukrainians live here and more continue to seek sanctuary as the war enters another year. Olha then presented a short video to the meeting showing the various aspects of Korosten. The Mayor thanked Olha Kraievkska for her presentation and it was noted that a report on the matter of twinning would be brought to a future council meeting.

123. MAYOR'S ANNOUNCEMENTS

The Mayor reported on the following engagements that he had attended since the last meeting:

- 16 December – St Matthias charity concert with Hills Singers and Malvern Hills District Brass Band
- 18 December – judging of the wreath themed window displays in Malvern
- 20 December - carol service organised by Worcester News in Worcester Cathedral
- 28 December – charity carol concert organised by the Malvern Festival Chorus
- 18 January – attended a presentation by Cllr Fran Victory on her Icon project
- 25 January – liaison meeting with MHDC
- 26 January – official opening of new Community Action premises in Malvern Link
- 31 January – NALC seminar by Zoom on Levelling Up
- 4 February – St Richard's Hospice charity lunch. The Mayor was pleased to report this event had raised £2244.42

- 9 February – Reception at the Bishop's Palace
- 10 February – performance of Elijah by the Malvern Festival Chorus
- 11 February – Redland Road Scout Hut to welcome in second day of Lunar New Year, organised by the Buddhist Campaign of Relief organisation, based in Taiwan, but with outreach around rest of the world
- 13 February – walkabout led by Rebecca Probert of MHDC along with Cllr Watkins and Cllr Fran Victory looking at signage and state of Barnards Green and Malvern Link.

124. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

The Town Clerk reported as follows:

Belle Vue Building

The sale of Belle Vue Building completed on 8 February and the Town Council is now a tenant to the new owners Guthrie Roberts. Work is ongoing to arrange the handover of keys, services, accounts and leases etc.

New Community Hub at Victoria Park

Groundworks started at Victoria Park this week. The skateboard ramps have been taken out of use and relocated by the bowling green for the time being, and the site set up with storage and welfare units and secured with Heras fencing.

Officers have been engaging with the local community to make them aware of the works taking place and to inform them of the possible disruption. The Town Clerk asked councillors to direct to her any queries or feedback from park users or members of the public that they received.

Skatepark Consultation

Officers have been working on the public consultation for the skatepark. Questionnaires have been designed and will be made available in hard copy or online from Friday. A public consultation event is being held on Tuesday 20 February at The United Reformed Church Hall in Malvern Link from 3pm until 7pm. This will be advertised again on social media and on the Council's website in the coming days.

Pump Track at Adam Lee

An application for a certificate of lawful development was submitted before Christmas but planning officers at Malvern Hills District Council have since advised that having reviewed the submission, an application for planning permission would be required as the proposed works would likely be considered engineering works. Therefore, the application for a certificate of lawful development has been withdrawn and preparation of a submission of a full planning application has started.

Town Council Vacancy

Christopher Lee resigned as a town councillor in January. A casual vacancy has been advertised and a by-election will be called if ten electors in St Joseph's Ward request it. Otherwise, the Council will be free to fill the vacancy via co-option.

Town Council Grants Scheme

The Town Council Grants Scheme is now open and full details can be found on the Council's website. The Town Clerk reminded councillors that the closing date for applications is Monday 11 March and therefore if they knew of any groups who could be interested, they should be directed to the Council's website.

Mayor's Peaks Challenge

The Mayor's Peaks Challenge walk scheduled for 4 May is now open for bookings via the Council's website. An early bird discount is currently available at £19 per ticket for the long walk.

Operations Update

- A new clamberstack has been installed at Jamaica Crescent as part of the play area refurbishment; the new slide and zip wire will be installed within the next few weeks.
- The zipwire has been moved at Victoria Park to facilitate and increase safety around the works for the new community hub building.
- Works have taken place to prepare the ground for the delivery of the Council's new storage unit at Great Malvern Cemetery the following week.

125. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE

Cllr Fran Victory, Link Ward reported that she has been busy on ward work and will speak on the Icon project when more information has been received from the County Council. She had walked around Barnards Green and Malvern Link the previous day to look at where signage could be improved, such as free parking, footway signs to direct people from the station to the town and on the toilets. She has held some councillor surgeries and other councillors are welcome to attend. Rebecca from MHDC is trying to get funding for a new noticeboard in Malvern Link advertising all the shops.

Cllr David Mead, Barnards Green Ward reported that he had attended a meeting with two officers from Worcestershire County Council regarding the relocation of the nursery in the Sunshine Centre and was making slow progress. Cllr Mead clarified details of occupation at the new houses on the Old Barrack Stores site at the junction of Court Road and St Andrews Road, being that 22 out of the 30 houses could be occupied before road improvements were made.

Written reports had been submitted by Cllr Malcolm Victory, Cllr Karen Hanks and Cllr Natalie McVey, and these had been circulated to all town councillors prior to the meeting.

126. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES

Cllr Clive Hooper, Worcestershire CALC representative – there had been a meeting of the CALC Malvern Hills Committee and the CALC Executive Committee.

Cllr Iain Dawson, Poolbrook Village Hall Committee – Cllr Dawson had been unable to attend the last meeting but the committee was currently investigating the repaving of the driveway to the hall, and how it would be funded.

127. MEMBERS QUESTIONS

None.

128. DRAFT CALENDAR OF MEETINGS 2024/25

Report CL01/24 was received and accepted.

The Town Clerk explained that certain meetings had to be held at a specific time during the year, such as the year end accounts and agreement of the annual return, but others were movable if required. Full Council had streamlined the calendar previously by agreeing to hold all meetings on a Wednesday.

Cllr Dawson proposed that all meetings in the new calendar should start at 6.30pm rather than 6.00pm.

It was **RESOLVED** to accept the calendar of meetings with a start time of 6.30pm.

129. RESPONSE TO HEREFORD AND WORCESTER FIRE AND RESCUE SERVICE PUBLIC CONSULTATION

Report CL02/24 was received and noted.

Councillors discussed whether it would be best to submit individual responses or a response from the Council as a whole.

It was **RESOLVED** that the Town Clerk would submit the following comment:

“Malvern Town Council urges the fire service to retain its existing provision in Malvern.”

130. JENNY LIND SCULPTURE IN ROSE BANK GARDENS

Report CL03/24 was received and accepted.

Councillors were in favour of the Jenny Lind sculpture being removed from Rose Bank Gardens and relocated in Priory Park, but wished to ensure that all liability was passed onto Malvern Hills District Council when ownership was transferred.

Councillors also felt that it would be sensible to move the sculpture directly from the gardens to Priory Park, rather than store it elsewhere whilst it was awaiting collection.

It was **RESOLVED** that the Jenny Lind sculpture should be removed from its current location in Rose Bank Gardens and moved to Priory Park on a date agreed with Malvern Hills District Council, with ownership and all liability transferred accordingly.

131. NEW COMMUNITY HUB AT VICTORIA PARK – OPTION TO TAX

Report CL04/24 was received and accepted.

It was **RESOLVED** that the Council make an option to tax for the area of the new community hub building at Victoria Park.

132. NEW COMMUNITY HUB AT VICTORIA PARK – LOAN FUNDING

Report CL05/24 was received and accepted.

The report set out an update to the existing resolution regarding loan funding for the new community hub building at Victoria Park, as interest rates had increased since the resolution was made in March 2022.

It was **RESOLVED** to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £310,000 over 25 years as part of the funding for a new community hub building at Victoria Park in Malvern. The annual loan repayments would come to around £22,742. It was also intended to increase the council tax precept for the purpose of the loan repayments by 3% which would be the equivalent of £2.05 per year.

133. COMMUNITY ENGAGEMENT CONSULTATION

Report CL05/24 was received and accepted.

Whilst most councillors agreed it was important to engage with the community, others said previous experience showed that putting it into practice did not always get results.

Under Standing Order 3(x) it was agreed to extend the meeting by a further 30 minutes.

There was a robust discussion around the merits and need for more community engagement, after which,

It was **RESOLVED** to set up a Community Engagement Task and Finish Group to consider the responses received to the Town Council's Community Engagement Consultation, to identify any actions that may need to be taken as a result and report back to Full Council.

It was **RESOLVED** that the Task and Finish Group would have the following members:

- Cllr Marilyn Birks
- Cllr Karen Newbigging
- Cllr Nick Houghton
- Cllr Clive Fletcher
- Cllr Josephine Leibrandt
- Cllr Lou Lowton
- Cllr Jude Green

134. AUDIT COMMITTEE RECOMMENDATIONS

Report CL06/24 was received and accepted and in the absence of Cllr Caroline Bovey, the Chair of Audit Committee, the Vice-chair Cllr Jude Green presented the recommendation.

Minute 25 Business Continuity Policy

It was **RESOLVED** to adopt the draft business continuity plan as attached to the minutes of the Audit Committee meeting held on 31 January 2024.

135. POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS

Report CL07/24 was received and accepted, and the Chair of Policy and Resources Committee, Cllr Iain Dawson, presented the recommendations from the meeting held on 7 February 2024.

Minute 53 Review of Standing Orders

It was **RESOLVED** to adopt the Standing Orders as attached to the report.

136. DATE AND TIME OF NEXT MEETING

It was agreed that the date of the next meeting would be Wednesday 6 March 2024 at 6.00 pm.

The meeting finished at 8.25pm

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(Chairman)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 6 March 2024 at 6.00 pm
in the Council Chamber, Malvern Town Council, Belle Vue Terrace**

REQUEST TO TWIN WITH KOROSTEN COMMUNITY IN THE UKRAINE

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is recommended to support in principle the development of a twinning connection between Malvern and the Korosten Community in the Ukraine.

2.2. Initial steps to be taken would be to establish a twinning steering group of interested parties, draft terms of reference and a structure for how a twinning group will work ahead of a final decision by Full Council. Two Town Councillors should also be nominated to support this process.

3. Background

3.1. Councillors will recall that a presentation was made to Full Council on 14 February regarding a proposal to twin with the Korosten Community in the Ukraine.

3.2. The Mayor of Korosten would like to establish close friendly ties with Malvern and hold joint cultural and sports events, cultural exchanges, work experience and joint projects.

3.3. Support for this twinning agreement would come from the Ukrainian Community in Malvern, Malvern Hills District Council who employ two Ukraine liaison officers and fund a community builder post, as well as local host families and potentially other interested residents.

3.4. The Town Council is officially twinned with one other town, Bagnères de Bigorre in France. Officers would suggest that if council supports a new twinning, then the procedure, process and model from the French twinning be used.

3.5. Initial steps could be taken to establish the interest in, and long-term potential of, a twinning group and agreement as follows:

- An initial meeting to be held by MYC/MHDC and all interested parties to be invited
- Develop plans for formal written constitution and structure
- Develop plans to foster links between the two towns
- Terms of reference to be drafted and submitted to Council.

3.6. As with the French twinning agreement, it is suggested that Town Council officers along with two nominated Town Councillors could provide assistance in the form of administrative, procedural and PR support during the initial set-up phase, but that after this period volunteers within the twinning group would organise and manage ongoing activities, making them independent of the Town Council.

3.7. Following an initial period of approximately three months, Full Council can review progress and make a formal decision to sign a twinning agreement/oath.

4. Financial Implications

4.1. Malvern Town Council could choose to provide a set-up budget for a new twinning group. There are currently no specific funds allocated for this purpose.

4.2. Malvern Hills District Council have confirmed that they are able to access and provide funding for the set up of this arrangement.

5. Legal Implications

5.1. The Local Government Act 1972 gives power to councils to enter into twinning agreements and to incur expenditure in relation to this.

End

Linda Blake

Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 6 March 2024 at 6.00 pm
in the Council Chamber, Malvern Town Council, Belle Vue Terrace**

**DRAFT CALENDAR OF MEETINGS 2024/25 –
RECOMMENDATION FROM POLICY AND RESOURCES COMMITTEE**

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is recommended to reverse the decision made on 14 February to change the start times of meetings for 2024/25 in light of legal advice. Meeting times would therefore revert to the usual start time of 6 pm.

3. Background

3.1. At Full Council held on Wednesday 14 February, it was resolved that the calendar of meetings for 2024/25 be accepted with a new start time of 6.30 pm.

3.2. Further to this resolution, and after the meeting, a contractual issue was raised requiring this decision to be revisited.

3.3. Evening meetings of the Town Council start at 6pm except in the case of the Annual Town meeting. This has been accepted practice for as long as staff who currently work evening meetings have held their roles.

3.4. HR advice has been taken through Worcestershire CALC. This has stated that employees affected by a change in start time to meetings have a reasonable expectation for current start times to remain. If the Council wishes to change that term of their contract, it would need to do so by mutual agreement.

3.5. The Town Clerk has spoken to staff members affected by this change and their wish is to carry on with the current arrangements for meetings. Council could choose to proceed with the change, but this would require a process of consultation with staff based on a sound business case and may affect the morale of current valued staff.

3.6. Policy and Resources Committee has staffing responsibilities and therefore considered this matter at the meeting on 28 February. Their recommendation is that the decision be reversed and meetings continue to start at 6 pm.

4. Financial Implications

4.1. A contractually imposed change to working hours may result in the need for part-time staff to cover admin/office duties in order that time in lieu can be properly taken.

5. Legal Implications

5.1. In April 2020, there was a change to the Government's "Good Work Plan" which altered the requirements under Section 1 of the Employment Rights Act 1996. This is a statutory change affecting all employees, including current ones and automatically affects everyone's contract, even those pre-dating 2020.

- 5.2. Council's standing orders state that a Council resolution can be reversed within six months by a motion moved in pursuance of the recommendation of a committee.

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 6 March 2024 at 6.00 pm
in the Council Chamber, Malvern Town Council, Belle Vue Terrace**

**RESPONSE TO DRAFT RECOMMENDATIONS FOR NEW ELECTORAL ARRANGEMENTS –
WORCESTERSHIRE COUNTY COUNCIL/MALVERN PARISH**

1. Purpose of Report

1.1. For consideration and comment as necessary.

2. Recommendation

2.1. Council is asked to review and consider the new electoral arrangements for Worcestershire County Council and in particular the draft recommendations for revised electoral arrangements for Malvern Town.

3. Background

3.1. The Local Government Boundary Commission for England published draft recommendations in respect of new electoral arrangements for Worcestershire County Council in January 2024. The full details can be found at <https://www.lgbce.org.uk/all-reviews/worcestershire>, follow the link to the full report. The initial consultation took place in 2023 and following the publication of draft recommendations, a second consultation is taking place ahead of final recommendations being released in July 2024.

3.2. Officers at Malvern Town Council have been informed that these recommendations include revised electoral arrangements for Malvern Town as follows:

3.3. Malvern Town Council should comprise twenty councillors as at present, representing eight wards.

Ward	Number of Parish Councillors	Change
Chase	4	None
Great Malvern	3	None
Link	3	-1
Pickersleigh	2	None
Pound Bank	1	None
St Joseph's	2	+1
Upper Howsell	2	None
West	3	+1
Lygon	0	-1

The deadline for submission of responses is 18 March 2024. Council must therefore decide if it wishes to submit a response on the overall recommendations, just relating to the draft recommendations for Malvern Town or not at all.

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



RESOLUTION MOVED ON NOTICE – Standing Order 9

A Meeting of Malvern Town Council

to be held on Wednesday 6 March 2024 at 6.00pm

in the Council Chamber, Malvern Town Council, Belle Vue Terrace

**NOTICE OF MOTION – ID BADGES TO BE WORN AT TOWN COUNCIL
EVENTS/DISPLAY OF TOWN COUNCIL INFORMATION DISPLAY POSTER**

Proposed Resolution

- 1) That Council supports the production and wearing of ID badges by Town Councillors when supporting events involving public engagement and that these badges should identify individuals as members of the Town Council, including names but not the wards represented.
- 2) That Council supports the funding and wearing of these badges at events run by the Council.
- 3) That officers are asked to produce a draft laminated display poster, detailing what the Town council does/is responsible for, to be situated prominently at public events, e.g. next to the Mayor's charity stall or outside Santa's Grotto at the Christmas Festival, and next to the bandstand at the summer Bands in the Park events.

Background

The idea for the use of these name badges evolved from my participation in the Town's annual Christmas Festival and Remembrance Sunday events. At Christmas, I helped with sales at a stall for the Mayor's charity and watched the lights switch-on from Belle Vue island. I was aware that throughout the day, whilst I engaged with the throngs of members of the public who attended the charity stall or when I stood with other councillors on the terrace for the light switch on, none of the public would have any way of knowing who I was, or the ward that I represent. In fact, I was asked many times during the day by people who knew me, what I was doing there. At the Remembrance Sunday event I wore a high-visibility jacket and again engaged with many members of the public in attendance – none of whom would have had any idea why I was there, unless they knew me personally.

I had lived in Great Malvern for over eight years, and always attended, enjoyed, and appreciated the Christmas Festival. Throughout this time, until I was co-opted onto the Town Council, I was not aware that the event was run by the Town Council. If I gave it any thought, I might have imagined it was put together by a combination of local traders/the District and County Councils, perhaps.

I note that the recent public consultation as to Community Engagement by the Town Council, response rate has been poor. I believe that the overall goal of attempts to address Community Engagement would be greatly enhanced if the public were given the chance to

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'see' who we are, through the wearing of ID badges at the major events that we participate in.

By identifying ourselves to members of the public who attend our events, I also believe we will engage with those who might otherwise be reluctant to attend public meetings, or approach us through more formal channels.

Similarly, I believe that if a form of laminated display poster, detailing what the Town Council does/is responsible for, was situated prominently at public events, e.g. next to the Mayor's charity stall at the Christmas Festival, (or outside Santa's Grotto) and next to the bandstand at the summer Bands in the Park events, our visibility and public engagement would be greatly enhanced.

Should Malvern Town Council support the creation and wearing of ID badges and/or the poster display, we will be making a small but, I believe, very significant attempt to raise awareness, and appreciation, of exactly what Malvern Town council does, and who we are.

Proposer - Cllr Julie MacLusky (Upper Howsell Ward)

Seconder - Cllr David Watkins (Link Ward)

23 February 2024

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 6 March 2024 at 6.00 pm
in the Council Chamber, Malvern Town Council, Belle Vue Terrace**

AUDIT COMMITTEE RECOMMENDATIONS

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is asked to consider the recommendations from the meeting of Audit Committee held on 21 February 2024 and listed below.

Minute 30 Health and Safety Policy – compliance with current policy and procedures

It was **RECOMMENDED** that Council note that systems and controls are in place to comply with its Health and Safety Policy.

3. Background

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

3.2. Full Council is therefore asked to consider the recommendations listed above as presented by the Chair or Vice Chair of Audit Committee and to approve, amend or refer back to committee as appropriate.

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

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

4. Financial Implications

4.1. Please see individual committee reports.

5. Legal Implications

5.1. Please see individual committee reports for specific details.

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

End

Linda Blake
Town Clerk