



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

**For meeting on Wednesday 27 March 2024 at 6.00 pm
Council Chamber, Belle Vue Terrace**

MALVERN TOWN COUNCIL

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



21 March 2024

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, 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 27 March 2024, 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: <ul style="list-style-type: none">➤ 28 February 2024 (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.	Malvern Town Community Support Grant – Citizens Advice Bureau <ul style="list-style-type: none">➤ Report PR01/24 to follow
5.	Small Grants Scheme, 2nd Round 2023/24 <ul style="list-style-type: none">➤ Report PR02/24 to follow
6.	Large Grants Scheme, 2nd Round 2023/24 <ul style="list-style-type: none">➤ Report PR03/24 to follow
7.	Review of Earmarked Reserves <ul style="list-style-type: none">➤ Report PR04/24 to follow

8.	Staffing Matters – Staffing Sub-committee ➤ Report PR05/24 to follow
9.	Date and Time of Next Meeting ➤ Wednesday 8 May 2024 at 6.00 pm

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

**held in the Council Chamber, Belle Vue Terrace, Malvern
on Wednesday 28 February 2024 at 6.00 pm**

Councillors

C Fletcher (Vice-chair)
N Houghton
M Jones (from 6.20pm)
L Lowton (substitute for I Dawson)
R McLaverty-Head
J MacLusky

Absent

I Dawson (apologies)
M Birks (apologies)
K Newbigging (apologies)

Also in attendance

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

55. APOLOGIES FOR ABSENCE

Apologies for absence from Cllrs Iain Dawson, Marilyn Birks and Karen Newbigging and for lateness from Cllr Melanie Jones were **NOTED**. Cllr Iain Dawson had substituted Cllr Lou Lowton.

56. DECLARATIONS OF INTEREST

None.

57. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings, to be signed by the Chairman:

- Policy and Resources Committee meeting held on 7 February 2024.

PUBLIC PARTICIPATION

None.

58. TERMS OF REFERENCE OF COMMITTEES

Report PR01/24 was received and accepted.

Committee were asked to consider, review and revise as necessary the Town Council's terms of reference for its three main committees, Operations and Planning Committee, Policy and Resources Committee and Audit Committee.

The Town Clerk informed members that two complaints had been received recently regarding possible ambiguity of the planning section within the Operations and Planning Committee terms of reference.

It was noted that Full Council meetings and Extraordinary Council meetings do not have terms of reference as they are governed by standing orders.

Members then reviewed the three appendices containing the terms of reference for the three main committees.

Cllr Melanie Jones joined the meeting at 6.20 pm.

Operations and Planning Committee (changes are listed or noted in italics)

1. CONSTITUTION

- 1.1. The Committee will consist of nine Councillors appointed by Full Council at the Annual Council Meeting (or another Council meeting should a vacancy occur during the year).

changed to:

The Committee will consist of either nine or ten councillors appointed by Full council at the Annual Council Meeting (or another Council meeting should a vacancy occur during the year).

- 1.2. Committee meetings will be arranged by the Town Clerk with a quorum of five members.

changed to:

Committee meetings will be arranged by the Town Clerk with a quorum as agreed by Full Council.

2. RESPONSIBILITIES

- 2.16. To consider and comment on any planning matter which affects the Town of Malvern *as appropriate*.

- 2.17. To consider and comment on any application referred for comment to the Town Council by a Local Planning Authority *as appropriate*.

3. FINANCE

- 3.1. To prepare annually a draft budget *for asset renewal and refurbishment projects and vehicle/machinery replacement expenditure* to be agreed by Full Council as part of the budget process.

- 3.2. *Removed.*

4. TOWN AND COUNTRY PLANNING SYSTEM

- 4.2. The Council is active in participation for all planning application consultations. This is an important part of the representational role of the Town Council.

changed to:

The Council is informed of all planning application consultations and will comment as appropriate.

5. ENVIRONMENTAL MATTERS

Section 5 will be a new section within the terms of reference for Operations and Planning Committee.

- 5.1. *“To formulate, monitor, review and update the Council’s environmental policy which all decisions made by Malvern Town Council*

- 5.2. *To ensure environmental policy is current, relevant and reviewed annually.”*

It was agreed that some general formatting and standardisation would be carried as had been done for other policies, including:

- “Operations Committee” to be updated to “Operations and Planning Committee”.
- Reference to Strategic Planning meetings amended to Operations and Planning Committee meetings.

Policy and Resources Committee (changes are listed or noted in italics)

1. CONSTITUTION

- 1.1. The Committee will consist of ten Councillors appointed by Full Council at the Annual Council Meeting (or another Council meeting should a vacancy occur during the year).

changed to:

The Committee will consist of either nine or ten councillors appointed by Full council at the Annual Council Meeting (or another Council meeting should a vacancy occur during the year).

- 1.2. Committee meetings will be arranged by the Town Clerk with a quorum of six members.

changed to:

Committee meetings will be arranged by the Town Clerk with a quorum as agreed by Full Council.

2. RESPONSIBILITIES

- 2.11. This clause to be removed as it is covered by Operations and Planning Committee terms of reference.

Staffing

Policy and Resources Committee will ensure that the following duties are undertaken as appropriate:

- 2.18. To review annual appraisals which will be completed for all staff members *where appropriate.*

- 2.19. To review the annual appraisal process *as appropriate.*

- 2.20. Remove “pay and” from sentence.

Audit Committee

It was **AGREED** that no amendments were necessary to the Audit Committee terms of reference.

It was **AGREED** that some general formatting and standardisation would be carried as had been done for other policies, if necessary, for the terms of reference for Policy and Resources Committee and Audit Committee.

It was **RECOMMENDED** that Full Council adopts the terms of reference for the three main committees as amended and attached to these minutes.

59. REVIEW OF COMMUNICATIONS AND PUBLICITY POLICY – COUNCILLOR GUIDELINES

Report PR02/24 was received and accepted.

Members reviewed the Town Council’s Communications and Publicity Policy – Councillor Guidelines and agreed that no amendments were necessary, other than the standardisation of terms used in other policies.

It was **RECOMMENDED** that Full Council adopts the Town Council’s Communications and Publicity Policy with standardisation of terms as used in other policies.

60. STAFFING MATTERS

Report PR03/24 was handed out at the meeting and members were asked to consider contractual issues raised by a decision at Full Council on 14 February 2024 to delay the start times of all Town Council evening meetings by half an hour.

Legal advice had been sought from Worcestershire CALC and this confirmed that a change in meeting times would be a change in staff contracts which would need to be done by mutual agreement or by a process of consultation based on a sound business case.

A robust discussion raised the following points:

- A formal consultation should be avoided if at all possible because of the detrimental effect it can have on staff.
- A 6.30 pm start to meetings may make it easier for people to attend – both members of the public and councillors.
- Councillors were aware of meeting start times when they joined the council.
- Staff were the Council's greatest asset and their opinions should be considered.

It was **RECOMMENDED** that Full Council reverse the decision made on 14 February to accept the calendar of meetings in light of legal advice. Meeting times would therefore revert to the usual start time of 6 pm.

61. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting would be Wednesday 27 March 2024 at 6pm.

The meeting finished at 8.10 pm

.....(Chairman)

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

**to be held on Wednesday 27 March 2024 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

**MALVERN TOWN COMMUNITY SUPPORT GRANT
CITIZENS ADVICE BUREAU**

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Committee considers an application from the Citizens Advice Bureau (CAB) application for a Community Support Grant of £18,000 for 2024/25. The application is attached at Appendix A.

3. Background

3.1. The CAB has received a grant from Malvern Town Council each year under a long-term agreement which has been renewed every three years.

3.2. The CAB has been one of two longstanding Community Support Grants awarded by the Town Council and is in addition to the small, large, and emergency grants. Since December 2023, there is only one remaining agreement in place, that to the CAB.

3.3. The current funding agreement for the CAB comes to an end on 31 March 2024. The Chief Executive Officer is now submitting a grant application, attached at Appendix A to this report for consideration for the financial year 2024/25.

3.4. The amount requested at £18,000 is an increase from the last award of £16,000 per annum which was approved in March 2021. Councillors are asked to note that all supporting documentation has been received and is in order. This has not been fully reproduced but can be made available to Councillors upon request.

3.5. In April 2012, Malvern CAB merged with Wychavon CAB to form a larger South Worcestershire CAB, funding continued from the Town Council providing that the grant amount was ring fenced for the Malvern Hills Branch.

4. Financial Implications

4.1. The CAB has requested £18,000 per annum for 2024/25. This is an increase of £2,000 from the last award and with the budget for 2024/25 already agreed at £16,000 it would represent an overspend.

4.2. The grant is paid upon request in two instalments, July, and January each year, in line with receipt of the precept from Malvern Hills District Council.

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. The Town Council can also award grants using the Power of General Competence.

End

Linda Blake
Town Clerk



MALVERN TOWN COUNCIL

COMMUNITY SUPPORT GRANT APPLICATION FORM

DETAILS OF ORGANISATION

Name of organisation: South Worcestershire Citizens Advice

Amount of grant requested: £18000

Address for correspondence: 52 Prospect Close, Malvern, WR14 2FD

Name: Annie Robson

Address: 52 Prospect Close, Malvern,

Postcode: WR14 2FD

Daytime telephone number: 07816 317040

Reason/s for grant request:

A. What is the nature of your organisation's activity?

We offer free, impartial advice and information to anyone who needs it, covering a wide range of enquiry areas, including but not limited to: welfare rights, employment, debt, consumer rights, immigration, housing, health and well-being support.

B. What are the aims and objectives of your organisation?

The Charity's objectives are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the

benefit of the community in Worcestershire and elsewhere in England. We aim to achieve these objectives by:

- Providing services that are free, independent, confidential and impartial advice to everyone on their rights and responsibilities.
- Valuing diversity, promoting equality and challenging discrimination
- Providing the advice people need for the problems they face
- Seeking to improve the policies and practices that affect people's lives.

C. When was your organisation formed?

14th December 2011

DECLARATION

I confirm that the details set out in this application are, to the best of my knowledge, correct and that I will notify the Council of any material changes to the information provided.

Signed:



Position in organisation: Chief Executive Officer

Date: 1st February 2024

Please complete and send this application together with supporting documents to:

Linda Blake, Town Clerk
Malvern Town Council
28-30 Belle Vue Terrace
Malvern
WR14 4PZ

Tel: 01684 566667

SUPPORTING DOCUMENTS REQUIRED WITH YOUR APPLICATION

The following documents are required to support your application:

- i. A statement of no more than one A4 page explaining how the grant will provide significant and wide-reaching benefit for the residents of Malvern Town. This statement will be presented to Committee to assist in the decision-making process.
- ii. A copy of your organisation's Constitution/Articles of Association and organisational chart. The organisational chart should indicate full/part time staff and whether they are paid or volunteers.
- iii. A copy of your organisation's latest Annual Report.
- iv. A copy of your organisation's latest bank statement.
- v. The organisation's most recent annual accounts preferably audited and/or prepared by a qualified accountant. In the case of a newly formed organisation, a comprehensive budget and business plan should be submitted.

DETAILS OF GRANT REQUESTED

1. Please provide names and relevant details of your current Management Board:

Brian Herdman, Chair - brian.herdman@citizensadvicesw.org.uk
Patrick Goode, Treasurer - patrick.goode@citizensadvicesw.org.uk
Colin Chandler, Trustee - colin.chandler@citizensadvicesw.org.uk
Graham Purcell, Trustee - graham.purcell@citizensadvicesw.org.uk
Steve Molyneux, Trustee - steve.molyneux@citizensadvicesw.org.uk
Fiona Howarth, Company Secretary - fiona.howarth@citizensadvicesw.org.uk
Linda Ranford, Trustee - linda.ranford@citizensadvicesw.org.uk
Ann Garey, Clerk to the Trustee Board - ann.garey@citizensadvicesw.org.uk

2. Is your organisation a registered charity?

Yes our registration number is 1146772

3. Is your organisation or any part of it operated as a commercial business? If so, please provide details and income generated:

No

4. Is your organisation part of, or affiliated to, any National Organisation? If yes, please give details:

Yes we are part of the National Citizens Advice Network in as much as we are a member organisation of the network. However, each local Citizens Advice office operates as an independent charitable organisation in its own right and we are wholly responsible for fundraising in order to find the income it requires to deliver our services.

5. Please provide details of how many members belong to your organisation:

Please note - membership to our organisation is currently only taken up by Trustee Board members so the total number is 7 but see answer to question 6 for further information about the number of people in Malvern who use our services.

	Malvern Town Residents	Residents outside Malvern Town
Adult	1	6
Junior	0	0

6. If your organisation is not membership based, please give details of approximately how many people you work with/provide services for and the percentage of those who are actually resident in the nine Wards that Malvern Town Council is responsible for i.e., Chase, Great Malvern, Link, Lygon, Pickersleigh, Pound Bank, St Joseph's, Upper Howsell and West:

In 2023 we helped **1779** clients from the Malvern Town Council Ward areas (4184 in total across Malvern Hills) with a total of **6167** different issues. This illustrates the complexity of the clients we are helping as they often have several issues that need addressing when they come to us for help.

This number represents a 44% increase in the number of people seen and a 54% increase in the number of issues dealt with compared with 2021 when we last applied for a grant from Malvern Town Council.

7. Please provide details of membership subscription levels (if any):

Not applicable

8. What is the catchment area covered by your organisation for which you provide services?

We deliver our services across the whole of the South Worcestershire area which covers all of the Malvern Hills District and all of the Wychavon District areas. The main towns within these districts include Droitwich, Evesham, Malvern and Pershore.

9. Give details of the exact purpose for which a grant is sought:

South Worcestershire Citizens Advice (SWCA) is an independent charity and all of our services are free to anyone who needs us. The last 2 years have been extremely challenging for us as well as for our clients who have been hit by the crippling cost of living crisis at the very same time that we were all emerging from a worldwide pandemic which has left a significant detrimental impact on people's mental health and wellbeing. We have had to increase the number of volunteers and paid staff team members across our organisation in order to do our very best to meet this demand. We are still a lean organisation with 31 paid staff and 85 wonderful volunteers who are committed to delivering the very highest quality advice and information service to their local communities.

But cost of living pressures have affected us as an organisation too, with rising utility bills, rents, staff costs and volunteer expenses all increasing significantly. We have had to be innovative in our ways of working and seek grant funding for specific project work that addresses these cost of living pressures that everyone is facing.

The funding that Malvern Town Council have allowed us to use in an unrestricted way to ensure that the residents of Malvern are able to access us easily and in a number of ways is absolutely vital for us and we are extremely grateful for the ongoing support we receive from the Town Council.

This grant will be used to ensure that our services remain open for those who need us most and enable us to look to develop our organisation to increase the reach further out to people who we know don't access support services like ours but whom would benefit from them greatly.

10. If your application is requested for a specific project, how will this benefit the community or residents of Malvern Town?

This application is to support the core work that we do and is therefore not project specific.

11. What is the amount of the grant your organisation is requesting?

Between £16,000 and £18,000

12. Is this an annual cost?

Yes please.

13. If the grant is for a specific project, what is the total cost of the project?

The grant is for our core work and therefore not project specific

14. Is this an annual cost?

N/A

15. Are there any recurring costs likely to arise from the project? If yes, please explain how this will be funded.

All other funding streams explained below

16. If the total cost of the project is more than the grant you are requesting, do you already have the balance available? If no, please indicate how you intend to raise the balance and how long you expect this to take:

N/A

17. How much have you raised to date and intend raising for the specific project (if applicable):

N/A

18. Have you received, or been promised Grant Aid from any Government, statutory, voluntary or charitable organisation or from Malvern Hills District Council/Worcestershire County Council towards this project? If yes, please give the following details:

Organisation	Purpose	Date Received	Amount
Malvern Hills District Council	Core Funding	1st April 2023	£73,359 per annum for 3 years (Across Malvern Hills)
Worcestershire County Council	Delivery partner of Worcestershire Advice Network	1st October 2023	£48,000 per annum for 5 years (Across Malvern Hills & Wychavon)
Malvern Hills District Council	Being Well Co-ordinator	1st April 2022	£25,000 per annum for 3 years (Across all of Malvern Hills)

Money Advice Service	Delivery of specialist debt casework	1st April 2023	£58, 571 per annum until March 2025 (Across Malvern Hills and Wychavon)
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19. Give details of all grants obtained from other organisations during the preceding Financial Year:

Received From	Amount	Remarks
Malvern Town PCN	£144,322 per annum	To deliver a Social Prescribing, Lifestyle service to Malvern Town residents
Ledbury Town Council	£5000	restricted to those within boundary area of Ledbury Town
Tenbury Town Council	£1000	restricted to those within boundary area of Tenbury Wells
Malvern & Upton Foodbank	£24,552 per annum	3 year agreement dated 1st December 2022 to pay for an adviser to be based at Malvern and Upton foodbanks
John Martin Charity	£27,500	For delivery of services in Evesham Town only
Droitwich Town Council	£4000	restricted to those within the boundary area of Droitwich Town

20. Give details of all donations obtained from other organisations during the preceding Financial Year:

Received From	Amount	Remarks
Various	£5,300	These are from regular donors or one off donations from clients or from previous employees/volunteers or money left in wills.
National Citizens Advice	£15,000	Cost of Living Sub grant (Covering both Malvern Hills & Wychavon areas) .
Fundraising events	£4000	Income retained after Charity Ball and Family Funday events

21. Give details of any unsuccessful grant applications made by your organisation during the current Financial Year and indicate the result:

Applied To	Amount	Remarks
Garfield Weston Foundation	£25,000	unsuccessful application

Evesham Town Council	£5000	unsuccessful application
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22. What are your other main sources of income during the last financial year?

All sources of income detailed in above tables. Other income comes from specific grant applications which are ongoing throughout the year.

Source of Income	Amount	Reason

23. Please list amounts and reasons below for reserve funds shown in the latest accounts that your organisation:

Reason for Maintaining the Reserve	Amount
We have a responsibility to maintain enough reserves to pay staff in the event of contracts ending or closure of the organisation. The policy as agreed with the Trustee Board is currently to maintain the equivalent of 6 months reserves at any one time.	£228,075 (6 months)

24. Please give details of your organisation's own fund-raising efforts during the past year:

We hold 2 main fundraising events throughout the year, one is a Family Funday held at Malvern Town Football Club which raised approx £1700 and the other is a Winter Charity Ball due to be held on 16th February 2023 at the Abbey Hotel, Malvern.

25. Have you previously received, or applied for a grant from Malvern Town Council? If yes, please give details of amount(s) and date(s):

Our last application was made in 2021 which was successful and Malvern Town Council awarded £16,000 per annum over a 3 year period which is due to end in March 2024.

26. If your application is successful, please state to whom the grant should be made payable including bank details:

Annie Robson - Chief Executive Officer.

CAF Bank Account Name - Citizens Advice South Worcestershire
Sort Code - 40-52-40
Account No: 00021790

Application for Community Support Grant from Malvern Town Council - Supporting Information

South Worcestershire Citizens Advice (SWCA) offers free, impartial and confidential advice, information and support to anyone within our communities that needs us. We help people to navigate their problems so that solutions can be found and people have the tools they need to address the issues and move on positively with their lives.

Specifically we offer the following services:

- General advice and information on a range of enquiry areas including, but not limited to, benefit entitlement, debt solutions, money management, welfare support, consumer issues, employment law, health & community support and housing advice.
- We have experienced caseworkers offering appointments in debt relief and disability benefit issues.
- Our Social Prescribing and Health project team has expanded from 1 part time staff member to 8 staff delivering a wider range of projects aimed at decreasing social isolation, increasing participation in group activity and improving the mental health of those clients who engage with these services.
- Foodbank vouchers and Household Support Funding - this is an area that has seen a significant increase in demand over the last couple of years since the rising costs of everyday essentials has made it impossible for some households to manage their ever tightening budget.
- Housing Law Advice - in conjunction with MHDC and Wychavon Housing Officers we work to prevent evictions and overcome homelessness issues.
- Referral to our expert consumer advice line including Trading Standards.
- Monthly appointments with a local Family Law firm who work one to one with families to advise them about their legal rights and duties.

We have seen a shift in the needs of advice clients since the world emerged from the pandemic. We are seeing higher numbers of clients who have a long term physical or mental health issue or disability than we ever have. (Currently 62% of our clients - in 2021 this figure was 47%) The complexity of the issues being faced by our local communities is more debilitating than ever before. In 2022 we saw more people that were unable to top up their prepayment electric meter than we had in the previous 10 years combined. In 2023, we saw more people with the same issue than we did in 2022. These are unwelcome records being broken month on month as the signs of the devastating impact of the rising costs of essentials like food, rent and energy, show little signs of waning.

The open-door nature of our service and the holistic way we approach advice means that more people are coming to us who have never needed the support of advice services before. People trust us to deliver high quality advice, in a non-judgmental way and to get to the root cause of people's problems as quickly and efficiently as possible.

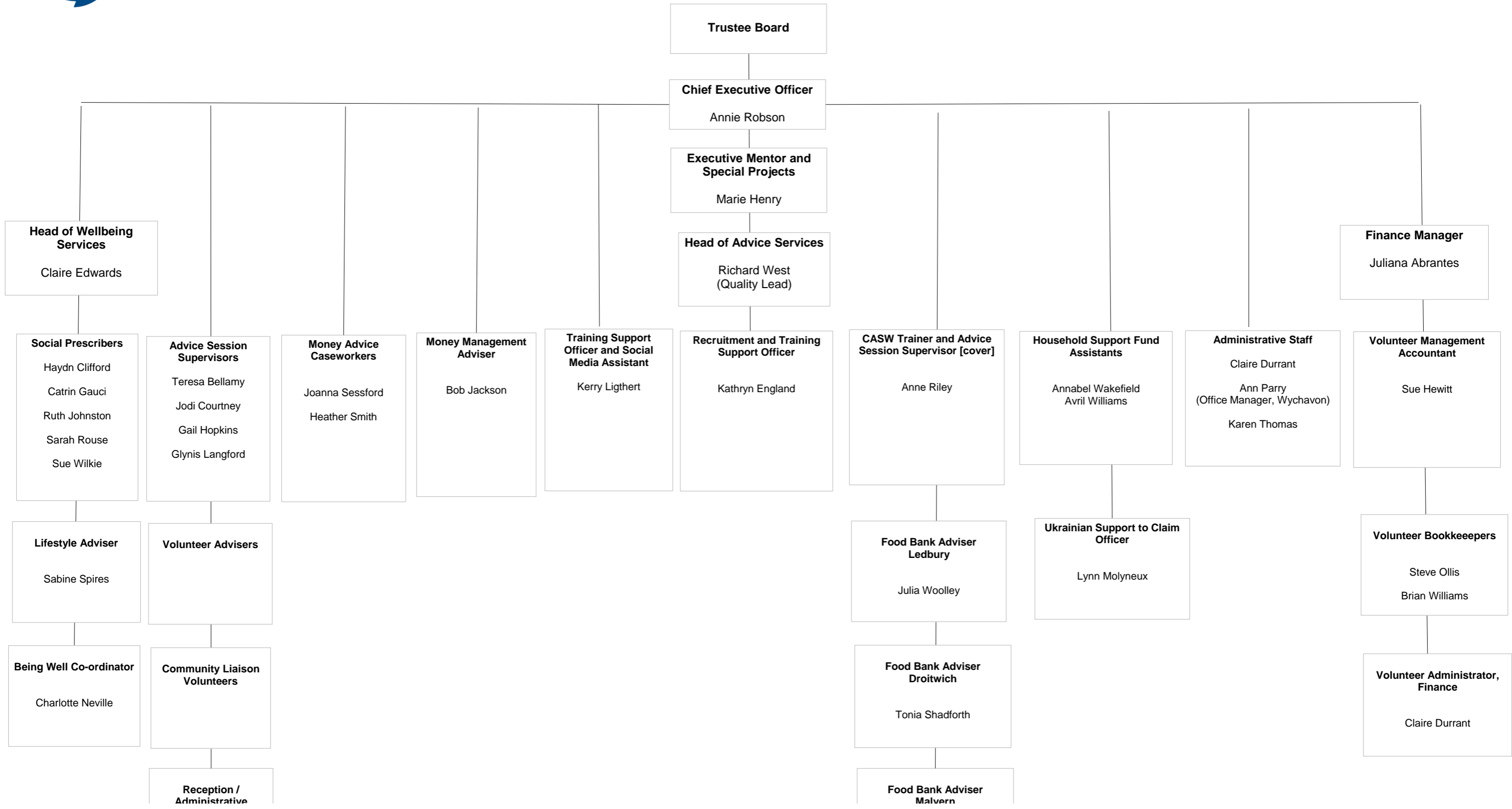
There is a big shift within Health and Community services towards prevention and we are well placed to deliver significant impact in this area, by delivering cost effective and impactful services. Our rich data serves to continually improve our services and is used by the government to address policy changes such as the recent uplift in benefit rates in line with inflation.

The numbers outlined in the application show the increase in demand on our service which has put a big strain on us financially. We have had to invest in more training and support for our staff as they deal with some of the most vulnerable people in our communities. Our costs are rising as well as our clients so funding from grants like this are absolutely essential to us to ensure we can remain open for those who need us.

We are an independent charity which relies solely on local funding, grants, contracts and fundraising to keep us open. We are grateful for the opportunity to apply for this vital grant once again and look forward to hearing from you in due course. If you require any further information relating to this grant application, please do not hesitate to contact us.

Annie Robson - Chief Executive Officer

ORGANISATIONAL CHART 2023



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

**to be held on Wednesday 27 March 2024 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

SMALL GRANTS SCHEME – 2nd ROUND 2023/24

1. Purpose of report

1.1. For decision.

2. Recommendation

2.1. Committee is recommended to consider and approve as appropriate applications for the Town Council's small grants scheme.

3. Background

3.1. The Town Council has received five qualifying requests for donations that can be assessed under the small grants scheme:

1) 1 st Malvern Boys Brigade & Girls Association	£500.00
2) Eden ESOL	£467.90
3) Malvern Civic Society	£470.00
4) Malvern Victoria Bowling Club	£500.00
5) St Richard's Hospice	£500.00

3.2. Policy and Resources Committee completed a comprehensive review and revision of its grants policy in June and July 2020. A more recent and detailed review also took place in August 2023 with recommendations being adopted into the grants scheme guidelines which can be found on the Town Council website.

3.3. Officers have completed a marking scheme form to assess each application and to give an indication of how closely they feel an application adheres to the scheme criteria by way of a score against five criteria. Each small grant application is scored out of a maximum of 30 points with applicants requiring 20 points to qualify for consideration. The allocated score is only guidance and it is the role of the Policy and Resources Committee to review each grant application and determine which applications to agree and the size of each award.

3.4. A copy of each application form is included at Appendix A to this report. Supporting information, such as bank statements and accounts, has been supplied and checked by Officers and is available on request from the office. Members are invited to familiarise themselves with the full details of these applications, and if any Councillor has any specific questions on an application, they should contact the office in advance of the meeting.

3.5. All grant applicants were invited to submit a short statement explaining how a small grant will be beneficial to their organisation and to the residents of Malvern Town, which is a key element of the small grants scheme. These statements are included with the application forms.

- 3.6. Members are reminded that small grants are for amounts up to £500 and should provide benefit both to the individual organisation and to residents of Malvern Town. Part grants or conditions of award can be considered if the committee feels these are appropriate.

1st Malvern Boys Brigade & Girls Association - £500

- 3.7. This application has scored 23 points out of a maximum of 30. The grant of £500 is towards a project with a total cost of £2,500 to change uniforms, buy new bass drum skins, a new banner and some badminton poles.
- 3.8. Lower marks have been awarded as the project benefits 37 Malvern residents and grants have been given before for uniform and sports equipment.
- 3.9. All financial and organisational information has been supplied.

Eden ESOL - £467.90

- 3.10. This application is for course materials to support teaching sessions for those who do not have English as their first language.
- 3.11. 24 marks have been awarded for this application with all organisation information supplied and a clear and simple project management strategy.

Malvern Civic Society - £470

- 3.12. Malvern Civic Society have applied for £470 to cover costs for posters, leaflets and programmes for a Midsummer Malvern event on 23 June 2024.
- 3.13. This application has scored 25 out of a possible 30 marks and has scored top marks or next to top marks in each of the five scoring categories.

Malvern Victoria Bowling Club - £500

- 3.14. This application has been scored at 26 points and requests £500 for replacement security lighting and car park line marking at the bowling green in Victoria Park.
- 3.15. Four of five categories have scored high marks with a slightly lower score given due to the fact that benefits will largely be to bowling club members.

St Richard's Hospice - £500

- 3.16. This application for £500 is a contribution towards the cost of 16 smart TVs at a cost of £12,784 of which £10,000 of funding has already been secured.
- 3.17. This is a strong application and has been awarded 29 out of 30.
- 3.18. St Richard's do regularly apply for Town Council grants, but each project and initiative has been different.

4. Financial Implications

- 4.1. The Council has set aside a total of £5,000 in its 2023/24 budget, for the payment of small grants of which £1,488 was awarded in the first round of the grants scheme.
- 4.2. Five qualifying small grant applications have been received in March 2024, totalling £2,437.90. This is within the budget for the year but members should be mindful that each application must be assessed on its individual merit.

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
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	1 st Malvern Boys Brigade & Girls Association
Amount Requested:	£500
Time of Grant Application:	March 2024

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
SUB TOTAL			9	4	10
OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				23	

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

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

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details 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:	1 st Malvern Boys Brigade and Girls Association
Address:	Malvern Baptist Church, Abbey Road
Nature of organisation:	Voluntary Uniformed Youth Organisation
VAT registration number (if applicable):	
Date organisation established:	Locally re-formed May 1988, Nationally 1883
2. Contact details	
Contact name:	Mrs Angela Noble
Position within organisation:	Officer and Section Leader
Correspondence address:	50 Crown Lea Avenue, Malvern, WR14 2DP
Daytime telephone:	01684 895744
Email address:	1stMalvernBoysBrigade@gmail.com
3. About your application	
Amount requested:	£500

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

1st Malvern Boys Brigade has merged with 7th Malvern Girls Brigade to become one organisation. We are in the process of changing the uniform for the boys and girls. We also need to change the bass drum skins and the banner to reflect the new organisation.

As part of our work we aim not to exclude anyone from attending residential events and we have a number of families living in the LOSA areas of Malvern. We aim to give appropriate discounts to enable all to participate.

If we raise enough funds we would also like to purchase some badminton poles as this is a sport the girls enjoy.

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

The Volunteer helpers and Boys are all based in Malvern Town. The modern uniform will assist in retention of members at all levels.

The target groups will be the

- Hard to recruit Anchor & Junior members aged between 5 & 11 years
- Difficult to retain 11 to 18-year old age group

Smart, sensible uniform items issued on a loan basis help with the retention of older individuals within the Company. This in turn helps to retain and attract members into the younger groups as they see the way ahead within the organisation more clearly.

Their experiences in the Brigade help to build assertiveness, resilience, confidence & skills for work and friendship groups so as to encourage community awareness; all to the benefit of Malvern and its citizens. We have past members for example now actively engaged locally, in public services as part of the Link & Dyson Police Team and Army reserves in 6th form colleges & local modern apprenticeships. A strong company will also ensure a continued provision of a band for the Towns traditional activities

How many residents of Malvern Town will benefit?

37 under 18 and 10 adults

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:

The Volunteer helpers and Boys are all based in Malvern Town. The modern uniform will assist in retention of members at all levels.

The target groups will be the

- Hard to recruit Anchor & Junior members aged between 5 & 11 years
- Difficult to retain 11 to 18-year old age group

Smart, sensible uniform items issued on a loan basis help with the retention of older individuals within the Company. This in turn helps to retain and attract members into the younger groups as they see the way ahead within the organisation more clearly.

Their experiences in the Brigade help to build assertiveness, resilience, confidence & skills for work and friendship groups so as to encourage community awareness; all to the benefit of Malvern and its citizens. We have past members for example now actively engaged locally, in public services as part of the Link & Dyson Police Team and Army reserves in 6th form colleges & local modern apprenticeships. A strong company will also ensure a continued provision of a band for the Towns traditional activities

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

2015 £500 Grant towards new sports equipment & expedition costs

2016 £000 No application made

2017 £500 Grant towards members expedition training residential weekend

2018 £500 Grant towards training of Company Expedition Training Officers

2019 £500 Grant towards Uniform

2020 £500 grant for gazebo, feather and back to face to face activity

2021 £500 towards environmental project and uniform costs

2022 £000 No application made

2023 £1400 towards support for camping and band tour activities for low income families

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

Uniform to be bought before Easter, Younger Camp is May 24, Older camp is July 24

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

These activities are part of our ongoing work. We have enough funds to start the change of uniform. Changes to the band instruments and banners will occur as we raise funds.

4. Financial information

Total cost of your project:	£2500
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What funding has been secured to date and from where?

We have asked members of the Malvern Baptist Church to sponsor a uniform, this has raised £837. We are holding a coffee morning on 4th May in Lyttellton Rooms, we are running a sponsored teddy zip wire with our younger members. We are investigating other grant requests.

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?

Parents will contribute towards uniform costs.

We are holding a coffee morning on 4th May in Lyttellton Rooms,

We are running a sponsored teddy zip wire with our younger members.

We are investigating other grant requests.

	Now	Previous year
Annual income	£7,943	£6191
Annual expenditure	£7,926	£10,039

Surplus/loss for the year	£17	£-3,847
Savings/reserves	£1,978	£1,962
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:	81162675	
Account name:	First Malvern Company Boys Brigade	
6. Supporting information to be included		Attached
Latest available statement of accounts		✓
A copy of your organisation's aims and objectives		✓
7. Declaration		
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>		
Name:	Angela Noble	
Signature:	See scanned page	
Date:		

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

**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	Eden ESOL
Amount Requested:	£467.90
Time of Grant Application:	March 2024

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
SUB TOTAL			6	8	10
OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				24	

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

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

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details 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:	Eden ESOL
Address:	Eden Centre, Grovewood Road, Malvern, Worcestershire. WR14 1GD
Nature of organisation:	Church
VAT registration number (if applicable):	260802819
Date organisation established:	7/11/1995
2. Contact details	
Contact name:	Janice Watts
Position within organisation:	Eden ESOL C0-ordinator
Correspondence address:	Eden Centre, Grovewood Road, Malvern, Worcestershire. WR14 1GD
Daytime telephone:	07534485487
Email address:	connectthroughlanguage@gmail.com
3. About your application	
Amount requested:	£467.90

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

Our application is to cover the following course materials which are used in our teaching sessions.

English for Everyone Course Book Level 1 x 15 x 9.09	136.35	
English for Everyone Course Book Level 2 x 10 x 10.47	104.70	
English for Everyone Course Book Level 3 x 10 x 12.99	129.90	Total £467.90
English for Everyone Course Book Level 4 x 5 x 12.99	64.95	
English for Everyone Level 2 Business English 4 x 8	32.00	

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

In 2018, Eden Church set up an ESOL school, teaching English to anyone who does not have English as their first language. A particular emphasis for this was supporting refugees fleeing conflict in their own countries. We have Chinese, Afghan, Syrian, Albanian and Iraqi students studying with us, wanting to improve their language skills, to be able to access further education and employment. More recently we have welcomed over 90 Ukrainian learners, and this continues to rise weekly as more seek refuge in this country. It is such a privilege to be able to support and encourage people, who have faced trauma and persecution, to settle and integrate into life in the Malvern area. We have also been privileged to watch learners become more confident and find employment to be able to support themselves and their families.

How many residents of Malvern Town will benefit?

100

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:

As an organisation, we have been committed to making the English language accessible to all, by not charging for tuition, refreshments, or study materials. We have a dedicated team of qualified volunteer tutors, who have consistently given of their time, without recompense, which has made our sessions possible. The Church has previously committed funds for books, but there are not infinite resources available, and therefore we do rely on the generosity of funders like yourselves and are very grateful for the support given. Eden Church continues to supply all refreshments and we have dedicated use of the building every week.

It has been a privilege to see our students consistently improve their English language skills, progress through the book levels in their studies, and move into employment and a settled life here in Malvern.

Thank you for considering this funding bid.

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

2019 £492 for books

What is the planned delivery date for the project/activity?		
Immediately and ongoing		
What arrangements are in place for the delivery and management of this project?		
EDEN ESOL has been running since 2019 and as such is a continuing project. We have a Co-ordinator who oversees the project and a dedicated team of qualified teachers and teaching assistants.		
4. Financial information		
Total cost of your project:	Costs are ongoing with books varying from £7-£12.99 per item.	
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?		
N/A		
	Now	Previous year
Annual income	£126.674	£115.52
Annual expenditure	£127.362	£111.70
Surplus/loss for the year	£-688	£3.82
Savings/reserves	£0	£0
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:	30-95-41	

Account number:	0015 7828
Account name:	Eden Church
6. Supporting information to be included	
Latest available statement of accounts	✓
A copy of your organisation's aims and objectives	✓
7. Declaration	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	Janice Watts
Signature:	Janice Watts
Date:	3/3/24

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

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**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	Malvern Civic Society
Amount Requested:	£470
Time of Grant Application:	March 2024

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
SUB TOTAL				20	5
OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				25	

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

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

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details 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:	MALVERN CIVIC SOCIETY
Address:	90 13 CRYSTAL MOUNT 59 ALBION ROAD NORTH MALVERN WORCS WR14 3AA.
Nature of organisation:	CHARITY
VAT registration number (if applicable):	N/A
Date organisation established:	1958
2. Contact details	
Contact name:	DAVID EBSWORTH
Position within organisation:	CHAIR
Correspondence address:	13 CRYSTAL MOUNT 59 ALBION RD NORTH MALVERN WORCS WR14 3AA
Daytime telephone:	07970 260007
Email address:	davidlebsworth@rocketmail.com.
3. About your application	
Amount requested:	£470.00 POSTERS £80.00 CONFETS £200.00 PROGRAMME £190.00

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

MALVERN CIVIC SOCIETY (MIDSUMMER MALVERN EVENT)
COMMUNITY ENGAGEMENT DAY IN PEARCE
PARK. PLEASE SEE ATTACHED PROPOSAL

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

PROVIDE A DAY OF COMMUNITY ACTIVITIES -
BANDS, CHOIR, CHARITY STALLS,
SHARE KNOWLEDGE OF OTHER GROUPS.

How many residents of Malvern Town will benefit?

ESTIMATE 2000-4000 MERTON

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:

THE GRANT WILL ENABLE MCS TO PUBLISH
POSTERS / PROGRAMME / GENERAL LEAFLET -
INFORMING MALVERN RESIDENTS OF THE
COMMUNITY DAY - WHICH IS FORMULATED
TO APPEAL TO ALL DEMOGRAPHICS.

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

POSSIBLY BUT NO RECORDS AVAILABLE ~

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

23RD JUNE 2025

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

SOB ATTACHED PROGRAMME -
WORKING WITH ~~Z~~ TWO OTHER CHARITIES -
YSS & FEART. AS WELL AS STEWARDING
BY SOCIETY MEMBERS

4. Financial information

Total cost of your project:

TBA.

What funding has been secured to date and from where?

MHDC - £500

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?

NO FURTHER PLAN

	Now (Estimate)	Previous year
Annual income	£ 21,000	£ 16,317
Annual expenditure	£ 18,000	£ 13,847
Surplus/loss for the year	£ 3,000	£ 2,470
Savings/reserves	£ 12,418	£ 9,418

5. Bank details


Does your organisation have its own bank account and manage its own funds?

Yes

No

Sort code:

30-98-97

Account number:	85046263	
Account name:	MALVERN CIVIC SOCIETY	
6. Supporting information to be included		Attached
Latest available statement of accounts		<input checked="" type="checkbox"/>
A copy of your organisation's aims and objectives		<input checked="" type="checkbox"/>
7. Declaration		
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>		
Name:	DAVID EBSWORTH	
Signature		
Date:	29/2/24	

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

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

**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	Malvern Victoria Bowling Club
Amount Requested:	£500
Time of Grant Application:	March 2024

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
SUB TOTAL			6		20
OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.					26

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

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

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details 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:	MALVERN VICTORIA BOWLING CLUB
Address:	VICTORIA PARK MALVERN LINK WORCS.
Nature of organisation:	LAWN GREEN BOWLS
VAT registration number (if applicable):	N/A
Date organisation established:	1908
2. Contact details	
Contact name:	KIT ALDRIDGE
Position within organisation:	SECRETARY
Correspondence address:	1 HAWKWOOD CLOSE MALVERN WR14 1QU
Daytime telephone:	01684 567334
Email address:	kitaldridge@gmail.com
3. About your application	
Amount requested:	£500

Malvern Town Council
 15 MAR 2014
 Received

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

- ① THE SECURITY LIGHTING ON THE FRONT OF THE BUILDING NEEDS REPLACING AND MORE ADDED TO IT
AND/OR
- ② CAR PARKING SPACES TO BE MARKED OUT (THE TOWN COUNCIL HAS AGREED THAT THIS CAN BE DONE) BY FLEET LINE MARKERS. [↑] (email JULY 27* 2023)

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

THE CLUB IS OPEN TO EVERYONE, OF ALL AGES, WHO WOULD LIKE TO COME AND TRY OUT/PLAY/ENJOY BOWLS IN THE SUMMER MONTHS AND SOCIAL EVENTS IN THE CLOSE SEASON, IN THE DAYTIME AND EVENINGS, PLUS USE BY GROUPS SUCH AS USA, BRIDGE CLUB, HANDICRAFT GROUPS ETC.

How many residents of Malvern Town will benefit?

ALL USERS OF THE PREMISES, SAY 200-300 per week

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:

REPLACEMENT AND ADDITIONAL SECURITY LIGHTING WILL PROVIDE A SAFE ENVIRONMENT, AND DELINEATED PARKING SPACES WILL FACILITATE PARKING, FOR ALL PEOPLE WHO WANT TO PLAY BOWLS AND ALL THE PEOPLE WHO ATTEND AND USE THE CLUB IN THE CLOSE SEASON FOR SHORT MAT BOWLS, SOCIAL EVENTS, WAKES, PARTIES (CLUB MEMBERS) HANDICRAFT SESSIONS, BRIDGE EVENINGS, TALKS, MEETINGS.

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

NOT AS FAR AS WE ARE AWARE (THE TREASURER IS AWAY AT PRESENT ON INDOOR PRESIDENTIAL DUTIES)

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

AS SOON AS FUNDING IS IN PLACE AND WEATHER PERMITS

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

- ① WE WOULD HAVE TO EMPLOY A QUALIFIED ELECTRICIAN AND MEMBERS OF THE COMMITTEE WOULD LIAISE WITH THE CONTRACTOR
- ② WE WOULD LIAISE WITH FLEET LINE MARKERS TO AGREE A DATE

4. Financial information

Total cost of your project:

- ① 8 LIGHTS AT £25 EACH AND AN ELECTRICIAN FOR ESTIMATED HALF A DAY
- ② ESTIMATED £250

What funding has been secured to date and from where?

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

IT WOULD BE MET FROM CLUB FUNDS / RESERVES

	Now	Previous year
Annual income	£ 19,686.05	£ 25,561.66
Annual expenditure	£ 23,445.13	£ 16,620.27
Surplus/loss for the year	£ -3,759.08	£ 9,941.39
Savings/reserves	£ 12,049.19	£ 15,808.27

5. Bank details


Does your organisation have its own bank account and manage its own funds?

Yes

No

Sort code:

53 - 81 - 33

Account number:	503904	
Account name:	MALVERN VICTORIA BOWLING CLUB	
6. Supporting information to be included		Attached
Latest available statement of accounts		<input checked="" type="checkbox"/>
A copy of your organisation's aims and objectives		<input checked="" type="checkbox"/>
7. Declaration		
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>		
Name:	KIT ALDRIDGE	
Signature		
Date:	10 th MARCH 2024	

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

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**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	St Richard's Hospice
Amount Requested:	£500
Time of Grant Application:	March 2024

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
SUB TOTAL				4	25
OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				29	

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

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

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details 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:	St Richard's Hospice
Address:	Wildwood Drive, Worcester, WR5 2QT
Nature of organisation:	Hospice. Reg. charity 515668
VAT registration number (if applicable):	
Date organisation established:	1984
2. Contact details	
Contact name:	Julia Wolff
Position within organisation:	Trust Administrator
Correspondence address:	Wildwood Drive, Worcester, WR5 2QT
Daytime telephone:	01905 958176
Email address:	jwolff@strichards.org.uk
3. About your application	
Amount requested: £500	

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

We are extremely grateful to you for your support in November 2022 and donation of £500 towards the cost of a cuddle bed in the In-Patient unit. The bed has been very well received by patients and staff – thank you.

The In-Patient Unit has become tired and needs an urgent upgrade (after 17 years) – so we can provide a modern, homely place for the next generation of hospice care in Worcester. As part of the upgrade we plan to buy and install Smart TV's in each of the patient rooms and two new family lounges. The Smart TV's will serve as means of connecting patients with their loved ones and providing entertainment options and will help to improve the well-being and comfort of patients who are staying on our In-Patient unit. The total project cost for the refurbishment is £1.5m and we have raised most of this through fundraising to date. We need to raise the final £127,000 to reach our goal.

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

Between April 2022- March 2023 St Richard's cared for 538 individuals from Malvern. A full breakdown of the services used by Malvern residents is attached. The grant will benefit patients and families from Malvern who access our In-patient services.

How many residents of Malvern Town will benefit? 538 plus

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:

538 people from Malvern were cared for by St Richard's Hospice from April 22-March 23.

Malvern Individuals	
Team	Individuals per Service
Art And Creative Therapy	6
Bereavement Support S. Worcs	12
Citizens Advice	39
Chaplaincy	8
Clinical Psychology	3
Complementary Therapy	30
Family Support Bereavement	44
Family Support Counselling	38
Family Support Groups	34
Family Support Services	4
Family Support Social Workers	30
Family Support Triage	6
Gateway	91
Homecare	70
Hospice At Home	44
Inpatient Unit	16
Occupational Therapy	9
Physiotherapy	16
Living Well Services	3
Therapeutic Programme	10
Therapeutic Programme Clinics	4
Therapeutic Programme L Well	21
Grand Total	538

St Richard's In-patient Unit needs an urgent upgrade – so we can provide a modern, homely place for the next generation of hospice care in Worcester. We have grown and moved with the times, but although we're incredibly proud that our commitment to excellence has never wavered, we've come to recognise that our In-patient Unit has become tired.

The upgrade project will offer:

- Refurbished, light and airy bedrooms with the very best technology and equipment to support complex illnesses, without losing that home-from-home feel. Lighting and temperature will be controlled at the touch of a button and new windows will offer improved views of our beautiful hospice gardens

- Two beautiful new spa suites with soft lighting and built-in sound system
- Two new family lounges and kitchenette area for quality time together – watching favourite TV shows or playing board games, offering a sense of normality away from a bedside.

As part of the upgrade we plan to buy and install **Smart TVs** in each of the in-patient rooms and the two new family lounges. The Smart TVs will provide patients with access to a variety of movies, TV shows, and games. They will also have the facility to allow patients to use their own technology to watch and connect on the big screen. The Smart TVs will serve as a means of connecting patients with their loved ones and providing entertainment options and will **help to improve the well-being and comfort of patients who are staying on our In-Patient unit.**

We hope you will be able to support our investment in the new Smart TV's for the In-Patient Unit to help our patients living with a serious progressive illness in **Malvern** and South Worcestershire. Thank you for your consideration.

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

- £500 towards cuddle bed for In Patient Unit – Nov 2022
- £500 towards 'Browse aloud toolbar' for the St Richard's website – April 2021
- £500 towards the purchase of a riser recliner chair for the In Patient Unit - 2019
- £500 towards lap top for one of the Malvern Nurses. Oct 2018
- £271.96 towards Nebuliser 1x£99/ Mask and filters 2x£17.50=£35/ Room Monitors 2x£19.99=£39.98/ Aroma Diffusers 2x£23.99= £47.98/ Fragrance Oils £50 Oct 2017.
- £298 for finger pulse oximeters awarded 19th Feb 2016
- £2000 towards the purchase of a MOTomed Movement Therapy machine 2014
- £444 towards Medical equipment in 2012.....
- £500 towards travel costs for the two Specialist Nurses covering Malvern. 2011
- £500 towards the cost of saddle stools and therapy chair for Day Hospice which Malvern residents are able to access. 2010

What is the planned delivery date for the project/activity? Purchase before 1st June 2024

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

The purchase of the TV's will be overseen by IT Manager Sanjay Gogna and maintenance will be overseen by Louise Clive, Facilities Manager,

4. Financial information


Total cost of your project:

We are requesting a contribution towards the cost of 16 smart TV's at a cost of £799.00 each.
16 x Smart TV's (SonyX75WL 55" model or similar)
£12,784.00

What funding has been secured to date and from where? £10,000 has been kindly donated by Friends of Pershore Hospital.

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?

Our contribution from the NHS remains low at 20% and we need to find the remaining funds (£2,784) from voluntary sources. We do not have any NHS funding for these capital items. Any contribution Malvern Town Council are able to make would be greatly appreciated by our patients and staff.

	Now	Previous year
Annual income	£10,412,572	£12,148,318
Annual expenditure	£10,281,186	£9,723,857
Surplus/loss for the year	£131,386	£2,424,461
Savings/reserves	£9,053,167 (please see reserves policy attached).	£8,719,009
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:	20-98-87	
Account number:	13567974	
Account name:	St Richard's Hospice Foundation (Barclays Bank)	
6. Supporting information to be included		Attached
Latest available statement of accounts		✓
A copy of your organisation's aims and objectives		✓
7. Declaration		
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>		
Name:	Julia Wolff	
Signature:		
Date:	8th February 2024	

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 27 March 2024 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

LARGE GRANTS SCHEME – 2nd ROUND 2023/24

1. Purpose of report

1.1. For decision.

2. Recommendation

2.1. Committee is recommended to consider and approve as appropriate applications for the Town Council's large grants scheme.

3. Background

3.1. The Town Council has received four qualifying requests for donations that can be assessed under the large grants scheme:

1) 1 st Malvern Link Scout Group	£2,500
2) The Chase School	£2,425
3) Malvern Theatre Players	£1,400
4) The Hills Singers	£1,250

3.2. Policy and Resources Committee completed a comprehensive review and revision of its grants policy in June and July 2020. A more recent and detailed review also took place in August 2023 with recommendations being adopted into the grants scheme guidelines which can be found on the Town Council website.

3.3. Officers have completed a marking scheme form to assess each application and to give an indication of how closely they feel an application adheres to the scheme criteria by way of a score against eight criteria. Each large grant application is scored out of a maximum of 45 points. This is only guidance and it is the role of the Policy and Resources Committee to review each grant application and determine which applications to agree and the size of each award.

3.4. A copy of the application form is included at Appendix A to this report. Supporting information, such as bank statements and annual accounts, has been supplied and checked by Officers and is available on request from the office. Members are invited to familiarise themselves with the full details of these applications, and if any Councillor has any specific questions on an application, they should contact the offices in advance of the meeting.

3.5. All grant applicants were invited to submit a short statement explaining how a large grant will provide significant and wide-reaching benefit for the residents of Malvern Town, which is a key element of the large grants scheme. This statement is included with the application form.

3.6. Members are reminded that large grants are for amounts over £500 and should provide a **significant** and wide-reaching benefit to the residents of Malvern Town.

Part grants or conditions of award can be considered if the committee feels these are appropriate.

1st Malvern Link Scout Group - £2,500

- 3.7. This application is for £2,500 towards the installation of LED lighting instead of fluorescent tube lighting in the scout hut on Redland Road. The total project cost is £4,250 with the remaining monies to be secured from group funds.
- 3.8. The application has scored 38 out of 45 with all supporting information submitted as required.

The Chase School - £2,245

- 3.9. £2,425 of funding is sought to purchase a band facing sander for use in woodwork as part of the technology department. A score of 38 marks out of 45 has been awarded. This is a detailed application with all relevant information being supplied as necessary.
- 3.10. A slightly lower mark has been given for significant benefit to Malvern Town residents as whilst students undertaking woodwork at The Chase will benefit, benefit to the wider community is less quantifiable.

Malvern Theatre Players - £1,400

- 3.11. This grant application has scored 34 points out of a possible 45 and requests funding of £1,400 to offer 140 under 14's free admission tickets to a production of Alice in Wonderland in Priory Park.
- 3.12. It should be noted that this project (now changed from The Secret Garden) was part of a large grants application in October 2023 and this element of £1,400 was deferred by committee to be considered again in early 2024.
- 3.13. All supporting information has been received in respect of this application, but marks have been deducted due to similar activities having previously received funding.

The Hills Singers - £1,250

- 3.14. This application is for £1,250 towards venue hire and transport for a visit from the Fontana Choir from Mariánské Lázně.
- 3.15. The application has been awarded 33 marks out of 45. All supporting information has been received but lower marks were awarded as funding for the overall cost of the project has not been fully detailed and the numbers of those benefitting have not been quantified.
- 3.16. It should be noted that this is a re-application following a successful application not taken up due to Covid.

Other

- 3.17. It should be noted that two further applications did not qualify for submission as not all supporting information was available. One is still awaiting approval of a bank account, another has yet to approve a constitution. Committee may wish to permit late submission of these, should funds allow.

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, £6,000 of awards were made during the first round of this year's grants scheme leaving a budget of £4,000 remaining.

- 4.2. Four qualifying grant applications have been received in March 2024 with a requested amount of £7,575. Members should be mindful that all applications must be awarded on their merits.
- 4.3. Policy and Resources Committee can approve grants up to the overall budgeted amount, but above this, recommendations must be made to Council for approval.

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:	1 st Malvern Link Scout Group
Amount Requested:	£2,500
Time of Grant Application:	March 2024

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				28	10
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.				38	

**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:	1 st Malvern Link Scout Group
Address:	Rodway Hall, Redland Road, Malvern WR14 1YL
Nature of organisation:	Scout Group
Charity registration number (if applicable):	524632
VAT registration number (if applicable):	N/A
Date organisation established:	1908
2. Contact details	
Contact name:	Sue Page
Position within organisation:	Trustee
Correspondence address:	29 Grit Lane, Malvern WR14 1UR
Daytime telephone:	01886 832940
Email address:	sue.page3@btinternet.com

3. About your application

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

£2500

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

Change present fluorescent tube lighting to LED lighting throughout the whole building.

This will save a great amount on energy costs and make the building more environmentally friendly.

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

Our building is widely used by members of the Malvern community.

We wish to improve the Environmental footprint and energy efficiency of the building.

This will help us keep our hire cost down by lowering our energy costs.

How many residents of Malvern Town will benefit?

Approximately 300 per week.

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:

The Scout hut in Redland Road, Malvern is used by various community groups on a regular basis, such as Age UK, archery, fitness classes, Aikido, baby groups and ad-hoc events such as a recent activity day celebrating the Chinese New Year, as well as 4 sections of Scouting and 2 sections of Guiding. Malvern Green Spaces will also shortly be making it their new home. The hut will also be used as a polling station during the coming May elections.

We have very little natural light in our building, this is in part to reduce the possibility of entry by unauthorised persons.

On entering the building, the lights have to be put on in the Main Hall, even if it is one of the ancillary rooms that is being used. We have to be able to see how to get around without the risk of tripping etc.

We are one of the cheapest large spaces available for use by many sections of the local community, in order to keep our hire rates as low as possible, we need to find ways to improve our energy efficiency and lower our energy costs, changing our lighting will help towards that.

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

Yes – 2012

This was a grant towards the cost of a new environmentally friendly, energy efficient insulated roof.

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

April / May 2024

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

We have obtained several quotes from local businesses.

The work will be carried out in one of the school holiday periods when the hall has its lowest usage, this is to limit the amount of time that it will not be useable due to the work.

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

This is a new initiative, but part of an ongoing effort to improve the environmental footprint of the building and to drive down our energy costs. This is particularly important as we wish to keep the cost of belonging to the Scout Group to a minimum so that we can be inclusive to as many young people in this community as possible. Also so that we can keep down the hire per hour cost of using the space by the many local community organisations that use the building.

4. Financial information

Total cost of your project:

£4250

What funding has been secured to date and from where?

The balance of the cost will be made up from Group Funds. These are funds that have been built up over many years, by hiring out the premises to other organisations and general Fund Raising by the group.

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 will not need to do any specific fund raising as we can find the balance from our existing funds.

	Now	Previous year
Annual income	£8,500	£10,096
Annual expenditure	£13,700	£6,706
Surplus/loss for the year	-£5,200	£3,390
Savings/reserves	£38,000	£42,948

5. Bank details

Does your organisation have its own bank account and manage its own funds?	Yes	
Sort code:	08-92-99	
Account number:	67219685	
Account name:	1ST Malvern Link Scout Group	

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. We are governed by the Scout Association Policy Organisation and Rules - https://www.scouts.org.uk/por/	<input type="checkbox"/>
A list of those involved in running the organisation, including trustees if appropriate.	X <input type="checkbox"/>
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.	X <input type="checkbox"/>
A recent bank statement in the name of the organisation.	X <input type="checkbox"/>
A business plan or other similar document showing future plans for the organisation.	<input type="checkbox"/>

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:	Susan J Page
Signature:	<i>Susan J Page</i>
Date:	06/03/2024

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.06/03/2024

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

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	The Chase School
Amount Requested:	£2,425
Time of Grant Application:	March 2024

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			6	12	20
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.				38	



The Chase
A SCHOOL OF EXCELLENCE

The Chase School
Geraldine Road
Malvern

LARGE GRANT APPLICATION FORM
for
Malvern Town Council



**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:	The Chase School
Address:	The Chase School, Geraldine Road, Malvern, Worcestershire
Nature of organisation:	Education
Charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	The school opened as a Secondary Modern in 1953. The school became an academy in 2011.
2. Contact details	
Contact name:	Rachel Walker
Position within organisation:	Administration Manager
Correspondence address:	The Chase School, Geraldine Road, Malvern, Worcestershire
Daytime telephone:	01684 898759
Email address:	rwalker@chase.worcs.sch.uk

3. About your application

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

£2,425

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

We are making our application with the hope of purchasing a band facing sander will help students improve the outcome of their practical work and raise the attainment of our students in this area of their studies.

The RJH ANTELOPE Bandfacer has been designed to meet strict performance and safety criteria, and is ideal for use in schools and colleges. These machines are suitable for working on wood, acrylic or metal, and feature the following:

- Pedestal mounted.
- Quick action calibrated tilting table for operating positions between 90 and 135 degrees.
- Adjustable protractor guide.
- Thumb screw for belt adjustment.

Safety Features:

- Full guarding including adjustable front belt guard for maximum finger protection.
- No-volt overload push-button controls.
- Foot stop.



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

The Chase School educates circa 1400 students each academic year, with 240 new students starting each September.

Woodwork really can be central to the curriculum, particularly for those students whose area of interest and ability is in more practical subjects. It incorporates mathematical thinking, scientific investigation, developing knowledge of technology, a deepening understanding of the world, as well as physical development and coordination, communication and language, and personal and social development. There are elements of sustainability within the curriculum with students able to focus their attention on sustainable materials and methods of working.

The confidence to work with tools provides a skill set for life. Many children will need practical skills for their future careers and woodwork in the early years could well be a child's only experience of working with tools. Fortunately working with tools leaves a deep memory – so even if education is their only experience of working with wood it will leave a long lasting impression.

Many adults recount that experiencing woodwork is one of the memories from early childhood that still really stands out, and these skills continue to help them through their lives as adults, ensuring that they have the ability to undertake basic tasks in their own homes and giving them a sense of practical ability that they may otherwise not acquire.

Once children have mastered basic skills in woodwork, they move into open-ended exploration - tinkering, exploring possibilities and then start making unique creations. Their imagination, creative thinking and problem-solving skills really flourish as they meet and conquer new challenges. Working with wood also encourages students to think about our **schools eco-principles and the use of sustainable and local materials.**



How many residents of Malvern Town will benefit?

The addition of this piece of equipment to the technology department will support, not just the 800 students who pass through our workshops each year, but also has the potential to support the wider community, by ensuring that children leaving education can be employed locally with the next generation of tradesmen, woodworkers, carpenters, builders and joiners.

Having the correct equipment such as the RJH ANTELOPE Bandfacer that we are hoping MHDC will assist with the purchase of, will widen the students' experience and open their eyes to the possibilities of the wide ranging variety of careers that are available to them locally when they have these type of skills.



We also run a **Design and Technology Club** as part of our **after school provision** and this enables a significant number of our students to benefit from using our woodwork facilities to add to their experience and education by engaging in projects that they would not get the opportunity to undertake in the normal school week. This gives our younger generation the time and space outside of school hours for them to pursue their areas of interest with the support of our staff, but in their own time, and also enabling parents to know that their children are in a **safe environment out of school hours.**

The Chase has been awarded with the latest **Careers IAG Award.**

An annual careers and apprenticeship fair has helped to develop stronger partnerships with local businesses, thus benefiting our students. **All of our Year 11 students have secured placements in training or education post 16 during the past three years.**

Our students are very keen to improve the environment in which we live and to also highlight environmental issues which they are concerned about.

In 2019 The Chase declared its recognition of the current 'Climate Emergency' and we have been working hard to demonstrate our commitment to saving the planet through a range of energy saving initiatives. In 2022 The Chase was awarded the prestigious **Ecoschools Award.** We are driven to ensure that our students and the next generation of Malvern residents are educated in the many ways in which we can secure the future of our planet.

There is also the possibility **of external users to benefit from the use of the machinery.**

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:

Children are surrounded by complex technology, but this has limited their experience of basic technology, with fewer opportunities to watch and learn and to understand processes. In recent years there has been a marked decline in woodwork in primary and secondary schools with less than half of pupils ever using tools in their entire education. Some children particularly flourish when working with wood, enjoying working three-dimensionally and working with their hands. It can be the key that unlocks their learning. Students who are more practically minded can really find their niche in engaging with wood or metal materials and working in an environment which is very different to a traditional classroom. For any number of reasons, there are students who do not thrive in the normal classroom environment and can really flourish when enabled to focus on **“hands on” activities** like woodwork.

Woodwork is a powerful medium for building self-esteem and confidence. Children feel empowered and valued by being trusted as they take responsibility to work with real tools. They accomplish tasks that they initially perceive to be difficult and problem-solve to resolve challenging tasks. They show great satisfaction in their mastery of new skills and take immense pride in their creations. This sense of empowerment and achievement provides a visible boost to their self-esteem and self-confidence. Children have a natural desire to construct and build. This imparts a ‘can-do’ attitude and imbues children with a strong sense of agency – a belief they can shape their world.



Woodwork provides another medium where children can express themselves. Creative and critical thinking skills are central both in terms of imagination and problem-solving as children make choices, find solutions, learn through trial and error and reflect on their work. I know no other activity that promotes these values in quite the same way that woodwork does.

The RJH ANTELOPE Bandfacer will provide students with a fast and more importantly, **safe method of working**. The equipment will also provide additional extra curriculum activities to help our students to create work that could **impact upon and benefit the wider community**.

Woodwork in school can provide students with numerous benefits, including:

1. Practical skills
2. Problem solving
3. Creativity
4. Confidence and self-esteem
5. Career opportunities

In a **thriving community like Malvern, where sustainable trades and workmanship matters**, empowering our young people to upskill in areas such as woodworking, resistant materials and metalwork will benefit the community for years to come. It is only with the correct equipment that we can fully push the potential of our students and engage our future tradespeople in a career with longstanding employment possibilities for the **benefit of our town and community**.

Our aim is to deliver young people who can become the **next generation of creative practitioners** in their chosen field. We are a cohesive department which offers a holistic experience of the design process from sketch to outcome.

Our mission is for students to be inspired by the past, create excellence in the present and embrace the future.

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

- 2021/22 £2,500 towards two display screens in the Main Hall
- 2020/21 £2,348.76 for PE/ Sports equipment
- 2019/20 £1,500 towards music creativity suite
- 2018/19 £1,590 for a set of classroom chairs
- 2017/18 £1,512 for picnic benches

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

If funding is granted, it will be ordered as soon as possible with delivery and installation during the summer holiday period.

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

The school will order the piece of equipment and take delivery during the summer holiday, this will mean that students are able to benefit from the use of the machinery as soon as the new term begins in September.

The RJH ANTELOPE Bandfacer will be housed in our existing woodwork classrooms and staff will be trained in the safe operation and teaching of others before the start of the new term.

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

Learning woodwork in school can provide students with numerous benefits, including:

1. Practical skills: Students can learn valuable hands-on skills in wood and metalwork, such as measuring, cutting, and assembling materials, which can be applied in their future careers or personal life.
2. Problem solving: Wood and metalwork projects can help students develop problem-solving skills as they work to overcome challenges and design solutions.

3. Creativity: These subjects can provide opportunities for students to be creative and express themselves through the design and construction of projects.
4. Confidence and self-esteem: By successfully completing projects and learning new skills, students can gain confidence and a sense of pride in their abilities.
5. Career opportunities: Wood and metalwork can provide students with exposure to careers in fields such as construction, manufacturing, and design
6. Extra-curricular opportunities to engage students outside of normal school hours and provide them with a place to explore their interests in woodwork subjects, and allowing them to use the widest variety of equipment possible.

4. Financial information		
Total cost of your project:	£2,425	
What funding has been secured to date and from where?		
As this is within the financial tolerance of the grant scheme, no funding has been secured.		
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?		
N/A		
	Now	Previous year
Annual income	£9,151,825	£8,350,774
Annual expenditure	£9,174,355	£8,296,489
Surplus/loss for the year	£23,000	£54,285
Savings/reserves	£149,000	£149,000
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:	30 95 41	
Account number:	23934868	
Account name:	The Chase School	

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	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	Rachel Walker
Signature:	<i>Rachel Walker</i>
Date:	08/03/2024

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

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Malvern Theatre Players
Amount Requested:	£1,400
Time of Grant Application:	March 2024

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			12	12	10
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.				34	

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:	MALVERN THEATRE PLAYERS
Address:	THE COACH HOUSE THEATRE, GRANGE ROAD< MALVERN< WORCS WR14 3HA
Nature of organisation:	Community Theatre Company
Charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	1977
2. Contact details	
Contact name:	CHRIS BASSETT
Position within organisation:	COMPANY MANAGER <i>Company Manager</i>
Correspondence address:	THEATRE HOUSE, GRANGE ROAD, MALVERN, WORCS WR14 3HA <i>THEATRE HOUSE, GRANGE ROAD MALVERN, WORCS, WR14 3HA</i>
Daytime telephone:	01684 569011 / 07768 235574 <i>01684 569011 / 07768 235574</i>
Email address:	chrisb_mtp@yahoo.co.uk <i>chrisb_mtp@yaho.co.uk</i>

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:

It is clear that a significant number of Malvern residents do not have the opportunity to attend theatre performances locally. The Malvern Theatre Players, who are resident at the Coach House Theatre, are able to make available performances of shows designed to appeal to young people at cost price.

"Alice in Wonderland" in Priory Park will be performed by Malvern Theatre Players.

The Malvern Theatre Players will benefit from the broadening of their audience base and the experience that this will bring to their skills.

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

Yes.

2023. For free tickets to under 14s attending performances of "The Wind in the Willows" in Priory Park - **£1400**

2023. For free tickets to attend a dementia friendly performance of *Snow White* at the Coach House Theatre. 2023 For free tickets for clients of Malvern Food Bank to attend a performance of *Snow White* at the Coach House Theatre. **Total £812**

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

"Alice in Wonderland" - July 2024

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

"Alice in Wonderland" in Priory Park will be staged by agreement with Malvern Hills District Council. Due diligence will include informing the local Police and Fire Authorities and, for the young performers involved, the Children in Entertainment licencing department of Worcester County Council

All events will be sold through Malvern Theatres box office

Publicity and marketing will acknowledge funders and donors

Overall supervision will be the responsibility of the Executive Committee of Malvern Theatre Players and the Trustees of The Coach House Theatre

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

The overall CAT Scheme is new but builds on initiatives that have been pursued since the Covid emergency to bring audiences back to community theatre.

4. Financial information		
Total cost of your project:	£1400	£1400.00
<p>What funding has been secured to date and from where?</p> <p>Malvern Theatre Players and Friends of the Coach House Theatre will underwrite the project and will seek additional funding to provide free tickets for under 14s additional to those funded by MTC.</p>		
<p>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?</p> <p>No additional funding will be required as Malvern Theatre Players will provide the production of "Alice in Wonderland" and the Friends of the Coach House Theatre will underwrite any losses on the Christmas shows.</p>		
	Now	Previous year
Annual income	£12707	£10851
Annual expenditure	£11431	£10885
Surplus for the year	£1277	£ -34
Reserves - £15000 set aside to fund possible restoration at termination of lease next year of small industrial workshop / storage unit rented from MHDC	£15000	
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Lloyds Bank, Malvern <input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	30 90 91	
Account number:	72182468	

Account name:	Malvern Theatre Players
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.	<input checked="" type="checkbox"/>
A list of those involved in running the organisation, including trustees if appropriate.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
A recent bank statement in the name of the organisation.	<input checked="" type="checkbox"/>
A business plan or other similar document showing future plans for the organisation.	<input type="checkbox"/> n/a.

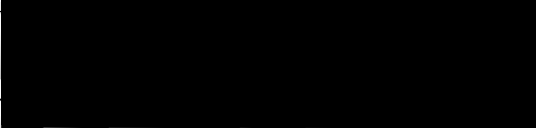
7. Declaration

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:	C J BASSETT
Signature:	
Date:	05 March 2024

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

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	The Hills Singers
Amount Requested:	£1,250
Time of Grant Application:	March 2024

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	3	16	10
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.				33	

**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:	The Hills Singers
Address:	c/o Carol Green, 11 Manby Road, Great Malvern, WR14 3BD
Nature of organisation:	Community Chamber Choir
Charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	1993
2. Contact details	
Contact name:	Malcolm Penny
Position within organisation:	Chair
Correspondence address:	The Old School House, Bishops Frome WR6 5AP
Daytime telephone:	01885 490291
Email address:	malcolmpenny75@gmail.com

3. About your application

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

£1250.00

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

The Hills Singers were guests in Marianske Lazne of the Fontana Choir in 2018. This is the return visit, delayed by Covid, and we wish to extend to Fontana hospitality similar to that given to us.

The amount will be spent on hiring two venues for performances by the choir – the second jointly with Hills – and supplying transport to and from Heathrow Airport.

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

The Fontana Choir will benefit directly, but Malvern will benefit by being brought on to the international stage, and extending a warm welcome to the town twinned with Malvern. We intend to strengthen the relationship with our twin town, by returning some of the hospitality shown to us.

In 2018, which was the first visit of a Malvern choir to Marianske Lazne, Cllr Cynthia Palmer planted a “friendship tree” (a Worcester pear) in the main town park. In 2019 Mayor Martin Kalina of the Czech Pirate Party visited Malvern, taking part in Midsummer Malvern events.

How many residents of Malvern Town will benefit?

All who attend the concerts, as well as others who will learn of the twinning process and its benefits to the Town.

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:

The grant will enable our choir to welcome our friends in the Fontana Choir, to renew the warm friendship established in 2018. We plan to sing together with them for part of the time, as we did during our visit to them. The residents of Malvern Town will benefit by hearing some fine singing, much of it from an unusual repertoire. They will also have the chance to meet some of the choir.

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?

June 28th until July 2nd 2024

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

Organisation is by the Hills Singers, drawing on their experience of 31 years of concert planning, and organising the choir's visit to the Czech Republic in 2018.

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

This is a re-application following the successful application made by Sarah Musgrave, then Chair, in 2019/20. We were unable to take up the grant of £1000 because of Covid restrictions.

4. Financial information

Total cost of your project:

£2950.00

What funding has been secured to date and from where?

Malvern Hills District Council has pledged £500 from their tourism budget.

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?

Private individuals are guaranteeing a significant amount of funding.

	Now	Previous year
Annual income	£ 2,603.07	£ 1,805.00
Annual expenditure	£ 2,990.50	£ 1,854.89
Surplus/loss for the year	£ -387.29	£ - 49.89
Savings/reserves	£ 603.76	£ 991.05

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
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Sort code:	30 95 41
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Account number:	01264040
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Account name:	The Hills Singers
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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:	Malcolm Penny
Signature:	
Date:	9th March 2024

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

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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 27 March 2024 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

REVIEW OF EARMARKED RESERVES

1. Purpose of Report

- 1.1. The purpose of this report is to present to Policy and Resources Committee a summary of the current position of the Council's Earmarked Reserves and to consider any further provisions or revisions which may need to be made in light of the Council's financial and operational position approaching Financial Year End 2023/24.

2. Recommendation

- 2.1. The Committee is recommended to review and approve the details of Earmarked Reserves as summarised in Appendix A.

3. Background

- 3.1. Malvern Town Council is required to maintain adequate financial reserves to meet the needs of the organisation.
- 3.2. Reserves can be categorised as **General Reserves** which are held to cushion the impact of uneven cash flows or unexpected events, or **Earmarked Reserves** which are held for a specific purpose. Earmarked Reserves are established on a "needs" basis in line with planned or anticipated requirements.
- 3.3. Earmarked Reserves are held by Malvern Town Council for six main reasons:
- 1) As part of a planned programme of Asset Renewal and Refurbishment.
 - 2) To allow the carry forward of budgeted projects that the Council has not been able to complete in the current year due to specific circumstances.
 - 3) To carry forward underspend. Earmarked Reserves can be used to carry forward these resources for specific projects.
 - 4) Perpetuity Funds are held for Townsend Way and Grave Maintenance. The capital sums of these funds cannot be utilised, but interest from investment of these funds is used to contribute towards maintenance costs in these areas.
 - 5) A Capital Receipts Reserve was created in 2010 from the sale of surplus land. This reserve can only be used to fund large capital projects undertaken by the Council and cannot be used for general running costs.
 - 6) Specifically allocated funding such as community infrastructure levy receipts Section 106 funding or other receipts with restricted usage.
 - 7) Other Earmarked Reserves will be set up from time to time to meet known or predicted liabilities.

- 3.4. A review of Earmarked Reserves shows that the estimated balance of Earmarked Funds at 31 March 2024 is £241,363.
- 3.5. This amount is £124,692 lower than at 31 March 2023.
- 3.6. Officers are proposing the following addition to Earmarked Reserves:
- £8,625 to be earmarked for additional landscaping works around the new building at Victoria Park.
- 3.7. There are no other specific Earmarked Reserves allocations that have been agreed or identified as being necessary at this point. However, Committee may wish to make its own suggestions for additions.
- 4. Financial Implications**
- 4.1. The predicted balance on Earmarked Reserves at 31 March 2024 will be £241,363 as set out in Appendix A.
- 4.2. Committee is advised that the Council has enough cash resources to support the Earmarked Reserves.
- 5. Legal Implications**
- 5.1. The requirement as such to set aside Earmarked Reserves is not set out in statute.
- 5.2. However, the Council is required to make arrangements for the proper administration of its financial affairs and to so manage its affairs as to secure economic, efficient and effective use of resources and safeguard its assets.
- 5.3. The setting aside of reserves, and hence the cash to finance the relevant expenditure when incurred, would be deemed prudent.

End

Linda Blake
Town Clerk

**AGENDA ITEM 7
APPENDIX A**

Description	Earmarked Funds at 01/04/23	Reserves added / (released) during year	Predicted Earmarked Funds at 31/03/24	Details of movements during the Year	Any further additions or releases
EM Elections	£12,500	(£10,089)	£2,411	Town Council elections took place in May 2023, but with only one contested ward which was Link Ward, costs were lower than expected at £10,089.	None proposed. Funds will be built back up before the next Full Council elections in May 2027.
EM Asset Repair and Development	£32,294	(£8,776)/ (£3,150) (£4,288)/ £8,625	£24,705	Reserves were released during the year for final works to refurbish the bus shelter outside Rose Bank Gardens, for Tarmacking works at Great Malvern Cemetery and for the installation of the Malvern sign in Rose Bank Gardens.	In March 2023, £10,000 was added to this reserve for landscaping works around the new community hub building in Victoria Park. Following an underspend against works to the car park at Adam Lee, officers are suggesting that a further £8,625 be allocated to this landscaping project to allow for a pathway to be installed to the eastern side of the building.
EM Play Areas	Nil	Nil	Nil	No additions are proposed at this time.	None proposed
EM Cemetery Extension / Cemetery Refurbishment Project	£16,659	Nil	£16,659	The recent cemetery extension has now been completed, with burials now taking place in this area. This Earmarked Fund will therefore remain in place for any additional refurbishment or extension works that may be required in the future.	None proposed

**AGENDA ITEM 7
APPENDIX A**

Description	Earmarked Funds at 01/04/23	Reserves added / (released) during year	Predicted Earmarked Funds at 31/03/24	Details of movements during the Year	Any further additions or releases
EM Vehicle and Machinery Replacement Fund	£53,202	£20,000 / (£28,764)	£44,438	<p>This fund is to smooth the effect on the precept of purchasing vehicles and machinery and £20,000 of funds has been added during 2023/24.</p> <p>A release of £28,764 has been made during the year to fund the purchase of the new Corvus Terrain EX4 Electric Utility Vehicle</p>	None proposed
EM Events and Grants	Nil	Nil	Nil	No additions are proposed at this time.	None proposed
Capital Receipts Reserve	£98,250	(£98,250)	Nil	A release will be made in March 2024 as part funding for the New Community Hub Building in Victoria Park.	None proposed
Perpetuity Funds	£66,484	Nil	£66,484	None required	None proposed
Premium Receipt for Adam Lee	£50,000	Nil	£50,000	None required	None proposed
CIL Reserve – Brook Farm Drive	£36,666	Nil	£36,666	None required	None proposed
Overall Total	£366,055	£28,625 / (£153,317)	£241,363		

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

**to be held on Wednesday 27 March 2024 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

STAFFING SUB-COMMITTEE

1. Purpose of report

1.1. For decision.

2. Recommendation

2.1. Committee is recommended to consider and agree the setting up a staffing sub-committee to consist of 8 members, four councillors and four members of Town Council staff. This sub-committee will be tasked with undertaking a detailed review of staffing policies and making recommendations back to Committee.

3. Background

3.1. The terms of reference for Policy and Resources Committee include its role as a staffing committee with a number of responsibilities directly relating to staffing.

3.2. A work plan for the Council year, discussed with the Chair of Policy and Resources Committee agreed that along with several other items now completed, certain staffing policies should be reviewed as part of the committee's work for 2023/24.

3.3. Members are reminded that many issues relating to staffing are managed on a day to day basis under full officer delegations, however there are matters which fall under the remit of Policy and Resources Committee.

3.4. Officers have met with the Chief Officer from Worcestershire CALC to discuss the issues and challenges around some of the older staffing procedures and how best to manage a review process. It is suggested that a sub-committee should be set up with an equal number of councillors and staff members as this will allow the Town Council to review and update policies whilst giving staff members the opportunity to play an active part in how policies relating to their employment are reviewed and managed.

3.5. A sub-committee is not a decision making group and any recommendations from this group would need to be approved by this Committee and Council before being implemented. This proposed structure would allow Town Council employees a level of representation to share their views, concerns, and knowledge in order that policies and processes are effective, relevant, and workable. Councillor representation on this group allows for a level of overview, scrutiny, and discussion with staff before recommendations are taken to Council.

3.6. Effective employee engagement in staffing issues will allow the Town Council to work better alongside its staff based on principles of mutual respect, trust, honesty and understanding of each other's roles. Staff members sitting on the panel will be asked to represent the views of all employees.

3.7. The first items suggested for review are an appraisal policy and a member officer protocol, but this is not exhaustive.

4. Financial Implications

4.1. None pertaining to this report.

5. Legal Implications

5.1. Given the complex nature of employment law and contract law, it is strongly suggested that the Town Clerk takes advice from Worcestershire CALC on any proposals being submitted for approval.

End

Linda Blake
Town Clerk