



# **MALVERN TOWN COUNCIL**

## **ANNUAL COUNCIL MEETING**

### **REPORTS**

**For meeting on Wednesday 15 May 2024  
at 6.00 pm  
in the Council Chamber, 28-30 Belle Vue Terrace, Malvern**

# MALVERN TOWN COUNCIL

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



10 May 2024

[townclerk@malvern-tc.org.uk](mailto:townclerk@malvern-tc.org.uk)  
[www.malverntowncouncil.org](http://www.malverntowncouncil.org)

## MEETING OPEN TO MEMBERS OF THE PUBLIC

### To all Members of Malvern Town Council:

You are hereby summoned to attend a meeting of Malvern Town Council to be held on Wednesday 15 May 2024 in the Council Chamber, Belle Vue Terrace, Malvern commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

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

Linda Blake  
Town Clerk

No.	Agenda Item
1.	<b>Appointment of Mayor</b> To elect the Mayor of Malvern Town Council for the 2024/25 council year. ➤ Nominations to follow
2.	<b>Mayor's Declaration of Office</b> To witness and receive the Mayor's formal Declaration of Acceptance of Office.
3.	<b>Appointment of Deputy Mayor</b> To elect the Deputy Mayor of Malvern Town Council for the 2024/25 council year. ➤ Nominations to follow
4.	<b>Deputy Mayor's Declaration of Office</b> To witness and receive the Deputy Mayor's formal Declaration of Acceptance of Office.
5.	<b>Apologies for Absence</b> To note apologies for absence.
6.	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests.
7.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the Minutes of the previous Full Council meeting: ➤ 10 April 2024 (already issued)

8.	<b>Co-option of member to fill vacancy in St Joseph's Ward</b> <ul style="list-style-type: none"> <li>➤ Report AC01/24 to follow</li> </ul>
<b>Public Participation</b> <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
9.	<b>Mayor's Announcements</b> <ul style="list-style-type: none"> <li>➤ The Mayor will make any relevant announcements.</li> </ul>
10.	<b>Town Clerk's Report</b> <ul style="list-style-type: none"> <li>➤ Verbal update on Town Council operations and activities.</li> </ul>
11.	<b>Review of Committees/Task and Finish Groups and Appointment of Members for the 2024/25 Council Year</b> <ul style="list-style-type: none"> <li>➤ Report AC02/24 to follow</li> </ul>
12.	<b>Appointment of Representatives on Outside Bodies</b> <ul style="list-style-type: none"> <li>➤ Report AC03/24 to follow</li> </ul>
13.	<b>Bank Mandate and Payment Signatories</b> <ul style="list-style-type: none"> <li>➤ Report AC04/24 to follow</li> </ul>
14.	<b>Payment of Annual Subscriptions, Membership of Organisations</b> <ul style="list-style-type: none"> <li>➤ Report AC05/24 to follow</li> </ul>
15.	<b>Annual Review Process</b> <ul style="list-style-type: none"> <li>➤ Report AC06/24 to follow</li> </ul>
16.	<b>Operations and Planning Committee Recommendations</b> Recommendations for approval by Council from the meeting held on 8 May 2024 <ul style="list-style-type: none"> <li>➤ Report AC07/24 to follow</li> </ul>
17.	<b>Policy and Resources Committee Recommendations</b> Recommendations for approval by Council from the meetings held on 27 February, 28 March and 13 May 2024 <ul style="list-style-type: none"> <li>➤ Report AC08/24 to follow</li> </ul>
18.	<b>Victoria Park Task and Finish Group Recommendations</b> Recommendations for approval by Council from the meeting held on 13 May 2024 <ul style="list-style-type: none"> <li>➤ Report AC09/24 to follow</li> </ul>
19.	<b>Review of Reports submitted by Grant-receiving Bodies March and September 2023</b> <ul style="list-style-type: none"> <li>➤ Report AC10/24 to follow</li> </ul>
20.	<b>Date and Time of Next Meeting</b> <ul style="list-style-type: none"> <li>➤ Wednesday 19 June 2024 at 6.00 pm, venue to be confirmed</li> </ul>

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

**held in the Council Chamber, Belle Vue Terrace, Malvern  
on Wednesday 10 April 2024, at 6.00 pm**

**Councillors**

Present

C Hooper (Chair)  
S Austin  
M Birks  
C Bovey  
A Cherry  
I Dawson  
J Green  
N Houghton  
M Jones  
J Leibrandt (from 6.15pm)  
L Lowton  
J MacLusky  
F Matthews-Jones  
D Mead  
S Meager  
K Newbigging  
D Watkins

**Absent**

C Fletcher (apologies)  
R McLaverty-Head (apologies)

**Also in attendance**

L Blake – Town Clerk  
L Wall – Minute Clerk

Annie Robson, CEO Citizens Advice SW  
2 members of the public

**152. APOLOGIES FOR ABSENCE**

Apologies for absence were **NOTED** from Councillors Clive Fletcher and Ronan McLaverty-Head, and for lateness from Councillor Josephine Leibrandt.

**153. DECLARATIONS OF INTEREST**

None.

**154. MINUTES OF PREVIOUS MEETING**

Minutes of meeting held on 14 February 2024

Cllr Birks had raised a query over the accuracy of these minutes on behalf of the member of the public who had spoken in the public participation section. Cllr Birks thanked the Town Clerk for providing a transcription of the minutes and said that she was happy that what had been reported in the minutes was in fact accurate.

It was **RESOLVED** that the minutes of the meeting held on 14 February 2024 be approved and adopted as a correct record of the proceedings, to be signed by the Mayor.

Minutes of meeting held on 6 March 2024

Cllr Hooper proposed a series of amendments to be incorporated into the minutes.



**Minute 146 Draft Calendar of meetings 2024/25****Paragraph 1 - original**

At its meeting on 14 February, Full Council had resolved to start all meetings at 6.30pm but following the meeting a contractual issue had been raised, and therefore to comply with standing orders when reconsidering a decision, the matter had been referred to Policy and Resources Committee.

**Paragraph 1 - amended**

At its meeting on 14 February, Full Council had resolved to start all meetings at 6.30pm but following the meeting a contractual issue had been raised with the Town Clerk which might cause the Council to wish to reconsider its decision; therefore to comply with standing orders when reversing a decision, the matter had to be referred to Policy and Resources Committee.

**Paragraph 2 - original**

Policy and Resources Committee has staffing responsibilities and considered the matter at its meeting on 28 February, at which they recommended to reverse the decision made on 14 February to change the start times for 2024/25 in light of legal advice. Meeting times would therefore revert to the usual start time of 6pm.

**Paragraph 2 – amended**

As the Policy and Resources Committee has staffing responsibilities, it considered the matter at its meeting on 28 February, when a recommendation was made to reverse the decision of 14 February to change the start times for 2024/25 in light of legal advice which had been sought by the Town Clerk from CALC and was presented orally to the meeting.

**Paragraph 5 - original**

Members discussed at length whether the decision made at the Full Council meeting on 14 February had been a legal one and agreed that even if councillors were in favour of a later start time for meetings, it had been wrong not to consult with staff first.

**Paragraph 5 – amended**

Members discussed at length whether the decision made at the Full Council meeting on 14 February had been a legal one, and that even if councillors were in favour of a later start time for meetings, whether it had been wrong not to consult with staff first.

**Paragraph 7 - original**

It was **RESOLVED** to reverse the decision made on 14 February to change the start times of meetings for 2024/25 in light of legal advice. Meeting times would therefore revert to the usual start time of 6pm and this matter could be considered again in six months' time in line with standing orders.

**Paragraph 7 – amended**

It was **RESOLVED** to reverse the decision made on 14 February to change the start times of meetings for 2024/25 in light of the legal advice presented. Meeting times would therefore revert to the usual start time of 6pm and this matter could be considered again in six months' time in line with standing orders.

It was **RESOLVED** that the minutes of the meeting held on 6 March 2024 as amended be approved and adopted as a correct record of the proceedings, to be signed by the Mayor.

**PUBLIC PARTICIPATION**

Carolyn Withington had attended the meeting to speak on traffic problems in Court Road, which were causing serious concerns over child and pedestrian safety.

She said that the road is a very busy one, with parents taking young children to Malvern Parish and Great Malvern C of E primary schools, students going to The Chase School and Malvern College, as well as residents going to and from Barnards Green; all of whom were in danger as there were many HGVs using the road, cars driving on pavements and no crossing person since the last one had retired.

There had been several accidents recently and residents would like to see measures brought in to improve the environment and wellbeing of residents in Court Road.

***Cllr Josephine Leibrandt joined the meeting at 6.15pm.***

Suggestions from residents included the road becoming a low-traffic neighbourhood, developing an active travel corridor, and introducing other traffic calming measures, and they would welcome any support the Town Council could give in this matter.

Councillors were in support of helping with this matter and the Chair explained that it may be possible to approach the local county councillor for help. Cllr Birks said that she already chaired a traffic calming group in Malvern Wells and would be happy to take such a role in the short-term regarding Court Road. It was agreed that Cllr Birks would approach Cllr Malcolm Victory, MHDC councillor for Barnards Green to see if he could also help.

**155. PRESENTATION BY ANNIE ROBSON, CHIEF EXECUTIVE OFFICER OF CITIZENS ADVICE SOUTH WORCESTERSHIRE ON COMMUNITY SUPPORT GRANT APPLICATION AND WORK OF CITIZENS ADVICE**

A grant application from Citizens Advice South Worcestershire (CASW) had been considered at the previous Policy and Resources Committee meeting but Annie Robson, CEO, had been unable to attend. She had therefore attended this meeting to give a brief overview of Citizens Advice and answer any questions councillors may have had.

She explained that although it was a national organisation, Citizens Advice had individual offices which were independent charities. They offered free support to people, mainly dealing with poverty, debt advice, benefits, housing, employment, and consumer issues. More recently, they were involved in a project called Social Prescribing, in conjunction with Malvern Town Primary Care Network (PCN).

This was to deal with the significant increase in the number of people presenting low level mental health issues to GPs, when many of them actually required support dealing with the core social issues.

CASW had seen an increase in the number of people contacting them over the past 2-3 years, as a result of the cost-of-living crisis. The aim was to reach the most vulnerable within the community, but they were also dealing with people who would not have required help in the past, working with them on household budgets to see where savings could be made.

In 2023 they helped 2482 people from the South Worcestershire area which included Wychavon and Malvern Hills. Of those, 59% were from Malvern Town wards.

Annie Robson felt that the organisation was very good at what it did, being a 'lean' charity in terms of staff with 31 paid members of staff and 85 volunteers across the whole of the organisation.

They also helped people overcome adverse decisions made by the DWP, and as a community organisation with national branding, sought to influence social policy decision making through MPs and local councillors. From data collected, they were able to tell the story of those living in the local community and what affected them the most.

Councillors were in support of the Citizens Advice South Worcestershire, and commended them on their work. They also asked if the recent initiative to have a CASW representative at the food bank would continue, and Annie Robson replied that they had a three-year contract with Malvern and Upton which had commenced the previous year. They already operated out of other food banks and it was hoped that this would continue as it had proved very successful.

Councillors thanked Annie for the hard work carried out by CASW and agreed it was a worthy organisation to support.

#### **156. MAYOR'S ANNOUNCEMENTS**

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

- 18 March – Great Malvern Traders Group meeting, discussed Christmas events
- 21 March – St Richard's Gala Dinner celebrating 40 years, at Worcester Cathedral, raising an impressive £40,000
- 28 March - Had met with Cllr Palmer and the new CEO of the Malvern Hills Trust, Deborah Fox
- 7 April - Evesham Town Council Civic Service

#### **157. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES**

The Town Clerk reported as follows:

Community Hub Building - this project had been the major focus over the past month and more details would follow in the later agenda item.

Happy to Chat benches – these had now been installed in Rose Bank Gardens, Victoria Park and Station Gardens. The Malvern Gazette had covered the story with a great photograph of Cllr MacLusky and Cllr Watkins. Cllr MacLusky was congratulated for her radio interview on BBC Hereford and Worcester.

Staff Vacancy - the role of Events and Communications Officer on the administration staff had been advertised with a closing date of Monday 22 April.

Town Council Vacancy - the Councillor vacancy in St Joseph's Ward had been advertised with the intention that co-option should take place at the Annual Council meeting in May.

Malvern Bagnères Twinning Association - Officers had been working with the Bagnères de Bigorre Twinning Group to try and boost their membership and as a result an information evening would be hosted ahead of the Annual Town Meeting on 18 April.

Ukraine Twinning – liaison officers at MHDC had taken a letter from MTC to the Mayor of Korosten who was delighted to hear of the positive news with regards to possible twinning arrangements.

Operations Update – Operational team members had been on a number of training courses whilst the weather had been wet including manual handling, chainsaw safety and first aid. Other jobs recently completed included power washing all the bus shelters, whilst grass cutting would start soon.

Peaks Challenge – approximately 85 tickets had been sold, with most people opting for the long walk. The walk had been publicised in the Malvern Gazette.

Christmas Lights Switch On – preparations were starting for the switch on event in November 2024.

**158. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE**

Written reports had been submitted by Cllr Malcolm Victory, (MHDC Barnards Green ward and WCC Malvern Chase division) and Cllr Natalie McVey (MHDC West ward and WCC Malvern Trinity Division) prior to the meeting, and these had been circulated to members.

Cllr David Mead, District Councillor for Barnards Green, reported that he was still involved with matters at the Sunshine Children's Centre but was unable to report more as all information was still confidential.

**159. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES**

None.

**160. MEMBERS QUESTIONS**

None.

**161. NEW COMMUNITY HUB AT VICTORIA PARK**

The Town Clerk reported that works were progressing including the installation of the power supply, water, drainage, underground attenuation tanks, cladding, windows, solar panels, air conditioning and heat pump units, brickwork and flooring.

Some issues had inevitably arisen during the works but the Town Clerk and Operations Manager were able to address these by making frequent site visits.

A patio was being laid at the meeting room end of the building so that the doors could be opened up and the space used as an extension to the meeting room, or for bands/other outdoor events. Funds earmarked for the landscaping would be used for this versatile area.

Once the contract was finished, there would be a period for handover and landscaping, and the fencing would remain in place during this time.

The Town Council would hopefully be able to move into the building in mid-June.

**162. NEW COMMUNITY HUB AT VICTORIA PARK - CCTV**

Report CL01/24 was received and accepted.

The report recommended that CCTV was installed at the new community hub at Victoria Park.

It was **RESOLVED** to install CCTV on the new community hub at Victoria Park.

**163. VICTORIA PARK SKATEBOARD PARK REFURBISHMENT AND CONSULTATION**

Report CL02/24 was received and accepted.

The Town Clerk reported that although the public consultation and online survey had resulted in good engagement with the public and lots of ideas being put forward, there would still be some work required on getting to a final design stage.

Most people attending the consultation event in Malvern Link expressed the importance of getting the design right, rather than rushing to get the new skatepark open. Therefore, although it had originally been hoped to open a new skatepark in 2024, it would more likely be in 2025.

It was noted that responses to the survey were particularly low in the 17-21 years age group and that this could be due to many people in that age group being away at university. For future surveys, this should be taken into account.

Cllr Lou Lowton proposed an amendment to the recommendation to ensure that all user groups were represented in the focus group.

It was **RESOLVED** to approve the setting up of a Skatepark Focus Group to take the next steps in creating a proposal for the new skatepark. The focus group would include Town Council officers, Councillors and interested parties from the skatepark community, encouraging a range of skatepark users, to ensure their needs are adequately represented.

It was **RESOLVED** that Councillors Anne Cherry, David Mead and Karen Newbigging would be on the Skatepark Focus Group.

#### 164. **NOTICE OF MOTION – STAFFING COMMITTEE**

Cllr Clive Hooper presented his Notice of Motion, “that the Town Council resolves to consider the establishment of a staffing committee and that a report be submitted to the next meeting of the council making appropriate recommendations.”

Cllr Marilyn Birks seconded the Notice of Motion, saying she supported the establishment of a staffing committee as part of being a responsible employer.

Some councillors felt that as staffing matters were already delegated to Policy and Resources Committee, a separate committee was not required and would usurp Policy and Resources Committee.

Others thought that a separate committee was needed, to support staff and make sure they were all looked after and felt valued.

***Under Standing Order 3(x) the Chair proposed that the meeting be extended until 8.15pm.***

After a robust discussion, an amendment to the motion was proposed and agreed as follows:

It was **RESOLVED** that the Town Council proceeds with the establishment of a Staffing Committee and that a report be submitted to the next meeting of the Council, if possible, making appropriate recommendations from a Task and Finish Group comprising five Councillors, set up to examine terms of reference, constitution, membership and other relevant matters.

Nine Councillors volunteered to be on the Task and Finish Group and after three Councillors withdrew their names, it was **AGREED** that membership of the group would be six.

It was **AGREED** that the membership would comprise the following Councillors:

1. Councillor Nick Houghton
2. Councillor Marilyn Birks
3. Councillor Jude Green

4. Councillor Karen Newbigging
5. Councillor Sean Austin
6. Councillor Lou Lowton

A date for the first meeting of the Staffing Committee task and finish group would be arranged shortly.

**165. POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS**

This item was deferred until the next meeting of Full Council.

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

It was agreed that the date of the next meeting would be Wednesday 15 May 2024 at 6.00pm.

The meeting finished at 8.15pm

.....  
(Chairman)

**APPOINTMENT OF MAYOR AND DEPUTY MAYOR FOR THE 2024/25 COUNCIL  
YEAR**

**Agenda item 1 – Appointment of Mayor**

There have been two nominations received in respect of Mayor:

Councillor Marilyn Birks	Proposed by Cllr Josephine Leibrandt
	Seconded by Cllr Melanie Jones

Councillor David Watkins	Proposed by Cllr David Mead
	Seconded by Cllr Julie MacLusky

**Agenda item 3 – Appointment of Deputy Mayor**

There have been two nominations received in respect of Deputy Mayor:

Councillor Clive Hooper	Proposed by Cllr Lou Lowton
	Seconded by Cllr Jude Green

Councillor David Mead	Proposed by Cllr David Watkins
	Seconded by Cllr Freya Matthews-Jones

Note: nominees will be asked to give a two-minute speech in support of their nomination.

**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 15 May 2024 at 6.00 pm  
in the Council Chamber, Belle Vue Terrace, Malvern**

**CO-OPTION OF MEMBER TO FILL VACANCY ON MALVERN TOWN COUNCIL**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Full Council is recommended to consider co-option to fill the current vacancy in St Joseph's ward on Malvern Town Council:

**3. Background**

- 3.1. Further to the resignation of Christopher Lee, a casual vacancy has arisen in St Joseph's ward.
- 3.2. The Town Council, having nineteen 'elected' councillors, may now fill this vacancy by co-option. The vacancy was advertised on the Town Council's website, on social media and on Town Council noticeboards.
- 3.3. Applicants were asked to complete a form, provide information to confirm their eligibility for co-option and to give some details about themselves and their reasons for wanting to become a Town Councillor.
- 3.4. A summary of the applications is attached at Appendix A to this report.
- 3.5. All applicants have been invited to attend the meeting and to give a three-minute presentation; councillors will then be given the opportunity to ask questions should they wish.
- 3.6. Ballot papers will be made available at the meeting and all elected councillors present may vote for one candidate.
- 3.7. Councillors should note that there is a requirement to consider each application but council does not have to fill each vacancy should there be fair reasons not to do so.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. Section 21 of the Representation of the People Act 1985 applies where at an ordinary election, an insufficient number of persons have been nominated to fill the vacancies in respect of which the election is held. Providing that the number of newly elected members for the council is more than that to constitute a quorum for meetings (seven for Malvern Town Council) these members may co-opt a person or persons to fill the vacancies remaining unfilled.
- 5.2. If there is more than one candidate for each seat, the council must hold a ballot amongst its members. A successful candidate must have received an absolute majority vote of those present and voting (LGA 1972 Sch 12).



- 5.3. All co-options must be made by resolution.
- 5.4. The successful candidates become members of the Town Council immediately after signing the declaration of acceptance of office.
- 5.5. All candidates have declared that they meet the conditions of eligibility for the role of Town Councillor.

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

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

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

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

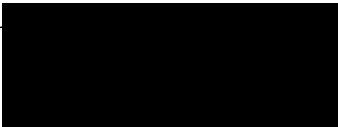
However, you should not have been:

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

End  
Linda Blake  
Town Clerk

## APPLICATION FOR CO-OPTION – ST JOSEPH'S WARD, APRIL 2024

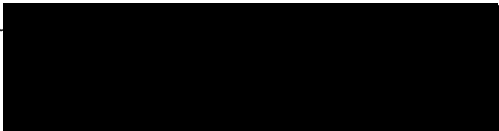
Thank you for your interest in becoming a Town Councillor. Please provide the following information to assist the council in making its decision.

<b>Full name</b>	Emma Green		
<b>Home address</b>	22 Lygon Bank Malvern WR14 2JF		
<b>Contact telephone</b>	07950145690		
<b>Email address</b>	emmagreen29@hotmail.com		
<b>About you</b> - please provide the council with some background information about yourself.			
<p>I relocated to Malvern 10 years ago to be closer to my partners family and because I have very fond memories of visiting the hills as a child. As soon as I moved I tried to be an active member of the community and for many years was on the Well Dressing committee – something I enjoyed immensely as it allowed me to meet other creative people in the area. I have also volunteered with the People in Motion and Onside charities who are both based locally and help refugees and vulnerable adults respectively. I balanced this with a full time job as a librarian at the University of Birmingham. During the Covid crisis I volunteered for the NHS and whilst I enjoyed working at the University, after lock-down I felt I needed a change. Since then I have worked for the Worcestershire County Council supporting people into jobs and education. This has allowed me to be involved in projects like the Conversation Café at the Ascension Church, the Help Centre at Malvern Football Club and has ultimately led me to take a paid position at the Food Bank in Worcester. In my spare time I write short stories and enjoy walking the hills. I love working with a range of people and feel genuinely energised when I am able to make a positive contribution to the area I now live in.</p>			
<b>Reasons for applying</b> - please provide the council with your reasons for wanting to become a Town Councillor.			
<p>My new role at the Food Bank will be part time which means that potentially I have more time to devote to a role that allows me to directly support people in Malvern. I think I have the requisite skills too – I like to think I am empathetic and can show understanding but also offer a methodical, organised and sensible approach to my work. As an active well dresser I know how important the landscape is not only for people who live here but as a source of tourism potential. As someone who now lives in Link Top I am familiar with the St Josephs ward and have contacts at both the Ascension and St Joseph's Churches. As someone who has volunteered with various local charities I am used to supporting people who may be at a disadvantage and who may need help. And as a librarian and an avid user of public transport I know how valuable both of these services are in a community like Malvern. I love living where I do and I would welcome the chance to be involved in supporting people who live here.</p>			
<b>Signature</b>	Emma Green		.

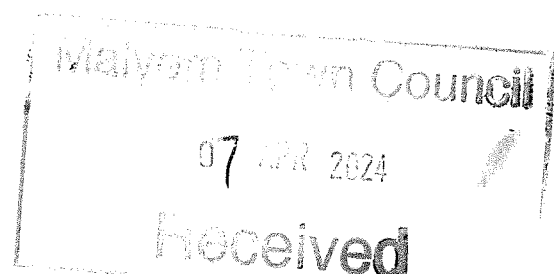
Please return your completed application to Linda Blake, Town Clerk [townclerk@malvern-tc.org.uk](mailto:townclerk@malvern-tc.org.uk) no later than 12 noon on Tuesday 7 May 2024. Your application will be considered at a Full Council meeting to be held on Wednesday 15 May 2024 at 6 pm. All applicants will be invited to make a presentation to this meeting before a vote is held.

## APPLICATION FOR CO-OPTION – ST JOSEPH’S WARD, APRIL 2024

Thank you for your interest in becoming a Town Councillor. Please provide the following information to assist the council in making its decision.

Full name	JILL CAMPBELL
Home address	256 WELLS ROAD, MALVERN WELLS, WR14 4HD
Contact telephone	077252 39111
Email address	malvernwells@hotmail.com
<b>About you</b> - please provide the council with some background information about yourself.	
RESIDENT FOR 23 YEARS. BUSINESS OWNER - SOLO BOUTIQUE 3 YEARS. PREVIOUS BUSINESS OWNER ISIS/SOLO BOUTIQUE 2007-2016. REPRESENTED WELLS WARD, MALVERN.	
<b>Reasons for applying</b> - please provide the council with your reasons for wanting to become a Town Councillor.	
USEFUL EXPERIENCE AS DISTRICT AND TOWN COUNCILLOR. ENJOYED SITTING IN THE PAST AS A TOWN COUNCILLOR. HAVE THE TIME TO RE-APPLY AND CONSIDER MY POLITICAL AND BUSINESS KNOWLEDGE SHOULD BENEFIT THE TOWN COUNCIL AND CONSTITUENTS.	
Signature	

Please return your completed application to Linda Blake, Town Clerk [townclerk@malvern-tc.org.uk](mailto:townclerk@malvern-tc.org.uk) no later than 12 noon on Tuesday 7 May 2024. Your application will be considered at a Full Council meeting to be held on Wednesday 15 May 2024 at 6 pm. All applicants will be invited to make a presentation to this meeting before a vote is held.



**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 15 May 2024 at 6.00 pm  
in the Council Chamber, Belle Vue Terrace, Malvern**

**REVIEW OF COMMITTEES/TASK AND FINISH GROUPS AND APPOINTMENT  
OF MEMBERS FOR THE 2024/25 COUNCIL YEAR**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendations**

2.1. Council is recommended to consider and approve the following Committees and Task and Finish Groups:

2.2. Policy and Resources Committee

➤ Confirm membership of Policy and Resources Committee as nine members.

Nine Councillors have already put their names forward to serve on Policy and Resources Committee and these are in bold in the list below.

1. **Cllr Marilyn Birks**
2. **Cllr Iain Dawson**
3. **Cllr Clive Fletcher**
4. **Cllr Clive Hooper**
5. **Cllr Nick Houghton**
6. **Cllr Mel Jones**
7. **Cllr Lou Lowton**
8. **Cllr Ronan McLaverty-Head**
9. **Cllr Karen Newbigging**

It should be noted that should one of the names in bold above be elected to serve as Mayor for the 2024/25 Council year, they will be removed from membership of this Committee, leaving one place.

2.3. Operations and Planning Committee

➤ Confirm membership of Operations Committee as ten members.

Eight Councillors have already put their names forward to serve on Operations and Planning Committee and these are in bold in the list below.

1. **Cllr Sean Austin**
2. **Cllr Caroline Bovey**
3. **Cllr Anne Cherry**
4. **Cllr Jude Green**
5. **Cllr Josephine Leibrandt**

6. **Cllr Julie MacLusky**
7. **Cllr Freya Matthews-Jones**
8. **Cllr David Mead**
9. **Cllr Simon Meager**
10. **Cllr David Watkins**

It should be noted that should one of the names in bold above be elected to serve as Mayor for the 2024/25 Council year, they will be removed from membership of this Committee, leaving one place.

It is suggested that the individual appointed to fill the casual vacancy should take the committee space left by the appointment of the Mayor for 2024/25.

2.4. Audit Committee

- Confirm membership of Audit Committee at five members.

three Councillors have already put their name forward to serve on Audit Committee and these are in bold below. A further two members need to be appointed to this Committee at Annual Council in order that the review of the Internal Auditors Report, can be completed on 5 June 2024.

1. **Cllr Jude Green**
2. **Cllr David Mead**
3. **Cllr David Watkins**
4. vacancy
5. vacancy

Council should note that Policy and Resources Committee members are precluded from sitting on Audit Committee.

2.5. Emergency Decision Making Group

- Confirm membership of the Council's Emergency Decision Making Group as:
  1. Mayor
  2. Deputy Mayor
  3. Chair of Policy and Resources Committee
  4. Vice-Chair of Policy and Resources Committee
  5. Chair of Operations and Planning Committee
  6. Vice-Chair of Operations and Planning Committee

The Emergency Decision Making group will be called on if an urgent and time sensitive decision needs to be made and cannot be done within the normal meeting timetable.

Any report from a meeting of this group will be sent to the next meeting of Full Council.

2.6. Victoria Park Task and Finish Group

- Confirm membership of the Victoria Park Task and Finish Group at six members.

Members of the Victoria Park Task and Finish Group to be agreed as:

1. Cllr Anne Cherry
2. Cllr Jude Green
3. Cllr Nick Houghton
4. Cllr Freya Matthews-Jones
5. Cllr David Mead
6. Cllr David Watkins

2.7. Aims and Objectives Task and Finish Group

- Confirm membership of the Aims and Objectives Task and Finish Group at four members.

Members of the Aims and Objectives Task and Finish Group to be agreed as:

1. Cllr Marilyn Birks
2. Cllr Clive Fletcher
3. Cllr Nick Houghton
4. Cllr Mel Jones

2.8. Community Engagement Task and Finish Group

- Confirm membership of the Community Engagement Task and Finish Group at six members.

Members of the Community Engagement Task and Finish Group to be agreed as:

1. Cllr Marilyn Birks
2. Cllr Clive Fletcher
3. Cllr Jude Green
4. Cllr Nick Houghton
5. Cllr Josephine Leibrandt
6. Cllr Karen Newbigging

2.9. Staffing Committee Task and Finish Group

- Confirm membership of the Staffing Committee Task and Finish Group at six members.

Members of the Staffing Committee Task and Finish Group to be agreed as:

1. Cllr Sean Austin
2. Cllr Marilyn Birks
3. Cllr Jude Green
4. Cllr Nick Houghton
5. Cllr Lou Lowton
6. Cllr Karen Newbigging

2.10. Other

- Approve the suspension of all other task and finish groups, although it should be noted that these can be set up at any time during the year either by Council or a committee, to carry out a specific task and report back.

2.11. Chairpersonship

- All committees and task and finish groups will be required to elect a Chair and Vice-Chair at the first meeting of the new council year. Members are reminded that following a council decision, training for Chairs and Vice-Chairs is mandatory and must be completed as soon as is reasonable. Training is only required once in every council term and therefore all members who wish to be a Chair or Vice-Chair of a Committee will only need to attend training if not already completed in the past twelve months.

**3. Background**

- 3.1. A Town Council may arrange to discharge any of its functions through a committee, or a subcommittee of the council. Unless the council otherwise directs, any committee appointed by the council may itself arrange for the discharge of any of its functions by a subcommittee. The only powers that cannot be transferred to a committee are those of issuing a precept or approving the Annual Return.
- 3.2. All committees have specific terms of reference which are reviewed at least once per council term and certain decisions are delegated to these committees, with other matters returning as committee recommendations for Full Council approval.
- 3.3. Task and finish groups are formed to carry out a specific task under an agreed remit and then are disbanded once the work has been completed.
- 3.4. The Chair of any meeting of a committee or task and finish group has a second casting vote, should they choose to use it.
- 3.5. The Mayor is an ex-officio non-voting member of all committees and task and finish groups.
- 3.6. A member of Policy and Resources Committee is precluded from membership of the Town Council's Audit Committee.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. The Town Council has adopted a set of standing orders to regulate its business and proceedings, and these include rules governing meetings.
- 5.2. The Local Government Act 1972 schedule 12 covers meetings and proceedings of local authorities.

End

Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 15 May 2024 at 6.00 pm  
in the Council Chamber, Belle Vue Terrace, Malvern**

**APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2024/25**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Council is asked to consider whether it wishes to continue appointing Town Councillors to each of the outside bodies as listed in Appendix A to this report.
- 2.2. If Council wishes to continue to appoint members to an outside body, a representative – or representatives – must be chosen.

**3. Background**

- 3.1. Each year at the Annual Council Meeting, the Town Council appoints representatives to outside bodies as listed at Appendix A to this report.
- 3.2. Members are asked to report back to Council on the activities of the organisations at least once during the year. These reports should be submitted under Agenda Item 'Town Council Reports/Reports from Representatives on Outside Bodies'.

**4. Financial Implications**

- 4.1. There are no financial implications to this report.

**5. Legal Implications**

- 5.1. Although no longer required as part of the Register of Interests, if a member is appointed as a representative on an outside body, they must consider this as a declaration of interest at any meeting containing business relating to this body.
- 5.2. Standing Orders state that any one Councillor should not act on behalf of the Council unless authorised by resolution. Any matters relating to Outside Bodies which require a decision will need to be debated by Full Council as an Agenda item.

End

Linda Blake  
Town Clerk



**TOWN COUNCIL REPRESENTATION ON OUTSIDE BODIES 2024/25**

<b>Outside Body</b>	<b>Number of Representatives required for 2024/25</b>
Malvern Hills Council for Community Action	One
Malvern Hills CAB Management Committee	One
Malvern Town Council/Malvern Hills District Council Liaison Group <i>(Mayor and Deputy Mayor)</i>	Two
County Association of Local Councils (CALC)	One for executive committee Two for local area committee
Malvern-Mariánské Lázně Community Partnership (MLCP)	One
Malvern-Bagnères de Bigorre Twinning Association (MBTA)	One
Korosten Community Twinning Steering Group	Two – Cllr Lowton and Cllr McLaverty-Head recently appointed
Malvern Twinning Steering Group <i>(Mayor and Deputy Mayor)</i>	Two
Malvern Hills District Children and Young People's Partnership	One
Rural Market Town Group	One

**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 15 May 2024 at 6.00 pm  
in the Council Chamber, Belle Vue Terrace, Malvern**

**BANK MANDATE AND PAYMENT SIGNATORIES**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Council is recommended to approve the following signatories for the management of the Town Council's bank account in accordance with legal and operational requirements AND to approve internet banking schedules and to sign any cheques or other payment authorisations if they are required.
- Mayor and Deputy Mayor of Malvern Town Council
  - Five other Town Councillors with availability during Town Council working hours (to be nominated at the meeting)
- 2.2. Council is asked to note and confirm the following ongoing resolutions with respect to its bank accounts:
- a) Two from the approved signatories in 2.1 above are required to issue instructions for any changes, modifications or additions to the Council's bank accounts.
  - b) The key contact for managing the bank account and allocating user permissions is the Town Clerk.
  - c) The Town Clerk (or in their absence, the Operations Manager) is fully empowered to act on behalf of the Council to ensure the smooth running of the Council's bank accounts, subject to all previous authorisation permissions being adhered to.
  - d) Two from the seven members agreed at 2.1 above are required to sign and approve internet banking schedules, direct debit instructions and any cheques before payments are made by officers.

**3. Background**

- 3.1. The Council holds a current bank account with Unity Trust Bank. This bank account allows internet banking with the appropriate security arrangements in place.
- 3.2. Malvern Town Council also holds two further accounts:
- Public Sector Deposit Fund held with CCLA which allows the daily transfer of funds with yield currently sitting at 5.22% which is an increase from last year.
  - Local Authority Property Fund held with CCLA which is for longer term deposits and currently pays dividends of approximately £775 per quarter.

- 3.3. Although the Town Clerk is authorised to manage the day-to-day running of the Council's bank accounts and transfers between accounts, two councillor signatories are required to make any changes, modifications or additions to the Council banking arrangements with Unity Trust Bank Ltd and the CCLA.
- 3.4. Further to the requirement in 3.3 above, the Council's online banking procedure states that two councillor signatories will be required to authorise a schedule of payments before any payments can be made. These signatories are also required for cheques (when used), direct debit mandates and other payment authorisations.
- 3.5. Seven councillors, including the Mayor and Deputy Mayor, need to be selected as payment signatories. These councillors should be available during Town Council office opening hours to sign internet banking payment schedules and to check a selection of payments against invoices for internal audit control purposes.

**4. Financial Implications**

- 4.1. The Council's Financial Regulations lay down procedures to enforce robust financial controls.

**5. Legal Implications**

- 5.1. The Council is required to make arrangements for the proper administration of its financial affairs, and this is subject to both internal and external audit.

End

Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 15 May 2024 at 6.00 pm  
in the Council Chamber, Belle Vue Terrace, Malvern**

**PAYMENT OF ANNUAL SUBSCRIPTIONS/  
MEMBERSHIP OF ORGANISATIONS**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Full Council is recommended to:

- Review and authorise subscriptions as set out in Appendix A to this report, making any amendments as required.
- Authorise the Town Clerk to pay the subscriptions.

**3. Background**

- 3.1. The Town Council's current Standing Orders, 5j (xv) require a review of the Council's and/or Staff Subscriptions to other bodies (Appendix A), to be determined at the Annual Meeting.
- 3.2. The first four organisations listed provide advice, support and updates on statutory guidelines relating to town and parish councils, local authority finance and accounting, green book terms and conditions and management of the cemetery.
- 3.3. The Cotswold Line Promotion Group provides regular information bulletins and the Council joined Caring for God's Acre in 2021/22 as it provides information and support relating to Great Malvern Cemetery.
- 3.4. The Town Council agreed to join the Rural Market Town Group in May 2021. The purpose of this group is for similar councils to share ideas, information and advice.

**4. Financial Implications**

- 4.1. The cost to renew the subscriptions is £3,974 as set out in Appendix A to this report. This is an increase of 3.4% from the previous year and can be contained within the Council's 2024/25 budget which was agreed in December 2023.

**5. Legal Implications**

- 5.1. There are no direct legal implications, but the advice and updates received from many of these organisations assist Officers in complying with legal and accounting guidelines.

End  
Linda Blake  
Town Clerk

**AGENDA ITEM 14**  
**APPENDIX A**

<b><u>Organisation</u></b>	<b><u>Cost 2023/24</u></b>	<b><u>Estimated Cost 2024/25</u></b>
Worcestershire CALC/NALC	£2,649	£2,749
Chartered Institute of Public Finance and Accountancy	£380	£400
Local Government Employers	£468	£468
Institute of Cemetery Management	£100	£100
Cotswold Line Promotion Group	£15	£20
Caring for God's Acre	£100	£100
Rural Market Town Group	£133	£137
<b>Total</b>	<b><u>£3,845</u></b>	<b><u>£3,974</u></b>

**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 15 May 2024 at 6.00 pm  
in the Council Chamber, Belle Vue Terrace, Malvern**

**ANNUAL REVIEW PROCESS**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Council delegates a review of the following items, with any recommendations to come back to Full Council for ratification:
- a) Review of delegation arrangements to committees, subcommittees, staff and other local authorities – Policy and Resources Committee.
  - b) Review of the Terms of Reference for Committees - Policy and Resources Committee.
  - c) Review and adoption of appropriate standing orders and financial regulations - Policy and Resources Committee.
  - d) Review of inventory of land and assets including buildings and office equipment – Operations and Planning Committee.
  - e) Review and confirmation of arrangements for insurance cover in respect of all insured risks - Policy and Resources Committee.
  - f) Review of the Council's Complaints Procedure - Policy and Resources Committee.
  - g) Review of the Council's policies, procedures and practices in respect of obligations under Freedom of Information and Data Protection legislation - Policy and Resources Committee.
  - h) Review of the Council's policy for dealing with the press/media - Policy and Resources Committee.
  - i) Review of the Council's Employment policies and procedures - Policy and Resource/staffing.
  - j) Review of the Council's expenditure incurred under s137 of the Local Government Act 1972 or the General Power of Competence – Policy and Resources Committee as part of the Annual Accounts.
  - k) Determining the time and place of ordinary meetings of the Council up to and including the next meeting of Annual Council. Times already agreed by Full Council, place of meetings to be updated when relevant.

**3. Background**

- 3.1. Standing Order 5j states the business to be considered at the Annual Council meeting. These are the legal requirements for Annual Council to consider as detailed within Standing Orders. Some of the items listed are covered as

individual items within the agenda for Annual Council but the remaining reviews are included with this report for delegation.

- 3.2. Due to the detail involved in the review process and the fact that some of the items are considered as a matter of course during each year, it is sensible to delegate these reviews to Committees/Task and Finish Groups during the year with any recommendations returning to Full Council for ratification.
- 3.3. Council is asked to note that at the Full Council meeting held in April 2022, it was resolved to set up a Policy Review Task and Finish Group to review overdue council policies and to report back to Policy and Resources Committee. This was a 'catch up' exercise in addition to the reviews listed in 2.1 above and after the final policy reviews have been considered (at agenda item 18) then a calendar will be drawn up to review the policies at least once every four years.

**4. Financial Implications**

- 4.1. There are no financial implications to this report.

**5. Legal Implications**

- 5.1. The Local Government Act 1972 Section 15 states that the Chair (Mayor) must be elected as the first business transacted at the Annual Meeting. This is the only legal requirement. Standing Orders list routine matters that must be considered as business at Annual Council, but it is permissible for Council to ask Committees/Task and Finish Groups to consider these and then report back to Full Council.

End  
Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 10 April 2024 at 6.00 pm  
in the Council Chamber, Malvern Town Council, Belle Vue Terrace**

**OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Full Council is asked to consider the recommendations from the meeting of Operations and Planning Committee held on 8 May 2024 and listed below.

**Minute 12 Environmental Matters**

It was **RECOMMENDED** to adopt the Environmental Policy as reviewed and amended by the Environmental Policy Task and Finish Group at its meeting held on 24 January 2024

It was **RECOMMENDED** to accept the updated Town Council's Environmental Achievements for 2023.

**3. Background**

- 3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.
- 3.2. Full Council is therefore asked to consider the recommendations listed above as presented by the Chair or Vice Chair of Operations and Planning Committee and to approve, amend or refer back to committee as appropriate.
- 3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.
- 3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chairman of Committee before the Council meeting.

**4. Financial Implications**

- 4.1. Please see individual committee reports.

**5. Legal Implications**

- 5.1. Please see individual committee reports for specific details.
- 5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End

Linda Blake  
Town Clerk



**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 15 May 2024 at 6.00 pm  
in the Council Chamber, Belle Vue Terrace, Malvern**

**POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Full Council is asked to consider the recommendations from the meetings of Policy and Resources Committee held on 28 February, 27 March and 13 May 2024 and listed below.

28 February 2024

Minute 58 Terms of Reference

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

Minute 59 Review of Communications and Publicity Policy – Councillor Guidelines

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

27 March 2024

Minute 65 Malvern Town Community Support Grant – Citizens Advice Bureau (South Worcestershire Citizens Advice)

It was **RECOMMENDED** to award a Community Support Grant of £18,000 for 2024/25.

Minute 67 Large Grants Scheme, 2<sup>nd</sup> Round 2023/24

It was **RECOMMENDED** to award a large grant of £2,500 to 1<sup>st</sup> Malvern Link Scout Group.

It was **RECOMMENDED** to award a large grant of £1,400 to Malvern Theatre Players.

It was **RECOMMENDED** to award a large grant of £1,250 to The Hills Singers.

NOTE: it was agreed at the meeting that final determination of large grants would be forwarded to Full Council due to the fact that funding exceeded the available budget of £4,000 and therefore was outside of committee delegations.

13 May 2024

Minute 7 CCTV Policy

It was **RECOMMENDED** that a closed-circuit television (CCTV) policy is adopted by the Town Council. A draft of the policy is attached to this report.

Minute 8 Review of Data Protection Policy for Council Employees

It was **RECOMMENDED** that the Town Council adopts NALC's Data Protection Policy for Employees. A draft of the policy is attached to this report.

**3. Background**

- 3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.
- 3.2. Full Council is therefore asked to consider the recommendations listed above in 2.2 and to approve, amend or refer back to committee as appropriate.
- 3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.
- 3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chair of Committee before the Council meeting.

**4. Financial Implications**

- 4.1. Please see individual committee reports.

**5. Legal Implications**

- 5.1. Please see individual committee reports for specific details.
- 5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End  
Linda Blake  
Town Clerk



## **MALVERN TOWN COUNCIL**

# **DRAFT CCTV POLICY**

# **MALVERN TOWN COUNCIL**

## **CCTV POLICY**

### **1. Introduction**

- 1.1. Malvern Town Council (hereafter known as 'the Council') currently uses CCTV cameras to view and record individuals on and around its premises at Victoria Park. This policy outlines why the Council uses CCTV, how it will use CCTV and how it will process data recorded by CCTV cameras to ensure it is compliant with data protection law and best practice. This policy also explains how to make a subject access request in respect of personal data created by CCTV.
- 1.2. The Council recognises that information that it holds about individuals is subject to data protection legislation. The images of individuals recorded by CCTV cameras are personal data and therefore subject to legislation. The Council is committed to complying with its legal obligations and seeks to comply with best practice suggestions from the Information Commissioner's Office (ICO).
- 1.3. This policy covers all employees and other individuals working at and/or visiting its premises, but it will not monitor employees in the normal course of their duties.
- 1.4. The policy will be regularly reviewed to ensure that it meets legal requirements, relevant guidance published by the ICO and industry standards.
- 1.5. A breach of this policy may, in appropriate circumstances, be treated as a disciplinary matter. Following an investigation, a breach of this policy may be regarded as misconduct leading to disciplinary action, up to and including dismissal.

### **2. Personnel Responsible**

- 2.1. The Town Council has overall responsibility for ensuring compliance with relevant legislation and the effective operation of this policy. Day-to-day management responsibility for deciding what information is recorded, how it will be used and to whom it may be disclosed has been delegated to the Town Clerk.
- 2.2. Responsibility for keeping this policy up to date has been delegated to the Town Clerk.

### **3. Reasons for use of CCTV**

- 3.1. The Council currently uses CCTV around its site as outlined below. Such use is necessary for legitimate purposes, including:

- 3.1.1. to prevent crime and protect buildings and assets from damage, disruption, vandalism, and other crime.
- 3.1.2. for the personal safety of employees, visitors, and other members of the public and to act as a deterrent against crime.
- 3.1.3. to support law enforcement bodies in the prevention, detection, and prosecution of crime.

This list is not exhaustive and other purposes may be or become relevant.

#### **4. Monitoring**

- 4.1. The system comprises a number of fixed cameras. Camera locations are chosen to minimise viewing of spaces not relevant to the legitimate purpose of the monitoring. As far as practically possible, CCTV cameras will not focus on private homes, gardens, or other areas of private property, neither will they focus on the adjacent play area within the park.
- 4.2. The CCTV is not monitored but footage is retained for a period of thirty days.

#### **5. How the Council will operate any CCTV**

- 5.1. The Council will ensure that signs are displayed prominently at the entrance of the surveillance zone to alert individuals that their image may be recorded. Such signs will contain details of the organisation operating the system, the purpose of using the surveillance system and who to contact for further information, where these things are not obvious to those being monitored.
- 5.2. The Council will ensure that recorded images are only viewed by approved members of staff whose role requires them to have access to such data.
- 5.3. Cameras will be sited so they only capture images relevant to the purposes for which they are installed, and care will be taken to ensure that reasonable privacy expectations are not violated. Malvern Town Council will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act 2018.

#### **6. Restrictions on use**

- 6.1. The CCTV cameras do not have sound recording capacity.

#### **7. Use of data gathered by CCTV**

- 7.1. To ensure that the rights of individuals recorded by the CCTV system are protected, the Council will ensure that data gathered from CCTV cameras is stored in a way that maintains its integrity and security.

- 7.2. The Council may engage data processors to process data on our behalf. The Council will ensure reasonable contractual safeguards are in place to protect the security and integrity of the data.

## **8. Retention and erasure of data gathered by CCTV**

- 8.1. Data recorded by the CCTV system will be stored digitally on the hard drive of the CCTV system. CCTV images are not to be retained for longer than necessary. Data storage is automatically managed by the CCTV digital recorder which uses software programmed to overwrite historical data in chronological order to enable the recycling of storage capabilities. This process takes approximately thirty days.
- 8.2. On occasion it may be necessary to retain downloaded images or footage for a longer period, for example when a law enforcement body is investigating a crime, to allow them to view the images as part of an active investigation.
- 8.3. At the end of their useful life, all images stored in whatever format will be erased permanently and securely. Any physical matter such as tapes or discs will be disposed of as confidential waste. Any still photographs and hard copy prints will be disposed of as confidential waste.

## **9. Ongoing review of CCTV use**

- 9.1. The Council will ensure that the ongoing use of existing CCTV cameras is reviewed periodically to ensure that their use remains necessary and appropriate, and that any surveillance system is continuing to address the needs that justified its introduction.

## **10. Requests for disclosure**

- 10.1. The Council may share data with others where it considers that this is reasonably necessary for any of the legitimate purposes set out above in Paragraph 3.1. Requests must be made in writing to the Town Clerk.
- 10.2. No images from the Council's CCTV cameras will be disclosed to any third party, without express permission being given by the Town Clerk. Data will not normally be released unless satisfactory evidence is provided that it is required for legal proceedings or insurance purposes.
- 10.3. In other appropriate circumstances, the Council may allow law enforcement agencies to view or remove CCTV footage where this is required in the detection or prosecution of crime.
- 10.4. The Council will maintain a record of all disclosures of CCTV footage subject to document retention guidelines.

- 10.5. No images from CCTV will be posted online or disclosed to the media, unless requested to do so by the police.

## **11. Subject access requests**

- 11.1. Data subjects may request disclosure of their personal information, and this may include CCTV images (data subject access request). A data subject access request should be made in writing. A response should be provided within a month. The Council should tell the individual why the Council is processing the information, the types of data involved, who the Council has shared it with, how long the Council will keep it and advise them as to their rights including the right to complain to the ICO if concerned about its processing.
- 11.2. To locate relevant footage, any requests for copies of recorded CCTV images must include the date and time of the recording, the location where the footage was captured and, if necessary, information identifying the individual.
- 11.3. The Council will provide a copy of the individual's personal data to them but reserve the right to obscure images of third parties when disclosing CCTV data as part of a subject access request, where the Council considers it necessary to do so. The Council will consider the ICO Code of Practice and the law when deciding as to whether to disclose third party personal data.

## **12. Complaints**

- 12.1. If anyone has questions about this policy or any concerns about our use of CCTV, then they should speak to the Town Clerk in the first instance.

## **13. Requests to prevent processing**

- 13.1. The Council recognises that, in rare circumstances, individuals may have a legal right to object to processing and in certain circumstances, to prevent automated decision making (see Articles 21 and 22 of the GDPR). For further information regarding this, please contact the Town Clerk.

## **14. Town Council Policies**

- 14.1. The Council's CCTV Policy should be read in conjunction with its Data Protection Policy.

## **APPENDIX 1 to CCTV Policy - definitions**

For this policy, the following terms have the following meanings:

**CCTV:** means cameras designed to capture and record images of individuals and property.

**Data:** is information, which is stored electronically, or in certain paper-based filing systems. In respect of CCTV, this generally means video images. It may also include static pictures such as printed screenshots.

**Data subjects:** means all living individuals about whom the Council holds personal information as a result of the operation of its CCTV.

**Personal data:** means data relating to a living individual who can be identified from that data (or other data in our possession). This will include video images of identifiable individuals.

**Data controllers:** The Council is the data controller of all personal data used by it.

**Data users:** are those of the Council's employees whose work involves processing personal data. Data users must protect the data they handle as per this policy.

**Data processors:** are any person or organisation that is not a data user (or employee of Malvern Town Council) that processes data on its behalf and following its instructions (for example, a supplier which handles data on the Council's behalf).

**Processing:** is any activity which involves the use of data. It includes obtaining, recording, or holding data, or conducting any operation on the data including organising, amending, retrieving, using, disclosing, or destroying it. Processing also includes transferring personal data to third parties.

**Premises:** Community Hub, Victoria Park, Victoria Park Road, Malvern Link, WR14 2JY





**MALVERN TOWN COUNCIL**

# **DRAFT DATA PROTECTION POLICY FOR COUNCIL STAFF**

# **MALVERN TOWN COUNCIL**

## **DATA PROTECTION POLICY**

### **1. Purpose**

- 1.1. Malvern Town Council (hereafter known as 'the Council') is committed to being transparent about how it collects and uses the personal data of staff, and to meeting its data protection obligations. This policy sets out the Council's commitment to data protection, and your rights and obligations in relation to personal data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).
- 1.2. This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business.
- 1.3. The Council has appointed Linda Blake, Town Clerk, as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to them.

### **2. Definitions**

- 2.1. "Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.
- 2.2. "Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.
- 2.3. "Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.
- 2.4. "Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

### **3. Data protection principles**

- 3.1. The Council processes HR-related personal data in accordance with the following data protection principles the council:

- processes personal data lawfully, fairly and in a transparent manner
- collects personal data only for specified, explicit and legitimate purposes
- processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing
- keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- keeps personal data only for the period necessary for processing
- adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

3.2. The Council will tell you of the personal data it processes, the reasons for processing your personal data, how it uses such data, how long it retains the data, and the legal basis for processing in its privacy notices.

3.3. The Council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that it intends to rely on for processing it. The Council will not process your personal data if it does not have a legal basis for processing.

3.4. The Council keeps a record of its processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

#### **4. Processing**

##### Personal data

4.1. The Council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

4.2. If the Council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the Council

is required to gain your consent to process your personal data. If the Council asks for your consent to process personal data, then it will explain the reason for the request. You do not need to consent or can withdraw consent later.

- 4.3. The Council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that it intends to rely on for processing it.
- 4.4. Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which the Council holds your HR-related personal data are contained in its privacy notices to individuals.
- 4.5. Sometimes the Council will share your personal data with contractors and agents to carry out its obligations under a contract with the individual or for its legitimate interests. The Council requires those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and the Council's policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with the Council's instructions.
- 4.6. The Council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.
- 4.7. The Council keeps a record of its processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

#### Special categories of data

- 4.8. The Council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:
  - where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
  - where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
  - where you have made the data public;
  - where it is necessary for the establishment, exercise or defence of legal claims;
  - where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
  - where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;

- where it is necessary for reasons for substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where it is necessary for reasons of public interest in the area of public health; and
- where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

4.9. If the Council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the Council is required to gain your consent to process your special categories of personal data. If the Council asks for your consent to process a special category of personal data, then it will explain the reason for the request. You do not have to consent or can withdraw consent later.

## **5. Individual rights**

5.1. As a data subject, you have a number of rights in relation to your personal data.

### Subject access requests

5.2. You have the right to make a subject access request. If you make a subject access request, the Council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

5.3. The Council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

5.4. If you want additional copies, the Council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

5.5. To make a subject access request, you should send the request to the Town Clerk. In some cases, the Council may need to ask for proof of identification before the request can be

processed. The Council will inform you if we need to verify your identity and the documents it requires.

- 5.6. The Council will normally respond to a request within a period of one month from the date it is received. Where the Council processes large amounts of your data, this may not be possible within one month. The Council will write to you within one month of receiving the original request to tell you if this is the case.
- 5.7. If a subject access request is manifestly unfounded or excessive, the Council is not obliged to comply with it. Alternatively, the Council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the Council has already responded. If you submit a request that is unfounded or excessive, the Council will notify you that this is the case and whether or not it will respond to it.

#### Other rights

- 5.8. You have a number of other rights in relation to your personal data. You can require the council to:
- rectify inaccurate data;
  - stop processing or erase data that is no longer necessary for the purposes of processing;
  - stop processing or erase data if your interests override the Council's legitimate grounds for processing data (where the Council relies on its legitimate interests as a reason for processing data);
  - stop processing or erase data if processing is unlawful; and
  - stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the Council's legitimate grounds for processing data.
  - complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website ([www.ico.org.uk](http://www.ico.org.uk)).
- 5.9. To ask the Council to take any of these steps, you should send the request to the Town Clerk.

## **6. Data security**

- 6.1. The Council takes the security of HR-related personal data seriously. The Council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.
- 6.2. Where the Council engages third parties to process personal data on its behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

#### Impact assessments

- 6.3. Some of the processing that the Council carries out may result in risks to privacy (such as monitoring of public areas via CCTV). Where processing would result in a high risk to your rights and freedoms, the Council will carry out a data protection impact assessment (DPIA) to determine the necessity and proportionality of processing. This will include considering the purposes for which the activity is carried out, the risks for yourself and the measures that can be put in place to mitigate those risks.

#### Data breaches

- 6.4. The Council have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the Council must take notes and keep evidence of that breach.
- 6.5. If you are aware of a data breach you must contact the Town Clerk immediately and keep any evidence you have in relation to the breach.
- 6.6. If the Council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, the Council will report it to the Information Commissioner within 72 hours of discovery. The Council will record all data breaches regardless of their effect.
- 6.7. If the breach is likely to result in a high risk to the rights and freedoms of individuals, the Council will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures it has taken.

#### International data transfers

- 6.8. The Council will not transfer HR-related personal data to countries outside the EEA.

#### Individual responsibilities

- 6.9. You are responsible for helping the Council keep your personal data up to date. You should let the Council know if data provided to the Council changes, for example if you move to a new house or change your bank details.
- 6.10. Everyone who works for, or on behalf of, the Council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the Council's policies.
- 6.11. You may have access to the personal data of other individuals and of members of the public in the course of your work with the Council. Where this is the case, the Council relies on you to help meet its data protection obligations to employees and members of the public. Individuals who have access to personal data are required:
- to access only data that you have authority to access and only for authorised purposes;
  - not to disclose data except to individuals (whether inside or outside the Council) who have appropriate authorisation;
  - to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);
  - not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
  - not to store personal data on local drives or on personal devices that are used for work purposes.
  - to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Town Clerk or Chair of the Council
  - to ask for help from the Council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.
- 6.12. Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the Council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.



**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 15 May 2024 at 6.00 pm  
in the Council Chamber, Malvern Town Council, Belle Vue Terrace**

**VICTORIA PARK TASK AND FINISH GROUP RECOMMENDATIONS**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Full Council is asked to approve the recommendations below following a meeting of Victoria Park Task and Finish Group held on Monday 13 May 2024.
- i. It was **RECOMMENDED** that the tender for the operation of the café at Victoria Park be awarded to Candy Harris at a rental of £120,000 over ten years.
  - ii. It was **RECOMMENDED** that the meeting room hire charges should be:
    - £15.00 per hour for private use and
    - £12.00 per hour for community group use.
  - iii. It was **RECOMMENDED** that a part-time caretaker for Victoria Park should be engaged, initially to open and close the building as required.

**3. Background**

- 3.1. Victoria Park Task and Finish Group was set up by Full Council and has been overseeing works taking place at Victoria Park including the tender specification, café lease and landscaping works.

**4. Financial Implications**

- 4.1. Rent received from the café tenant is a key part in ensuring that the community hub buildings secure income to help cover expenses and to reduce the net operating costs to the taxpayer of Malvern.
- 4.2. The budget for 2024/25 included rental of £15,000 from the community hub café. Although the proposal from Candy Harris falls short of this estimation, it was the best price offered during the tender process.

**5. Legal Implications**

- 5.1. The Town Council is the legal owner of Victoria Park.
- 5.2. The Council's Financial Regulations govern tender requirements for all contracts.

End

Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 15 May 2024 at 6.00 pm  
in the Council Chamber, Belle Vue Terrace, Malvern**

**REVIEW OF REPORTS SUBMITTED BY GRANT-RECEIVING BODIES 2023**

**1. Purpose of Report**

- 1.1. For noting. A copy of the reports is included at Appendix A.

**2. Recommendations**

- 2.1. Council is asked to review and note the reports received from groups and organisations who were awarded a grant from the Town Council in March and September 2023.

**3. Background**

- 3.1. The Town Council runs an annual grants scheme, advertised twice a year, in January and July for small grants up to £500 and large grants of over £500, which provide a significant benefit to the community.
- 3.2. The Town Council's grants scheme rules state that all groups are expected to provide written evidence of how the money has been spent and the benefit it has brought to the people of Malvern. These reports are submitted to the Annual Council meeting each year.

**4. Financial Implications**

- 4.1. The 2022/23 budgets and expenditure were as follows:

	Annual Budget	Expenditure	Financial Year Spend
Small grants March 2023	£5,000	£946	£1,946
Large grants March 2023	£13,000	£6,400	£6,400
Small grants September 2023	£5,000	£1,487.86	£3,926
Large grants September 2023	£10,000	£6,000	Still to be agreed

**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



# **REPORTS FOR SMALL & LARGE GRANTS**

AWARDED IN MARCH AND  
SEPTEMBER 2023



<b>Small Grants awarded in March 2023</b>	
Age UK H&W	£500
1 <sup>st</sup> Malvern Scout Group	£446
<b>Total</b>	<b>£946</b>
<b>Large Grants awarded in March 2023</b>	
Friends of Madresfield School	£2,500
Barnards Green Cricket Club	£2,500
1 <sup>st</sup> Malvern Boys Brigade	£1,400
<b>Total</b>	<b>£6,400</b>
<b>Small Grants awarded in September 2023</b>	
Engage Malvern	£500.00
Everybody Dance	£500.00
Zest for Life	£487 86
<b>Total</b>	<b>£1487.86</b>
<b>Large Grants awarded in September 2023</b>	
Malvern Men's Shed	£1,800.00
Malvern RFC	£1,250.00
Malvern Theatre Players	£990.00
WMYDMYB	£1,960.00
<b>Total</b>	<b>£6,000.00</b>

11/4/2024

Dear Louise Wall and Malvern Town Council,

I am writing to you, a brief report of how your funding supported the Gay Women's Group. The Gay Women's Group started in April 2023; on the first session we reached 12 people! Which was a huge success. Since then, they have become a group of over 20 people, created a What's App group and have continued to meet every other week at a local Malvern community hub. The original mission statement for the group was:

*"We want to form a safe, friendly, and welcoming community for older gay women who would like to make new friends and feel supported. We understand there are sometimes issues i.e., isolation and loneliness particularly in the gay community as we get older and we can address this through meetings, sharing life experiences and hobbies etc."*  
**Mission statement from a lead volunteer and member.**

...and the group has done exactly that. They have made friends and formed smaller friendship groups that have gone on to meet up outside of the group.

We have supported the group and attended both Malvern Pride and Worcester Pride and walked in the Worcester Pride Procession. We had an article in the Malvern Gazette.



**Photos Left to right: Pride procession and signs, poster, Pride table layout, walking in the Pride procession.**

One of our aims as an organisation is to continuing to grow and develop, as is the group. They are just now starting to meet once a month, whilst the lead volunteer takes a step back to set up a second group, open to anyone who identifies as LGBTQIA+, which will be based in Ledbury.

*"As you get older your life does change, but that desire for friendship and companionship never changes. Nobody wants to be alone with no one to talk to. What I hope for myself and for the group is to create long-lasting friendships so that people can really get to know and support each other, and I feel that it's happening here."* **Lead Volunteer**

With your support, our services not only impacted the lives of our beneficiaries but also those close to them; creating new opportunities for communities to come and work together, making a real difference to people's lives.

Many thanks again and kind regards,

**Carley, Social Inclusion and Wellbeing Activities Co-ordinator  
Age UK Herefordshire and Worcestershire**

1<sup>st</sup> Malvern Scouts

Please find attached some pictures showing our scouts using the firetables that were bought using the grant money from March last year. The tables were built for us by a local blacksmith, Boyd Walton who donated his time for free and they enable the scouts to build fires throughout the year as they are not trying to light them on the cold wet ground. The tables also prevent our grassed area from becoming damaged and they also reduce the risks associated with fires by raising the fires up and allowing access from the side, not having hair, faces and hands coming in from the top. Although heavy, the scouts can lift and move them around easily between two enabling them to use the whole grounds of our hut.

The tables were first used at the Armed Forces day in 2023 and have been in use by our 3 sections, Beavers, Cubs and Scouts almost weekly since introducing them to the science of fires, fire safety and also cooking outdoors over an open flame from simple marshmallows on sticks to two course meals without using any utensils, only foil and hand-made skewers,

We would like to thank the Town Council for giving us the grant and enhancing the activities we can provide to children from 6-14 years at 1<sup>st</sup> Malvern Scout Group .

Yours,

Jonathan Webster

Scout Leader











# Madresfield C.E. Primary School

Ignite Illuminate Inspire

*"God's word is a lamp to guide our feet and a light for our path".*

## Malvern Town Council Large Grant £2500

Malvern Town Council granted Madresfield CE Primary School £2500 which was used to redevelop the schools Outdoor Learning/Gardening area. The funding was used to replace old raised beds ensuring the planting areas are safe, accessible and fit for purpose for many years to come. Alongside the new raised beds the grant has paid for new tools, plants, fruit trees and vegetables which supports both the school curriculum, the after-school Gardening Club and also enables interventions for individuals and groups of children to support their wellbeing and mental health.

Madresfield CE Primary School has a high proportion of children who are in receipt of free school meals (28%) and pupil premium (36%). The gardening area enables them to experience the food growing cycle, provides numerous learning opportunities and it has inspired our childrens passion for gardening and outdoor learning.



The development of the outdoor learning area has also been supported by the volunteers from the Colwall Orchard Project who have re-laid the hedge. Children from all classes have been actively involved in planting the daffodil bed, sensory bed and edible herb bed. They have also sown micro-greens for an Anglo-Saxon feast and developed practical skills by making cloches to protect the strawberries from the cold weather, sieving the compost, learning about taking cuttings and the safe use of gardening tools such as secateurs.



Madresfield C.E. Primary School is part of The Diocese of Worcester Multi Academy Trust, which is a charitable company limited by guarantee and registered in England and Wales with registered number 10390487. Its registered office is at Field House, Sansome Walk, Worcester, WR1 1NU.



# Madresfield C.E. Primary School

Ignite Illuminate Inspire

*"God's word is a lamp to guide our feet and a light for our path".*



Members of the Madresfield CE Primary School Junior Leadership Team have written their views.

James - "Having the vegetable beds mean that now gardening club is more fun, thank you."

Frankie - "Thank you for the difference you have made we are very thankful the vegetable beds will help us have fun gardening and help us to grow as a school"

Alexis - "We are grateful for the money you gave to us it has helped our school grow"

The school will continue to enhance the Outdoor Learning/Gardening area as part of ongoing improvement plans and the school is grateful to Malvern Town Council for enabling the project to go ahead and the benefits it will bring to the children for many years.

Report dated: 11<sup>th</sup> April 2024



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## End of Project Report

### Barnards Green Cricket Club, Practice Facilities Refurbishment

Project Location Barnards Green Cricket Club, North End Lane

Project Objectives: Refurbishment of deteriorated practice facilities to provide capacity for junior and senior members.

Project Cost: £5958

Malvern Town Council Large Grant: £2500

Funding from BGCC: £3458

Contractor: Total-play Ltd

#### Project delivery:

The work was carried out in May 2023, which enable the practice facilities to be used for the majority of the cricket season. The work went as planned, with the carpets and underlying shock pads lifted, the sub surface was agitated, levelled and compacted, and the shock pads and carpets relayed.

As part of the project additional practice capacity was also provided with replacement of the mobile batting cage that had become unusable due to health and safety issues.

#### Project outcomes:

Throughout the 2023 season the club was able to provide high quality facilities that supported players of all ages to practice in a safe environment.

In a sport that uses a hard ball it is particularly important that surfaces provide for predictable bounce and that players are segregated by netting to avoid the risk of being struck by a ball from players practicing adjacently.

The facilities were used by approximately 120 club members of all ages. We were also pleased to host Worcestershire junior age groups who used Barnards Green for several training days.

#### Ongoing Maintenance:

The club continues to carry out ongoing maintenance to maximise the quality and life of the facilities.







## Report from 1<sup>st</sup> Malvern Boys Brigade on Large Grant

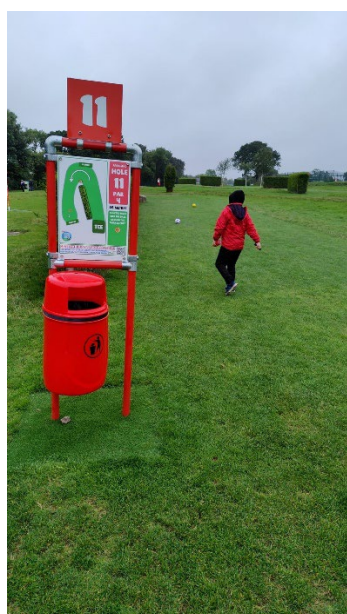
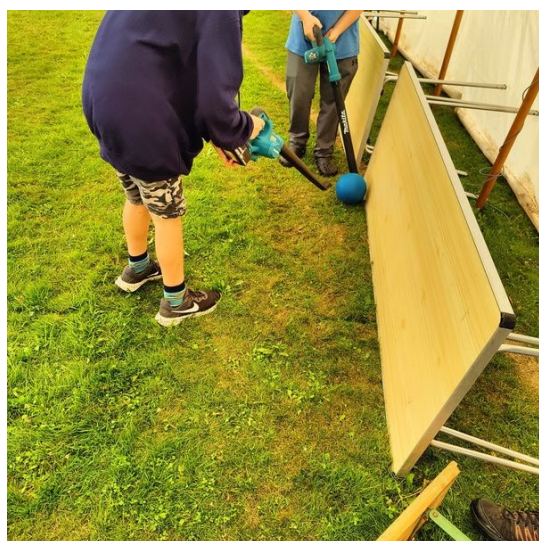
As a result of the grant given by Malvern Town Council last year, 1<sup>st</sup> Malvern Boys Brigade company were able to support one child fully and subsidise a number of other children on residential activities over the year.

We took two boys to an activity centre in Newent for the Junior Camp in May, where they enjoyed archery, an adventure playground, go-karts, laser tag and a day out at West Midlands Safari Park. For one boy this was the first time he had been able to go on a residential trip.





In July three boys attended the Company Camp near Plymouth. Despite some very murky weather, the leaders arranged blow football, indoor tug of war, foot golf and a trip to Aqua Park



Finally in October, we took six children on a tour of Scotland with the band. This enabled them to learn more about Boys Brigade heritage. They also toured with companies from Croyden, Sawston, Haslington, Manchester and local Scottish companies. They played in Glasgow, Stirling, Edinburgh and Thirsk (birthplace of founder of Boys Brigade). They also benefitted from tuition over the tour, which was put to good use on Remembrance Sunday, for the town.

We were in the process of merging with 7<sup>th</sup> Malvern Girls Brigade, so members of that company also benefitted from the grant. Because we had the grant it meant that a couple of the children did not have to choose whether to do the tour or camp, and could do both.

A video of the performance in Edinburgh is at <https://youtube/S43e5wZSeWQ?feature=shared>





# MALVERN FESTIVAL OF IDEAS 2024

ARREWICK A

FESTIVAL

OF IDEAS

"It was a joy to be at the festival."

"It was lovely to be part of such a warm and inspiring event."

"It was like a feast of good things. Fabulous"

"Eye opening, Entertaining, Enlightening, Captivating, Emotional, Motivational. It was fantastic, well done everyone"

The Malvern Festival of Ideas took place over the weekend of 1-3 March 2024. Entitled, *Telling Tales*, it was opened by Chris Packham on the Friday evening and continued throughout Saturday and Sunday featuring speakers telling their own story or the story of other groups and individuals.

## Purpose of grant

This grant application is focussed on the equipment necessary to deliver our branding approach. This includes Festival Flags, Stage Branding, Signage, Banners, Backdrops, Posters and Print. (from the application).

## What was done

Stage branding and all-weather banners were produced. These can be used from year-to-year. Festival brochures were printed.



Figure 1 (left to right): stage branding; Chris Packham; Remi Adekoya; Peter Chand

## Benefit

From our application	Comment
Opportunities to engage with students and schools; this is already a big part of what we do, however, we see the opportunities for students to engage in Festival planning and commissioning and to tailor content to priorities within the educational curriculum	This year, there was a programme for schools. This included sessions with the children's author, Onjali Rauf, as well as sessions catering for secondary school-age children.
As we take The Festival online and develop its branding and presence, we will contribute to social cohesion and a sense of local pride. Other towns do not have a Festival of Ideas; Malvern does	Feedback from participants was very positive in this regard.
Careful speaker selection will enable us to tailor and deliver annual programmes that contribute positively to community debate around local priorities	Some of the sessions (e.g. the ones by Yasmin Alibhai-Brown, Kate Evans and Liz Johnson) linked with local groups. There was also a wider representation of the local community at the stands.
Also, we see The Festival as a contributor to tourism. We provide a unique offer that attracts, additional tourists, adding both social and financial benefit to the town and the economy	Although people travelled from as far away as Kent, we realise that we could do better in promoting the Festival further afield and will be examining this in the coming year.
Commitment to the social value of ensuring increases in low-income attendance	We obtained a grant to provide free/subsidised tickets for students and those on low incomes



## Tea Dance Project

### Interim Report

Tea Dances is a cross-generational, participatory project for elders living with dementia and long-term health issues alongside carers and young people.

The project comprises dementia information sessions and tea dance events. It is proactive in supporting and encouraging social and creative interaction between all these people.

EVERYBODY DANCE has been working with The Cube Youth Café to plan and run two events during the Easter holiday.

This will be followed by a series of training and cross-generational social events with students at The Chase VI Form.



Cube Social with bingo (34 people aged 3 to 70 years)

### Project activities

Date	Organisation	Activity to promote the project	Nos
Activities to date			
11/01/2024	Malvern Youth Club	Planning meeting	3
08/02/2024	AGE UK	Meeting and project promotion	2
01/03/2024	Cartwright Court	Talking with staff and residents	3
01/03/2024	Elgar Court	Talking with staff and residents	3

01/03/2024	Windsor Court	Talking with staff and residents	2
01/03/2024	Friends of the Elderly Day	Talking with staff and residents	2
01/03/2024	Davenham	Talking with staff and residents	3
01/03/2024	Perrins House	Talking with staff and residents	3
01/03/2024	Bradbury Court	Talking with staff and residents	3
05/03/2024	Malvern Meeting Centre	Talking with staff and members	9
06/03/2024	Barnards Green Dementia café	Talking with staff and residents	3
06/03/2024	Chase School	Planning meeting with Head of VI	2
07/03/2024	Colwell Dementia Café	Dance session with elders	42
07/03/2024	Social Prescribers	Talking with staff	3
12/03/2024	Malvern Youth Club	Planning meeting	3
28/03/2024	Cartwright Court	Talking with staff	3
28/03/2024	Cube social with bingo	Public event	34
<b>Total participants</b>			<b>123</b>
Future activities			
02/04/2024	Youth club workshop	Dementia friends & dance session	
04/04/2024	Youth club workshop	Health and safety and dance session	
04/04/2024	Tea Party	Public event	
TBC	Chase School workshops	Dementia friends & dance session	
28/06/2024	Tea Party	Public event	
28/07/24	Tea Party	Public event	
25/08/24	Tea Party	Public event	
27/09/2024	Tea Party	Public event	
25/10/2024	Tea Party	Public event	
Ongoing	Students and young people	Evaluation	

Additional funding for Tea Dances was awarded in February 2024 by The Worcestershire Stay Connected Community Grant. This initially delayed the start of the programme but will enable Everybody Dance to deliver the full programme ending in October 2024.

Rachel Freeman  
EVERYBODY DANCE  
+447870429528

[www.everybodydance.org.uk](http://www.everybodydance.org.uk)  
[facebook.com/rfeverybodydance](https://facebook.com/rfeverybodydance)  
[twitter.com/everyBODYdancin](https://twitter.com/everyBODYdancin)  
[instagram.com/rf.everybody.dance](https://instagram.com/rf.everybody.dance)



Setting up the bingo

**Dear Malvern Town Councillors**

**The Panini Maker purchase by a Malvern Town Council grant has proved to be a very successful and versatile tool; not only can we cook Paninis but large quantities of extremely popular Toasted Sandwiches.**

**The machine used at our weekly Wednesday morning brunch, where some 30 people have benefitted on an on-going basis.**

**In order for us to reach more Malvern residents with our voluntary services we have relocated to Storer Court off Geraldine road; not only is this location closer to Barnards Green bus stops for patrons to use, the kitchen area is more like that of a restaurant than the tiny Octagon kitchen only 1/6<sup>th</sup> of the size.**

**At Storer Court our oven and hob are 100% gas, the Panini Maker offers us the versatility to be able to expand use of this machine, and with the added opportunity of opening more than once a week.**

**We have so far only been at Storer Court for two Wednesdays, however news of the Panini Machine has started to spread evidenced by an increase in attendance of both patrons and volunteers.**

**Thank you so very much for backing us with a much needed grant in our 10<sup>th</sup> year of operation; there is every indication that our 100% voluntary operations will expand to benefit more Malvern residents from here going forward.**

**Kindest regards**

**Martin Lawrence**

**Founder and Duty Host**

**Dear Martin Lawrence,**

Thank you for your order. Your order number is [UK15571339](#) and the total cost was **£498.54**. This email contains a complete summary of your order. Please retain this confirmation for your records..

**Delivery (9 items)**

1x DC875 - [Fiesta Compostable Food Bags with Glassine Windows \(Pack of 1000\)](#)

Unit price: £30.59 (ex VAT)

Line total: £30.59 (ex VAT)

**10% Discount Applied**

1x GH038 - [Panini Paper 330 x 270mm \(Pack of 100\)](#)

Unit price: £7.73 (ex VAT)

Line total: £7.73 (ex VAT)

**10% Discount Applied**

1x AA007 - [Buffalo Brass Brush](#)

Unit price: £7.19 (ex VAT)

Line total: £7.19 (ex VAT)

**10% Discount Applied**

1x FC385 - [Buffalo Double Ribbed Top Contact Grill](#)

Unit price: £314.99 (ex VAT)

Line total: £314.99 (ex VAT)

**10% Discount Applied**

5x A134-XXL - [Whites Vegas Unisex Chefs Jacket Long Sleeve White XXL](#)

Unit price: £8.99 (ex VAT)

Line total: £44.95 (ex VAT)

**10% Discount Applied**

**Voucher Description:** 10BASKET

**Delivery address:**

Martin Lawrence, 89 Poolbrook Road, MALVERN, WR14 3JW, United Kingdom

**Delivery method:**

Delivery Before 10am (Mon - Fri)

**Payment method**

Paid by master card

Sub total (excl. VAT)	£405.45
Savings	£45.06
Delivery	£10.00
Total VAT	£83.09
<b>Total</b>	<b>£498.54</b>



**Malvern & District**  
Reaching Out and Responding  
to Local Community Needs

AGENDA ITEM 19  
116 Worcester Road  
APPENDIX A  
Malvern  
Worcs  
WR14 1SS

Tel: (01684) 892381

Email: [info@communityaction.org.uk](mailto:info@communityaction.org.uk)

[www.communityaction.org.uk](http://www.communityaction.org.uk)

25<sup>th</sup> March 2024

### REPORT FOLLOWING AWARD OF GRANT FROM MALVERN TOWN COUNCIL

Malvern Men's Shed was awarded a grant of £1800 in November 2023.

The reason for the application was to provide further dust extraction equipment. We also replaced a faulty table saw and purchased pyrography equipment.

See image 1 and 2 attached for pyrography  
Image 3 shows dust extractor

Pyrography is the craft of decorative woodburning and is seeing a resurgence in popularity. Pyrography has also been used to decorate kitchenware, musical instruments, tools and other items, as a way to make these things unique and to distinguish ownership. Now that we have the tools available we are able to offer this exciting skill to our 50+ members and it is proving very popular. It also means that we can make decorative objects which we hope to see at upcoming craft fairs.

The main dust extract equipment is in use. We are awaiting building work to be completed before the accessories and fittings are plumbed in permanently. These additions mean we are able to improve health and safety conditions and provide a more pleasant working environment.

We would have been unable to do this without the Grant from Malvern Town Council.







Thank you for the polite reminder on getting our grant report back to you by the end of this month. Although we have benefitted greatly from receiving the grant, the award has not allowed us to make as much progress on our outside patio work, as we would have liked. The weather has not been kind to us over the winter and we have not been able to start the work of fixing/updating parts of patio as are still working within our sponsor network to supply and fit the patio that needs the most urgent work.

Can I assure you that we are actively planning the work in, but is it possible to delay our report, so that we can have more time to start and complete the work?

Thanks in advance for your understanding.

Kind Regards

*Mark*

**Mark Johnson**



**Treasurer & Commercial Lead**

**Telephone: +44 (0)7495 616790**

**E-mail: [treasurer@malvernrfc.co.uk](mailto:treasurer@malvernrfc.co.uk)**

# Malvern Theatre Players

The Resident Company of the Coach House Theatre

AGENDA ITEM 19

APPENDIX A



27<sup>th</sup> December 2023

Malvern Town Council  
28 – 30 Belle Vue Terrace  
Malvern  
Worcs  
WR14 4PZ

For the attention of Linda Blake – Town Clerk

Dear Linda

## Large Grants Scheme 2023 / 24

Just a brief note to thank the Council for providing funding enabling free admission to “Snow White” at the Coach House Theatre for people affected by dementia and for clients of the Malvern food bank.

Attendances were :-

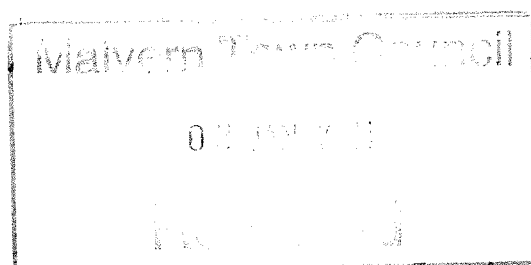
Dementia friendly show – 45  
Malvern food bank show - 54

Refreshments were provided by the Coach House Theatre, including ice-cream donated by Bennetts Foods.

Once again, many thanks for your valued support.

Best wishes

Chris Bassett  
Executive Trustee  
The Coach House Theatre



Attached – Invoice, Large Grants Scheme

Theatre House, Grange Road, Malvern, Worcs WR14 3HA  
01684 569011 / 07768 235574 chrisb\_mtp@yahoo.co.uk



Applicant – Malvern Theatre Players

Pantomime performances at The Coach House Theatre

## REPORT

1. Aim of project – to provide free access to performances of *Snow White* given by Drama Studio London for clients of Malvern Food Bank and people affected by dementia. Organised by Phoenix Collective and Malvern Theatre Players.

2. Grant applied for – Food Bank clients £500, Dementia Friendly performance £320,  
**Total £840**

### 3. Outcomes

3.1 Tickets to attend the shows were distributed by Friends of the Elderly and the Malvern Food Bank

3.2 Attendance -Food Bank families 54, Friends of the Elderly 45

3.3 Total attendance – 99

3.4 Cost – 99 @ £8 = £792 + publicity / admin £20 = **Total cost £812**

4. All who attended thoroughly enjoyed the shows which were tailored to suit each audience. Letters of thanks were received from the supporting organisations and other, individual, members of the audience were fulsome in their praise for the performers, and the fact that free attendance had been provided. One of the elderly people said that it was the first time that she had ventured out from home in two years and several comments were received from the Food Bank clients who were, otherwise, unable to afford tickets for other local pantomime performances.

### 5. Summary

5.1 In addition to the benefit accruing to the audience, the performances were also beneficial to the artistes, all of whom are emerging professional actors.

5.2 The performances served to publicly highlight the value of Malvern Town Council's Grant Scheme which was credited in all marketing material.

### 6. Conclusion

6.1 The pantomime project, which is part of our continuing Community Access Theatre scheme, has served to confirm what can be achieved by combining the efforts of the Town Council and voluntary organisations to provide benefit to Malvern residents, particularly those with special needs.

Chris Bassett  
Company Manager  
Malvern Theatre Players  
02 February 2024



RE: Malvern Town Council Large Grant £1,960

What Makes You Different Makes You Beautiful

Dear Committee,

We were able to take a full coach of 52 Service users to Drayton Manor, it was a very wet day, the families did not let this spoil the day they really enjoyed being able to be with other families that would not be able to access such trips.

Transport Cost	£695.00
Ticket Cost	£1150.00
Santa Distraction Packs	£160
Total Project Cost	£2,005

Thank you for making this possible, we hope you will support us in the future again.

Kind Regards

Trustees

What Makes You Different Makes You Beautiful

