

**MINUTES OF THE MEETING OF  
MALVERN TOWN COUNCIL**

**in the Park View Meeting Room, Victoria Park Road, Malvern Link  
held on Wednesday 5 March 2025 at 6pm**

**Councillors**

Present

M Birks (Chair)  
D Mead  
D Watkins  
C Hooper  
A Cherry  
S Austin  
K Newbigging  
L Lowton  
C Bovey  
J Green  
E Green  
I Dawson(6.05pm)  
J Leibrandt (6.10pm)

Absent

C Fletcher (apologies)  
J MacLusky (apologies)  
R McLaverty-Head (apologies)  
M Jones (apologies)

**Also in attendance**

L Blake – Town Clerk  
C Porter – Operations Manager  
J Winkworth – Minute Clerk

**139. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllrs Clive Fletcher, Julie MacLusky, Ronan McLaverty-Head and Mel Jones were **NOTED**.

**140. DECLARATIONS OF INTEREST**

None.

**141. MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes from the meeting noted below are approved and adopted as a correct record of the proceedings:

- Full Council meeting 12 February 2025.

**PUBLIC PARTICIPATION**

None.

**142. MAYOR'S ANNOUNCEMENTS**

The Mayor informed the committee of the following matters:

- Change of date for the Annual Town Council meeting – now taking place on Wednesday 23 April at the Community Hub from 7pm.
- A reminder of the date of the Mayors Civic Service – 5 April 2025 at St Matthias Church, based on a theme of Community and Friendship. All Councillors welcome to attend
- The Mayor and the Town Clerk both attended an afternoon tea at the Guildhall, Worcester along with the High Sheriff and Lord Lieutenant
- The Mayor also attended an awards evening with the High Sheriff at Malvern Theatres where 9 volunteers were awarded for their work in the community

## UNADOPTED

- Aims and Objectives meeting has been emailed out to the Councillors involved. Keen for this to take place as the Auditor recently enquired about the progress
- Devolution – MTC/MHDC liaison meeting taking place next week and this will be an agenda item

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

The Town Clerk reported on the following areas:

- Planning Permission has been received on the Bike Pump Track – it is hoped that work will get under way during April
- 2 Councillor Vacancies at present, with the third to be approved later during this meeting. All Vacancies have to be advertised with electors in the ward being given the chance to call a by-election, otherwise the Vacancies will be filled by co-option
- 2 Operational Team Vacancies – 1 Grounds maintenance and one Cemetery and Grounds maintenance. Interviews scheduled for late March
- Grants Scheme is currently open, deadline Monday 10 March 2025
- The Events team are working hard with many events due to take place over the next few months
- The Internal Auditor has been in this week, no issues to report

The Operations Team have been working on the following areas:

- Pollarding the willow trees in Greenfield Road
- Preparing the football pitches as the weather has enabled them to do so
- Cemetery work – stoned a new area for storage
- Composting pit will be open in the next 10 days if any community groups require any, let the office know

### **144. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE**

There were no visiting County or District Councillors at the meeting and no reports had been submitted for issue prior to or at the meeting.

Deputy Mayor, Cllr David Mead informed the committee that he had donated his MHDC Ward allowance of £1000 to the Community Fridge at The Octagon.

### **145. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES**

None.

### **146. MEMBERS QUESTIONS**

None.

### **147. TODDLER PLAY EQUIPMENT FOR VICTORIA PARK**

Report CL01/24 was received and accepted.

It was **RESOLVED** that Company A will be appointed to install the new toddler play equipment at Victoria Park.

Cllr Karen Newbigging asked whether there would be play equipment facilities for toddlers with disabilities, but this type of equipment is currently not available. When

the refurbishment of the main play area is undertaken the specification will include the provision of play equipment under the Equality Act.

**148. LAND AT ELGAR AVENUE**

Report CL02/24 was received and accepted.

The Town Clerk explained that the planning consultant had advised for the following to take place:

- Hydraulic Modelling (£6,000)
- Post Developed Modelling and Flood Risk Assessment (£10,000)

This is a further cost of £16,000 to that anticipated, although the aforementioned processes can be split in two and the second element would only take place if applicable. It was **RESOLVED** to approve £16,000 of expenditure to be placed in two separate orders, with the second order contingent on the results of the first stage.

**149. STAFFING COMMITTEE**

Report CL03/24 was received and accepted.

Terms of Reference

It was **AGREED** to amend 2.4 of the Terms of Reference for the Staffing Committee to read:

“To appoint a panel of two members from the Staffing Committee and one qualified person from an outside body, as agreed by the Staffing Committee to carry out the appraisal of the Town Clerk”.

With this amendment it was **RESOLVED** to approve the Terms of Reference for the Staffing Committee.

Quorum

After discussion, it was **RESOLVED** that the quorum of the Staffing Committee would be four.

Membership

There had been 7 expressions of interest for 7 vacancies on the Staffing Committee.

It was **RESOLVED** to elect the following Councillors to the Staffing Committee:

- Cllr Anne Cherry
- Cllr Clive Fletcher
- Cllr Emma Green
- Cllr Clive Hooper
- Cllr Josephine Leibrandt
- Cllr David Mead
- Cllr Karen Newbigging

**150. CONFIRMATION OF CASUAL VACANCY IN POUND BANK WARD FOLLOWING NON-ATTENDANCE**

Report CL04/24 was received and accepted.

Full Council **RESOLVED** to declare a casual vacancy in Pound Bank Ward.

**151. RECOMMENDATIONS FROM COMMUNITY ENGAGEMENT TASK AND FINISH GROUP**

Report CL05/24 was received and accepted.

UNADOPTED

Cllr Jude Green, Chair of Task and Finish group updated the committee on the events of the last meeting.

Minute 6 - It was **RESOLVED** that Town Councillor Surgeries would take place at Bands in the Park during May to September on a rota basis.

Minute 8 – Cllr Jude Green and Cllr Emma Green informed the committee about the White Ribbon Initiative and what it involves. An amendment to the recommendation was put forward by Cllr Emma Green as follows “Malvern Town Council become a White Ribbon Supporter Organisation rather than seek White Ribbon Accreditation”. This amendment was passed.

It was **RESOLVED** that Malvern Town Council becomes a White Ribbon Supporter Organisation to work towards transformational change in their staff culture, systems and communities, to bring about gender equality and end men’s violence against women. This will cost £175.

Cllr Anne Cherry left the meeting at 7.30pm.

**152. NOTICE OF MOTION CONCERNING WRITTEN REPORTS FROM COUNTY AND DISTRICT COUNCIL REPRESENTATIVES, TOWN COUNCIL WARD WRITTEN REPORTS, AND WRITTEN REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Cllr Hooper submitted a NOM as detailed above for reports to be attached as appendices and for them to be available to the public domain.

It was **RESOLVED** that all written reports submitted from County and District Council representatives, Town Council Ward written reports and written reports from representatives on outside bodies, for consideration by the Council or its committees, henceforth be attached as appendices to the minutes of the Council or committee meetings to which they relate.

Cllr Emma Green was not present for the vote.

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

It was agreed that the date of the next meeting would be Wednesday 9 April 2025 at 6pm.

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

**154. UPDATE ON EMERGENCY DECISION MAKING GROUP DECISIONS**

Council noted the Town Clerk’s verbal update on matters from the Emergency Decision making group decisions.

**155. ROSE BANK GARDENS**

Council noted the Town Clerk’s verbal update on Rosebank Gardens.

The meeting finished at 7.44pm.

.....(Chairman)