



MALVERN TOWN COUNCIL

ANNUAL COUNCIL MEETING

REPORTS

**For meeting on Wednesday 14 May 2025 at 6.00 pm
In the Park View Meeting Room, Community Hub, Victoria Park Road,
Malvern Link**

MALVERN TOWN COUNCIL

Town Clerk
Community Hub
Victoria Park Road
Malvern Link
WR14 2JY
Tel: 01684 566667

7 May 2025



townclerk@malvern-tc.org.uk
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 14 May 2025 in the Park View Meeting Room, Victoria Park Road, Malvern Link, WR14 2JY 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. Blake'.

Linda Blake
Town Clerk

| No. | Agenda Item |
|-----|---|
| 1. | Appointment of Mayor To elect the Mayor of Malvern Town Council for the 2025/26 council year. ➤ Nominations to follow |
| 2. | Mayor's Declaration of Office To witness and receive the Mayor's formal Declaration of Acceptance of Office. |
| 3. | Appointment of Deputy Mayor To elect the Deputy Mayor of Malvern Town Council for the 2025/26 council year. ➤ Nominations to follow |
| 4. | Deputy Mayor's Declaration of Office To witness and receive the Deputy Mayor's formal Declaration of Acceptance of Office. |
| 5. | Apologies for Absence To note apologies for absence. |
| 6. | Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests. |
| 7. | Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Full Council meeting: ➤ 6 May 2025 to follow. |

| | |
|---|--|
| Public Participation | |
| <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i> | |
| 8. | Mayor's Announcements ➤ The Mayor will make any relevant announcements. |
| 9. | Town Clerk's Report ➤ Verbal update on Town Council operations and activities. |
| 10. | Reports by County and District Council Representatives in Attendance ➤ Verbal reports or written submissions as appropriate |
| 11. | Town Council Ward Reports/Representatives on Outside Bodies ➤ Verbal reports or written submissions as appropriate |
| 12. | Review of Committees/Task and Finish Groups and Appointment of Members for the 2025/26 Council Year ➤ Report AC01/25 to follow |
| 13. | Appointment of Representatives on Outside Bodies ➤ Report AC02/25 to follow |
| 14. | Bank Mandate and Payment Signatories ➤ Report AC03/25 to follow |
| 15. | Payment of Annual Subscriptions, Membership of Organisations ➤ Report AC04/25 to follow |
| 16. | Annual Review Process ➤ Report AC05/25 to follow |
| 17. | Operations and Planning Committee Recommendations Recommendations for approval by Council from the meeting held on 30 April 2025 ➤ Report AC06/25 to follow |
| 18. | Request for Letter of Support – Malvern Priory ➤ Report AC07/25 to follow |
| 19. | Review of Reports submitted by Grant-receiving Bodies ➤ Report AC08/25 to follow |
| 20. | Date and Time of Next Meeting ➤ Wednesday 25 June 2025 at 6.00 pm |
| Exclusion of the Press and Public | |
| <i>To resolve pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i> | |
| 21. | Rose Bank Gardens Update ➤ Verbal update |

APPOINTMENT OF MAYOR AND DEPUTY MAYOR
FOR THE 2025/26 COUNCIL YEAR

Agenda item 1 – Appointment of Mayor

There has been one nomination received in respect of Mayor:

Councillor Marilyn Birks

Proposed by Cllr Anne Cherry

Seconded by Cllr Emma Green

Agenda item 3 – Appointment of Deputy Mayor

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

Councillor David Mead

Proposed by Cllr Anne Cherry

Seconded by Cllr Sean Austin

Councillor Josephine Leibrandt

Proposed by Cllr Jude Green

Seconded by Cllr Karen Newbigging

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

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

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

Councillors

Present

M Birks (Chair)
D Mead
D Watkins
C Fletcher
A Cherry
S Austin
K Newbigging
C Bovey
J MacLusky
M Jones
C Hooper
J Leibrandt
R McLaverty-Head
E Green
L Lowton
J Green

Absent

I Dawson (apologies)

Also in attendance

L Blake – Town Clerk
J Winkworth – Minute Clerk
Hannah Campbell – Co-option candidate

171. APOLOGIES FOR ABSENCE

Apologies for absence from Cllr Iain Dawson were **NOTED**.

172. DECLARATIONS OF INTEREST

None

173. 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 9 April 2025.

PUBLIC PARTICIPATION

None.

174. CO-OPTION OF MEMBERS TO FILL VACANCIES ON MALVERN TOWN COUNCIL – CHASE WARD (1), LINK WARD (1) AND POUND BANK WARD (1)

Report CL01/25 was received and accepted.

The Mayor welcomed Hannah Campbell to the meeting and outlined the process for co-option and how each ward vacancy would be considered in turn.

It was **AGREED** that voting should take place by way of a secret ballot.

Hannah Campbell then left the room to enable the other ward candidates' statements to be read out.

A number of those present expressed concerns that not all candidates were at the meeting and following debate on the options available, it was **AGREED** that voting on the three vacancies would go ahead.

Chase Ward – One Vacancy

There was one candidate for co-option to Chase ward.

The Town Clerk read out a statement from Nathan Wanklin.

After a secret ballot, it was **RESOLVED** to co-opt Nathan Wanklin as a Councillor representing Chase Ward.

Link Ward – One Vacancy

There was one candidate or co-option to Link ward and Hannah Campbell was invited to join the meeting.

Hannah addressed the meeting and spoke of her reasons for wanting to stand as a Town Councillor. She also answered a number of questions from Councillors.

Hannah Campbell left the meeting.

After a secret ballot, the Town Council did not fill the vacancy in Link ward.

Cllr Julie MacLusky left the meeting at 7.02pm.

Pound Bank Ward – One Vacancy

There was one candidate for co-option to Pound Bank Ward.

Benjamin Hopkinson was not in attendance and had no submitted any further information.

After a secret ballot, the Town Council did not fill the vacancy in Pound Bank ward.

Cllr Lou Lowton left the meeting at 7.05pm.

175. TOWN COUNCIL RESPONSE TO PCC CONSULTATION ON PROPOSED SHIFT CHANGES FOR PUBLIC COMMUNITY SUPPORT OFFICERS

Report CL02/25 was received and accepted.

The Mayor updated the Councillors on the recent visit to a previous meeting by PCSO Tudge and the information he had presented on the consultation on proposed shift changes for PCSO's.

The Mayor had sent a letter on behalf of the Town Council to John Campion, Police & Crime Commissioner, but no reply has been received.

Following discussion, it was **AGREED** that the Mayor would write a second letter to John Campion including the following points:

- The Town Council feel very strongly that the change in shift pattern will reduce cover at a time when it is crucial i.e. 8-10pm
- It is important that the local community should have their say on these proposals.

- The PCC should be asked that if this does go ahead, will there be an evaluation of any impact on crime and there be a chance to reinstate the hours if there are negative effects.

176. DATE OF NEXT MEETING

The next meeting, which is the Annual Council meeting, is scheduled for Wednesday 14 May 2025 at 6pm at the Community Hub, Park View meeting room.

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.

177. ROSE BANK GARDENS

The Town Clerk updated the Full Council on the progress of Rose Bank Gardens.

The meeting finished at 7.30pm.

.....(Chairman)

DRAFT

MAYORAL ENGAGEMENTS; MARCH TO MAY 2025

| Date | Event | Notes |
|----------|--|---|
| 5 March | <p data-bbox="405 336 819 360">Leader of Worcs CC. Hub and tour</p> <p data-bbox="405 552 880 608">Civic Tea with Lord Lieutenant and High Sheriff</p> | <p data-bbox="934 336 1980 408">Tracy Onslow was most interested in the range of areas Town Council looks after and to learn about its response to community requests e.g skate park, pump track.</p> <p data-bbox="934 448 1980 552">Town Clerk and Mayor met with others across Worcestershire to network and the Lord Lieutenant's office was promoting the range of awards available and encouraging us to nominate people. Something to consider.</p> |
| 6 March | <p data-bbox="405 708 752 732">Cube Youth High Sheriff Awards</p> | <p data-bbox="934 708 1944 815">After awarding Jo Hine, Cube Youth Manager the award, in February the High Sheriffe offered further awards to 2 young people and one volunteer who have made exceptional contributions. Nominated by Cube Youth.</p> |
| 11 March | <p data-bbox="405 879 887 935">High sheriff award at the Cube. Reaction Theatre</p> <p data-bbox="405 1190 853 1246">MHDC liaison meeting wiith CEO and Leader</p> | <p data-bbox="934 879 1995 1062">The leaders of Reaction Theatre couldn't attend the main event held in February. At this ceremony held at the Cube, the sad news of sudden death of one of the theatre group was announced. He had been homeless for many years until recently, the theatre group plan to tour a show related to health issues for the homeless. The High Sheriff is keen to help support their work.</p> <p data-bbox="934 1102 1935 1134">Discussion with new administration (leader and deputy changed in December)</p> |

| Date | Event | Notes |
|----------|---|--|
| 15 March | Uranian Twinning Inaugural event | Well attended event, held at Hub. A video message from Korosten's Mayor, presentations, dance and song performances. |
| 20 March | Severn Arts funded project at football club, exhibition | Malvern Theatres displayed the work produced by local residents who took part in an arts & craft series of workshops. |
| 21 March | Mayor's Quiz | A packed event to raise funds for Cube Youth. Huge thanks to Amy and Lyndsey (with help from Linda) for some brain teasers. |
| 2 April | Joint Councilors Meeting | Well attended by MHDC councillors, 2 Worcs CC councillors to discuss matters of interest concerning Malvern. Issues included transport, buses, parking, devolution and dustbins. |
| 3 April | Messy Church at Holy Trinity | Residents from various care homes come together to participate in an Easter themed service including making cards. |
| 4 April | <p data-bbox="405 970 674 999">Warm spaces meeting</p> <p data-bbox="405 1246 882 1275">Lord Lieutenant visit and tour of Malvern</p> | <p data-bbox="934 970 1980 1118">Convened with key agencies; Community Action, CAB, Age Uk, Food Bank, Churches, Community Builders, CALC, MHDC to bring together Warm, Safe spaces and Food provision across Malvern. The Lord Lieutenant, Beatrice Grant, joined the meeting.</p> <p data-bbox="934 1158 1924 1225">Meeting with Town Council staff, followed by a tour to see the main areas of activity in relation to the Council's responsibilities and commitments.</p> |

| Date | Event | Notes |
|----------|---|--|
| 5 April | Civic Service | A celebration of people from Malvern's community who I've had the privilege of meeting and supporting during the mayoral year. |
| 8 April | St Mary's Pickersleigh community lunch | Birthday party for one of the volunteer cooks. |
| 17 April | Elgar Court Easter Service and Coffee morning | Celebration with residents and families in attendance. |
| 27 April | Scouts Service of Re-Dedication | Event in Priory Park with an impressive parade of local scout groups, followed by a service led by Emily Spencer, Vicar at St. Mary's. |
| 29 April | Pickersleigh community lunch | |
| 30 April | Malvern Theatres | Performance of the winning play from the 1st 3 Counties Play Writing Competition. |
| 1 May | Mother's Union | Service at the Priory |
| 3 May | Mayor's Peaks challenge | Huge praise from competitors for an extremely well organised event with friendly and supportive ambience. A range of music and activities were organised - all to raise funds for Cube Youth. Another great day! Thanks to all who made it happen. |
| 4 May | Ukrainian School | Visit with Deputy Mayor to see children given the opportunity to learn Ukrainian, have history and geography lessons about their home country. Parents socialise in the cafe. School meets on Sundays from 3.00 - 6.00pm. |

| Date | Event | Notes |
|--------|---|---|
| 5 May | Well Dressing: Story telling with the mayor | Story telling related to this year's theme of Fairy Tales for young listeners and families. An excellent opportunity to meet younger families and learn from Spa enthusiasts - the aim to bring back Spa Experience to Malvern. |
| 10 May | VE Day | Celebrations and event organised by Town Council |
| 10 May | Malvern Priory Singers; Concert | Opening season of weekly performances alongside Deputy Mayor when we will have a Town Council stall for people to call by and chat. |
| 11 May | Bands In Park | |

**A REPORT OF THE TOWN CLERK TO
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 14 May 2025 at 6.00 pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**REVIEW OF COMMITTEES/TASK AND FINISH GROUPS AND APPOINTMENT
OF MEMBERS FOR THE 2025/26 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.

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

1. **Cllr Ian Dawson**
2. **Cllr Clive Fletcher**
3. **Cllr Jude Green**
4. **Cllr Clive Hooper**
5. **Cllr Melanie Jones**
6. **Cllr Lou Lowton**
7. **Cllr Ronan McLaverty-Head**
8. **Cllr Karen Newbigging**
9. vacancy

It should be noted that there is one vacancy remaining on this committee and this can be filled when co-option takes place for the two remaining casual vacancies on Malvern Town Council.

2.3. Operations and Planning Committee

➤ Confirm membership of Operations Committee as ten members.

Seven Councillors have already put their names forward to serve on Operations and Planning Committee and these are in bold in the list below. The further two names have not submitted a preference but have served on Operations and Planning Committee in the previous year and it has therefore been assumed that they would wish to continue.

1. **Cllr Sean Austin**
2. Cllr Caroline Bovey
3. **Cllr Anne Cherry**

4. **Cllr Emma Green**
5. **Cllr Josephine Leibrandt**
6. Cllr Julie MacLusky
7. **Cllr David Mead**
8. **Cllr David Watkins**
9. **Cllr Nathan Wanklin**
10. vacancy

It should be noted that there is one vacancy remaining on this committee and this can be filled when co-option takes place for the two remaining casual vacancies on Malvern Town Council.

2.4. Audit Committee

- Confirm membership of Audit Committee at five members.

Two Councillors have already put their name forward to serve on Audit Committee and these are in bold below. A further three 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 11 June 2025.

1. **Cllr David Mead**
2. **Cllr David Watkins**
3. vacancy
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. Staffing Committee

- Confirm membership of the Staffing Committee at seven members as agreed by Full Council in March 2025.
 1. **Cllr Anne Cherry**

2. **Cllr Clive Fletcher**
3. **Cllr Emma Green**
4. **Cllr Clive Hooper**
5. **Cllr Josphine Leibrandt**
6. **Cllr David Mead**
7. **Cllr Karen Newbigging**

It should be noted that all members of the staffing committee have now undertaken their mandatory training for membership of this group.

2.7. Community Engagement – Sub-Committee

- Confirm membership of the Community Engagement sub-committee at six members.

Members of the Community Engagement sub-committee to be agreed as:

1. **Cllr Sean Austin**
2. **Cllr Clive Fletcher**
3. **Cllr Emma Green**
4. **Cllr Jude Green**
5. **Cllr Josephine Leibrandt**
6. **Cllr Karen Newbigging**

2.8. Devolution – Sub-Committee

- Confirm membership of the Devolution sub-committee as:

1. **Mayor**
2. **Deputy Mayor**
3. **Chair of Policy and Resources Committee**
4. **Vice Chair of Policy and Resources**
5. **Chair of Operations and Planning Committee**
6. **Vice Chair of Operations and Planning Committee**

2.9. Victoria Park Skate Park Focus Group

- Confirm membership of the membership of the Victoria Park Skate Park Focus Group as:

1. **Cllr Anne Cherry**
2. **Cllr David Mead**
3. **Cllr Karen Newbigging**
4. **Town Clerk**
5. **Operations Manager**
6. **Three Members of the Public**

2.10. Other

- Approve the suspension of all other task and finish groups and sub-committees, 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, sub-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 two years.

3. Background

- 3.1. A Town Council may arrange to discharge any of its functions through a committee, of the council. 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, sub-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, sub-committee 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 14 May 2025 at 6.00 pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2025/26

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 2025/26

| Outside Body | Number of Representatives required for 2025/26 |
|--|---|
| 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 |
| Malvern Twinning Steering Group <i>(Mayor and Deputy Mayor)</i> | Two |
| Malvern Hills District Children and Young People's Partnership | Two |
| Rural Market Town Group | One |
| Poolbrook Village Hall | One |

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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 sign any cheques, direct debit mandates or other payment authorisations if they are required.

- Mayor and Deputy Mayor of Malvern Town Council
- Three 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 five members agreed at 2.1 above are required to sign and approve cheques, direct debit mandates and any other payment authorisations as required.
- e) Councillors should note that within the new financial regulations, changes have been made to the way in which online banking payments are checked and approved, and these are no longer approved in person by two agreed Councillor signatories.

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 4.46% which is a decrease from last year.
- Local Authority Property Fund held with CCLA which is for longer term deposits and currently pays dividends of approximately £700 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, these signatories are also required for cheques (when used), direct debit mandates and other payment authorisations.

3.5. Previously all online banking payments were approved in person by two agreed councillor signatories, however it was felt that this process was too onerous and following a change in financial regulations, the following has been agreed.

"The Responsible Financial Officer will present schedules of online banking payments to the next scheduled meeting of Policy and Resources Committee. Prior to this meeting the Chair and Vice Chair will select three invoices from each schedule to be checked against the bank statement. A record of the cheque will be made and any issues identified will be reported to the meeting"

Therefore, payment signatories are no longer required for this purpose.

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

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**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 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 £4,135 as set out in Appendix A to this report. This is an increase of 4.8% from the previous year and can be contained within the Council's 2025/26 budget which was agreed in January 2025.

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 15
APPENDIX A**

| <u>Organisation</u> | <u>Cost 2024/25</u> | <u>Estimated Cost 2025/26</u> |
|---|--------------------------------|--|
| Worcestershire CALC/NALC | £2,749 | £2,915 |
| Chartered Institute of Public Finance and Accountancy | £391 | £403 |
| Local Government Employers | £468 | £468 |
| Institute of Cemetery Management | £100 | £105 |
| Caring for God's Acre | £100 | £100 |
| Rural Market Town Group | £137 | £144 |
| Total | <u>£3,945</u> | <u>£4,135</u> |

**A REPORT OF THE TOWN CLERK TO
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL**

to be held on Wednesday 14 May 2025 at 6.00 pm

in the Park View Meeting Room, Community Hub, Victoria Park Road, Malvern Link

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 – Staffing Committee.
- 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.

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.

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
THE MEETING OF ANNUAL COUNCIL**

to be held on Wednesday 14 May 2025 at 6.00 pm

in the Park View Meeting Room, Community Hub, Victoria Park Road, Malvern Link

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 30 April 2025 and listed below.

Minute 78 Commemoration for Nick Houghton

It was **RECOMMENDED** that a bronze plaque be placed on the stone plinth adjacent to the MALVERN sign in Rose Bank Gardens as a commemoration to Nick Houghton. The bronze plaque will contain the following wording which has been agreed by the family:

**In Memory of Nick Houghton
5 February 1965 – 10 December 2024
Mayor of Malvern 2021 – 2023
Architect of The Malvern Sign
In Rose Bank Gardens**

Minute 80 Request for Bench in Victoria Park

It was **RECOMMENDED** to approve the purchase of a new eight-foot anti-vandal Eastgate bench as requested by the dog walkers of Victoria Park.

Minute 81 V J Day Event

Committee **RECOMMENDED** the purchase and erection of a new flagpole within the vicinity of Victoria Park and that an official opening event should be held on 15 August 2025, with refreshments in the Community Room afterwards.

It was further **RECOMMENDED** to agree a flag raising ceremony to pay tribute to the veterans from World War II, as part of the official opening of the flagpole on 15 August 2025.

Minute 83 Review of Inventory of Land and Assets

It was **RECOMMENDED** to review and note the inventory of land and assets as presented to Operations and Planning Committee.

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.

**AGENDA ITEM 17
REPORT AC06/25**

- 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 14 May 2025 at 6:00pm

in the Park View Meeting Room, Community Hub, Victoria Park Road, Malvern Link

REQUEST FOR LETTER OF SUPPORT – GREAT MALVERN PRIORY

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is asked to consider submitting a letter of support to Great Malvern Priory in respect of future grant applications for their Project Light and Space.

3. Background

3.1. The Mayor has received correspondence from Great Malvern Priory asking the Town Council to write a letter of support for future grant applications (see Appendix A for details of the Project of Light and Space).

3.2. This project developed out of the Priory's 2020 five year plan and covers issues such as heritage conservation, accessibility and community engagement. An application is being put forward for lottery funding at the end of May 2025 and letters of support are being sought from local organisations including the Town Council.

3.3. If approval is given by Full Council, a letter of support will be drafted by the Mayor and Town Clerk and sent on behalf of the Council. Consideration will be given to any points raised during the meeting.

4. Financial Implications

4.1. None pertaining to this report.

5. Legal Implications

None pertaining to this report.

End.

Linda Blake
Town Clerk



PROJECT LIGHT AND SPACE

Developing out of our 2020 five year plan the Priory Plan Development Standing Committee endorsed by the Parish Church Council and following congregation and public consultation's objective is to conserve for future generations the heritage at risk – the internationally important medieval English glass, the locally made encaustic tiles, the misericords and the varied local sandstone of the walls and tower.

We want to reduce barriers to accessibility in the building and creatively engage to bring together a diverse range of people who currently do not see the relevance of the heritage. We will employ exciting digital technology and interpretation to further bring to life the wonders of the building and its stories.

We want to ensure that we develop conservation skills through workshops, apprenticeship and partnering with local colleges. We will reduce our adverse environmental impacts through the installation of environmentally protective glazing, air source heat pumps, underfloor heating and better insulation. We will also upskill our staff and volunteers to ensure a sustainable future for the heritage asset, so allowing ongoing improvement in activities.

Extensive consultation and survey feedback undertaken by the project team over the past three years has confirmed that the Priory building has poor accessibility - both physical and cultural. The building has many steps in level, poor access and woefully inadequate toilet facilities, with no disabled facilities. Culturally the heritage is not well known even by local residents. There are clear gaps in audiences.

We have limited contact with younger adults, the disadvantaged, children and young people. (apart from the over 600 primary school children who take part in "Lifepath" week each year and "Messy Church" every six weeks which attracts up to 40 children and families). 36% of teachers surveyed have never brought students to The Priory but 64% would be very likely to bring them to a new learning programme, citing the benefits of hands-on and experiential learning. 76% of students said they had never visited but told us they are interested in curriculum-linked opportunities, jobs, career development and co-production. 61% of families asked had not visited The Priory but 81% would do if there were low cost or free activities. There is a need to ensure that we appeal to different age ranges and interests and

produce a tailored and inspiring programme which is more inclusive and can reach currently under-served audiences.

Phase One of Project Light and Space will:

- Conserve 7 of our 13 internationally important At-Risk English medieval stained-glass windows. The remaining six will follow subsequently.
- Reduce barriers to accessibility, providing universal access and creating inclusive engagement, to reach those audiences who currently do not engage.
- Remove two internal wooden rooms, creating better circulation and access to 'hidden' heritage.
- Create a new, linked Heritage Access Building to serve as a welcome point – a 'bridge' into the heritage, with much-needed facilities, facilitating the subsequent internal re-ordering of the Priory.
- Enhance the biodiversity of the churchyard.
- Share the story of the Priory in Malvern as a place which has long promoted science, art and faith and tell that afresh through digital interpretation, activity and creative initiatives.
- Develop the Priory, with partners, as a central part of Malvern's visitor and cultural economy.
- Offer heritage apprenticeships, internships and training for volunteers.

The opportunity is that we have a fantastic story of over 900 years to tell of survival and renewal. We have a unique story of faith and science which highlights early innovation in maths and astronomy from a place of faith and openness to learning from other faiths. We have a wonderful opportunity to explore how innovation and science and faith and art all interlink and inspire society today and for the future. We know that The Priory is a special place within the town but much less well-known nationally or even regionally and yet its architectural and historic merits indicate it should be far better known. Our opportunity is to create a major heritage destination. Malvern Hills District Council has renewed its commitment to boost tourism, with a new strategic plan 2025 – 2030. All this boosts the profile and makes Malvern a more popular cultural destination and The Priory could play a more prominent role in this through this project. We have been working to build strong partnerships through the last few years with local organisations really keen to work with us to create opportunities for the community. We are also mindful of our 950th anniversary in 2035 – this will be a significant opportunity for generational change in the Priory's life to engage people in its tremendous longevity and we need to be ready to meet it.

**A REPORT OF THE TOWN CLERK TO
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL**

to be held on Wednesday 14 May 2025 at 6.00 pm

in the Park View Meeting Room, Community Hub, Victoria Park Road, Malvern Link

REVIEW OF REPORTS SUBMITTED BY GRANT-RECEIVING BODIES

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 2024.

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.

3.3. There is one grant report still outstanding which Officers will chase.

4. Financial Implications

4.1. The 2023/24 budgets and expenditure were as follows:

| | Annual Budget | Expenditure | Financial Year Spend |
|-------------------------|---------------|-------------|----------------------|
| Small grants March 2024 | £5,000 | £2,438 | £3,926 |
| Large grants March 2024 | £10,000 | £5,150 | £11,150 |

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

Grant Reports from Organisations

Small Grants

Malvern Victoria Bowling Club

The Bowling Club would be spending just over half the grant awarded to them under the Small Grants Scheme on having the car parking spaces marked out on the car park by Fleet (Line Markers) Limited, and then on 3rd September, that the work had been done. The remainder of the grant was to be put towards replacing/updating the security lighting on the front of the clubhouse. We have not been able to complete this due to the illness, for some months, of the person sourcing and organising an electrician for us. We intend to finalise this work as soon as possible.

Kit Aldridge, MBC

Malvern Civic Society (MCS)

Midsummer Malvern – Sunday in the Park

Date of event: Sunday 23 June 2024

Description of event: MCS organised a day in Priory Park from approximately 10:00am to 6:00pm. The day involved various musical events, an award ceremony and various stalls for adults and young people. The event was well attended and from comments on the day it was very much enjoyed. One of the stalls was populated by MCS volunteers.

About MCS: We are a charitable organisation with members from Malvern and beyond who care about Malvern, value its past and wish to protect its future. We support and promote initiatives which encourage the development of a strong and active community.

About Midsummer Malvern: This is a festival we have run for many years. This year it was concentrated around a single weekend with a talk at Malvern Theatres on Saturday and Sunday in the Park.

Benefits to the public: A fun day in the park with music and food stalls and fun events laid on for young people. People were also able to learn about MCS activities and the MCS stall was well attended.

Benefits to MCS: The opportunity to raise our profile within the community, to showcase our activities and to sign up new members.

Use of grant: Your grant enabled us to organise this day in the park by helping us to fund the various costs associated with such a day. These costs included programmes and leaflets to advertise the event, and funding the sound system for the Bandstand and the presence of St John's Ambulance so as to provide an entertaining and safe event.

Rob Carrington, Treasurer, Malvern Civic Society

Eden Church

In 2018, Eden Church set up an ESOL school, teaching English to anyone who does not have English as their first language. A particular emphasis for this was supporting refugees fleeing conflict in their own countries.

We initially supported Chinese, Afghan, Syrian, Albanian and Iraqi students, who wanted to improve their language skills, to be able to access further education and employment. In the last 3 years, due to the invasion of Ukraine, we have also welcomed over 100 Ukrainian learners, and this continues to rise weekly as more seek refuge in this country.

It is such a privilege to be able to support and encourage people, who have faced trauma and persecution, to settle and integrate into life in the Malvern area. We have also been privileged to watch learners become more confident to pursue employment, to be able to support themselves, and their families.

As an organisation, we have been committed to making the English language accessible to all, by not charging for tuition or study materials, and Eden Church does not charge us to use the building.

We have a dedicated team of qualified volunteer tutors, who have consistently given of their time, without recompense, which has made our sessions possible. The Church has previously committed funds for books, but there are not infinite resources available, and therefore we do rely on the generosity of funders like yourselves and are very grateful for the support given. Malvern Town Council's book grant has enabled our learners to be supplied with all the resources they have needed for another year of tuition.

It has been a privilege to see our students consistently improve their English language skills, and when ready and confident, to find employment, with the benefit of a more settled life here in Malvern.

We want to say a huge thank you to Malvern Town Council for supporting us again, to purchase books, for this very worthwhile cause.

Jan Watts (Eden ESOL Co-ordinator)

St Richard's Hospice

Thank you for your generous donation of £500 towards Smart TV's for the In-Patient Unit at St Richard's Hospice. The Televisions are now helping to improve the well-being and comfort of our patients who are staying on the In-Patient unit. The picture right shows one of the newly refurbished rooms. The figures for Malvern patients helped by St Richard's from 1st April 2023-31st March 2024 are below:

| Malvern Referrals | |
|------------------------------|------------------|
| Team | No. of Referrals |
| Art And Creative Therapy | 6 |
| Bereavement Support S. Worcs | 21 |
| Citizens Advice | 33 |
| Clinical Psychology | 2 |
| Complementary Therapy | 46 |
| Family Support | 192 |
| Gateway | 117 |
| Homecare | 65 |
| Hospice At Home | 39 |
| Inpatient Unit | 36 |
| Occupational Therapy | 24 |
| Physiotherapy | 35 |
| Spiritual Care | 14 |
| Therapeutic Programme | 18 |
| Living Well | 86 |
| Grand Total | 734 |



We aim to provide the highest standards of care for our patients and were delighted to help horseracing fan Brian recently when he was visited by jockey Paddy Brennan in the In-Patient Unit (pictured above right). Brian enjoyed a lively chat with Paddy about the sport which has fascinated him throughout his life. "It was such a surprise to meet Paddy – and a real treat to talk to him about racing", said Brian. "Since coming to St Richard's I have been cared for so well; I'm so grateful to the staff here for supporting me so brilliantly". We send heartfelt thanks to Malvern Town Council for your help in improving the lives of our patients and families from Malvern.

Julia Wolff
Trust Administrator

Large Grants

1st Malvern Link Scout Group

I am writing on behalf of 1st Malvern Link Scout Group to say, "Thank you for our Grant". We have now had all the lighting in our Scout HQ & Stores changed from Fluorescent to LED. I have attached photos, so that you can see the difference this has made. The Lights are now fixed to battens on the ceiling and no longer hanging down where they frequently go hit during ball games. The lighting in the small room is also now fitting into the ceiling again reducing the likelihood of being damaged.

We are very pleased with the new lighting and look forward to saving money on our energy bills in future.

Thank you very much for the Grant money, it was much appreciated, and it has made a big difference to our HQ.

Sue Page

Trustee, 1st Malvern Link Scout Group.



Expenditure of a grant paid to the Hills Singers in July 2024

Malvern Town Council made a grant of £1,250 to the Hills Singers, to help them to welcome the Fontana Choir from Marianske Lazne, Malvern's twin town in the Czech Republic, on a brief visit to the town. The Singers were grateful for the Council's support.

The money was spent principally on transport costs, moving the visitors from Heathrow to Malvern, and from Malvern to Ledbury for their second concert. The balance was used to contribute to the cost of their picnic tea between rehearsal and concert. Presents to the Fontana Choir were paid for by the Hills Singers, in a reciprocal gesture for the generous gift bags presented to each of the Singers, provided by the Town Council of Marianske Lazne. The budget overran by slightly more than £1,000, the deficit being made up by the four members of the organising committee, as agreed in advance.

The benefits to the people of Malvern included the chance to hear singing of a very high standard and to meet the musicians. The visit was attended by the Czech Ambassador, who met the Mayor of Malvern at a formal reception, stressing our links to a fellow spa town, and extending an invitation to visit our twin town. The press coverage of this will have helped to show Malvern's international standing to the people of the town, as well as to readers of Czech media, increasing the number of visitors we might expect from there. The Fontana Choir also sang in Worcester Cathedral during an informal visit there, and in St James's church in Cirencester during a break in the journey back to Heathrow, both performances greeted with great acclaim.

Plans are afoot for the Hills Singers to return the visit next year.

Malcolm Penny, Chair, The Hills Singers 1st August 2024

Malvern Theatre Players

I am delighted to be able to confirm that our production of *Pantomash* took place at The Coach House Theatre from the 17th to the 22nd of December. The total audience was 450 of which 78 were under 14s and 95 were clients of Malvern Food Bank (MFB) benefiting from the free admission funded by the Town Council. You will recall that Councillors were keen that we extend the offering to less privileged families and this was successfully achieved through the good offices of MFB.

| | |
|--------------------------------------|----------------------------|
| Under 14s, normal admission £10 – 78 | Nominal value £ 780 |
| MFB Adult, normal admission £16 – 36 | Nominal value £ 576 |
| MFB Child, normal admission £10 – 59 | Nominal value <u>£ 590</u> |
| TOTAL | <u>£1946</u> |

Based on the figures above, please could we claim the agreed maximum grant of £1400. Please could you let Councillors and Officers know how much we appreciate the support provided by the Town Council, without which it would not have been possible to enable free admission to our show.

Chris Bassett, Company Manager, Malvern Theatre Players