



# **MALVERN TOWN COUNCIL**

## **FULL COUNCIL MEETING**

### **REPORTS**

**For meeting on Wednesday 25 June 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



20 June 2025

[townclerk@malvern-tc.org.uk](mailto:townclerk@malvern-tc.org.uk)  
01684 566667

## 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 25 June 2025 in the Park View Meeting Room, Community Hub, 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. J. Blake'.

Linda Blake  
Town Clerk

No.	Agenda Item
1.	<b>Apologies for Absence</b> <ul style="list-style-type: none"><li>➤ To note apologies for absence.</li></ul>
2.	<b>Declarations of Interest</b> <ul style="list-style-type: none"><li>➤ To receive declarations of disclosable pecuniary interests and other disclosable interests.</li></ul>
3.	<b>Minutes of Previous Meeting</b> <p>To receive and confirm as a correct record the Minutes of the previous Annual Council meeting:</p> <ul style="list-style-type: none"><li>➤ 14 May 2025</li></ul>
<b>Public Participation</b> <p><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></p>	
4.	<b>Mayor's Announcements</b> <ul style="list-style-type: none"><li>➤ The Mayor to make any relevant announcements/written report</li></ul>
5.	<b>Update on Town Council Operations and Activities</b> <ul style="list-style-type: none"><li>➤ Verbal update by the Town Clerk</li></ul>
6.	<b>Reports by County and District Council Representatives in Attendance</b> <ul style="list-style-type: none"><li>➤ Verbal reports or written submissions as appropriate</li></ul>
7.	<b>Town Council Ward Reports/Representatives on outside bodies</b> <ul style="list-style-type: none"><li>➤ Verbal reports or written submissions as appropriate</li></ul>
8.	<b>Members Questions</b> <ul style="list-style-type: none"><li>➤ The Chair will invite members who have written in with questions to present them to Council</li></ul>

9.	<b>Town Council response to survey on local government reorganisation in Worcestershire</b> ➤ Report CL01/25 to follow
10.	<b>Recommendations from Audit Committee</b> The Chair of Audit Committee to present any recommendations for approval by council from the meeting held on 11 June 2025 ➤ Report CL02/25 to follow
11.	<b>Year End Accounts 2024/25</b> ➤ Report CL03/25 to follow
12.	<b>Annual Governance and Accountability Return 2024/25</b> ➤ Section 1 Annual Governance Statement 2024/25 ➤ Section 2 Accounting Statements 2024/25 ➤ Annual Internal Audit Report 2024/25 ➤ Report CL04/25 to follow
13.	<b>Administration for Mayoral/Town Council initiatives</b> Report CL05/25 to follow
14.	<b>Recommendations from Policy and Resources Committee</b> The Chair of Policy and Resources Committee to present any recommendations for approval by council from the meeting held on 7 May 2025 ➤ Report CL06/25 to follow
15.	<b>Recommendations from Operations and Planning Committee</b> The Chair of Operations and Planning Committee to present any recommendations for approval by council from the meeting held on 28 May 2025 ➤ Report CL07/25 to follow
16.	<b>Notice of Motion – Malvern Pride 2025</b> ➤ Report CL08/25 to follow
17.	<b>Representative on Poolbrook Village Hall Committee</b> ➤ Report CL09/25 to follow
18.	<b>Review of Reports submitted by grant receiving bodies 2024</b> ➤ Report CL10/25 to follow
19.	<b>Recommendations from Staffing Committee</b> The chair of Staffing Committee to present any recommendations for approval by council from the meeting held on 4 June 2025 ➤ Report CL11/25 to follow
20.	<b>Date and Time of Next Meeting</b> ➤ Wednesday 30 July 2025
<b>Exclusion of the Press and Public</b> <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.	<b>Rose Bank Gardens</b> ➤ Verbal update

**UNADOPTED**

**MALVERN TOWN COUNCIL**  
**MINUTES OF THE ANNUAL COUNCIL MEETING**  
**in the Park View Meeting Room, Victoria Park Road, Malvern Link**  
**held on Wednesday 14 May 2025 at 6pm**

**Councillors**

Present

M Birks (Chair)  
D Mead  
D Watkins  
A Cherry  
S Austin  
K Newbigging  
C Bovey  
J MacLusky  
M Jones  
C Hooper  
N Wanklin  
R McLaverty-Head  
E Green  
L Lowton  
J Green  
I Dawson  
J Leibrandt (6.01pm)

Absent

C Fletcher (apologies)

**Also in attendance**

L Blake – Town Clerk  
J Winkworth – Minute Clerk  
Cllr McSweeny, WCC  
Cllr Bennett, WCC (6.10pm)

The Mayor for the 2024/25 council year, Cllr Marilyn Birks, opened the meeting, welcomed the new County Councillors to the meeting and thanked everyone for attending.

**1. APPOINTMENT OF MAYOR**

One nomination had been received for the position of Mayor of Malvern Town Council.

Cllr Marilyn Birks read out her nomination statement to the Councillors present at the meeting, prior to voting via a show of hands.

It was **RESOLVED** that Cllr Marilyn Birks be appointed Mayor of Malvern Town Council for 2025/26.

**2. MAYOR'S DECLARATION OF OFFICE**

The Mayor, Cllr Marilyn Birks, signed the Declaration of Office, witnessed by the Town Clerk.

**3. APPOINTMENT OF DEPUTY MAYOR**

Two nominations had been received for the position of Deputy Mayor of Malvern Town Council. It was agreed that the vote should be in the form of a secret ballot following the statements from the nominees.

Two separate secret ballots were held; the first one resulted in a tie, therefore a second ballot took place.

## UNADOPTED

It was **RESOLVED** that Cllr Josie Leibrandt be appointed Deputy Mayor of Malvern Town Council for 2025/26.

The Mayor welcomed Cllr Leibrandt to her new position and thanked Cllr David Mead for all his work over the past year supporting the Mayor as Deputy Mayor.

County Councillor Paul Bennett arrived at 6.10pm.

#### 4. **DEPUTY MAYOR'S DECLARATION OF OFFICE**

The Deputy Mayor, Cllr Josie Leibrandt, signed the Declaration of Office, witnessed by the Town Clerk.

#### 5. **APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr Clive Fletcher were **NOTED**.

#### 6. **DECLARATIONS OF INTEREST**

The following Councillors declared interests relating to agenda items as below:

Cllr Emma Green – Agenda Item 13 – Member of Korosten Malvern Twinning Association Committee

Cllr Sean Austin – Agenda Item 17 - Cllr Houghton's memorial

Cllr Julie MacLuskey – Agenda Item 18 - Member of Malvern Priory Choir

Cllr Caroline Bovey – Agenda Item 18 - On Electoral Role at Malvern Priory

Cllr Clive Hooper – Agenda Item 18 - Member of Priory P.C.C

#### 7. **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 6 May 2025

#### **PUBLIC PARTICIPATION**

None.

#### 8. **MAYOR'S ANNOUNCEMENTS**

The Mayor expressed her thanks to all who took part in the organisation of the Peak's Challenge. It was a huge success, along with the recent VE celebrations that had taken place in Victoria Road Park. There was positive feedback from all who had attended on the day.

The Mayor made a plea to Councillors to come forward and support the Bands in the Park events and Councillor Surgeries taking place weekly on a Sunday afternoon. The Mayor and former Deputy Mayor attended the first event on 11 May and talked to the public, answered questions and handed out many leaflets during the afternoon.

The Mayor provided an update regarding a reply from West Mercia Police following the recent PCSO consultation that was brought to the attention of Full Council in April. There had been no reply at the point of this meeting taking place.

The Mayor informed councillors that she wished to donate a sum of money from her remaining allowance to a community partner to enable the provision of warm spaces, food and safe place for members of the community to attend on a regular basis. A trial project group is being set up to work alongside other community partners on a wider scale. The Mayor had been in contact with Greenspace and they have

## UNADOPTED

confirmed that they can offer the provision for two additional meals per month to ensure that a meal is available every week to the people across Malvern and that Community Action would provide transport to the same group too. Initial allowance of £1500-£1800 would hope to provide 5/6 weeks of meals and 5/6 lots of transport on a Friday each week for 6 weeks. Cllr Dawson suggested that this could be beneficial starting during the winter months.

Councillors were in agreement that this was a good use of funds.

### 9. **TOWN CLERK'S REPORT**

The Town Clerk reported as follows:

#### Pump Track

The Pump Track was completed Friday 9 May and the council is currently awaiting the ROSPA Inspection report.

A soft opening event was planned for Saturday 17 May at 12 Noon where the Mayor would cut the ribbon. Children from the local high school have been invited along to attend and try the track out. It is hoped that in June there will be a fuller opening event hopefully with local resident and cyclist, Evie Richards in attendance.

The entranceway fencing and gateway areas will be completed by the end of the month.

#### Toddler Play Area – Victoria Road Park

There are two pieces of equipment outstanding from the Toddler Play Area. The fitting is scheduled to be completed by the end of May.

#### Children's Fitness Equipment

This equipment has been ordered and is due to arrive in the next week, with fitting being completed by the Operations Team shortly thereafter.

#### Poolbrook Bus Shelters – Arson

Following the recent spate of Arson attacks, only one shelter was owned by Malvern Town Council. The removal of this shelter has taken place, and discussions are ongoing with Malvern Hills Trust who own the land, with regards to a replacement.

#### Town Council Events

The Mayor's Peaks Challenge was a huge success with many taking on the long walk along with increased numbers taking part in the short walk. The Town Clerk was pleased to report that everyone returned safely on the day.

VE Day Celebrations took place a week later which were very well received.

There have been many charity talks taking place over the last few months in aid of the Mayors charities. These have raised some important funds for HeartStart.

Music in the Park is underway along with the first Councillors Surgery. Again these have been well attended.

The Operations Team have been very busy in keeping our Open Spaces and Parks tidy with continued mowing of grass and strimming of borders and maintaining accessibility for the community. Planting of summer bedding will be taking place in due course with the erection of hanging baskets and planting of troughs planned for early June.

Skatepark

Malvern Town Council are out to tender currently. There have been 4 site visits and the plan is to extend the closing date by a week with presentations taking place in early July.

Reading of Malvern Hills Bill

The Town Clerk has received notification that the second reading of the Malvern Hills Bill will take place on 4 June 2025.

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

The Mayor was delighted to welcome Cllr Paul Bennett and Cllr Chris McSweeney to the meeting.

Cllr Bennett updated the Town Council on the following areas:

- Devolution – MHDC status
- Working with Town Council to address the issues of Bins and collection of rubbish
- Speeding within residential streets
- Planting of Trees in Pickersleigh (County Council contractor)

Cllr McSweeney, County Councillor for Malvern Link Area, introduced himself to the Town Council and expressed an interest in the Pump Track and other great things that MTC are involved with currently.

Cllr David Mead updated the Town Council on the previous night's meeting of MHDC. Three vacant seats arose on the Malvern Hills Trust which enabled Cllr Mead, Cllr Palmer and Cllr Wilmott to be elected as representatives on the board.

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

Cllr Hooper updated the committee on the latest CALC meeting – discussed the future involvement of CALC with NALC and effects of devolution and the roles of Parish/Town Councils.

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

Report AC01/25 was received and accepted.

**Policy and Resources Committee**

It was **RESOLVED** that membership of the Policy and Resources Committee be confirmed at 9 members with membership as follows:

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. Vacant

## UNADOPTED

### **Operations and Planning Committee**

It was **RESOLVED** that membership of the Operations and Planning Committee be confirmed at 10 members with membership as follows:

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. Vacant

### **Audit Committee**

It was **RESOLVED** that membership of the Audit Committee would be confirmed at 4 members with membership as follows:

1. Cllr David Mead
2. Cllr David Watkins
3. Cllr Anne Cherry
4. Cllr Emma Green

### **Emergency Decision Making Group**

It was **RESOLVED** that membership of the Emergency Decision Making Group would be as follows:

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

### **Staffing Committee**

It was **RESOLVED** that membership of the Staffing Committee would be confirmed at 7 members with membership as follows:

1. Cllr Anne Cherry
2. Cllr Clive Fletcher
3. Cllr Emma Green
4. Cllr Clive Hooper
5. Cllr Josephine Leibrandt
6. Cllr David Mead
7. Cllr Karen Newbigging

### **Community Engagement Sub Committee**

It was **RESOLVED** that membership of the Community Engagement Sub Committee be confirmed at 6 members with membership as follows:

## UNADOPTED

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

### **Devolution Sub Committee**

It was **RESOLVED** that the title of this group would be amended to Devolution Panel and membership would be as follows:

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

### **Victoria Park Skate Park Focus Group**

It was **RESOLVED** that membership of the Victoria Park Skate Park Focus Group be confirmed at 5 members, along with 3 members of the public, with membership as follows:

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

### **Other**

It was **RESOLVED** that all other task and finish groups be suspended, although it was noted that these could be set up at any time during the year either by Council or a committee, to carry out a specific task and report back.

### **Chairpersonship**

It was **RESOLVED** that all committees, sub-committees and focus groups will elect a chair and vice-chair at the first meeting of the new council year.

Members were 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 need to repeat this even if already undertaken.

## **13. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

Report AC02/25 was received and accepted.

It was **RESOLVED** that the appointment of representatives to outside bodies for 2025/26 be determined as overleaf:

# UNADOPTED

Outside Body	Number of representatives required for 2025/26
Malvern Hills Council for Community Action	Cllr Anne Cherry
Malvern Hills CAB Management Committee	Cllr David Mead
Malvern Town Council/Malvern Hills District Council Liaison Group (Mayor and Deputy Mayor)	Cllr Marilyn Birks Cllr Josie Leibrandt
County Association of Local Councils (CALC)	Cllr Clive Hooper for executive committee Cllr Clive Hooper & Cllr David Mead for local area committee
Malvern-Mariánské Lázně Community Partnership (MLCP)	Cllr Caroline Bovey
Malvern-Bagnères de Bigorre Twinning Association (MBTA)	Cllr Caroline Bovey
Korosten Community Twinning Steering Group	Cllr Emma Green Cllr Lou Lowton
Malvern Twinning Steering Group (Mayor and Deputy Mayor)	Cllr Marilyn Birks Cllr Josie Leibrandt
Malvern Hills District Children and Young People's Partnership	Cllr Karen Newbigging Cllr Josie Leibrandt
Rural Market Town Group	Not going forward with this membership
Poolbrook Village Hall	Query over relevance

## UNADOPTED

The Town Council was not sure that being part of the Rural Market Town Group was relevant. Therefore, it was **AGREED** to discuss this subscription as part of a later agenda item.

In respect of Poolbrook Village Hall, the Town Council was not sure if this committee existed anymore. Therefore, it was **AGREED** that the Town Clerk would request further information.

Councillor's Paul Bennett and Chris McSweeney left the meeting at 7.13pm.

### 14. **BANK MANDATE AND PAYMENT SIGNATORIES**

Report AC03/25 was received and accepted.

It was **RESOLVED** 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:

1. Cllr Marilyn Birks, Mayor of Malvern
2. Cllr Josie Leibrandt, Deputy Mayor of Malvern
3. Cllr Sean Austin
4. Cllr Anne Cherry
5. Cllr Jude Green

The following ongoing resolutions with respect to its bank accounts were **CONFIRMED**.

- a. Two from the approved signatories 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 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.

### 15. **PAYMENT OF ANNUAL SUBSCRIPTIONS, MEMBERSHIP OF ORGANISATIONS**

Report AC04/25 was received and accepted.

The Town Council **RESOLVED** to approve the following subscriptions collectively, with the exception of the Rural Market Town Group – this organisation will be removed from the list of Annual Subscriptions.

## UNADOPTED

<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
<b>Total</b>	<b>£3,808</b>	<b>£3,991</b>

### 16. ANNUAL REVIEW PROCESS

Report AC05/25 was received and accepted.

It was **RESOLVED** to delegate 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.

## UNADOPTED

### 17. **OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS**

Report AC06/25 was received and accepted.

The Chair of Operations and Planning Committee, Cllr David Mead, presented the recommendations from the meeting held on 30 April 2025.

#### Minute 78 Commemoration for Nick Houghton

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

### 18. **REQUEST FOR LETTER OF SUPPORT – MALVERN PRIORY**

Report AC07/25 was received and accepted.

After discussion and a council vote, the recommendation to consider submitting a letter of support to Great Malvern Priory in respect of future grant applications for their Project Light and Space was not carried forward.

### 19. **REVIEW OF REPORTS SUBMITTED BY GRANT-RECEIVING BODIES MARCH AND SEPTEMBER 2024**

This item was deferred to the next meeting.

**Under Standing Order 3X, the chair proposed that the meeting be extended until 8.15pm. A vote was taken and the extension agreed.**

## UNADOPTED

### 20. **DATE AND TIME OF NEXT MEETING**

It was agreed that the date of the next meeting would be Wednesday 25 June 2025 at 6.00pm, in the Park View Meeting Room.

### **EXCLUSION OF THE PRESS AND PUBLIC**

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.

### 21. **ROSE BANK GARDENS UPDATE**

The Town Clerk gave an update on Rose Bank Gardens and Full Council agreed an extension to the tender deadline for interested contractors.

The meeting finished at 8.01pm.

.....(Chairman)

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

**to be held on Wednesday 25 June 2025 at 6.00pm**

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

**TOWN COUNCIL RESPONSE TO SURVEY ON LOCAL GOVERNMENT  
REORGANISATION IN WORCESTERSHIRE**

**1. Purpose of Report**

- 1.1. For discussion and decision.

**2. Recommendation**

- 2.1. Full Council are asked to consider the Shaping Worcestershire – Council Changes Survey 2025 as attached at Appendix A to this report and to agree a council response as appropriate.

**3. Background**

- 3.1. The governments English Devolution White Paper sets out plans for the reorganisation of local government by abolishing District and County Councils and replacing them with Unitary Councils. It also transfers powers and funding to new strategic authorities which will be made up of several Unitary Councils.
- 3.2. The government requires all 21 two-tier areas of local government in England to reorganise into one or more unitary authorities by 1 April 2028. Once created the new Unitary Councils will join with neighbouring councils to form strategic authorities that will take on more powers from the Government.
- 3.3. District and County Councils are being asked to put forward plans for how their areas will reorganise into Unitary Councils.
- 3.4. In March 2025 all seven councils in Worcestershire submitted an interim plan to the government with two possible options for Worcestershire being considered.

Option 1 – One Unitary Authority

All six District Councils and the County Council would be replaced with just one Council, covering the same area as Worcestershire County Council does now.

Current Population 614,185

Option 2 – North Unitary and South Unitary

Worcestershire would be split into two new councils with one for the north of the County covering Bromsgrove, Redditch and Wyre Forest and another in the south covering Malvern Hills, Worcester City and Wychavon.

Current Population North 290,991

South 323,194

- 3.5. Feedback on these proposals is being sought from residents, businesses, community organisations, parish/town councils and other partners between 1 and 29 June 2025. This feedback will be used to help formulate detailed proposals on the two options to be presented to Councillors in Autumn 2025.

- 3.6. Submission of final recommendations on the plan for the future of Worcestershire must be made to the government by 28 November 2025, with the expectation that the new council (s) will take over running services from 1 April 2028.
- 3.7. More information can be found on the Shape Worcestershire website.  
[www.shapeworcestershire.org](http://www.shapeworcestershire.org)
- 3.8. Council is asked to consider its response to this survey which given the timescales involved will need to be formulated and agreed at the meeting.
- 3.9. There are no provisions within the current white paper for any transfer of assets or services to Town or Parish Councils and they are not directly affected by the proposed reorganisation of local government. It is acknowledged, however that they may be required to take on a greater role in the delivery of services and representation of local communities.
- 4. Financial Implications**
- 4.1. Financial implications for the Town Council are at this point unknown.
- 5. Legal Implications**
- 5.1. The government white paper on devolution can be found on gov.uk website.

End  
Linda Blake  
Town Clerk



Major changes are planned to councils across Worcestershire as part of the biggest shake-up of local government in more than 50 years.

Councils across Worcestershire are now asking for your help to piece together who in future should deliver the services you rely on every day. Please give us your views by completing this short survey.

Find out more about what is changing and why before you have your say on the main [Shape Worcestershire website](#) (opens in a new window)

**1. In what capacity are you responding?**

(If you would like to respond in more than one capacity, please complete a separate survey for each.) - required

☐ Resident

☐ Business

☒ Parish/Town council

☐ Voluntary or community sector organisation

☐ Other, for example, school, health provider, police, housing association etc (please specify):

2. Which borough/city/district is your Parish/Town council in?

If you are not sure, [please use your postcode to check here](#) (opens in a new window).

The first council you will see in your search results will be the County Council. Please use the borough/district/city that is shown second in the list as your response. - required

☐ Bromsgrove District

☒ Malvern Hills District

☐ Redditch Borough

☐ Worcester City

☐ Wychavon District

☐ Wyre Forest District

3. How aware are you of plans for reorganising local councils in Worcestershire?

- ☐ Very aware
- ☐ Somewhat aware
- ☐ Not aware

4. How well do you understand each of the two proposed options for Worcestershire?

(For more details on the proposed options, see the main [Shape Worcestershire website](#) (opens in a new window))

	Very well	Somewhat	Not well
One unitary council covering all of Worcestershire	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Two unitary councils - one for North Worcestershire and one for South Worcestershire	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**5. Based on the information provided, which option do you currently prefer?**

- ☐ One unitary council covering all of Worcestershire
- ☐ Two unitary councils - one for North Worcestershire and one for South Worcestershire
- ☐ I don't have a preference
- ☐ I don't support reorganisation of local councils in Worcestershire
- ☐ I'm not interested

**Please tell us the main reason/s for your choice:**

**AGENDA ITEM 9**  
**Report CL01/25 Appendix A**

6. Thinking of the outcomes the Government expects us to consider when deciding how we restructure councils in Worcestershire, which of the potential options do you think would best deliver each?

Choose one option for each of the outcomes

	One unitary authority	Two unitary authorities	Both options	Neither option	Don't know
Improving local services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Saving money and delivering value	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Making local government simpler	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supporting local identity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stronger community engagement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Thinking about how your local councils are currently organised, which three things from the list below matter most to you?

Choose up to three

- ☐ Access to local representation/councillors to get my voice heard
- ☐ Availability of business support
- ☐ Funding and other support for voluntary and community organisations
- ☐ How much Council Tax I pay
- ☐ Impact on the local community and local identity
- ☐ Infrastructure planning (e.g. roads, schools, health)
- ☐ Knowing who to contact when I have a query or complaint
- ☐ Maintaining or improving local services and council-owned facilities, such as community centres, sports grounds, arts centres, museums etc-
- ☐ Other (please specify):

**AGENDA ITEM 9**  
**Report CL01/25 Appendix A**

8. County and district/borough/city councils are responsible for a number of services. Which, if any, local services are you concerned about being affected by reorganisation? Choose up to a maximum of five services.

- ☐ adult social care, such as support for people with disabilities, or care for the elderly
- ☐ community safety and CCTV
- ☐ council-managed car parking / parking enforcement
- ☐ customer services / contact with council staff
- ☐ education and children's services such as looked-after children, those with special educational needs or disability (SEND), fostering and adoption
- ☐ homelessness support
- ☐ libraries
- ☐ parks and other green spaces
- ☐ planning and related services
- ☐ public toilets
- ☐ environmental health and licensing of taxis, pubs, restaurants and other facilities
- ☐ highways (potholes, footpaths, drainage, street lighting etc)
- ☐ waste and recycling collection and disposal
- ☐ sports, leisure and cultural facilities (leisure centres, community centres, theatres, museums etc)
- ☐ social/council housing
- ☐ street cleaning and prevention of fly-tipping
- ☐ supporting local businesses
- ☐ youth facilities
- ☐ None of the above
- ☐ Other (please specify):

9. Do you have any other comments, suggestions, or concerns about the proposed reorganisation?

A large, empty rectangular box with a thin black border, intended for the user to provide comments, suggestions, or concerns regarding the proposed reorganisation. The box is currently blank.

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 25 June 2025 at 6.00pm  
in the Park View Meeting Room, Community Hub, Victoria Park Road,  
Malvern Link**

**AUDIT COMMITTEE RECOMMENDATIONS**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Full Council is asked to consider the recommendations from the meeting of Audit Committee held on 11 June 2025 and listed below.

- i. Minute 5 Annual Internal Audit Report – Financial Year ending 31 March 2025

It was **RECOMMENDED** that the Internal Audit Report 2024/25 of the Council's Internal Auditor be accepted and forwarded to the next meeting of Full Council for approval.

- ii. Minute 6 Review of the Effectiveness of the System of Internal Controls

Committee **NOTED** the work carried out and **RECOMMENDED** that Council should agree a satisfactory review of the risks faced alongside the system of internal control had been completed during 2024/25.

**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 recommendation(s) listed in 2.1 above 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**  
**A MEETING OF MALVERN TOWN COUNCIL**  
**to be held on Wednesday 25 June 2024 at 6.00pm**  
**in the Park View Meeting Room, Community Hub, Victoria Park Road,**  
**Malvern Link**

**ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25**

**1. Purpose of Report**

- 1.1. The purpose of this report is to present to Full Council the Statutory Annual Governance and Accountability Return Form 3 (AGAR) for 2024/25, as attached at Appendix A.

**2. Recommendation**

- 2.1. Council is recommended to consider and approve Section 1 of the AGAR – Annual Governance Statement 2024/25 and ensure it is signed and dated by the Chair and Town Clerk.
- 2.2. Council is recommended to consider and approve Section 2 of the AGAR – Accounting Statements 2024/25, approve the Accounting Statements by resolution and ensure they are signed and dated by the Chair.
- 2.3. Council is recommended to note the Annual Internal Audit Report 2024/25 as page 3 of the AGAR.
- 2.4. Council should agree that the fully completed AGAR for 2024/25 will be submitted with the appropriate supporting information to the external auditor no later than Monday 30 June 2025. Sections 1 and 2 of the AGAR along with the Notice of the period for the exercise of public rights and a declaration that the accounts are as yet unaudited must also be published on the Town Council website before Tuesday 1 July 2025.

**3. Background**

- 3.1. Malvern Town Council has gross income or gross expenditure over £200,000 but less than £6.5 million per annum and is therefore subject to an Intermediate Level Review by the External Auditor. PKF Littlejohn LLP has been appointed by Public Sector Audit Appointments Limited as the Town Council's Auditors under the Local Audit and Accountability Act 2014 to carry out the external audit review.
- 3.2. Malvern Town Council is required to prepare Accounting Statements for the year ended 31 March 2025 in the form required by proper practices and a meeting of the Full Authority must be held to consider, approve and sign the Annual Governance Statement and the Accounting Statements in order (sections 1 and 2 of the Annual Return).
- 3.3. The Town Clerk has agreed with PKF Littlejohn LLP that the AGAR and list of required intermediate level review documents will be submitted no later than Monday 30 June 2025.
- 3.4. Arrangements are also in place for the exercise of public rights and accounts inspection period and the Town Clerk will make the appropriate arrangements to

ensure that this is done in the period 30 June until 8 August 2025. The notice to be displayed is attached at Appendix B.

- 3.5. The publication date for final audited accounts which must be published on the Town Council website is Tuesday 30 September 2025.

**4. Key Financial Implications**

- 4.1. To follow.

**5. Legal Implications**

- 5.1. The Accounts and Audit Regulations state that all smaller authorities, where either the higher of gross income or gross expenditure exceeded £200,000 but did not exceed £6.5 million per annum, are subject to a Smaller Authorities Limited Assurance Review by the External Auditor and must submit an Annual Governance and Accountability Return – Part 3.

- 5.2. As a smaller authority, the Town Council is required by law to:

- a) Carry out a review of the effectiveness of the Council's system of internal control and prepare the Annual Governance Statement, Section 1 of the AGAR. The Annual Governance Statement should be approved by resolution and signed in advance of approving the accounting statements.
- b) Prepare Accounting Statements for the year ended 31 March 2025 in the form required by proper practices. In the case of Malvern Town Council, this is the AGAR, Section 2.
- c) At a meeting of Full Council, to sign and approve the AGAR Section 2. At the meeting where these are approved, the Council must in the following order:
  - Consider the Accounting Statements
  - Approve the Accounting Statements by Resolution
  - Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which the approval is given
- d) Consider the Internal Audit work that has been done during the year and ensure the Internal Auditor completes page 3 of the AGAR. This has been done under Agenda Item 10 at this meeting.
- e) Publish on a public website the approved sections of the AGAR and the completed notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return along with its accompanying notes.
- f) Make arrangements for the exercise of public rights and publish the Notice of Public Rights and Publication of unaudited Annual Governance and Accountability return and sections one and two of the Annual Return the day before the statutory 30-day period for the public to inspect the accounts begins. The chosen period for the Exercise of Public Rights will be Monday 30 June until Friday 8 August 2025 providing that the AGAR has been approved by Council before this period.
- g) Submit the approved and signed AGAR along with the list of items required for an intermediate level review to the External Auditor no later than Monday 30 June 2025.
- h) Publish or display the certified Annual Return by 30 September 2025 including the signed external auditor report.

End  
Linda Blake  
Town Clerk

# Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2024/25

Malvern Town Council

<https://www.malverntowncouncil.org/>

**During** the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

27/01/2025

04/03/2025

Name of person who carried out the internal audit

Duncan Edwards (DKE Audit Services)

Signature of person who carried out the internal audit



Date

16/05/2025

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

### MALVERN TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

25/06/2025

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC ADDRESS [www.malverntowncouncil.org](http://www.malverntowncouncil.org) PAGE ADDRESS

## Section 2 – Accounting Statements 2024/25 for

### MALVERN TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	701,479		Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	757,000		Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	815,959		Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	505,481		Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0		Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,314,079		Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	454,878		Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	371,740		The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2,733,476		The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0		The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

25/06/2025

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

MALVERN TOWN COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

PRINT/TYPE

**WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS**

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
  - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
    - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
    - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
  - b) a statement that sets out—
    - i) the period for the exercise of public rights;
    - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
    - iii) the name and address of the local auditor;
    - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

**HOW DO YOU DO IT?**

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
  - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
  - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Tuesday 3 June – Monday 14 July 2025. (The latest possible dates that comply with the statutory requirements are Tuesday 1 July – Monday 11 August 2025); and
  - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Where the authority has answered 'No' to any assertions on Section 1, as stated on the face of Section 1 of the AGAR, a sufficiently detailed explanation of the reasons must be published with the AGAR on the authority's website.

## MALVERN TOWN COUNCIL

### NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p><b>1. Date of announcement – Friday 27 June 2025 (a)</b></p> <p><b>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</b></p> <p><b>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</b></p> <p>(b) Linda Blake, Town Clerk Malvern Town Council, Community Hub, Victoria Park Road, Malvern, WR14 2JY <a href="mailto:townclerk@malvern-tc.org.uk">townclerk@malvern-tc.org.uk</a> 01684 566667</p> <p>commencing on (c) <b>Monday 30 June 2025</b></p> <p>and ending on (d) <b>Friday 8 August 2025</b></p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"> <li>• The opportunity to question the appointed auditor about the accounting records; and</li> <li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li> </ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</b></p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (<a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a>)</p> <p><b>5. This announcement is made by (e) Linda Blake, Town Clerk</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

## **LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS**

**Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.**

### **The basic position**

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

### **The right to inspect the accounting records**

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2025 for 2024/25 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### **The right to ask the auditor questions about the accounting records**

**You should first ask your smaller authority** about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here

means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

### **The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

### **A final word**

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

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

**to be held on Wednesday 25 June 2025 at 6.00pm**

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

**ADMINISTRATION FOR MAYORAL/TOWN COUNCIL INITIATIVES**

**1. Purpose of Report**

- 1.1. For discussion.

**2. Recommendation**

- 2.1. Full Council are asked to approve the provision of officer administrative support for the following initiatives, providing that they do not take precedence over existing workload requirements:

- A. Provision of Warm Spaces
- B. Traffic and Buses
- C. Meetings of Chairs of local parishes
- D. Councillor get togethers (MHDC/WCC/MTC)
- E. Support for High Sheriff Awards

**3. Background**

- 3.1. During the Mayoral Year 2024/25, a number of new initiatives were trialled. A decision now needs to be made as to whether these initiatives should be pursued and become a more regular part of council business as this would need an element of officer/administration support.
- 3.2. For purposes of transparency and accountability, Full Council is being asked to agree that there is support for the following initiatives and therefore administration resources can be used, where possible, to support the Town Clerk and Mayor as required.

- A. Provision of Warm Spaces in Malvern
- B. Traffic and Buses
- C. Meetings of Chairs of local parishes
- D. Councillor get togethers (MHDC/WCC/MTC)
- E. Support for High Sheriff Awards

This support will be administration related only and will not relate to hours outside of a normal working week.

**4. Financial Implications**

- 4.1. Administrative support would come from existing office staff, on the provision that it does not interfere with current workloads. The Town Clerk anticipates that a part time member of staff who works on a Wednesday should be able to absorb 1 hour per week to assist with these tasks.

**5.     Legal Implications**

- 5.1.     The Town Council holds the General Power of Competence which was intended to give local authorities wider powers and greater freedom to act to deliver more for their communities.

End

Linda Blake

Town Clerk

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

**to be held on Wednesday 25 June 2025 at 6.00pm**

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

**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 meeting of Policy and Resources Committee held on 7 May 2025 and listed below.

**Minute 59 Review of Protocols and Practices**

It was **RECOMMENDED** that all meetings should be recorded.

It was **RECOMMENDED** that draft minutes from meetings would be sent for consideration by the chair, but that the final say on the draft minutes to be submitted remained with the clerk/minute taker until they are discussed at the next meeting at which point all councillors can have an input on their accuracy.

**Dates and format of Sub-Committee meetings**

It was **RECOMMENDED** that informal meetings (working party style) to discuss ideas ahead of formal recommendations being made should be able to take place and be organised on an adhoc basis. When policy recommendations are ready to be formulated then a more formal meeting with an agenda, officers present and to be minuted should take place ahead of submission of these recommendations to a committee or to Full Council.

It was further **RECOMMENDED** that the formal meetings of sub-committees should be communicated to all councillors as part of the weekly memo.

**Publication of draft minutes**

It was **RECOMMENDED** that draft minutes should be publicised within 15 working days of the meeting.

**Correspondence/Communication**

It was **RECOMMENDED** that a full response to requests for information, complaints, clarification and replies to questions that come in from members of the public, town councillors, district or county councillors, stakeholders etc. would be given within 20 working days and if this was not possible, an explanation will be given and a timeframe for response detailed.

**Minute 60 – Review of Standing Orders**

**Standing Order 9**

It was **RECOMMENDED** that Notices of Motion should be able to be submitted to Council Committees as well as to Full Council.

Standing Order 3b

This Standing Order included a definition of clear working days and had been sent back to committee from Full Council.

The Town Clerk clarified that the words in bold within standing orders are mandatory and cannot be changed. Whilst council can have its own best practice for clear working days, should an extraordinary meeting be called, council could not refuse to comply with the legal definition of clear working days as detailed in bold.

It was **RECOMMENDED** that the footnote on page 18 of Standing Orders should be included at the end of 3b but not in bold type.

Wording to be used: *The Council will in best practice use its own definition of clear days for this purpose.*

**Please note: Policy and Resources Committee have been reviewing Standing Orders over a number of meeting and RECOMMEND that the full set of Standing Orders as attached at Appendix A are adopted by Full Council.**

**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 recommendation(s) listed in 2.1 above 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.

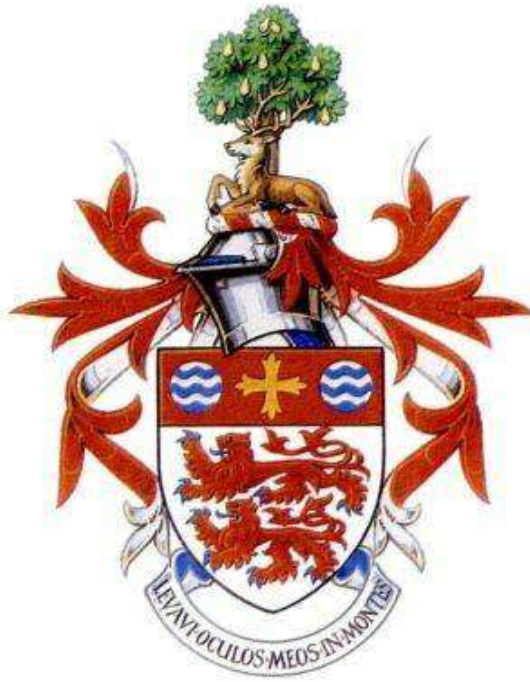
**4. Financial Implications**

- 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



## MALVERN TOWN COUNCIL

# STANDING ORDERS

**1. RULES OF DEBATE AT MEETINGS**

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. This standing order has been deleted from MTC's standing orders.
- h. A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j. Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k. One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p. During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

- q. A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect **mandatory** statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t. Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the Chair of the meeting.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## **3. MEETINGS GENERALLY**

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a. ● **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. ● **The minimum three clear days *\*remove asterix* for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

\*The Council will in practice use its own definition of clear days for this purpose. See below \*\*A 'clear day' does not include the day on which notice was issued, the day of a meeting, ~~a weekend~~, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

- c.     **● The minimum three clear days' \* remove asterix public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d.     **●● Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e.     Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Public participation will take place following 'Apologies for Absence', 'Declarations of Interest' and 'Approval of the Minutes of the last meeting' (if relevant)
- f.     The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed thirty minutes unless directed by the Chair of the meeting.
- g.     Subject to standing order 3(f), a member of the public shall not speak for more than five minutes.
- h.     In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i.     A person shall raise their hand when requesting to speak (except when a person has a disability or is likely to suffer discomfort).
- j.     A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- k.     Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l.     **●● Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m.     **●● A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n.     **●● The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o.     **● Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

- p. **● The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q. **●●● Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r. **●●● The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- s. **● Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before the vote is taken and before moving on to the next item of business on the agenda.**
- t. The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- u. **●●● A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v. **● No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
- w. **●●● If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

- x. A meeting shall not exceed a period of two hours. At the discretion of the Chair, the council may agree to suspend standing orders and the meeting be extended for a further thirty minutes.

**4. COMMITTEES AND SUB-COMMITTEES**

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d. The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting that they are unable to attend;
  - vi. shall permit the members of a standing committee or committee to appoint the Chair and Vice-Chair of that standing committee or committee at the first meeting of the committee held after the Annual Council in May;
  - vii. this standing order has been deleted from MTC's standing orders;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no fewer than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.
- e. Sub-committees will be formed rather than task and finish groups and shall have a timeframe determined at the time of appointment by either Full Council or a Standing Committee as appropriate.

- f. Written reports from the Chair of sub-committees will be an agenda item for meetings of the parent Standing Committee or Full Council to facilitate progress updates where applicable.

**5. ORDINARY COUNCIL MEETINGS**

- a. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.

*Note: Elected councillors take office on the fourth day following ordinary elections and in both cases the number of days is calculated disregarding Sundays, bank holidays and days appointed for public thanksgiving.*

- b. In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c. If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d. In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e. The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council. *(In the case of Malvern Town Council, this is currently the Mayor and the Deputy Mayor).*
- f. The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g. The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h. In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i. In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j. Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. in an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;
  - ii. confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. receipt of the minutes of the last meeting of a committee;
  - iv. consideration of the recommendations made by a committee;

- v. review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. review of the terms of reference for committees;
- vii. appointment of members to existing committees;
- viii. appointment of any new committees in accordance with standing order 4;
- ix. review and adoption of appropriate standing orders and financial regulations;
- x. review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
- xi. review of representation on or work with external bodies and arrangements for reporting back;
- xii. in an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. review of inventory of land and other assets including buildings and office equipment;
- xiv. confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. review of the Council's and/or staff subscriptions to other bodies;
- xvi. review of the Council's complaints procedure;
- xvii. review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);
- xviii. review of the Council's policy for dealing with the press/media;
- xix. review of the Council's employment policies and procedures;
- xx. review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

*Items v. to xxi may be referred to a committee before final ratification by Full Council during the council year.*

**6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a. **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c. The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

- d. If the Chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

## **7. PREVIOUS RESOLUTIONS**

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least seven councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

### **a. Where one position is to be filled:**

Voting can be by secret ballot or appointment of persons by the Council. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

### **b. Where more than one position is to be filled:**

Where there are more nominations than positions available to be filled, each councillor at the meeting shall have the same number of votes as vacancies. A councillor can choose to place fewer votes than vacancies, but cannot place more. A councillor may also only vote for each candidate once. If there is a tie in votes, which does not allow for the election of the required number of candidates, then the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes are given in favour of the required number of people to fill the vacancies.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a. A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days\*\* before the meeting **and provide a seconder.**

- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d. ~~If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least five clear days\* before the meeting. (remove this SO)~~
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded and numbered in the order that they are received.
- h. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- i. Notice of Motions can be submitted to Council committees as well as to Full Council.

**10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

- xvi. to adjourn the meeting;
- xvii. to close the meeting; or
- xviii. to congratulate, thank or encourage an individual or body or to send condolences or best wishes to someone.

**10B QUESTIONS**

- a. Councillors' questions regarding any aspect of council business, addressed to a named councillor or officer, must be sent via the Town Clerk, not later than three working days before the Council meeting.
- b. Every question put shall be answered by that named person, either verbally or in writing at the meeting or, in the case of more complex issues, at the earliest possible opportunity.
- c. The questioner shall have the right to ask a supplementary question and receive an answer, either verbally at the meeting or in writing at the earliest possible opportunity thereafter.
- d. No further discussion or debate will be permitted.

**11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

**12. DRAFT MINUTES**

- |                        |   |
|------------------------|---|
| Full Council meetings  | ● |
| Committee meetings     | ● |
| Sub-committee meetings | ● |

- a. Draft minutes will be confirmed at the next meeting of the relevant Council or committee having been served on Councillors with the agenda to attend the meeting at which they are due to be approved.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:  
“The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on ( ) in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e. **●●● If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f. Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### **13. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b. Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f. A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h. **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

#### **14. CODE OF CONDUCT COMPLAINTS**

- a. Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b. Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c. The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d. **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

#### **15. PROPER OFFICER**

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
  - i. **at least three clear days \* remove asterix before a meeting of the Council, a committee or a sub-committee,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. **At least two clear days \*\* remove asterix before a meeting of the Council, a committee or a sub-committee issue all reports relating to agenda items for that meeting, as far as is practicably possible;**
- iii. **subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five clear days\*\* before the meeting confirming their withdrawal of it;**
- iv. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- v. **facilitate inspection of the minute book by local government electors;**
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. **hold acceptance of office forms from councillors;**
- viii. **hold a copy of every councillor's register of interests;**
- ix. **assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;**
- x. **liaise, as appropriate, with the Council's designated Data Protection Officer;**
- xi. **receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;**
- xii. **assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);**
- xiii. **arrange for legal deeds to be executed; (see also standing order 23).**
- xiv. **arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;**
- xv. **record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;**
- xvi. **refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Operations and Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Operations and Planning committee;**
- xvii. **manage access to information about the Council via the publication scheme; and**

- xviii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect (see also standing order 23).

**16. RESPONSIBLE FINANCIAL OFFICER**

- a. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

**17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioner's Guide".
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September, 31 December and 31 March in each year a statement to summarise:
- i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least fourteen days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

**18. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;

- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity, unless it proposes to use an existing list of approved suppliers (framework agreement)**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil**

or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

**19. HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of Council OR the Policy and Resources Committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Town Clerk will ensure that levels of staff absence are reported to Policy and Resources Committee on a quarterly basis.
- c. The Chair of the Policy and Resources Committee or in their absence, the Vice-Chair, along with the Chair of the Council shall upon a resolution conduct a review of the performance and annual appraisals of the work of the Town Clerk and the Operations Manager. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Policy and Resources Committee. The Policy and Resources Committee shall also have the responsibility of reviewing annual appraisals of all Town Council employees once they have been completed by the Town Clerk and the Operations Manager.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair of the Policy and Resources Committee or in their absence, the Vice-Chair of the Policy and Resources Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Policy and Resources Committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the Chair or Vice-Chair of the Policy and Resources Committee, this shall be communicated to another member of the Policy and Resources Committee, which shall be reported back and progressed by resolution of the Council.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

**20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. ***If gross annual income or expenditure (whichever is the higher) exceeds £200,000 the Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.***

**21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*See also standing order 11. (Below is not an exclusive list).*

- a. **The Council shall appoint a Data Protection Officer, if required.**
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. **The Council shall maintain a written record of its processing activities.**

**22. RELATIONS WITH THE PRESS/MEDIA**

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

**23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution or the delegated powers of the Proper Officer.
- b. **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

*The above is applicable to a Council without a common seal.*

**24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS**

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each correspondence sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

**25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:  
inspect any land and/or premises which the Council has a right or duty to inspect;  
or  
issue orders, instructions or directions.

**26. STANDING ORDERS GENERALLY**

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least seven councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

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\* The Council will in practice use its own definition of clear days for this purpose. See below \*\*

\*\* A 'clear day' does not include the day on which notice was issued, the day of a meeting, ~~a weekend~~, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning. (move all to 3b not in bold after the wording in place already)

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

**to be held on Wednesday 25 June 2025 at 6.00pm**

**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 28 May 2025 and listed below.

**Minute 6 – Update and Review of Performing Right Society (PRS) Charges for 2025/26**

It was **RECOMMENDED** that Malvern Town Council should absorb the PRS fees for exercise to music classes until March 2026. Room hire charges would then be increased for those that require a PRS Music licence from April 2026 and this increase would be included as part of the overall review room hire charges.

**Minute 7 – Christmas Light Switch On – Update for 2025 and Five Year Timetable of Dates**

It was **RECOMMENDED** the schedule of dates for the five-year period 2025 to 2029 as listed below:

- Saturday 22 November 2025, Great Malvern and Friday 28 November 2025, Malvern Link
- Saturday 21 November 2026, Great Malvern and Friday 27 November 2026, Malvern Link
- Saturday 20 November 2027, Great Malvern and Friday 26 November 2027, Malvern Link
- Saturday 25 November 2028, Great Malvern and Friday 1 December 2028, Malvern Link
- Saturday 24 November 2029, Great Malvern and Friday 30 November 2029, Malvern Link

**Minute 10 – Review of Process and Timetable for Allotment Charges**

It was **RECOMMENDED** that the invoicing period should change from 15 calendar days to 15 working days, giving allotments holders longer to pay their invoices. Non-payment after this will result in a £25 late payment charge, after which final payment terms before a tenancy is then terminated would be increased from 10 days to 10 working days.

**Minute 12 – Refurbishment of Victoria Park Play Area**

It was **RECOMMENDED** to carry out a public consultation on new play area equipment for Victoria Park in order to assess user needs and requirements as well as to provide evidence of support for this project.

**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 recommendation(s) listed in 2.1 above 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



**RESOLUTION MOVED ON NOTICE**  
**A Meeting of Malvern Town Council**  
**to be held on Wednesday 25 June 2025 at 6.00pm**  
**in the Park View Meeting Room, Community Hub, Victoria Park Road,**  
**Malvern Link, WR14 2JY**

**NOTICE OF MOTION – MALVERN PRIDE 2025**

**Proposed Resolution**

1. Malvern Town Council should support the Malvern Pride event to be held in Priory Park on Saturday 26 July 2025 by:
  - i. Promoting the event on the Malvern Town Council website and social media.
  - ii. Flying of 50 Pride Flags in Church Street, Belle Vue Terrace and Worcester Road, Barnards Green and Malvern Link (flags to be provided by Malvern Pride). Malvern Town Council Operations Team to undertake the flag swap to fly Pride flags between Monday 21 July and Monday 4 August.
2. That members of this Council support and encourage friends, residents and businesses to support the Malvern Pride event.

**Background**

Malvern Pride aims to celebrate the LGBTQ+ community in and around Malvern and promote a sense of inclusivity and equality within the town. We hope that anyone identifying as LGBTQ+ will come together with their friends, families and the whole community in a spirit of celebration and acceptance to enjoy a day of festivities aimed at highlighting what joins us together rather than what might divide us. This event benefits Malvern and provides an opportunity for unity and bringing local people and local business together, and we hope that the Town Council will support this. The flying of the Pride flag clearly demonstrates the commitment Malvern Town Council and its Councillors have for inclusion and diversity; and meets the aims of our Community Engagement Committee.

**Financial Implication**

Estimated costs for the flag swap over is circa £500.

Proposer - Cllr Anne Cherry (Link Ward)

Seconder – Cllr Jude Green (Link Ward)

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 25 June at 6.00 pm  
in the Park View Meeting Room, Community Hub, Victoria Park Road,  
Malvern Link**

**MEMBERSHIP OF POOLBROOK VILLAGE HALL COMMITTEE**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Council is asked to appoint one member to join the Poolbrook Village Hall Committee.

**3. Background**

- 3.1. In May 2024, Council appointed Iain Dawson as its representative on the Poolbrook Village Hall committee.
- 3.2. At the Annual Council meeting held in May 2025, the appointment of a representative to Poolbrook Village Hall for 2025/26 was considered and deferred pending confirmation of this committee's continued existence.
- 3.3. The Town Clerk has since contacted members of the committee who have confirmed that there will be a new team taking over and that they would still like a Town Councillor to fulfil this role.
- 3.4. Poolbrook Village Hall is in Chase ward and therefore Council may wish to consider appointing a member from that ward.
- 3.5. If more than one Councillor wishes to put themselves forward, a ballot will take place in accordance with standing orders.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. None pertaining to this report.

End  
Linda Blake  
Town Clerk

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

**to be held on Wednesday 25 June 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
<b>Inpatient Unit</b>	<b>36</b>
Occupational Therapy	24
Physiotherapy	35
Spiritual Care	14
Therapeutic Programme	18
Living Well	86
<b>Grand Total</b>	<b>734</b>



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

### 1<sup>st</sup> Malvern Boys' Brigade & Girls' Association

We would like to thank the town council for providing this money.

We have bought new drum skins for our base drums. This was used for the first time at the Scouts St Georges Day Parade in Priory Park.



We then paraded to Malvern Evangelical Park in May.



The Badminton set was very popular with the teenagers and allowed us to practice for the Battalion competition. This is particularly useful as it reduces our running costs as we don't need to hire the sports hall.





We continue to attract new members and the support to the uniform stock for those families who struggle with finances is appreciated.



Finally, we had a small surplus, so we subsidised members from Pickersleigh ward to attend camp in half term, shown below at one of the activities.



**Large Grants**1<sup>st</sup> Malvern Link Scout Group

I am writing on behalf of 1<sup>st</sup> 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, 1<sup>st</sup> 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 1<sup>st</sup> 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 17<sup>th</sup> to the 22<sup>nd</sup> 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><b>£1946</b></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

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

**to be held on Wednesday 25 June 2025 at 6.00pm**

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

**STAFFING 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 the Staffing Committee held on 4 June 2025 and listed below.

**Minute 6 Setting of work plan, actions and timetable for the year**

- i. It was **RECOMMENDED** that the first item of work for the Staffing Committee should be reviewing the staffing structure and job descriptions for all staff members and that this information should be provided to all committee members.
- ii. It was **RECOMMENDED** that separate meetings should take place with Operational Staff and Administrative Staff to discuss staff roles and their training and development needs. Councillors Cherry and Mead were nominated to speak to members of the operations team and Councillors Green and Newbigging were nominated to speak to staff who work in the office.
- iii. It was further **RECOMMENDED** that the work programme should also include
  - Review of training and development and any current plans in place.
  - Review of appraisals and creation of a new appraisal policy.

**3. Background**

- 3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.
- 3.2. Full Council is therefore asked to consider the recommendation(s) listed in 2.1 above 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