



# **MALVERN TOWN COUNCIL**

## **POLICY AND RESOURCES COMMITTEE**

### **REPORTS**

**For meeting on Wednesday 18 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

12 June 2025



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

## MEETING OPEN TO MEMBERS OF THE PUBLIC

### To Members of the Policy and Resources Committee (Quorum 5):

Councillors Iain Dawson, Clive Fletcher, Jude Green, Clive Hooper, Melanie Jones, Lou Lowton, Ronan McLaverty-Head, Karen Newbigging

### All other Members of the Town Council for information only.

You are hereby invited to attend a meeting of the Policy and Resources Committee to be held in the Park View Community Room, Victoria Park Road, Malvern Link on Wednesday 18 June 2025, commencing at 6.00pm for the transaction of the business shown on the Agenda below.

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

**Linda Blake**  
**Town Clerk**

No.	Agenda Item
1.	<b>Election of Chair</b> To elect a Chair of the Policy and Resources Committee for 2025/26
2.	<b>Election of a Vice-chair</b> To elect a Vice-chair of the Policy and Resources Committee for 2025/26
3.	<b>Apologies for Absence</b> To receive and note apologies for absence
4.	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests
5.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the Minutes of the previous Policy and Resources Committee meeting: <ul style="list-style-type: none"><li>➤ 7 May 2025 (previously circulated)</li></ul>
<b>Public Participation</b> <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
6.	<b>Online Banking Payment Schedules – January/February/March/April/May 2025</b> <ul style="list-style-type: none"><li>➤ Report PR01/25 to follow</li></ul>
7.	<b>Review of Protocols and Practices</b> <ul style="list-style-type: none"><li>➤ Report PR02/25 to follow</li></ul>

8.	<b>Review of Town Council Grants Scheme</b> ➤ Report PR03/25 to follow
9.	<b>Quarterly Accounts – Fourth and Final Quarter 2024/25</b> ➤ Report PR04/25 to follow
10.	<b>Date and Time of Next Meeting</b> ➤ Wednesday 6 August 2025 at 6pm

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

**held in the Community Hub Meeting Room, Victoria Park  
on Wednesday 7 May 2025 at 6pm**

**Councillors**

I Dawson (Chair)  
C Fletcher  
E Green  
J Green (substitute for Cllr Jones)  
C Hooper  
L Lowton  
R McLaverty-Head  
K Newbigging (6.10pm)

**Absent**

M Jones (apologies)

**Also in attendance**

Linda Blake - Town Clerk  
Julia Winkworth – Minute Clerk  
M Birks – Mayor of Malvern  
D Mead – Deputy Mayor  
J Leibrandt (6.05pm – 7.20pm)

**54. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr Mel Jones were **NOTED**. Cllr Jones had substituted Cllr Jude Green to take her place. Cllr Newbigging for lateness.

**55. DECLARATIONS OF INTEREST**

Agenda Item 4

Cllr Emma Green is a member of the Korosten Twinning committee.

**56. MINUTES OF PREVIOUS MEETING**

Cllr Hooper suggested that any wording relating to Malvern Citizens Advice Bureau in the previous minutes should read Citizens Advice.

Following the change in wording, it was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of proceedings and signed by the Chairman.

- Policy and Resources Committee meeting held on 26 March 2025

**PUBLIC PARTICIPATION**

None.

57. **APPLICATION FOR TWINNING RESERVE FUNDS – KOROSTEN MALVERN TWINNING ASSOCIATION (KMTA)**

Report PR01/25 was received and accepted.

The committee **AGREED** to award Korosten Malvern Twinning Association (KMTA) Twinning Reserve Funding of £1,500.

58. **ONLINE BANKING PAYMENT SCHEDULES – JANUARY/FEBRUARY/MARCH 2025**

Report PR02/25 was received and accepted.

Due to staff absence the chair had not had sufficient time to scrutinise the Payment Schedules ahead of the meeting.

It was **AGREED** to defer Agenda Item 5 to the next meeting.

Cllr Karen Newbigging arrived at 6.10pm.

59. **REVIEW OF PROTOCOLS AND PRACTICES**

Report PR03/25 was received and accepted.

It had been noted that a number of councillors had raised queries and concerns relating to the clarification of best practice and the need to draft and implement guidelines to provide effective, transparent and accountable administration and governance.

Issues were discussed as follows -

**Approval of Draft Minutes**

An issue had been raised surrounding the approval of draft minutes and whether the final approval of draft minutes remained with the clerk/minute taker or the chair of the meeting.

Advice received from CALC had stated that draft minutes are those of clerk/minute taker until they are discussed at the meeting where they are being approved. The Clerk being the Legal Officer of the Council and being politically independent.

A discussion took place around the course of action to take should agreement on draft minutes not be reached.

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.

It was **NOTED** that an amendment to the handbook would be made to reflect this.

**Publication of Agendas and Reports**

It was **NOTED** that this had been looked at as part of Standing Orders.

Councillors had no objections to the current system of issuing all reports on a Friday unless there were very specific reasons preventing this.

**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.

It was **AGREED** that following the discussions at this meeting, officers would draft a policy document encompassing the points made for submission and consideration at the next meeting of Policy and Resources Committee and then subsequent recommendation to Full Council.

#### Attendance at Sub-Committee

It was **NOTED** that Standing Orders already state that unless permitted by the chair, a councillor may only speak once. Although rarely enforced, this can be used if necessary to control contributions within a meeting.

#### Publication of draft minutes

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

#### Correspondence/Communication

After discussions, it was **AGREED** that the Town Clerk would investigate the use of a generic email address for correspondence and complaints from the public and whether this can include a ticketing system or reference number. This matter would come back to a future meeting of this committee for further discussion.

Cllr Leibrandt left at 7.20pm during this discussion item.

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.

#### Frequency of meetings

It was felt that the agendas for Policy and Resources committee meetings are generally quite full but that there may be an opportunity to look at the frequency of Operations and Planning meetings.

## **60. REVIEW OF STANDING ORDERS**

Report PR04/25 was received.

#### 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.*

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

It was **AGREED** that the date of the next meeting would be Wednesday 18 June 2025 at 6pm.

The meeting finished at 7.57 pm.

.....(Chairman)

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

**to be held on Wednesday 18 June 2025 at 6pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**REPORT ON ONLINE BANKING PAYMENT SCHEDULES  
JANUARY/FEBRUARY/MARCH/APRIL/MAY 2025**

**1. Purpose of report**

- 1.1. For noting and comment, as necessary.

**2. Recommendation**

Policy and Resources Committee should note the online banking payments as attached to this report and to discuss any issues that have arisen with control checks.

**3. Background**

- 3.1. Malvern Town Council recently reviewed its Financial Regulations with a new version being adopted by Full Council on 13 November 2024.
- 3.2. Within the new Financial Regulations, changes have been made to the way in which online banking payments are processed, checked, and approved.
- 3.3. Previously all online banking payments were approved in person by two approved Councillor signatories, however, it was felt that this process was both too onerous, particularly for small amounts and in most cases could not stop the need for payment when goods and services had already been delivered. Members of Policy and Resources Committee decided it was more important to check amounts paid for accuracy against bank statements and orders and thus amendments were made.
- 3.4. The new Financial Regulations state that:  
“The Responsible Finance Officer will present schedules of online banking payments to the next scheduled meeting of Policy and Resources Committee. Prior to this meeting, the Chair and Vice-Chair of this Committee will randomly select three invoices to be checked against the bank statement. A record of the check will be made and any issues identified will be reported at the meeting.”
- 3.5. This item was deferred at the May meeting of Policy and Resources Committee and therefore there are nine payment schedules to be considered at this meeting.

- |                    |               |
|--------------------|---------------|
| ➤ 16 January 2025  | ➤ 13 May 2025 |
| ➤ 14 February 2025 | ➤ 20 May 2025 |
| ➤ 13 March 2025    | ➤ 28 May 2025 |
| ➤ 21 March 2025    | ➤ 30 May 2025 |



➤ 16 April 2025

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. The Town Council adopted the current Financial Regulations in November 2024.
- 5.2. As part of the annual audit process, the Town Council must ensure it has an effective system of internal control in place, this includes arrangements for bank payments.

End

Linda Blake  
Town Clerk

**Malvern Town Council**  
**Online Banking Payment Schedule**  
**16 January 2025**

IB No.	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2877	16/01/2025	ALLIANCE PAYROLL SERVICES LTD	132.90	Payroll charges - December 2024	<i>[Handwritten initials]</i>	<i>[Handwritten initials]</i>
2878	16/01/2025	BIG GREEN CLEANING COMPANY	1092.00	Cleaning contract, community hub - January 2025	<i>[Handwritten initials]</i>	<i>[Handwritten initials]</i>
2879	16/01/2025	D J YAPP	870.00	Repairs required due to falling masonry at North Malvern Clock Tower	<i>[Handwritten initials]</i>	<i>[Handwritten initials]</i>
2880	16/01/2025	DOLPHINTEC	28.62	Call charges, community hub - November 2024	<i>[Handwritten initials]</i>	<i>[Handwritten initials]</i>
2881	16/01/2025	EE	73.56	Mobile phone charges - December 2024 - Operations Team and Admin / Events phone	<i>[Handwritten initials]</i>	<i>[Handwritten initials]</i>
2882	16/01/2025	ELLIS DAWE & SON LTD	75.73	7 wooden boards and 20 pegs for new Rose Beds at the Community Hub	<i>[Handwritten initials]</i>	<i>[Handwritten initials]</i>
2883	16/01/2025	FUELGENIE BUSINESS ACCOUNT	312.75	Fuel account November 2024	<i>[Handwritten initials]</i>	<i>[Handwritten initials]</i>
2884	16/01/2025	P&R ALARMS LTD	120.00	Service of fire alarms at the community hub	<i>[Handwritten initials]</i>	<i>[Handwritten initials]</i>
2885	16/01/2025	RPM MALVERN	173.76	2 new tyres for the trailer and 2 puncture repairs	<i>[Handwritten initials]</i>	<i>[Handwritten initials]</i>
2886	16/01/2025	WATER PLUS LTD	137.06	Water charges Lower Howsell 14/9/24 - 14/12/24	<i>[Handwritten initials]</i>	<i>[Handwritten initials]</i>
2887	16/01/2025	WATER PLUS LTD	137.49	Water charges cemetery office 4/11/24 - 4/12/24	<i>[Handwritten initials]</i>	<i>[Handwritten initials]</i>
2888	16/01/2025	VIKING OFFICE UK	109.18	2 x 6 packs of Tork toilet rolls for the public toilet at the community hub	<i>[Handwritten initials]</i>	<i>[Handwritten initials]</i>
2889	16/01/2025	FBC MANBY BOWDLER	1020.00	Professional charges up to 19/12/24 - land slippage at Rose Bank Gardens	<i>[Handwritten initials]</i>	<i>[Handwritten initials]</i>
2890	16/01/2025	SCARLETT NUN	40.00	Refund of allotment deposit paid twice in error	<i>[Handwritten initials]</i>	<i>[Handwritten initials]</i>
2891	16/01/2025	CLIVE HOOPER	50.00	Members annual printing allowance 2024 / 2025	<i>[Handwritten initials]</i>	<i>[Handwritten initials]</i>
		Total Payments:				

*Bank details checked KB*

*Bank details checked KB*

*Bank details checked KB*

**4,373.05**

**Councillor Authorisation for Payment**

*[Handwritten signature]*

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**Malvern Town Council**  
**Online Banking Payment Schedule**  
**14 February 2025**

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2892	13545	14/02/2025	A J GAMMOND LTD	27.83	1 tap and connectors for Goodwood Road Allotments	<i>JP</i>	<i>KB</i>
2893	13521	14/02/2025	ALLIANCE PAYROLL SERVICES LTD	141.30	Payroll charges January 2025	<i>JP</i>	<i>KB</i>
2894	13487 13488	14/02/2025	A L B SERVICES	6090.00	Dismantling of Christmas lights, licence application for works and replacement timer clock for lights on Belle Vue Island	<i>JP</i>	<i>KB</i>
2895	13552	14/02/2025	BIG GREEN CLEANING COMPANY	1092.00	Cleaning contract February 2025	<i>JP</i>	<i>KB</i>
2896	13477 13539 13538	14/02/2025	BRADFORD'S BUILDING SUPPLIES LTD	176.92	7 pairs of safety glasses, 1 tin of WD40 and 1 Dewalt multi-tool oscillating blade and 2 Dewalt Brushless multi-tool (body only)	<i>JP</i>	<i>KB</i>
2897	13498	14/02/2025	BRITISH GAS TRADING	457.38	Gas charges gas lamps 1/10/24 - 31/12/24	<i>JP</i>	<i>KB</i>
2898	13493 13494	14/02/2025	BROADLEAF TREE CARE SPECIALISTS	1100.00	Removal of 1 dead Oak tree - Leigh Sinton Road / Yates Hay Road junction and cut 1 large Oak tree to ground level at Craig Lee	<i>JP</i>	<i>KB</i>
2899	13543	14/02/2025	BROXAP LTD	5395.20	10 Derby standard litter bins for various locations and 1 bike rack for the community hub at Victoria Park	<i>JP</i>	<i>KB</i>
2900	13497 13550	14/02/2025	BRITISH GAS	100.38	Electricity charges Lower Howsell 2/12/24 - 1/2/25	<i>JP</i>	<i>KB</i>
2901	13548 13549	14/02/2025	BRITISH GAS	81.62	Electricity charges Link Church Clock 22/11/24 - 21/1/25	<i>JP</i>	<i>KB</i>
2902	13500 13501 13502	14/02/2025	DESIGN IN THE SHIRES	460.80	Quarterly web hosting and website support November and December 2024	<i>JP</i>	<i>KB</i>
2903	13491	14/02/2025	D J YAPP	360.00	Repairs to 2 leaks on the cemetery chapel roof and clearing of gutters	<i>JP</i>	<i>KB</i>
2904	13519 13555 13556 13557	14/02/2025	DOLPHINTEC	231.74	Call charges September 2024 and January 2025, photocopy charges 12/12/24 - 9/1/25	<i>JP</i>	<i>KB</i>
2905	13547	14/02/2025	EE	73.56	Mobile phone charges January 2025	<i>JP</i>	<i>KB</i>
2906	13560	14/02/2025	FBC MANBY BOWDLER LLP	3000.00	Professional fees up to 30/1/25 regarding land slippage at Rose Bank Gardens	<i>JP</i>	<i>KB</i>
2907	13504	14/02/2025	FUELGENIE BUSINESS ACCOUNT	215.67	Fuel account December 2024	<i>JP</i>	<i>KB</i>
2908	13495	14/02/2025	HOUSEKEEPERS OF MALVERN	96.00	Cleaning contract cemetery 7/1/25 - 21/1/25	<i>JP</i>	<i>KB</i>
2909	13489	14/02/2025	JERRY WIDDAS	1143.00	Wet pour supplies for play areas and replacement roundabout seat for Victoria Park	<i>JP</i>	<i>KB</i>
2910	13541	14/02/2025	LEIGH SINTON GARDEN MACHINERY LTD	17.53	Chainsaw chain and file	<i>JP</i>	<i>KB</i>
2911	13544	14/02/2025	LINK TOOLS	25.16	Various grinding discs	<i>JP</i>	<i>KB</i>
2912	13540	14/02/2025	GO GREENER LTD	258.00	Skip hire to clear allotment at Goodwood Road	<i>JP</i>	<i>KB</i>

*Bank details checked KB.*

*Bank details checked KB.*



IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (Initials)	Authorisation Given (Initials)
2913	13546	14/02/2025	CITIZENS ADVICE SOUTH WORCESTERSHIRE	9000.00	Community Support Grant 2024 / 2025 - June 2025 (2nd instalment of 2)	DP	KJB
2914	13554	14/02/2025	PAPERSTATION LTD	439.19	Stationery, cleaning products and black sacks	DP	KJB
2915	13496	14/02/2025	PETER HAMILTON PLANNING CONSULTANCY	850.00	Planning consultancy fees - planning application Elgar Avenue (50% payment in advance)	DP	KJB
2916	13505	14/02/2025	QUINTECH COMPUTER SYSTEMS LTD	36.00	Transfer of domain name - malvern-tc.org.uk	DP	KJB
2917	13542 13551	14/02/2025	SCREWFIX (TRADE UK)	54.66	Fixings for Elgar paintings at Rose Bank Gardens and a sealant gun and nozzles for fixing bike shelter at the community hub	DP	KJB
2918	13499	14/02/2025	WATER PLUS LTD	27.88	Water charges cemetery office 11/12/24 - 11/1/25	DP	KJB
2919	13503 13558	14/02/2025	TUDOR ENVIRONMENTAL	333.12	12 pairs of Operational trousers and credit for 2 as returned due to incorrect sizing	DP	KJB
2920		14/02/2025	MALVERN MUSEUM	2500.00	Large Grant as agreed by Policy & Resources Committee 2/10/24	DP	KJB
2921		14/02/2025	MALVERN THEATRE PLAYERS	1400.00	Large Grant as agreed by Policy & Resources Committee March 2024	DP	KJB
			Total Payments:				

Bank details  
checked KJB

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Bank details  
checked KJB

35,184.94

**Malvern Town Council**  
**Online Banking Payment Schedule**  
**13 March 2025**

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2922	13621	13/03/2025	ALLIANCE PAYROLL SERVICES LTD	132.90	Payroll charges February 2025	UD	KJB
2923	13618	13/03/2025	BIG GREEN CLEANING COMPANY	1092.00	Cleaning contract community hub - March 2025	UD	KJB
2924	13619	13/03/2025	BRADFORD'S BUILDING SUPPLIES LTD	43.80	Replacement fence panel for the cemetery	UD	KJB
2925	13568	13/03/2025	BROADLEAF TREE CARE SPECIALISTS	250.00	Reduction of 1 Japanese Fir tree overhanging the main road at the cemetery	UD	KJB
2926	13570 13571	13/03/2025	BRITISH GAS	75.72	Electricity charges, Link Church Clock 22/12/24 - 21/1/25	UD	KJB
2927	13616	13/03/2025	BRITISH GAS	54.79	Electricity charges, Lower Howsall 2/1/25 - 1/2/25	UD	KJB
2928	13572	13/03/2025	DOLPHINTEC	89.38	Photocopy charges 9/1/25 - 13/2/25	UD	KJB
2929	13559	13/03/2025	DULUX DECORATOR CENTRE	26.60	1 tin of black gloss paint for frames of "Elgar paintings" ahead of being reinstated in the bus shelter outside of Rose Bank Gardens	UD	KJB
2930	13607	13/03/2025	EE	73.56	Mobile phone charges February 2025 - Operations Team and Events / Admin phone	UD	KJB
2931	13620	13/03/2025	HILLIS DAWE & SON LTD	48.60	7 wooden boards and 20 pegs for improvement works to gateways at Victoria Park	UD	KJB
2932	13614	13/03/2025	FUELGENIE BUSINESS ACCOUNT	316.97	Fuel account - January 2025	UD	KJB
2933	13615	13/03/2025	HOUSEKEEPERS OF MALVERN	128.00	Cleaning contract cemetery 28/1/25 - 18/2/25	UD	KJB
2934	13569	13/03/2025	NEWSQUEST MEDIA GROUP	217.80	Grant advert in the Malvern Gazette 7/2/25	UD	KJB
2935	13598	13/03/2025	QUINTECH COMPUTER SYSTEMS LTD	192.00	Install and configure new 8 port POE switch at the community hub	UD	KJB
2936	13612 13613	13/03/2025	WATER PLUS LTD	42.68	Water charges, Knapp Way Allotments - 10/12/24 - 10/2/25	UD	KJB
2937	13608	13/03/2025	WATER PLUS LTD	21.49	Water charges, Cemetery toilet - 11/1/25 - 11/2/25	UD	KJB
2938	13609 13610 13611	13/03/2025	WATER PLUS LTD	308.40	Water charges, Cemetery office - 4/12/24 - 4/1/25	UD	KJB
2939	13617	13/03/2025	SPOTLESS WINDOW CLEANING	50.00	Cleaning of windows inside and out at the community hub	UD	KJB
2940	13622	13/03/2025	JBA CONSULTING	5820.00	50% upfront payment - Hydraulic modelling and flood risk assessment at land off Elgar Avenue	UD	KJB
2941	13623	13/03/2025	READY RENT LTD	30.00	Hire of a wacker plate for improvement works to gateways at Victoria Park	UD	KJB
2942	13624	13/03/2025	TUDOR ENVIRONMENTAL	66.62	2 pairs of replacement cargo trousers	UD	KJB

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checked KJB*

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**Total Payments:** 9,081.51

Malvern Town Council  
Online Banking Payment Schedule

21 March 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2943	13625 13626 13627	21/03/2025	BRITISH TELECOMMUNICATIONS PLC	1784.01	Broadband charges - Community Hub - 1/5/24 - 28/2/25		

Total Payments: **1,784.01**

**Malvern Town Council**  
**Online Banking Payment Schedule**  
**16 APRIL 2025**

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2961	13668 13679 13681	16/04/2025	A J GAMMOND	199.18	Pipe wrench, water fittings and Knapsack sprayer for the cemetery. Trailer plug and jockey wheel for the trailer. Shut off valve and fittings for Tank Quarry Clock	OP	KJB
2962	13670	16/04/2025	ALLIANCE PAYROLL SERVICES	137.10	Payroll charges March 2025	OP	KJB
2963	13705	16/04/2025	BIG GREEN CLEANING COMPANY	1092.00	Cleaning contract Community Hub - April 2025	OP	KJB
2964	13702	16/04/2025	BLUE BIRD CATERING	144.00	90 cakes for Mayor's Civic Service	OP	KJB
2965	13700	16/04/2025	BRITISH GAS TRADING	457.38	Gas charges gas lamps 1/1/25 - 31/3/25	OP	KJB
2966	13677 13678	16/04/2025	BROADLEAF TREE CARE	740.00	Removal of one large conifer tree in decline near graves at the cemetery and removal of one dead Oak tree in hedgerow at Craig Lea play area	OP	KJB
2967	13698	16/04/2025	BRITISH GAS	33.26	Electricity charges Link Church clock 8/2/25 - 21/3/25	OP	KJB
2968	13697	16/04/2025	BRITISH GAS	708.34	Electricity charges Lower Howsell 2/2/25 - 1/3/25	OP	KJB
2969	13695	16/04/2025	CHARLES PORTER	58.95	Mileage claim Operations Manager 2/12/24 - 31/3/25	OP	KJB
2970	13704	16/04/2025	FBC MANBY BOWDLER LLP	1800.00	Professional fees up to 28/3/25 regarding land slippage at Rose Bank Gardens	OP	KJB
2971	13680	16/04/2025	FLEET LINE MARKERS LTD	203.10	5 x 10 litre cans of white line marking paint for football pitches	OP	KJB
2972	13669	16/04/2025	FURNITURE @ WORK LTD	102.00	Community noticeboard for foyer in the community hub	OP	KJB
2973	13701	16/04/2025	HERON PRESS UK	590.00	Printing of 11,500 Spring MTC Newsletters	OP	KJB
2974	13665 13666 13671	16/04/2025	LEIGH SINTON GARDEN MACHINERY LTD	126.80	Pole saw guide bar and chain, 2 strimmer heads and 5 litres of 2 stroke oil for machinery	OP	KJB
2975	13699	16/04/2025	MHDC-NNDR	4266.45	Business rates for the community hub 25/8/24 - 31/3/25	OP	KJB
2976	13667	16/04/2025	NOMIX ENVIRO LTD	473.76	2 x 5 litres of Dual and 3 litres of Synero for Malvern in Bloom and the cemetery	OP	KJB
2977	13703	16/04/2025	NPOWER	73.37	Electricity charges former water feature at Hampden Road - March 2025	OP	KJB
2978	13664	16/04/2025	PURE STAFF LTD	441.70	Temporary grounds worker w/e 6/4/25 - 21.5 hours	OP	KJB
2979	13696	16/04/2025	PCC MALVERN LINK	162.50	Hire of St Matthias Church for the Mayor's Civic Service	OP	KJB
2980	13694	16/04/2025	WFL (UK) LTD	1286.55	953 litres of white diesel for machinery	OP	KJB
2981	13706	16/04/2025	JAMES HALLAM LTD	304.00	Insurance for the Mayor's Peaks Challenge 5/4/25	OP	KJB

*Bank details checked KJB*

*Bank details checked KJB*



IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2982	2982	16/04/2025	BARNARDS GREEN CRICKET CLUB	1150.00	Large grant as approved by Full Council 9/4/25	DP	KB
2983	2983	16/04/2025	MALVERN MALE VOICE CHOIR	2000.00	Large grant as approved by Full Council 9/4/25	DP	KB
2984	2984	16/04/2025	THE COACH HOUSE THEATRE	1500.00	Large grant as approved by Full Council 9/4/25	DP	KB
2985	2985	16/04/2025	MALVERN SPA ASSOCIATION	2500.00	Large grant as approved by Full Council 9/4/25	DP	KB
2986	2986	16/04/2025	MALVERN CUBE	1475.00	Large grant as approved by Full Council 9/4/25	DP	KB
2987	2987	16/04/2025	MALVERN COMMUNITY KITCHEN	954.97	Large grant as approved by Full Council 9/4/25	DP	KB
2988	2988	16/04/2025	1ST MALVERN SCOUT GROUP	2500.00	Large grant as approved by Full Council 9/4/25	DP	KB
2989	2989	16/04/2025	FRIENDS OF DAME LAURA KNIGHT SOCIETY	500.00	Small grant as approved by Full Council 9/4/25	DP	KB
<del>2990</del>	<del>2990</del>	<del>16/04/2025</del>	<del>GIRL GUIDING MALVERN</del>	<del>500.00</del>	<del>Small grant as approved by Full Council 9/4/25</del>		
<del>2991</del>	<del>2991</del>	<del>16/04/2025</del>	<del>MALVERN GREEN SPACE</del>	<del>380.00</del>	<del>Small grant as approved by Full Council 9/4/25</del>		
2992	2992	16/04/2025	MALVERN COMMUNITY PARTNERSHIP	500.00	Small grant as approved by Full Council 9/4/25	DP	KB
2993	2993	16/04/2025	ST RICHARDS HOSPICE	500.00	Small grant as approved by Full Council 9/4/25	DP	KB

Bank details  
checked KB

Bank details  
checked KB

Bank details  
wrong amount  
checked KB

Total Payments:

~~27,860.41~~

26,980.41



MALVERN TOWN COUNCIL  
Online Banking Payment Schedule  
13 May 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2994	13638	13/05/2025	ALL ABOUT LOCAL MAGAZINES LTD	483.00	Delivery of 11,500 MTC Newsletters March / April edition	DP	PB
2995	13715 13716	13/05/2025	A L B SERVICES	2772.00	Installation of new heaters in the cemetery chapel and a vehicle charging socket. Installation of new lights outside the Community Hub and lighting control in the meeting room	DP	PB
2996	13735	13/05/2025	ASTONS COACHES LTD	530.00	2 x 57 seater coaches for the Mayor's Peaks challenge 3/5/25	DP	PB
2997	13722	13/05/2025	BHGS LTD	107.00	20kg of grass seed for the cemetery	DP	PB
2998	13739	13/05/2025	BIG GREEN CLEANING COMPANY	1092.00	Cleaning of Community Hub - May 2025	DP	PB
2999	13746	13/05/2025	BRITISH GAS	43.91	Electricity charges - Lower Howsell 2/3/25 - 1/4/25	DP	PB
3000	13757	13/05/2025	BRITISH GAS	13.78	Electricity charges - Link Church Clock 22/3/25 - 9/4/25	DP	PB
3001	13748 13749 13750 13751	13/05/2025	DESIGN IN THE SHIRES	622.80	Website support March, April and May 2025 and quarterly web hosting	DP	PB
<del>3002</del>	<del>13728</del>	<del>13/05/2025</del>	<del>FLEX COURT EUROPE (Play Sport International)</del>	<del>3178.23</del>	<del>Replacement equipment for basketball courts at Victoria Park</del>		
3003	13720	13/05/2025	FUELGENIE BUSINESS ACCOUNT	210.10	Fuel account - March 2025	DP	PB
3004	13723	13/05/2025	GREENBARNES LTD	4624.45	2 x Oak Notice Boards - Victoria Park and Adam Lee	DP	PB
3005	13734	13/05/2025	KITZ UK LTD	2565.00	150 x medals and 150 x t-shirts for the Mayor's Peaks Challenge - 3/5/25 (costs covered by event sponsorship)	DP	PB
3006	13726	13/05/2025	LANDSCAPE SUPPLY COMPANY	56.15	Strimmer Cord	DP	PB
3007	13727	13/05/2025	MALVERN ELECTRICAL WHOLESALE LTD	20.10	Cable ties and electrical equipment for events and general use	DP	PB
3008	13721	13/05/2025	M MIDDLETON WELDING & FABRICATION	230.40	Repairs to grave digger bucket	DP	PB
3009	13733	13/05/2025	ONE STOP PROMOTIONS LTD	256.74	25 x Union Jack flags and 25 x St George flags for Malvern in Bloom	DP	PB
3010	13736	13/05/2025	PARTY PACKS	57.00	150 x table flags for VE Day 80th Anniversary	DP	PB
3011	13741 13742	13/05/2025	PHS GROUP	1726.66	Washroom hygiene services Community Hub and Cemetery 1/4/25 - 31/3/26	DP	PB
3012	13730 13731 13732	13/05/2025	PURE STAFF LTD	2259.84	Temporary Ground Worker - 7/4/25 - 2/5/25	DP	PB

overseas  
transaction

Bank details  
checked vms

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description.	Payment Posted (initials)	Authorisation Given (initials)
3013	13747	13/05/2025	RURAL SERVICES PARTNERSHIP LTD	172.62	Subscription - Market Town Group 1/4/25 - 31/3/26 as agreed at the Annual Council Meeting	DP	VB
3014	13729	13/05/2025	SCREWFIX (TRADE UK)	15.96	4 x hi-vis waistcoats for the Operations Team	DP	VB
3015	13755	13/05/2025	WATER PLUS LTD	106.37	Water charges - cemetery lodge 4/3/25 - 4/4/26	DP	VB
3016	13753 13754	13/05/2025	WATER PLUS LTD	42.31	Water charges - cemetery 11/2/25 - 11/4/25	DP	VB
3017	13752	13/05/2025	LINDA BLAKE	391.40	Reimbursement of Cipta Membership 1/1/25 - 31/12/25 as agreed as part of Annual Subscriptions at Annual Council Meeting	DP	VB
3018	13738	13/05/2025	THE FANDANGOS (MISS A R GILL)	300.00	Band performance in Priory Park for the Mayor's Peaks Challenge 3/5/25	DP	VB
3019	13724	13/05/2025	THE HELPING HAND COMPANY	80.94	5 x litter pickers for general use	DP	VB
3020	13743	13/05/2025	WORCESTERSHIRE CALC	3104.92	Annual subscription to Worcestershire CALC / NALC as agreed at the Annual Council Meeting	DP	VB
3021	3021	13/05/2025	JOSEPHINE LEIBRANDT	50.00	Printing allowance 2024/25	DP	VB
3022	3022	13/05/2025	GIRLGUIDING MALVERN	500.00	Small grant as agreed at Policy and Resources - 26/3/25	DP	VB
3023	3023	13/05/2025	MALVERN GREEN SPACE	380.00	Small grant as agreed at Policy and Resources - 26/3/25	DP	VB
3024	3024	13/05/2025	KOROSTEN MALVERN TWINNING ASSOCIATION	1500.00	Release of twinning reserve as agreed at Policy & Resources 7/5/25	DP	VB

Bank details checked VB

Bank details checked VB

Bank details checked VB

Bank details checked VB

Total Payments:

~~27,493.68~~  
24,315.45

maierm Town Council  
Online Banking Payment Schedule  
20 May 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3025	13759	20/05/2025	EE	85.02	Mobile phone charges Operations Team and Events / Admin phone - April 2025	Op	ITB
3026	13760	20/05/2025	FBC MANBY BOWDLER	1560.00	Professional fees regarding land slippage at Rose Bank Gardens up to 29 April 2025	Op	ITB
3027	13761	20/05/2025	SIGNS CENTRAL	48.00	Supply of a start and finish banner for the Mayor's Peaks Challenge 3 May 2025	Op	ITB
3028	13737	20/05/2025	SEVERN VALLEY TRAINING	360.00	2 x First Aiders for the Mayor's Peaks Challenge - 3 May 2025	Op	ITB

Total Payments: 2,053.02

*Bank details checked ITB*

Malvern Town Council  
Cheque Payment Schedule  
28 May 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3002	13728	28/05/2025	FLEX COURT EUROPE (Play Sport International)	3178.23	Replacement equipment for basketball courts at Victoria Park (overseas transaction, form sent to bank)	DP	KB

Total Payments: 3,178.23



Marvern Town Council  
Cheque Payment Schedule  
30 May 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (Initials)	Authorisation Given (Initials)
300036	Payment requisition	30/05/2025	POST OFFICE LTD	345.00	12 months tax for the Isuzu - VU17 JKY	DP	KJB

Total Payments: 345.00

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

**to be held on Wednesday 18 June 2025 at 6pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**REVIEW OF PROTOCOLS AND PRACTICES**

**1. Purpose of report**

- 1.1. For committee discussion and recommendation.

**2. Recommendation**

- 2.1. Policy and Resources Committee are asked to consider and discuss the Protocol and Practices documents as attached at Appendix A to this report and recommend their adoption by Full Council.

**3. Background**

- 3.1. At the last meeting of Policy and Resources Committee, Councillors considered a number of discussion points with the aim being to draft and implement some best practice guidelines to provide effective, transparent and accountable local governance.
- 3.2. The items considered were:
- Publication of Agenda and Reports
  - Publication of Minutes
  - Dates for meetings
  - Correspondence/Communications
- 3.3. Committee recommended that following discussions at this meeting, Officers would draft a document encompassing the points made for consideration at the next meeting of Policy and Resources Committee and then subsequent recommendation to Full Council.
- 3.4. Officers have drafted Protocols and Procedures under the following headings:
- A. Production, Approval and Publication of Minutes for Committee and Council
  - B. Publication of Agendas and Reports
  - C. Guidelines for Sub-Committee meetings
- 3.5. It should be noted that a section regarding Correspondence/Communications is still to be completed and will follow at a later meeting.
- 4. Financial Implications**
- 4.1. None pertaining to this report.

**5.     Legal Implications**

- 5.1.    Certain protocols and procedures are governed by legislation such as that in the 1972 Local Government Act.

End

Linda Blake  
Town Clerk

**A. Production, Approval and Publication of Minutes for Committees and Council**

Once a Committee or Council meeting has taken place (usually on a Wednesday evening) the following steps would be followed (usually the day after the meeting has taken place) and draft minutes available on the website within 15 working days of the date of the meeting.

The process for the production of committee minutes is as follows:

- Each meeting is recorded, therefore check and download the recording
- Using the recording and written notes, the minute clerk will type up draft minutes using the agenda and including the following items:
  - i) Attendance - noting the Councillors who attended the meeting.
  - ii) If a Councillor is late to the meeting, noting down the time of arrival alongside their name and within the agenda section they arrive in main minutes.
  - iii) Absences - noting the Councillors who were absent from the meeting.
  - iv) Substitutions – when a Councillor has substituted themselves at a committee meeting, noting the substituted Councillors name in the attendance column followed by whom they are substituting for within brackets. This must also be noted in full within the agenda item Apologies for absence.
  - v) Also in Attendance - noting any other persons in attendance.
  - vi) Page numbers/agenda items start at 1 from the start of each council year and then follow on in sequence for each committee as the year progresses.
  - vii) At the beginning of the council year, each committee elects a new chair and vice-chair – these agenda items will need to be included at the start of each year.

Items on each set of minutes to correspond to the Agenda.

- Apologies for absence
- Declarations of interest (DOI)
- Minutes of previous meeting
- Public Participation

Then agenda items will vary dependent on business at the meeting. Each agenda item will have its own minute reference.

- For each agenda item that has a report, reference accordingly, using the appropriate number.
- Agenda Items may be **RECOMMENDED** or **AGREED** – these two words should be in bold and capitals and the recommendation and the agreed item noted in full within the minuted agenda item.



## **AGENDA ITEM 7**

### **PR02/25 Appendix A**

- The last agenda item on all reports is the date and time of next meeting. These dates are referenced in the calendar of meetings produced at the start of each council year.
- For confidential items, include the 'Exclusion of the press and public entry' in bold within the minutes.
- If any confidential items are discussed there is no requirement for this element to be noted down in the minute clerk's book or on the report. The recording device would also be turned off.
- The time the meeting finishes should be recorded at the end of the minutes.
- Leave a line for the chairperson to sign accordingly.
- A watermark 'DRAFT' should be inserted on the set of minutes.
- The minute clerk will work with the Town Clerk to review and amend the minutes ready for publication.
- Minutes are not produced verbatim but are a summary of the main discussion and decisions made.
- Draft minutes from meetings shall be sent for consideration by the Chair, but the final say on the draft minutes to be publicised remains with the Clerk/Minute taker until they are discussed at the next meeting of the committee.
- Draft minutes will be published on the website under the relevant committee header within Council meetings as soon as possible. The timescale from meeting taking place to minutes being entered on the website should be no longer than 15 working days.
- These minutes are then taken to the next meeting to be agreed. All Councillors can have an input on points of accuracy.
- A copy of the approved minutes will be signed by the Chairperson at the following committee meeting and returned to the Minute Clerk. Should the Chair not agree with the approved minutes, they would still be required to sign the approved minutes as this is a committee decision not an individual decision, but they can ask to record any objection they hold as part of the minutes.
- The signed minutes will be kept and filed in the appropriate folder in the office.

#### **Minutes for Full Council meeting**

The minutes would be produced as above but with the following additions:

- Use wording **RESOLVED** and **AGREED** in bold for Full Council agenda items.
- Note the recommendations in full.
- If the meeting is running close to the two-hour time limit, an extension can be recommended by the chair and agreed by the committee to enable all current items to be discussed. If there are remaining agenda items, the chair may prefer for the agenda items to be deferred to the next meeting. If an extension occurs, please note down the extension clause accordingly in the relevant minuted agenda item. Use the following wording:

**Under Standing Order 3(x) the Chair proposed that the meeting be extended (enter time specified by Chair). A vote was taken, and it was agreed to extend the meeting until (enter time specified by Chair).**

**B. Publication of Agendas and Reports**

- Agendas for Council meetings, Committee meetings and Sub-committee meetings will be publicised 3 clear working days ahead of the meetings.
- For the purposes of Council best practice, clear working days will not include the day on which notice was issued, the day of a meeting, a weekend, 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.
- Council must note that should extreme circumstances arise or an extraordinary meeting be called, the legal definition of clear days can include a Saturday.
- Agendas for ordinary meetings will be formulated and issued by the Town Clerk or Deputy Town Clerk and signed by them.
- Agendas for extraordinary meetings are signed by the Chair of Council or a Committee, or the relevant two Town Councillors should the Chair fail to call an extraordinary meeting having been requested to do so. (see Standing Order 6)
- All agendas will be issued as a summons, by email, to Town Councillors and also publicised on the Town Council website.
- For reasons of transparency and accountability all agenda items must contain a fair description of the business to be discussed.
- Agendas should include Apologies for absence, declarations of interest, consideration of the minutes of the previous meeting (if applicable) as well as a slot for public participation.
- If any agenda items require written reports, these reports will be issued, as far as possible on the Friday before each meeting.
- The press and public will be excluded from any items should publicity be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Such exclusion will be clearly stated on the agenda.
- The first item on the agenda for the first meeting of a Council, Committee and Sub-committee in each council year, shall be the election of a Chair and Vice-chair.
- Council and Committee reports will contain a recommendation or recommendations as well as background information, financial implications and legal implications.

**C. Guidelines for Sub-Committee Meetings**

Informal meetings of a Sub-Committee (working party style) can be organised on an ad-hoc basis by the Chair and Vice-chair of that group. These meetings will not require an agenda, minutes or Officers present and should be used for brainstorming, discussion of ideas and not decision making.

All formal meetings of a sub-committee will be organised by the Town Clerk and will be held in the Park View Meeting Room (as far as possible). An agenda will be issued and published for these meetings with Town Council Officers present to clerk and to take minutes.

All recommendations from a sub-committee must be submitted to either the parent committee or to Full Council for consideration and approval.

Draft minutes from a sub-committee will be publicised within 15 working days of the meeting.

All dates of formal meetings of sub-committees will be communicated to Councillors as part of the weekly memo.

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

**to be held on Wednesday 18 June, 2025 at 6.00 pm  
in the Community Hub, Park View Meeting Room, Victoria Park Road,  
Malvern Link, WR14 2JY**

**REVIEW OF TOWN COUNCIL'S GRANTS SCHEME**

**1. Purpose of Report**

- 1.1. For committee discussion.

**2. Recommendation**

- 2.1. Policy and Resources Committee is asked to review the Town Council's grants scheme for small and large grants and to make any recommendations for changes as committee feels appropriate.

**3. Background**

- 3.1. Policy and Resources Committee undertook the last in-depth review of the Town Council's grants scheme in July 2023. As a result, a number of small changes were made and these were incorporated to improve the scheme.
- 3.2. The current grants scheme guidance notes are attached at Appendix A to this report.
- 3.3. Officers have reviewed the grants scheme policy and have identified eight discussion points, some of which have been discussed before:

1) Timing of the scheme

The scheme is now running bi-annually in September/October and February/March.

*Discussion point – is this frequency and timing working for applicants?*

2) Advertisement of Scheme

Currently the scheme is advertised in the Malvern Gazette, Town Council newsletter, Town Council website, noticeboards and social media. The number of applications have increased in recent years but there is a tendency for the same organisations to apply in each year.

*Discussion point – are there any improvements that could be made to increase awareness of the scheme and for more groups to apply?*

3) Amounts of awards

- i. Small grants up to and including £500
- ii. Large grants – advisory limit of between £501 and £2,500 unless there is a specific reason to exceed this

*Discussion point – do committee members feel that these limits remain suitable?*

4) Frequency of applications

The current scheme allows an organisation to apply each year with every application to be considered on its merits and therefore the frequency is only relevant if there are pressures on the budgeted funds available.

There are also no definitive rules on whether an organisation can apply once or twice in a single year and perhaps this needs to be clearly stated.

*Discussion point – this issue occurs every year; do members feel that any additional rules need to be added or are the current rules manageable?*

5) New/Start Up Organisations

The current grants scheme rules require organisations to have a bank account, constitution, governance systems and financial documents in place and this has made it difficult for applications from newly started organisations to score enough qualifying points.

*Discussion point – should the Town Council include special circumstances to allow applications from new or start up organisations or does this cause a risk in the potential for the organisation to fail to deliver its project?*

6) Application forms

The application forms are attached at Appendix B to this report. The layout having been simplified and improved from the previous formats.

*Discussion point – the application forms have been simplified and put into a clearer format, but are there any suggestions for additions or amendments?*

7) Support of running costs

The eligibility criteria are clearly set out within the grant scheme rules, but one of the issues raised by groups is the lack of support for running costs. The historical reasoning behind the exclusion of running costs is so that an organisation does not become dependent on Town Council funding for its core activities, but it does seem apparent that this is one reason why groups do not apply.

*Discussion point – should consideration be given to the inclusion of running costs or should they remain excluded?*

8) Any other points

Members of Policy and Resources Committee are delegated to decide on whether to award grants.

*Discussion point - are there any other improvements which would make your role assessing grants easier and facilitate assessment of the grants? Do councillors feel they are given enough relevant information?*

- 3.4. Following comments, suggestions and amendments made, an amended grant scheme policy will be drafted by Officers and submitted to the next meeting for final approval.

**4. Financial Implications**

- 4.1. The annual grants budget for 2025/26 has been set as follows:

- Small grants £5,000
- Large grants £18,000

- Emergency grants – no specific budget, funds to come out of reserves as agreed by Full Council

4.2. Grant funding expenditure during 2024/25 was as follows:

- Small grants £3,630
- Large grants £19,830

**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 use the Power of General Competence to award grants.

End  
Linda Blake  
Town Clerk

# MALVERN TOWN COUNCIL GRANTS SCHEME GUIDANCE NOTES FOR APPLICANTS



## 1. Introduction

- 1.1. Malvern Town Council (hereafter referred to as 'the Council') recognises the immense value of voluntary and community activity and its contribution to residents' well-being, the local economy and the sustainability of a wide range of services which benefit people living and working in the town. The Council's grants scheme is based on the principles of fairness, responsiveness to local need and ensuring that public money is spent in a responsible manner.
- 1.2. Grant applications are decided against a range of criteria set by the Council. In order for this Council to be able to assess a wide range of very different applications rationally and objectively, it is both necessary and helpful to specify criteria designed to be a general indication of need, but which are not exclusive and can be flexibly applied. The Council expects that individuals and organisations that it comes into contact with, will act towards the Council with integrity and without thought or actions involving fraud or corruption.

## 2. Types of grants

- 2.1. Malvern Town Council's grants scheme is made up of three categories:

### Small grants

These are for amounts up to and including £500 and they are awarded twice a year.

### Large grants

These are awarded for amounts above £500 and up to an advisory limit of £2,500. This advisory limit can be exceeded but a very specific reason must be stated.

### Emergency grants

This scheme provides assistance to organisations where there is an exceptional need for funding, that could not have been foreseen to fit in with the biennial timetable as immediate or quick action is required. Examples of these would be damage to equipment or property not covered by insurance, action to cover hardship raised by extreme circumstances such as a pandemic or extreme weather, or last-minute loss or withdrawal of other funding for a project.

## 3. The aims of the grants scheme

- 3.1. The Council's grants scheme is based on the principle of enabling local community organisations to deliver activities and/or projects to the residents of Malvern.
- 3.2. Malvern Town Council provides grant funding to support the following aims:
  - i. To provide direct benefit to the residents of Malvern Town.
  - ii. To ensure the provision of voluntary services needed by the Town's residents.
  - iii. To enable local people to participate in/benefit from voluntary groups and activities.
  - iv. To help Malvern's voluntary groups<sup>1</sup> to improve their effectiveness.
  - v. To support organisations that meet the needs of people experiencing social and economic difficulties.
  - vi. To improve or enhance the local environment.

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<sup>1</sup> The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

- vii. To improve access to services for all sections of the community.
- viii. To improve the quality of life of residents of Malvern Town.

#### **4. The eligibility of applications will be assessed against the following criteria**

- 4.1. The grant form must be fully completed with all of the relevant information supplied at the point of submission.
- 4.2. Organisations must demonstrate that they are run on a voluntary or charitable basis with governance systems and financial management clearly in place.
- 4.3. Applicants must demonstrate direct benefit to the residents of Malvern Town and in the case of large grants this benefit must be of a significant value.
- 4.4. All grants are offered on a one-off basis to support a particular project, event, activity or purchase of equipment. Grants should not be for running costs.
- 4.5. The funding requested must be commensurate with the benefit obtained by the residents of Malvern Town.
- 4.6. Each application will be clearly considered on its merits regardless of prior funding. The frequency of applications will only be considered if there is a demand for grant funding above the budgeted funds for that year.
- 4.7. Applications for projects where the work has already been completed will not be considered.

#### **5. Malvern Town Council will not fund the following:**

- a) organisations that do not provide a service to the Malvern community;
- b) individuals;
- c) general appeals;
- d) statutory organisations or the direct replacement of statutory funding;
- e) political groups or activities promoting political beliefs;
- f) religious groups where funding is to be used to promote religious beliefs;
- g) arts and sports projects or animal welfare groups with no community or charitable element;
- h) projects that take place before an application can be decided;
- i) organisations that have a closed or restricted membership;
- j) Malvern Town Council cannot provide funding for maintenance or improvement of property owned by the Church.

#### **6. Criteria for small and large grants**

- 6.1. Groups wishing to receive a small or large grant will need to complete the relevant application form and provide the required additional supporting information.
  - 6.2. Large grants should provide a significant and wide-reaching benefit to the residents of Malvern Town.
  - 6.3. Grants must be spent within one year of being awarded. Any unspent monies left after this time must be returned.
  - 6.4. Grants cannot be used to support a group's normal running costs and this includes staffing costs.
-



- 6.5. Grants can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose.
- 6.6. Organisations must show that there is a dedicated bank account for funds to be paid into. Payments cannot be made into an individual's bank account.
- 6.7. Should for any reason an organisation disband or the project not be completed, the Council may ask for all or part of the monies to be paid back.
- 6.8. Organisations may only submit one application at one time.
- 6.9. Additional grant conditions may also be attached to any funding the Council agrees and these will be set out in the award confirmation letter.
- 6.10. Failure to comply with any conditions attached to a grant may result in a request for the grant to be repaid and may affect future grant assistance.
- 6.11. Grants are awarded at the discretion of the Council and the decision is final.

## **7. Application and determination process**

- 7.1. The small and large grants scheme is run twice during the year, once in August/September and again in February/March.
- 7.2. Applicants are required to complete and return the application form and send with all supporting documentation to arrive no later than 12 noon on the date stated, either by email or in hard copy.
- 7.3. Applicants are required to submit a short statement (as indicated on the grant application form) explaining how the grant will be beneficial to your organisation and to the community or residents of Malvern Town. This statement will be presented to committee to assist in the decision-making process and is essential when evaluating a grant application.
- 7.4. Town Council Officers have the right to refuse an application which has been submitted without the required supporting information or an explanation as to why this information has not been supplied by the deadline.
- 7.5. Applications will be evaluated by Town Council Officers and then presented for consideration and decision at the appropriate meeting of Policy and Resources Committee.
- 7.6. The full details of all grant applications will be available on file for scrutiny by any Councillor prior to the meeting. The Town Clerk will provide a summary of the applications for members of the Policy and Resources Committee to consider.
- 7.7. Representatives from the applicants' organisations are encouraged to arrange to make a short presentation in support of their application at the start of the Policy and Resources Committee as indicated on the relevant annual grants timetable on the Town Council's website.
- 7.8. Applicants will be notified of the Council's decision following the relevant Policy and Resources meeting. Those organisations who are notified that their application has been successful must claim their grant by written request as detailed in their award letter.
- 7.9. All organisations in receipt of grants will be required to acknowledge the Town Council's contribution on publicity/printed material.

## **8. Monitoring and reporting requirements**

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- 8.1. Groups are expected to provide Malvern Town Council with written evidence of how the money has been spent and the benefit it has brought to the people of Malvern. This information should be submitted in the form of a short report (no more than 500 words), within twelve months of the grant being awarded so that it can be presented to Policy and Resources Committee.

## **9. Further information**

- 9.1. Further information on the Council's Grants Scheme is available at [www.malverntowncouncil.org/about-your-council/what-we-do/](http://www.malverntowncouncil.org/about-your-council/what-we-do/) or by contacting Deborah Powell on 01684 566667 or [dpowell@malvern-tc.org.uk](mailto:dpowell@malvern-tc.org.uk)

August 2020

**MALVERN TOWN COUNCIL  
SMALL GRANT APPLICATION FORM**

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

**Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.**

All sections must be completed. Please continue on an extra sheet as necessary.

<b>1. About your organisation</b>			
Name of organisation:			
Address:			
Nature of organisation:			
VAT registration number (if applicable):			
Date organisation established:			
<b>2. Contact details</b>			
Contact name:			
Position within organisation:			
Correspondence address:			
Daytime telephone:			
Email address:			
<b>3. About your application</b>			
Amount requested:			

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

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

How many residents of Malvern Town will benefit?

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

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

What is the planned delivery date for the project/activity?		
What arrangements are in place for the delivery and management of this project?		
<b>4. Financial information</b>		
Total cost of your project:		
What funding has been secured to date and from where?		
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?		
	<b>Now</b>	<b>Previous year</b>
Annual income	£	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£
<b>5. Bank details</b>		
Does your organisation have its own bank account and manage its own funds?	<input type="radio"/> Yes	<input type="radio"/> No
Sort code:		

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

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

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

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

**MALVERN TOWN COUNCIL  
LARGE GRANT APPLICATION FORM**

**LARGE GRANTS** are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

<b>1. About your organisation</b>	
Name of organisation:	
Address:	
Nature of organisation:	
Charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	
<b>2. Contact details</b>	
Contact name:	
Position within organisation:	
Correspondence address:	
Daytime telephone:	
Email address:	

### 3. About your application

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

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

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

How many residents of Malvern Town will benefit?

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:



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

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

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

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

#### **4. Financial information**

Total cost of your project:

What funding has been secured to date and from where?

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

	Now	Previous year
Annual income	£	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£

#### 5. Bank details

Does your organisation have its own bank account and manage its own funds?	<input type="radio"/> Yes	<input type="radio"/> No
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Sort code:	
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Account number:	
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Account name:	
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6. Supporting information to be included	Attached
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	<input type="checkbox"/>
A list of those involved in running the organisation, including trustees if appropriate.	<input type="checkbox"/>
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	<input type="checkbox"/>
A recent bank statement in the name of the organisation.	<input type="checkbox"/>
A business plan or other similar document showing future plans for the organisation.	<input type="checkbox"/>

## 7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	
Signature:	
Date:	

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

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

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

**MALVERN TOWN COUNCIL  
EMERGENCY GRANT APPLICATION FORM**

**EMERGENCY GRANTS** are for exceptional circumstances only, where the need for funding could not have been foreseen and where immediate or quick action is required.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details.

<b>1. About your organisation</b>	
Name of organisation:	Click or tap here to enter text.
Address:	Click or tap here to enter text.
Nature of organisation and charity registration number (if applicable):	Click or tap here to enter text.
VAT registration number (if applicable):	Click or tap here to enter text.
Date organisation established:	Click or tap here to enter text.
<b>2. Contact details</b>	
Contact name:	Click or tap here to enter text.
Position within organisation:	Click or tap here to enter text.
Address for correspondence:	Click or tap here to enter text.
Daytime telephone:	Click or tap here to enter text.
Email address:	Click or tap here to enter text.
<b>3. About your application</b>	
Amount requested:	£Click or tap here to enter text.
Briefly outline the reason for your application and how the amount requested will be spent:	Click or tap here to enter text.

How will the grant benefit Malvern Town residents/the Malvern Town community?	Click or tap here to enter text.	
How many residents of Malvern Town will benefit?	Click or tap here to enter text.	
Have you received any grant funding from the Council in previous years and if so, please detail:	Click or tap here to enter text.	
What is the planned delivery date for the project/activity?	Click or tap here to enter text.	
What arrangements are in place for the delivery and management of this project?	Click or tap here to enter text.	
Please demonstrate how this application qualifies as an emergency grant?	Click or tap here to enter text.	
<b>4. Financial information</b>		
Total cost of your project:	£Click or tap here to enter text.	
What funding has been secured to date and from where?	£Click or tap here to enter text.	
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?	Click or tap here to enter text.	
	<b>Now</b>	<b>Previous year</b>
Annual income	£Click or tap here to enter text.	£Click or tap here to enter text.
Annual expenditure	£Click or tap here to enter text.	£Click or tap here to enter text.
Surplus/loss for the year	£Click or tap here to enter text.	£Click or tap here to enter text.
Savings/reserves	£Click or tap here to enter text.	£Click or tap here to enter text.
<b>5. Bank details</b>		
Does your organisation have its own bank account and manage its own funds?	<input type="radio"/> OptionButton1	<input type="radio"/> OptionButton2

Sort code:	Click or tap here to enter text.
Account number:	Click or tap here to enter text.
Account name:	Click or tap here to enter text.
<b>6. Supporting information to be included</b> ✓	
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	<input type="checkbox"/>
A list of those involved in running the organisation, including trustees if appropriate.	<input type="checkbox"/>
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	<input type="checkbox"/>
A recent bank statement in the name of the organisation.	<input type="checkbox"/>
Supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	<input type="checkbox"/>
A business plan or other similar document showing future plans for the organisation.	<input type="checkbox"/>
<b>7. Declaration</b>	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	Click or tap here to enter text.
Signature:	Click or tap here to enter text.

Date:	Click or tap to enter a date.
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For more information or to submit your application, please contact Deborah Powell on 01684 566667 or [dpowell@malvern-tc.org.uk](mailto:dpowell@malvern-tc.org.uk)

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. If you do not wish for any of your personal contact information to be included in the public papers, please specify when submitting your application.

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# MALVERN TOWN COUNCIL SMALL GRANTS MARKING CRITERIA

Name of organisation:	
Amount Requested:	
Purpose of Grant	
Time of Grant Application:	February 2025

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

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



# MALVERN TOWN COUNCIL LARGE GRANTS MARKING CRITERIA

Name of Organisation:	
Amount Requested:	
Time of Grant Application:	February 2025

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
<b>SUB TOTAL</b>					
<b>OVERALL SCORE (OUT OF 45)</b> A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.					

## MALVERN TOWN COUNCIL EMERGENCY GRANTS MARKING CRITERIA

Assessment of Emergency grant applications Council is made against the following nine criteria where each item is marked out of five - 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criteria 5 and 9, which are double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
9. Demonstration that grant is for exceptional circumstances and that the need for funding could not have been foreseen to fit in with the Council's normal biannual grants scheme.	2	4	6	8	10
<b>SUB TOTAL</b>					
<b>OVERALL SCORE (OUT OF 55)</b> A minimum of 40 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.					

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

**to be held on Wednesday 18 June 2025 at 6.00 pm  
in the Community Hub, Park View Meeting Room, Victoria Park Road,  
Malvern Link, WR14 2JY**

**MANAGEMENT ACCOUNTS FOR THE FOURTH AND  
FINAL QUARTER OF 2024/25 ENDING 31 MARCH 2025**

**1. Purpose of Report**

- 1.1. The purpose of this report is to present to Policy and Resources Committee a summary of the Council's financial activities for the fourth and final quarter (January to March) of the financial year which ends on 31 March 2025.

**2. Recommendation**

- 2.1. Policy and Resources Committee is recommended to consider, note and approve the Quarterly Accounts for the quarter ending 31 March 2025 and recommend that Full Council should approve the accounts at its next meeting.

**3. Background**

- 3.1. Council approved the budget for the financial year 2024/25 in December 2023.
- 3.2. Actual accounts for the quarter ending 31 March 2025 are now submitted to enable the Committee and Council to review the actual outturn of income and expenditure against the budget for the fourth quarter of the 2024/25 financial year.

**4. Financial Implications**

**4.1. Fourth and final quarter ending 31 March 2025**

For the fourth quarter ending 31 March 2025, the surplus balance being placed into General Reserves is £6,421. This is a slightly below the surplus amount that was budgeted for the quarter of £6,902 by £481 after taking account of any transfers to or from Earmarked Reserves. In summary, there is an **underspend against budget of £481** for the final quarter of the 2024/25 financial year.

The Council's budget is calendarised over the four quarters of the year and there can be either budgeted surpluses or deficits in each quarter which combine to make up the overall balanced budget.

- 4.2. The management accounts for the fourth quarter show variances of approximately £19,000 over budget against Administration and £13,500 under budget against Operational Costs. There is an overspend of £3,079 against Asset Refurbishment/Renewal and a surplus against financing costs of £929. The budget contingency fund has been utilised during this final quarter to cover legal expenditure associated with Rose Bank Gardens.

Funds released from Earmarked Reserves in the fourth quarter were to offset costs for works at the new hub in Victoria Park. This included the purchase of a new bike shelter as well as lamp posts and lanterns which will be installed later in the year to provide additional lighting during the winter months.

- 4.3. The Administration variance of £19,110 over budget is made up of a number of underspends and overspends, the main points of which are outlined below:
- i. Income has been lower than expected in the fourth quarter. Income being received from both the café and hire of the community room has not quite reached the levels anticipated in the budget. The café rental income will increase during the term of the lease and officers have been advertising the hire of the community room to increase its usage, and this is now seeing positive results.
  - ii. Salary and employment related costs are very slightly under budget in this quarter.
  - iii. Cleaning costs have been higher than expected in the final quarter. Following the move to the Community Hub, the Council's former contractor decided not to continue and therefore there was a need to engage a new cleaning contractor to clean the community hub daily. This has resulted in higher costs than anticipated, but the new contract has resulted in an efficient and reliable service.
  - iv. Business rates costs have been slightly lower than anticipated following the move to the Community Hub and this has resulted in savings both in the final quarter and for the year as a whole.
  - v. Telephone costs have been nearly three times that anticipated in the final quarter due to broadband charges for the year being paid in one amount. There is an ongoing dispute with British Telecom relating to previous bills with incorrect call charges. Officers agreed to make a part payment for broadband charges due as a gesture of goodwill to try and work towards settlement of this dispute.
  - vi. Expenditure against publicity and displays has been above budget in the fourth quarter due to advertisement of the Park View Community Room as well as the purchase of a new community noticeboard for the hub building.
  - vii. The Town Council awards both small and large grants bi-annually with the budget assuming an equal split of expenditure between these two grant windows. Expenditure on grants awarded in March 2025 exceeded this 50% split by £2,960. In addition, a grant to Malvern Museum was also paid a quarter later than expected due to a query relating to reserves.
  - viii. An overspend of £681 has been incurred against the Council's events budget for the final quarter. This is largely due to higher than expected costs in respect of works and repairs required to Christmas Lights.
  - ix. A large overspend has occurred against professional fees during the final quarter. Expenditure has been incurred on a planning consultant and for hydraulic modelling for a site at Elgar Avenue. Council have agreed that they wish to sell this land and therefore planning permission is being sought. It should be noted that an amount of legal costs relating to the land slippage at Rose Bank Gardens has been allocated to the contingency budget as was agreed as part of the original budget process.
  - x. Finally, IT related expenditure has been higher than expected due to a subscription for Survey Monkey being purchased during the final quarter.

4.4. The Operational variance of £13,437 under budget includes the following main variances:

- i. Despite cemetery income being approximately 18.5% lower than anticipated, the receipt of monies for the sale of a small piece land at Dukes Meadow has resulted in income being £3,300 higher than budgeted for the quarter.
- ii. Operational salary costs are under budget in the fourth quarter. There has been a vacancy on the operational team throughout the winter months with the decision being made to fill it in Spring 2025. Then in February 2025, a member of the operational team decided to retire, leaving another vacancy to be filled. Both positions have been advertised early in the new financial year but have resulted in a fairly high underspend for the fourth quarter.
- iii. Overtime costs have been higher than expected during the final quarter, this has been due to a number of factors including lower staff numbers as well as a number of call outs occurring during this time.
- iv. Utility costs have been above the level budgeted, due to higher than expected costs at sports pavilions during the quarter.
- v. Expenditure on grounds maintenance has only been at 75% of expected levels during the final quarter with underspends against gas lamp maintenance and rubbish removal being two of the main factors in this underspend.
- vi. Lower fuel costs and repair costs account for a lower than expected expenditure against vehicle running costs.

4.5. Asset Refurbishment and Renewal is £3,079 over budget for the fourth quarter.

- i. Landscaping and associated works at the community hub have amounted to an overspend of just over £3,000 in the final quarter, with works including a new bike shelter as well as lamp posts and lanterns for additional lighting outside of the building. Although not specifically included in the budget, funds were earmarked to offset these costs and a release from earmarked reserves has been made accordingly.

4.6. Year to Date to 31 March 2025

For the **Year to Date**, there is a surplus balance of £64,978 being placed into reserves. This is £64,759 ahead of the budgeted surplus of £220. For the Financial Year 2024/25 Administration is approximately £14,000 over budget, Operational areas are £40,000 under budget and Asset Refurbishment / Renewal is below budget by £48,282.

In summary there is an **overspend against budget of £64,759** for the 2024/25 financial year.

The underspend against asset renewal and refurbishment is a temporary underspend as several projects scheduled at Adam Lee have been delayed during the year and will now take place in the next financial year. The refurbishment of Jamaica Crescent play area along with landscaping works at the new Community Hub were not included within the original budget but have earmarked reserves allocated to cover these costs.

**4.7. New Community Hub At Victoria Park**

This project has been completed across the 2023/24 and 2024/25 financial years, and due to the complexities of the capital expenditure and elements of funding associated with this project, it has been kept separate in the Quarterly Accounts.

The financial situation for the 2024/25 financial year is as follows

Final Payments for New Community Hub	300,174
Draw down of PWLB Loan	310,000

- 4.8. Releases from Earmarked Reserves amount to £52,619 during the year. £20,000 of funds were put into the Vehicle and Machinery Replacement Reserve during the year and a release of £12,500 was made to offset the cost of the new John Deere Mower, which was purchased in May 2024.

Interest received amounts to £16,361 for the year to date, giving a surplus against an expected £15,000. Payments to repay the Council's PWLB loan have also commenced and account for expenditure of £22,476.

- 4.9. The variances for the quarter ending 31 March 2025 are considered acceptable in the circumstances.
- 4.10. A "project" summary sheet has been included at QUA 5a.ii. This attempts to explain the movements and completion of scheduled projects as they progress during the year.
- 4.11. At present, the Council's cash resources have depleted following the payments made in connection to the new building, but balances are sufficient to support the Earmarked Reserves. The total cash balance at **31 March 2025 was £612,177.**
- 4.12. The total cash balance should be considered as allocated into four parts as at 31 March 2025 subject to end of year movements on Earmarked Reserves.

Supporting specific funds: Townsend Way & Cemetery	£66,484
Supporting other earmarked funds	<u>£177,910</u>
<b>Total allocated to supporting specific purpose funds</b>	<b><u>£244,394</u></b>
Available to support general activities	<u>£367,783</u>
Total bank balances as detailed on attached schedules	<u>£612,177</u>

**5. Legal Implications**

- 5.1. The Council is required to make arrangements for the proper administration of its financial affairs. This includes regular financial reporting.

End

Linda Blake  
Town Clerk

## **MALVERN TOWN COUNCIL - MANAGEMENT ACCOUNTS**

### **QUARTER AND FINANCIAL YEAR ENDED 31 MARCH 2025**

<b>Actual / Budget Comparison</b>	<b>Period</b>	<b>Schedule</b>
<b>Summary of Key Figures &amp; Ratios</b>	<b>Quarter and Financial Year to 31 March 2025</b>	<b>QUA 1</b>
<b>Summary</b>	<b>Quarter and Financial Year to 31 March 2025</b>	<b>QUA 2</b>
<b>Administration: Summary</b>	<b>Quarter and Financial Year to 31 March 2025</b>	<b>QUA 3</b>
<b>Operations: Summary</b>	<b>Quarter and Financial Year to 31 March 2025</b>	<b>QUA 4</b>
<b>Operations: Analysis By Service – re-stated with Paycost Allocated by Department</b>	<b>Quarter and Financial Year to 31 March 2025</b>	<b>QUA 4a</b>
<b>Asset Refurbishment &amp; Renewal</b>	<b>Quarter and Financial Year to 31 March 2025</b>	<b>QUA 5</b>
<b>Analysis of Transfers to Earmarked Reserves</b>	<b>Quarter and Financial Year to 31 March 2025</b>	<b>QUA5Ai</b>
<b>Asset Project Programme</b>	<b>Quarter and Financial Year to 31 March 2025</b>	<b>QUA5Aii</b>
<b><u>APPENDIX A</u></b> <b>Time Analysis Pie chart</b>	<b>January to March 2025</b>	
<b><u>APPENDIX B</u></b> <b>Financial Year Variances to 31 March 2025</b>	<b>Financial Year to 31 March 2025</b>	

## SUMMARY OF KEY FIGURES AND RATIOS

Quarter to:  
31-Mar-25

	Quarter to 30-Jun-24	Quarter to 30-Sep-24	Quarter to 31-Dec-24	Quarter to 31-Mar-25	Total year	Prior year
<b>Income</b>						
Budget	22,399	30,154	33,439	36,728	122,720	159,301
Actual	31,740	25,066	29,476	37,777	124,059	136,835
<b>Revenue Costs (Gross)</b>						
Budget	214,579	218,488	206,943	208,604	848,614	824,876
Actual	151,644	238,775	217,492	215,326	823,237	833,545
<b>Asset Programme</b>						
Budget	18,000	85,000	26,000	3,000	132,000	89,750
Actual	47,757	11,213	18,669	6,079	83,718	93,733
<b>(Surplus) / Deficit</b>						
Budget	10,902	4,055	(8,274)	(6,902)	(220)	(25)
Actual	(70,833)	7,725	4,551	(6,421)	(64,978)	22,187
<b>Total Manning</b>						
Budget	13.50	14.00	14.00	14.00	14.00	12.75
Actual/Forecast	12.50	13.00	13.00	12.00	12.63	12.16
<b>Overtime Hours</b>						
Administration Staff						
Budget	0.0	0.0	0.0	0.0	-	30.0
Actual/Forecast	0.0	8.0	4.0	0.0	12.0	3.0
Operating Staff						
Budget	151.0	176.0	176.0	25.0	528.0	678.0
Actual/Forecast	120.0	183.0	159.0	74.0	536.0	534.8
<b>Absenteesm - Days</b>						
Administration Staff	7.0	8.0	9.0	12.0	36.0	19.0
Operational Staff	23.0	23.0	31.0	36.0	113.0	76.0
<b>Bank Balances</b>						
Actual	686,560	591,348	339,495	612,177		
<b>Debtor Days</b>						
Budget	30.0	30.0	30.0	30.0	30.0	30.0
Actual/Forecast	26.7	28.4	21.4	18.6	23.8	19.6
<b>Creditor Days</b>						
Budget	30.0	30.0	30.0	30.0	30.0	30.0
Actual/Forecast	21.2	23.1	17.6	24.0	21.5	18.6



## MALVERN TOWN COUNCIL

## QUA 2

MARCH 2025

QUARTER ENDED 31 MARCH 2025

## SUMMARY

## EXPENDITURE

## Ongoing revenue costs

Administration (net)

Operations (net)

QUA 3.

QUA 4.

## Asset Refurbishment / Renewal

QUA 5.

## Budget Contingency

## Special Pensions / Employment Costs

## TOTAL EXPENDITURE

## FINANCING

Interest received

Loan Repayments

## TOTAL FINANCING EXPENSES

## TOTAL EXPENDITURE after financing

## TRANSFER FROM EARMARKED RESERVES

QUA 5ai

## TRANSFER INTO RESERVES - Vehicle / Machinery Replacement Fund

## TRANSFER FROM RESERVES - Vehicle / Machinery Replacement Fund

## PRECEPT

## BALANCE (TO) FROM RESERVES

Quarter to 31 March 2025			Financial Year to 31 March 2025			Budget Year 2024-2025
Actual Quarter Mar.2025	Budget Quarter Mar.2025	Under/ (Over) spend	Actual Year Mar.2025	Budget Year Mar.2025	Under/ (Over) spend	
128,580	109,470	(19,110)	457,584	443,825	(13,759)	443,825
48,969	62,406	13,437	241,594	282,069	40,475	282,069
6,079	3,000	(3,079)	83,718	132,000	48,282	132,000
10,562	15,000	4,438	10,562	60,000	49,438	60,000
2,270	2,175	(95)	9,068	8,700	(368)	8,700
196,460	192,051	(4,409)	802,526	926,594	124,068	926,594
(3,376)	(2,500)	876	(16,361)	(15,000)	1,361	(15,000)
5,619	5,672	53	22,476	22,687	211	22,687
2,243	3,172	929	6,115	7,687	1,572	7,687
198,703	195,223	(3,480)	808,641	934,281	125,640	934,281
(2,999)	-	2,999	(52,619)	(111,000)	(58,381)	(111,000)
5,000	5,000	-	20,000	20,000	-	20,000
-	-	-	(12,500)	(15,000)	(2,500)	(15,000)
(207,125)	(207,125)	-	(828,500)	(828,500)	-	(828,500)
(6,421)	(6,902)	(481)	(64,978)	(220)	64,759	(220)

## MALVERN TOWN COUNCIL

QUA 3

MARCH 2025

QUARTER ENDED 31 MARCH 2025

## SUMMARY: ADMINISTRATION COSTS

	Quarter to 31 March 2025			Financial Year to 31 March 2025			Budget Year 2024-2025
	Actual Quarter Mar.2025	Budget Quarter Mar.2025	Under/ (Over) spend	Actual Year Mar.2025	Budget Year Mar.2025	Under/ (Over) spend	
<b>INCOME</b>	5,247	7,500	2,253	13,283	25,750	12,467	25,750
<b>EXPENDITURE</b>							
Salaries	49,241	49,770	529	187,086	199,083	11,997	199,083
Overtime	-	-	-	343	-	(343)	-
Employment related	14,256	14,902	646	55,366	59,605	4,239	59,605
Temporary staff	-	-	-	-	-	-	-
Recruitment	-	-	-	20	50	30	50
<b>OCCUPANCY</b>							
Electricity, gas & water	3,850	4,000	150	3,668	10,000	6,332	10,000
Cleaning	3,513	2,417	(1,096)	8,888	8,500	(388)	8,500
Rates	1,961	2,500	539	8,646	10,000	1,354	10,000
Maintenance of Buildings	435	500	65	7,401	2,700	(4,701)	2,700
Rent	-	-	-	10,646	11,250	604	11,250
<b>COMMUNICATION COSTS</b>							
Telephones	2,020	748	(1,274)	8,777	3,420	(5,357)	3,420
P & S, Postage	452	703	251	2,325	2,310	(15)	2,310
Publicity / Displays	1,545	975	(570)	6,766	6,150	(616)	6,150
<b>INSURANCE</b>	5,360	5,625	265	21,032	22,500	1,468	22,500
<b>GRANTS &amp; DONATIONS</b>	26,142	19,500	(6,642)	41,826	39,150	(2,676)	39,150
<b>EVENTS</b>	6,840	6,150	(690)	46,192	46,800	608	46,800
<b>OTHER COSTS</b>							
Election costs	-	-	-	-	-	-	-
Training	-	375	375	360	1,000	640	1,000
Professional fees	11,169	2,063	(9,106)	23,543	8,250	(15,293)	8,250
Public Consultation	-	-	-	-	-	-	-
Leasing	298	375	77	1,293	1,500	207	1,500
IT expenses	3,850	3,079	(771)	14,559	12,317	(2,242)	12,317
Office equipment	385	131	(254)	10,620	10,525	(95)	10,525
Other costs	2,094	2,321	227	10,115	11,115	1,000	11,115
Chairman & Councillors' expenses	416	838	422	1,395	3,350	1,955	3,350
<b>TOTAL ADMINISTRATION COSTS</b>	133,827	116,970	(16,857)	470,867	469,575	(1,292)	469,575
<b>NET COSTS OF ADMINISTRATION</b>	128,580	109,470	(19,110)	457,584	443,825	(13,759)	443,825

## MALVERN TOWN COUNCIL

QUA 4

MARCH 2025

QUARTER ENDED 31 MARCH 2025

OPERATIONS: SUMMARY

	Quarter to 31 March 2025			Financial Year to 31 March 2025			Budget Year 2024-2025
	Actual Quarter Mar.2025	Budget Quarter Mar.2025	Under/ (Over) spend	Actual Year Mar.2025	Budget Year Mar.2025	Under/ (Over) spend	
<b>INCOME</b>	32,530	29,228	(3,302)	110,776	96,970	(13,806)	96,970
<b>EXPENDITURE</b>							
<b>PAYROLL</b>							
Basic pay	49,974	59,228	9,254	218,200	238,000	19,800	238,000
Overtime	1,433	500	(933)	10,700	10,500	(200)	10,500
Temporary staff	-	-	-	3,966	500	(3,466)	500
Employment related	12,938	13,326	388	53,356	54,124	768	54,124
Staff Travelling	369	400	31	1,426	1,600	174	1,600
<b>OCCUPANCY</b>							
Rates	2,427	2,440	13	9,703	8,493	(1,210)	9,855
Utilities	5,274	3,802	(1,472)	11,707	11,123	(584)	9,761
Cleaning	33	33	-	132	132	-	132
Maintenance of buildings	479	363	(116)	2,564	1,400	(1,164)	1,400
<b>COMMUNICATIONS</b>							
Telephone/radios	142	284	142	1,844	1,136	(708)	1,136
Printing & Stationery	-	-	-	195	-	(195)	-
<b>GROUNDS MAINTENANCE</b>	5,227	6,903	1,676	20,934	33,455	12,521	33,455
<b>EQUIPMENT RUNNING COSTS</b>	2,513	2,188	(325)	10,358	9,750	(608)	9,750
<b>VEHICLE RUNNING COSTS</b>	690	1,580	890	5,572	6,360	788	6,360
<b>OTHER COSTS</b>							
Training costs	-	500	500	600	1,000	400	1,000
Risk Assessment	-	-	-	853	1,016	163	1,016
Other Expenses	-	87	87	260	450	190	450
<b>TOTAL OPERATING COSTS</b>	81,499	91,634	10,135	352,370	379,039	26,669	379,039
<b>NET OPERATING COSTS</b>	48,969	62,406	13,437	241,594	282,069	40,475	282,069

MALVERN TOWN COUNCIL

QUA4a

MARCH 2025

QUARTER ENDED 31 MARCH 2025

ACCOUNTS RESTATED WITH PAYCOST ALLOCATED BY DEPARTMENT

	Quarter to 31 March 2025			Financial Year to 31 March 2025		
	Actual Quarter Mar.2025  Paycost Allocated by department	Actual Quarter Mar.2025 Unallocated As per Management Accounts	Difference under (over)	Actual Year Mar.2025  Paycost Allocated by department	Actual Year Mar.2025 Unallocated As per Management Accounts	Difference under (over)
ADMINISTRATION AND EVENTS	115,852	128,580	12,728	415,717	457,584	41,867
ALLOTMENTS	(1,679)	(5,901)	(4,222)	11,152	(5,127)	(16,279)
CEMETERY	8,867	(11,743)	(20,610)	45,881	(42,826)	(88,707)
GROUNDS MAINTENANCE	34,078	61,639	27,561	150,923	280,780	129,857
LEISURE AND RECREATION	7,485	2,661	(4,824)	35,477	2,353	(33,124)
MISCELLANEOUS SERVICES	12,947	2,313	(10,634)	40,028	6,414	(33,614)
TOTAL OPERATION COST BY SERVICE	61,697	48,969	(12,728)	283,461	241,594	(41,867)
TOTAL COSTS BY SERVICE	177,549	177,549	0	699,178	699,178	0

**QUARTER ENDED 31 MARCH 2025**

## LITTER BINS

## NOTICEBOARDS / SIGNAGE

## LEISURE & RECREATION - PLAY AREAS

### Refurbishment of Play Area at Jamaica Crescent

### New Pump Track at Adam Lee

### Improvement of Play Area at Adam Lee

### Works to Victoria Park Play Area

### Landscaping and Associated Works New Hub at Victoria Park

### CCTV System for Community Hub

## GROUND MAINTENANCE PROJECTS

### Surfacing Works to Car Parks at Monksfield Lane Allotments

### Adam Lee Car Park Fencing and Gateway

**Works to investigate land slippage - Rose Bank Gardens**

**CEMETERY**

### Repairs and Resurfacing of Roads at Great Malvern Cemetery

### Refurbishment of Ground Floor Cemetery Lodge and Toilets

## CHRISTMAS LIGHTS

**CAPITAL EQUIPMENT:**

### Replacement Vehicle

## New Tractor

**TOTAL ASSET RENEWAL**

### VICTORIA PARK

Income - PWLB Loan

**New Hub Victoria Park**

TOTAL (TO) / FROM RESERVES

Quarter to 31 March 2025			Financial Year to 31 March 2025			
Actual Quarter Mar.2025	Budget Quarter Mar.2025	Under/ (Over) spend	Actual Year Mar.2025	Budget Year Mar.2025	Under/ (Over) spend	Budget Year 2024-2025
3,080	3,000	(80)	3,089	3,000	(80)	3,000
-	-	-	-	3,000	3,000	3,000
-	-	-	19,900	-	(19,900)	#
-	-	-	17,199	85,000	67,801	85,000
-	-	-	-	20,000	20,000	20,000
-	-	-	8,405	-	(8,405)	#
2,999	-	(2,999)	15,520	-	(15,520)	#
-	-	-	2,574	-	(2,574)	
-	-	-	-	-	-	#
-	-	-	-	6,000	6,000	6,000
-	-	-	4,540	-	(4,540)	
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	12,500	15,000	2,500	15,000
<b>6,079</b>	<b>3,000</b>	<b>(3,079)</b>	<b>83,718</b>	<b>132,000</b>	<b>48,282</b>	<b>132,000</b>
-	-	-	(310,000)	-	310,000	
-	-	-	300,174	-	(300,174)	
-	-	-	<b>(9,826)</b>	<b>-</b>	<b>9,826</b>	<b>132,000</b>

MARCH 2025

QUARTER ENDED 31 MARCH 2025

ANALYSIS OF TRANSFERS TO / (FROM) EARMARKED RESERVES

	Quarter to 31 March 2025			Financial Year to 31 March 2025			
	Actual Quarter Mar.2025	Budget Quarter Mar.2025	Under/ (Over) spend	Actual Year Mar.2025	Budget Year Mar.2025	Under/ (Over) spend	Budget Year 2024-25
<u>ADMINISTRATION</u>							
Town Council Elections	-	-	-	-	-	-	-
Town Council Events	-	-	-	-	-	-	-
<u>ASSET REFURBISHMENT / RENEWAL</u>							
New Pump Track at Adam Lee	-	-	-	(17,199)	(85,000)	(67,801)	(85,000)
Improvements to Play Area at Adam Lee	-	-	-	-	(20,000)	(20,000)	(20,000)
New Fencing and Gateway - Car Park at Adam Lee	-	-	-	-	(6,000)	(6,000)	(6,000)
Landscaping Works - Community Hub, Victoria Park	(2,999)	-	2,999	(15,520)	-	15,520	#
<u>GREAT MALVERN CEMETERY</u>	-	-	-	-	-	-	-
<u>PLAY AREAS</u>	-	-	-	(19,900)	-	19,900	#
<u>VEHICLE / MACHINERY REPLACEMENT FUND</u>							
Additions	5,000	5,000	-	20,000	20,000	-	20,000
Releases	-	-	-	(12,500)	(15,000)	(2,500)	(15,000)
Release of Surplus Earmarked Reserves	-	-	-	-	-	-	-
	2,001	5,000	2,999	(45,119)	(106,000)	(60,881)	(106,000)

#

Although there were certain Earmarked reserves agreed as part of the original budget, other funds were Earmarked by Full Council at Year End to utilise under spends. Other Earmarked Reserves may be longstanding funds which are now being utilised.

## ASSET PROJECT PROGRAMME

EXPENDITURE FOR THE PERIOD ENDED 31 MARCH 2025

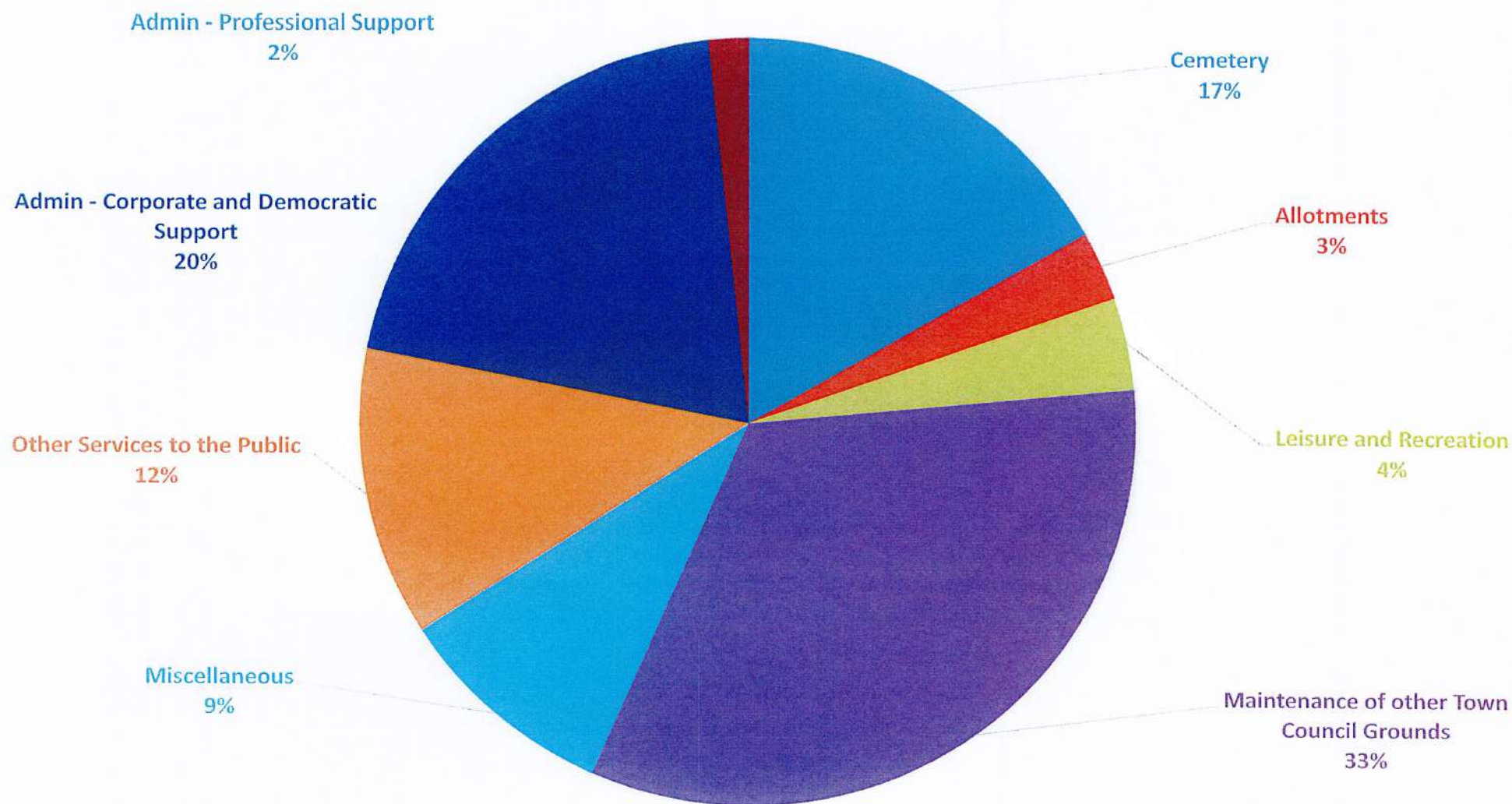
Programme Description	Accounts Code	Asset Programme	Earmark / Budget or Reserves	Budgeted / Earmark Cost	Latest Estimate of Cost	Planned Start date	Planned Finish Date	Actual Finish Date	Financial Year to 31/3/25	Comments:
Litter Bins	5-3103	Asset Programme	b	3,000	3,080	01/01/2025	31/01/2025	23/01/2025	3,080	10 Derby standard litter bins were purchased in January 2025 as agreed in the budget
Noticeboards / Signage	5-3101	Asset Programme	b	3,000	-	01/01/2025	31/03/2025	-	-	The purchase of two new noticeboards have been delayed into the 2024/25 financial year.
<b>LEISURE AND RECREATION</b>										
Refurbishment of Jamaica Crescent Play Area	5-3531	Asset Programme	e	20,000	19,900	01/01/2024	31/01/2024	30/04/2024	19,900	Works to the play area at Jamaica Crescent were delayed due to wet weather during the final quarter of the last financial year. Works were completed during the first quarter of 2024/25 and funds had been carried over in an earmarked reserve to offset these costs.
New Pump Track at Adam Lee	5-1722	Asset Programme	r	85,000	85,000	01/10/2024	31/10/2024		17,199	A 20% deposit for the design and construction of a new pump track was paid in October 2024. Unfortunately due to planning constraints linked to biodiversity regulations, works on this project have been delayed and will now commence in the first quarter of 2025/26
Works to improve Play Area at Adam Lee	5-1723	Asset Programme / Council Approval	r	20,000	40,000	01/01/2025	31/03/2025	-	-	Council agreed to increase the budgeted expenditure for new play equipment at Adam Lee from £20,000 to £40,000. This project has been delayed until after the pump track has been installed for logistical reasons. Tenders have been sought, a contractor chosen and works are due to commence in July 2025.
Works to Victoria Park Play Area	5-3671	Council Approval	r	10,000	10,000	01/06/2024	30/06/2024	30/06/2024	8,405	Works were required to remove and relocated certain pieces of play equipment ahead of the building works for the new hub at Victoria Park. The cable ride was relocated, boundary fencing moved and new safety surfacing installed. This left a reduction in play equipment within the park and therefore works to install a new set of toddler swings and new boundary fencing were agreed by Council and took place in June 2024.

## ASSET PROJECT PROGRAMME

EXPENDITURE FOR THE PERIOD ENDED 31 MARCH 2025

Programme Description	Accounts Code	Asset Programme	Earmark / Budget or Reserves	Budgeted / Earmark Cost	Latest Estimate of Cost	Planned Start date	Planned Finish Date	Actual Finish Date	Financial Year to 31/3/25	Comments:
Landscaping and Associated Works New Hub at Victoria Park	5-1704	Council Approval	e	18,625	18,000	01/06/2024	30/06/2024	30/06/2024	15,520	Funds were earmarked by Council to allow for landscaping and development of the area around the new Community Hub at Victoria Park. This project to include works to pathways, patios, planting, installation of a bike shelter and lighting etc. These works are still ongoing with further items planned for 2025.
CCTV at Community Hub, Victoria Park	6-1508	Council Approval	r	2,574	2,574	01/04/2024	30/04/2024	30/10/2024	2,574	In order to ensure the security of the new building at Victoria Park, Council agreed to install a CCTV system. Originally five cameras were installed around the outside of the building and then subsequently a further camera was installed in the entranceway. These works have now been completed.
Installation of Car Park and Fencing Works at Adam Lee / Mill Lane	5-1723	Asset Programme	b	6,000	6,000	1/125	31/03/2025			Works to install a new car park at the Adam Lee site began in September 2023. Once the pump track has been installed, the final works to install fencing and a new gateway will be completed and it is anticipated that this will happen in June / July 2025.
Land Slippage investigation in Rose Bank Gardens	5-0905	Asset Programme	r	unknown	unknown	01/04/2024	unknown		4,540	Costs have been incurred for the tender design process associated with the slippage of land in Rose Bank Gardens
<b>CAPITAL EXPENDITURE</b>										
New John Deere Tractor	9-0515	Machinery Replacement Fund	b	15,000	12,500	01/05/2024	31/05/2024	07/05/2024	12,500	A new S/H Kubota L3200 4WD Tractor, complete with Kubota LA463 front loader and Bucket was purchased in May 2024, with savings achieved against budget.
				<b>183,199</b>	<b>197,054</b>					<b>83,718</b>





TIME ALLOCATION ANALYSIS  
- 4TH QUARTER 2024/25

Financial Year Variances – 31 March 2025**ADMINISTRATION – overspend of £13,759****Income – less income than budgeted £12,467**

Rental income has been lower than anticipated during the year. The café tenant at the Community Hub did not begin paying rent until September 2024, later than anticipated and the rent payable is lower in the initial years of the lease, increasing throughout the term. In addition, income from the hire of the Park View Community room did not begin in earnest until September with bookings being lower than expected initially. Officers have taken steps to advertise the availability of this room and bookings have increased.

**Salaries and Employment Related – underspend - £16,236**

The budget included a full time Communications and Events Officer for the entire financial year; however, the position was actually filled in late July resulting in savings for the year against salary and employment related costs. A small overspend has also occurred against overtime with additional help being required for Remembrance and Christmas events.

**Utilities – underspend - £6,332**

Utility costs at the new community hub building have been much lower than anticipated with income from electricity generated by PV panels contributing to overall reduced costs.

**Business Rates – underspend - £1,345**

The cost of business rates at the new building could only be estimated in the budget ahead of an official valuation and costs have been lower than expected.

**Maintenance of Buildings – overspend £4,701**

Costs have been incurred, particularly during the second quarter for provisions required at the new community hub at Victoria Park. These included electrical works, installation of intruder alarm monitoring systems, installation of computer systems, and items for the meeting room such as a water boiler. This expenditure was above that budgeted, but was necessary to make the new building suitable for use.

**Telephone Costs – overspend £5,357**

A number of ongoing issues with telephone charges have resulted in costs being higher than budgeted for the 2024/25 financial year. Call charges for the old building at Belle Vue Terrace had been subjected to a large increase in early 2024 and these charges ran until July 2024, when the old phone systems were deactivated. In addition, there has been a billing error relating to the old account which is currently being disputed.

**Insurance Costs – underspend £1,468**

The Council's insurance contract was renewed for a three year period in August 2024 and costs for the 2024/25 year have not increased as much as was assumed in the budget, resulting in budget savings for the year.

**Grants and Donations – overspend £2,676**

Full Council approved an overspend of £1,830 against expenditure on Large Grants and the Council also agreed an increased annual grant of £18,000 to the Citizens Advice South Worcestershire.

**Professional Fees – overspend £15,293**

There have been two main reasons for the overspend against professional fees during the year. Firstly, costs in respect of the planning application for the pump track at Adam Lee and the reports required to satisfy the pre-commencement planning conditions and secondly costs incurred for a planning consultant and hydraulic modelling report to pursue planning permission for land at Elgar Avenue.

**IT Expenses – overspend £2,242**

Increase in costs during the year as well as a subscription to Survey Monkey and a new laptop required for the Operations Manager.

**Chairman and Councillors' Expenses – underspend £1,955**

The mayoral allowance was not fully utilised during the period of the financial year 2024/25.

**OPERATIONS – underspend of £40,475****Income – higher than budget by £13,806**

Cemetery income slightly down at 9.5% less than budget.

Sale of a Ransomes Mower and a Kubota tractor during the year brought £12,500 in income and sale of a small piece of land at Dukes Meadow raised a further £6,500.

**Salaries and employment related – underspend £20,568**

Operational salary costs are under budget for the year. There has been a vacancy on the operational team throughout the winter months with the decision being made to fill this in Spring 2025. Then in February 2025, a member of the operational team decided to retire, leaving a second vacancy to be filled. Both positions have been advertised early in the new financial year, but the lower number of staff employed has resulted in a fairly high underspend for the year as a whole

**Temporary Staff – overspend £3,466**

Temporary staff were used during the summer months to cover staff sickness absence.

**Business Rates – overspend £1,210**

There have been higher than expected increases in business rates against some sites and in particular Great Malvern Cemetery.

**Maintenance of Buildings – overspend £1,164**

There have been some unexpected and additional costs this year at Great Malvern Cemetery in respect of repairs to a wall and to a leak in the chapel.

**Grounds Maintenance – underspend £12,521**

Expenditure on play area maintenance has seen only 80% of budget spent, but there were refurbishment works carried out at Jamaica Crescent, Victoria Park and works will begin at Adam Lee in the next financial year. All issues raised by the annual RoSPA reports are actioned.

Tree maintenance budget is £2,000 under spent and there has been less expenditure on skip hire and rubbish removal than expected.

Limited works required on Gas lamps. So, a release of accrued funds was needed at year end.

**ASSET REFURBISHMENT AND RENEWAL – underspend of £48,282**

- The purchase of two new noticeboards has been delayed and will now take place in the first quarter of 2025/26 (Underspend £3,000)
- Refurbishment of Jamaica Crescent was delayed due to poor weather and carried over into this financial year as an earmarked reserve. Expenditure therefore appears as an overspend. (Overspend £19,900)
- Whilst a deposit was placed for the design and construction of the new pump track at Adam Lee in October 2024, the actual track installation has been delayed by planning requirements. (Underspend £67,801)
- Works to improve the play area at Adam Lee have also been delayed and will take place in July / August 2025. (Underspend £20,000)
- The installation of new swings and new fencing in Victoria Park was agreed by Full Council following the removal of some older play equipment when the new Community Hub building was being installed. (Overspend £8,405)
- There have been a variety of ongoing landscaping and associated works around the new Community Hub in Victoria Park. An earmarked reserve was agreed by Full Council to cover these costs, but the expenditure appears as an overspend as it was not included in the original budget. (Overspend £15,520)
- Full Council agreed a new CCTV system should be purchased for the Community Hub (Overspend £2,574)
- The new fencing and gateway at Adam Lee will be installed once work on the pump track has been completed (Underspend £6,000)
- Survey works in Rose Bank Gardens do not have a specific budget allocation (Overspend £4,540)
- New tractor purchased with savings achieved against budget. (Underspend £2,500)

**INTEREST RECEIVED – surplus of £1,361**

Higher interest rates than anticipated during the period.