

MALVERN TOWN COUNCIL



STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

MALVERN TOWN COUNCIL
STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

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MALVERN TOWN COUNCIL

2024/2025

COUNCIL INFORMATION

The following schedule sets out details of Members of the Council during the year ended 31 March 2025.

Mayor: Cllr M Birks (appointed 15/05/24)

Deputy Mayor: Cllr D Mead (appointed 15/05/24)

Members of the Council 2024/25

Cllr S Austin	Cllr J Leibrandt
Cllr C Bovey	Cllr L Lowton
Cllr A Cherry	Cllr J Maclusky
Cllr I Dawson	Cllr F Matthews-Jones (Resigned Jan 2025)
Cllr C Fletcher	Cllr R McLaverty-Head
Cllr E Green (co-opted May 2025)	Cllr S Meager (Disqualified through non-attendance Feb 2025)
Cllr J Green	Cllr K Newbigging
Cllr C Hooper	Cllr N Wankling (Co-opted Apr 2025)
Cllr N Houghton (Deceased Dec 2024)	Cllr D Watkins
Cllr M Jones	

MALVERN TOWN COUNCIL

2024/2025

COUNCIL INFORMATION

Accounts Prepared by

Linda Blake ACMA CGMA CPFA

Internal Auditor

Duncan Edwards – DKE Audit Services

External Auditor

PFK Littlejohn LLP

MALVERN TOWN COUNCIL

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

EXPLANATORY FOREWORD

The Accounts and Audit Regulations 2015 state that a Council with gross income and/or gross expenditure over £200,000 but less than £6.5 million per annum is subject to an Intermediate Level Review by the External Auditor and must complete the Annual Governance and Accountability Return 2023/24 Form 3.

As a smaller authority, Malvern Town Council is required by law to:

- a) Complete the Annual Governance and Accountability Return 2024/25 Form 3. This comprises:
 - Annual Internal Audit Report 2024/25, page 3 which is completed by the Council's Internal Auditor, Duncan Edwards.
 - Section 1 – Annual Governance Statement (AGS) 2024/25, page 4
 - Section 2 – Accounting Statements 2024/25, page 5
 - Section 3 – External Auditor Report and Certificate 2024/25, page 6Sections 1 and 2 must be completed and approved by the authority.
- b) To prepare Accounting Statements for the year ended 31 March 2025 in the form required by proper practice.
- c) Certify the Accounting Statements.
- d) Consider and approve the Internal Audit work which has been carried out during the year and ensure the Internal Auditor completes page 3 of the AGAR.
- e) Consider the findings of the Council's review of the effectiveness of the system of Internal Control.
- f) Review the effectiveness of the Council's system of Internal Control and prepare the Annual Governance Statement.
- g) At a meeting of Full Council, sign and approve the AGAR Sections 1 and 2. At the meeting where these are approved, the Council must in the following order:
 - Approve Section 1 of the AGAR, the Annual Governance Statement.
 - Consider the Accounting Statements.
 - Approve Section 2 of the AGAR, the Accounting Statements by Resolution.
 - Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which the approval is given.
- h) Publish on a public website the approved sections of the AGAR and the completed notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return along with its accompanying notes.

- i) Ensure arrangements are in place for the exercise of public rights with an inspection period of 30 working days. The period for local government electors to inspect, object and question will be Monday 30 June until Friday 8 August 2025.
- j) Submit the approved and signed AGAR along with the list of items required for an intermediate level review to the External Auditor no later than Monday 30 June 2025.
- k) Publish or display the certified Governance and Accountability Return by 30 September 2025, including the signed external auditor report.

The Town Council still publishes its own format of accounts in addition to the AGAR. These accounts are in line with the format of the quarterly accounts subject to Year End Financial Reporting adjustments and allow councillors to see more detail in the Council's Year End Accounting Statements.

Council approved a simplified format for its statement of accounts in April 2010 and Malvern Town Council's financial statements for the year ended 31 March 2025 are set out in the following pages.

Summary Budget / Actual Comparison for the Year

This compares current year income and expenditure with the previous year and also with the current year's budget. Explanations of the major variances are explained within the accounts.

The Income and Expenditure Account

This illustrates the Council's revenue account, covering income and expenditure and allocating them across the departmental headings. Movements on the general fund are detailed at the bottom of the Consolidated Revenue Account in order to reconcile the net surplus or deficit from expenditure against services to the Council's spending against council tax raised, taking into account the use of reserves built up in the past and contributions to funds and reserves.

The Balance Sheet

This sets out the financial position of the Council at 31 March 2025 i.e. its assets and liabilities at that date. Local authorities are required to include capital reserves on their balance sheet which are used to account for the financing of fixed assets. These reserves do not have equivalents in other sectors.

Notes to the Financial Statements

These include supporting notes on:

Fixed Assets	Stocks, Debtors and Cash in Hand and at Bank
Creditors	Borrowings
Movements in Reserves	Earmarked and Special Reserves
Staffing Structure	Section 137 Expenditure
Publicity	

MALVERN TOWN COUNCIL 2024/25 ACCOUNTS

SUMMARY BUDGET / ACTUAL COMPARISON FOR THE YEAR 2024/25

	2024/25 Budget	2024/25 Actual	2023/24 Actual
<u>Gross Income</u>			
Rental Income	22,500	8,605	40,513
Other Administration / Event related	3,250	4,900	36,288
Allotments	6,456	6,039	5,786
Cemetery	74,028	66,988	69,969
Grounds Maintenance	8,750	26,398	7,355
Leisure and Recreation	7,737	9,263	7,101
Loan Income	-	310,000	-
Interest Receivable	15,000	14,241	18,614
Deferred Grants *	-	8,893	8,893
	<u>137,721</u>	<u>455,327</u>	<u>194,519</u>
<u>Administration</u>			
Paycost	258,738	242,815	213,212
Utilities	10,000	3,668	23,779
Rates	10,000	8,646	10,345
Maintenance of Buildings	11,200	13,762	13,572
Rental Cost	11,250	10,646	-
Communication Costs	11,880	17,828	12,179
Insurance	22,500	21,032	19,572
Professional and Consultancy Fees	8,250	23,543	73,884
IT Expenses	12,317	14,559	13,240
Leasing	1,500	1,293	1,241
Depreciation *	-	48,009	1,231
Miscellaneous	25,990	23,737	12,483
	<u>383,625</u>	<u>429,538</u>	<u>394,738</u>
<u>Operations</u>			
Paycost	304,724	287,648	285,018
Utilities	9,855	11,707	10,026
Rates	9,761	9,703	13,534
Maintenance of Buildings	1,532	2,696	2,362
Communication Costs	1,136	2,039	1,115
Maintenance of Grounds	33,455	20,691	31,452
Equipment and Vehicle Running Costs	16,110	15,930	17,070
Depreciation *	-	81,579	83,127
Miscellaneous	2,466	1,713	2,495
	<u>379,039</u>	<u>433,706</u>	<u>446,199</u>
<u>Discretionary Costs</u>			
Grants, Donations and Community Projects	39,150	41,866	38,106
Events	46,800	46,192	40,021
Depreciation *	-	2,750	4,015
	<u>85,950</u>	<u>90,808</u>	<u>82,142</u>

* These items are not currently included within the budget, but form part of the year end financial reporting adjustments.

MALVERN TOWN COUNCIL 2024/25 ACCOUNTS

SUMMARY BUDGET / ACTUAL COMPARISON FOR THE YEAR 2024/25

	2024/25 Budget	2024/25 Actual	2023/24 Actual
<u>Asset Renewal and Refurbishment</u>			
Litter Bins	3,000	3,080	-
Noticeboards \ Signage	3,000	-	-
Refurbishment of Adam Lee Play Area	20,000	-	-
New Pump Track at Adam Lee	85,000	17,199	-
Works to Victoria Park Play Area	-	-	10,000
Landscaping and Associated Works - New Hub at Victoria Park	-	15,520	15,194
CCTV - New Hub at Victoria Park	-	2,574	-
Surfacing Works to Car Parks at Monksfield Lane Allotments	-	-	4,350
Adam Lee Car Park and Fencing	6,000	-	3,375
Malvern Sign in Rose Bank Gardens	-	-	4,288
Refurbishment of Bus Shelter Outside Rose Bank Gardens	-	-	8,812
Repairs and Resurfacing of Roads at Great Malvern Cemetery	-	-	3,150
Refurbishment of Ground Floor Cemetery Lodge and Toilets	-	-	-
Timber Building in Cemetery Yard	-	-	714
Works to investigate land slippage	-	4,540	-
New Tractor	15,000	-	-
New Electric Tool Package	-	-	5,769
New Christmas Lights	-	-	2,492
Contingency Fund	60,000	25,562	-
<u>Special Expenditure</u>			
Early Retirement Costs	8,700	9,068	8,490
Loan Repayments	22,687	22,476	-
Special Expenditure Total	223,387	100,019	66,634
Gross Expenditure Total	1,072,001	1,054,071	989,713
Net Cost of Services	934,280	598,744	795,194
Add Movements to Reserves	20,000	55,000	48,625
Less Movements from Reserves	(126,000)	(65,119)	(150,167)
Reversal of Depreciation	-	(132,338)	(88,373)
Reversal of Deferred Contributions	-	8,893	8,893
Capital Financed from Revenue	-	8,405	7,000
Removal of Loan Income		310,000	
Adjusted Net Expenditure for the Year	828,280	783,585	621,172
Precept on the District Council	828,500	828,500	757,000
(Surplus) / Deficit for the year	(220)	(44,915)	(135,828)

MALVERN TOWN COUNCIL 2024/25 ACCOUNTS

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2025


Cost of Services	-----2025-----			2024
	Gross expend- iture £	Gross income £	Net expend- iture £	Net expend- iture £
Cemetery	125,538	66,988	58,550	65,404
Allotments	17,687	6,039	11,648	17,518
Maintenance of other Town Council grounds	131,862	26,398	105,464	144,070
Leisure and recreation services	165,090	9,263	155,827	175,905
Miscellaneous services	36,374	-	36,374	37,000
Other services provided to the public	144,877	3,447	141,430	127,598
Administration - Corporate and democratic support	349,510	10,058	339,452	123,777
Administration - Professional support	41,267	-	41,267	93,323
Grants to local bodies	41,866	-	41,866	38,106
NET COST OF SERVICES	1,054,071	122,193	931,878	822,701
Interest, deferred grants, loan and investment income			(333,134)	(27,507)
NET OPERATING EXPENDITURE			598,744	795,194
Precept on District Council			(828,500)	(757,000)
(SURPLUS) / DEFICIT FOR THE YEAR			(229,756)	38,194
<u>Reconciliation of Items for Movement on General Fund</u>				
Removal of depreciation and deferred contributions to avoid impact on precept			(123,445)	(79,480)
Movement on Earmarked Reserves			(10,119)	(101,542)
Capital Financed from Revenue			8,405	7,000
Removal of Loan Income			310,000	-
Surplus for the Year Ended 31 March 2025 after movements on General Fund			(44,915)	(135,828)

MALVERN TOWN COUNCIL 2024/25 ACCOUNTS
CONSOLIDATED BALANCE SHEET AS AT 31 MARCH 2025

	Notes	2025 £	2024 £
FIXED ASSETS	1		
Operational assets			
Land and buildings		1,721,588	1,525,218
Plant, vehicles and equipment		89,576	92,305
Infrastructure		-	-
Non-operational assets		-	-
		<u>1,811,164</u>	<u>1,617,523</u>
Long Term Investments	2	66,484	66,484
CURRENT ASSETS			
Stocks	3	-	-
VAT recoverable		5,781	131,483
Debtors	4	11,228	8,970
Payments in advance		10,643	8,234
Cash in hand and at bank	5	546,081	371,740
		<u>573,733</u>	<u>520,427</u>
CURRENT LIABILITIES			
Creditors	6	(75,797)	(60,836)
Receipts in advance		(5,387)	(4,713)
Short term borrowing	7	-	-
		<u>(81,184)</u>	<u>(65,549)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		2,370,197	2,138,885
LONG TERM BORROWING	7	(306,946)	-
DEFERRED GRANTS AND CONTRIBUTIONS		(77,892)	(86,785)
TOTAL ASSETS LESS LIABILITIES		<u>1,985,360</u>	<u>2,052,101</u>
REPRESENTED BY:			
Fixed asset restatement account	8	924,769	924,769
Capital financing account	8	74,088	175,545
Earmarked and special reserves	9	254,394	264,513
Balance on income and expenditure account		732,109	687,274
		<u>1,985,360</u>	<u>2,052,101</u>

These financial statements were approved by the Council on 25 June 2025 and signed on its behalf:

.....
Town Mayor


.....
Town Clerk

MALVERN TOWN COUNCIL 2024/25 ACCOUNTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1. FIXED ASSETS

1.1 Movements in fixed assets

	Operational property £	Vehicles, plant & machinery £	Infra- structure £	Totals 2025 £	2024 £
Cost					
At 1 April 2024	1,693,327	733,862	8,608	2,435,796	2,867,476
Additions	285,174	40,805	-	325,979	920,025
Revaluation	-	-	-	-	(195,000)
Disposals	-	(26,000)	-	(26,000)	(450,000)
At 31 March 2025	1,978,501	748,667	8,608	2,735,775	2,435,796
Depreciation					
At 1 April 2024	168,109	641,557	8,608	818,273	714,252
Charge in year	88,805	43,534	-	132,339	88,373
Revaluation	-	-	-	-	-
Eliminated on disposals / revaluation	-	(26,000)	-	(26,000)	(14,667)
At 31 March 2024	256,913	659,091	8,608	924,612	818,273
Net Book Value					
At 31 March 2025	1,721,588	89,576	-	1,811,164	1,617,524
At 31 March 2024	1,525,218	92,305	-	1,617,523	1,416,204

1.2. Valuation of fixed assets

The Code of Practice on Local Authority Accounting in Great Britain requires that all assets are re-valued at least once every five years.

The Council's Operational Properties were valued as at 1 April 2020 by the Valuation Agency. These properties therefore next become due for valuation on 1 April 2025.

1.3. Note on Rose Bank Gardens

The Council began a 99 year lease of Rose Bank Gardens on 15 February 2012. CIPFA SORP states that Community Assets should be included at their historical cost which is nil as the gardens were gifted to Malvern Hills District Council (the lessor) and are being leased on a peppercorn rent. Therefore a nil value has been assumed. Following a land slippage within the gardens the Town Council have been seeking contractors to carry out remedial work and this is recognised by the Council as a possible liability for the Financial Year 2025/26.

2. LONG TERM INVESTMENTS

2025

2024

Long term investments represent the funds held by the Council in a Local Authorities Property Fund.

Local Authorities Property Fund	66,484	66,484
	66,484	66,484

3. STOCKS

The Council has resolved that stocks with a value of less than £2,500 are not material to the accounts. There is, accordingly, no stock shown in the balance sheet.

4. DEBTORS

An analysis of debtors is as follows:

2025

2024

Interest receivable on investments and bank accounts	1,575	3,695
Sundry debtors	9,653	5,275
	11,228	8,970

5. CASH IN HAND AND AT BANK

2025

2024

Current Account	317,177	142,992
Public Sector Deposit Account	228,516	228,516
Petty Cash	388	232
	546,081	371,740

MALVERN TOWN COUNCIL 2024/25 ACCOUNTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

6. CREDITORS

An analysis of creditors is as follows:

	2025	2024
HM Revenue & Customs	11,863	11,302
Creditors	35,751	23,243
Accruals	28,183	26,291
	<u>75,797</u>	<u>60,836</u>

7. BORROWINGS

On 9 April 2024, the Town Council drew down a PWLB Loan of £310,000 at a rate of 5.280% over taken over a period of 25 years.

17.1 Borrowing analysis

Balance at 9 April 2024	310,000	-
Loan principal repaid during the year	(3,135)	-
Balance at 31 March 2025	<u>306,866</u>	<u>-</u>

All loans are annuity loans from the Public Works Loans Board

8. STATEMENT OF TOTAL MOVEMENT IN RESERVES

	Capital accounts Fixed asset restatement £	Capital financing £	Revenue reserves General £	Earmarked and special £	Totals 2025 £	2024 £
Balance at 1 April 2023	(924,769)	(175,545)	(687,274)	(264,513)	(2,052,101)	(2,090,295)
Net (surplus)/deficit for year	-	-	(44,915)	-	(44,915)	(135,828)
Disposal of fixed assets	-	-	-	-	-	-
Revaluation / Impairment	-	-	-	-	-	-
Release of retentions	-	-	80	-	80	-
Movements on EM reserves	-	-	-	10,119	10,119	101,542
Net depreciation of fixed assets	-	132,338	-	-	132,338	79,480
Financing of fixed assets	-	(8,405)	-	-	(8,405)	(7,000)
Loan Repayments	-	(22,476)	-	-	(22,476)	-
Balance at 31 March 2024	<u>(924,769)</u>	<u>(74,088)</u>	<u>(732,109)</u>	<u>(254,394)</u>	<u>(1,985,360)</u>	<u>(2,052,101)</u>

9. EARMARKED AND SPECIAL RESERVES

The Council has adopted, as a key element of its financial strategy, a policy of developing reserve funds against future known or anticipated commitments. The policy includes a recognition of the need to maintain assets in a fit and proper condition such that their value, both operational and financial, will remain the same over time.

The reserves also include two perpetuity funds: that is funds where the capital amount is required to be maintained intact and invested with the income generated being applied for maintenance purposes. In one case, the fund is in respect of a section 106 payment from Malvern Hills District Council.

A Vehicle and Machinery Reserve also exists to smooth the impact of the purchase of these larger items against the annual precept. Funds are built up annually and then released only when Vehicles and or Machinery are required.

A further reserve was created in the 2022/23 financial year with funds received alongside the transfer of land at Adam Lea being set aside for future maintenance.

Details of movements on individual reserves are set out below:

	Year ended 31 March 2025			
Name of Reserve	Balance as at 31 March 2024 £	Addition to reserves £	Contributions from reserves £	Balance as at 31 March 2025 £
Elections	2,411	5,000	-	7,411
Cemetery extension	16,659	-	-	16,659
Asset Repair and Development Reserve	47,855	23,500	(35,420)	35,935
Vehicle and Machinery Replacement Fund	44,438	20,000	(12,500)	51,938
Allotment Reserve	-	-	-	-
Capital Receipts Reserve	-	6,500	-	6,500
CIL Reserve - Brookfarm Drive	36,666	-	(17,199)	19,467
Premium for Land at Mill Lane	50,000	-	-	50,000
Graves perpetuity	5,284	-	-	5,284
Townsend Way - s106 perpetuity	61,200	-	-	61,200
	<u>264,513</u>	<u>55,000</u>	<u>(65,119)</u>	<u>254,394</u>

MALVERN TOWN COUNCIL 2024/25 ACCOUNTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

10. STAFFING STRUCTURE

The Council's approved and actual establishment at the year end was:

	2025	2024
Operations management	1.0	1.0
Operations Staff	8.0	8.0
Total Operations Staff	9.0	9.0
Administrative and Corporate support	5.5	5.0
Town Clerk	1.0	1.0
Total numbers:	15.5	15.0
Full time equivalents	14.5	14.0

11 SECTION 137 EXPENDITURE

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend, in any single year, up to a specified product per head for each registered elector in Malvern Town, on activities and projects which are not authorised specifically by any other statute. All such expenditure must be declared by the Council to be for the benefit of all or some of the inhabitants of the Town.

	2025	2024
Annual product per head	10.81	9.93
Number of registered electors	22,864	22,864
Maximum permissible amount under section 137	247,160	227,040
Expenditure during the year comprised the following:		
Remembrance Observation	61	180
Other grants and donations	23,460	16,326
Citizen's Advice Bureau Grant	18,000	16,000
Community Action Grant	-	5,450
	41,521	37,956

12. PUBLICITY

The Local Government Act 1986 requires the Council to disclose expenditure on publicity. Gross expenditure on publicity and advertising during the year was as follows:

	2025	2024
Public consultation	-	60
Council Newsletter	3,389	5,528
Statutory and public notices	-	854
Availability of grants	366	330
Events Publicity	545	115
Display Boards	85	689
Advertisement of Community Hub	436	-
Employment Vacancies	20	-
	4,841	7,576

MALVERN TOWN COUNCIL

SUMMARY OF MAJOR VARIANCES - FINANCIAL YEAR 2024/25

A Summary of the major points contributing to the variance of actual from budget for the YEAR, is as follows:

Comments have been made where variances are greater than 10% of the budgeted amount or over £300

INCOME - surplus income is shown in brackets

Rental Income

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. 13,895

Other Administration income / event related

Income has been received from the bike2work council scheme. This is offset against the cost of the employees bike over a period of years. (1,231)

Cemetery

Cemetery income is very changeable and therefore difficult to budget for. Income was very close to budget in 2023/24, but has been 9.5% under budget for the financial year 2024/25. 7,040

Grounds Maintenance

During the year, income was received from the sale of land at Dukes Meadow, the sale of mowers and the auction of the Kubota Tractor. This has resulted in income above the budgeted level for the year. (16,745)
The income from the sale of land will be moved into the Capital Receipts Reserve as per council policy.

Leisure and Recreation

Bookings for football pitch hire and changing room hire had been decreasing in previous years. The 2024/25 year has seen an increase in bookings with Lower Howsell and Victoria Park being used more frequently (1,631)

Loan Income

The timing of income and expenditure relating to the building of the new community hub at Victoria Park was difficult to predict due to a number of changeable factors. The draw down of loan funds from the Public Works Loan Board took place in April 2024. (310,000)

Deferred Grants

This item is not included in the annual budget and is an adjustment required in the Year End Accounts. (8,893)

COSTS - Expenditure below budget and therefore causing a surplus is shown in brackets

ADMINISTRATION

Salary Costs

The budget included a full time Communications and Events Officer in post 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. (15,923)

Utility Charges at the Community Hub

Utility costs at the new community hub building have been much lower than anticipated with income from electricity generated by PV panels contributing to reduced net costs. (6,332)

Maintenance of Buildings

Costs have been incurred, particularly during the second quarter for provisions required at the new community hub in 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. 3,812

Communication Costs

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, a decision was made during the year to lease the new telephone system at the Community Hub with some additional charges being incurred. 5,388

Professional - Planning Fees

There have been two main reasons for the overspend against planning related 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. 12,465

Professional - Sale of Land

Costs were incurred in relation to the sale of land at Dukes Meadow 2,287

MALVERN TOWN COUNCIL

SUMMARY OF MAJOR VARIANCES - FINANCIAL YEAR 2024/25

COSTS - Expenditure below budget and therefore causing a surplus is shown in brackets

IT Software Expenses

An overspend against IT expenses has been caused by the costs of subscriptions including Survey Monkey 1,401
and Adobe as well as increases in the SAGE support and email exchange costs
A new laptop was required during the year for the Operations Manager 615

Depreciation

This item is currently not included in the budget and forms part of the year end adjustments. 48,009

OPERATIONS

Utilities

Utility costs have been higher than expected at Lower Howsell Pavilion, probably linked to the increase in 794
usage following more football bookings during the year.

Water charges have been higher than anticipated at Great Malvern Cemetery. This is due to an issue with a 596
meter during the year and the resulting backdated charges.

Electricity Charges for bus shelters on Belle Vue Terrace and in Barnards Green are higher than expected 368
due to higher than anticipated price increases.

Maintenance of Buildings

There have been some unexpected and additional costs this year at Great Malvern Cemetery in respect of 1,164
repairs to a wall and to a leak in the chapel.

Communication Costs

A number of ongoing issues with telephone charges have resulted in costs being higher than budgeted for the 769
2024/25 financial year. Call charges for the cemetery had been subjected to a large increase in early 2024 and
these charges ran until July 2024, when the old phone systems were deactivated.

Maintenance of Grounds

With a budget of £33,455 there have been a number of underspends and overspends against this cost heading. (12,764)
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.

Depreciation

This item is currently not included in the budget and forms part of the year end adjustments. 81,579

DISCRETIONARY COSTS

Depreciation

This item is currently not included in the budget and forms part of the year end adjustments. 2,750

ASSET REFURBISHMENT / RENEWAL

Noticeboards / Signage

The purchase of two new noticeboards has been delayed and will now take place in the first quarter of 2025/26 (3,000)

Refurbishment of Adam Lee Play Area

Works to improve and expand the play area at Adam Lee have been delayed and will take place in July / (20,000)
August 2025. The delay has been a knock on effect from the later than expected installation of the pump track.

New Pump Track at Adam Lee

Whilst a deposit was placed for the design and construction of the new pump track at Adam Lee in October (67,801)
2024, the actual track installation has been delayed by planning requirements. Works will take place in May
/ June 2025.

Landscaping and Associated Works - New Hub at Victoria Park

During the year, there have been a variety of ongoing landscaping and associated works around the new 15,520
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.

MALVERN TOWN COUNCIL

SUMMARY OF MAJOR VARIANCES - FINANCIAL YEAR 2024/25

COSTS - Expenditure below budget and therefore causing a surplus is shown in brackets

CCTV at the New Hub at Victoria Park

Full Council agreed a new CCTV system should be purchased for the Community Hub 2,574

Adam Lee Car Park and Fencing

(6,000)

The new fencing and gateway for the entranceway at Adam Lee will be installed once work on the pump track has been completed. Costs will be carried over into the 2025/26 financial year.

Works to investigate land slippage in Rose Bank Gardens

Survey works in Rose Bank Gardens do not have a specific budget allocation, but all works have been agreed by Full Council. 4,540

New Kubota Tractor

Although included in the budget for 2024/25, the cost of the new Kubota tractor was capitalised as part of the Year End Accounting Process. (15,000)

Contingency Fund

Some costs have been taken from the contingency budget for the year and these include building regulatory fees for the new Community Hub at Victoria Park and legal fees in respect of the land slippage in Rose Bank Gardens. Despite this, less than half of the £60,000 has been utilised. (34,348)

Earmarked Reserves

There has been £28,500 of additions to Earmarked Reserves at Year End, not included in the original budget. These were agreed by Full Council in April 2025. 28,500

A number of projects at Adam Lee have been delayed during the year and this has also resulted in a lower than anticipated release of funds from Earmarked Reserves (60,881)

Budget 2024/25	(220)
Year End Surplus	(44,915)
Variance against Budget	(44,695)