



# **MALVERN TOWN COUNCIL**

## **FULL COUNCIL MEETING**

### **REPORTS**

**For meeting on Wednesday 4 September 2024**

**at 6.00 pm**

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

# MALVERN TOWN COUNCIL

Town Clerk  
Community Hub  
Victoria Park Road  
Malvern Link  
WR14 2JY

29 August 2024

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



## MEETING OPEN TO MEMBERS OF THE PUBLIC

### To all Members of Malvern Town Council:

You are hereby summoned to attend a meeting of Malvern Town Council to be held on Wednesday 4 September 2024 in the Community Hub Meeting Room, Victoria Park Road, Malvern Link, WR14 2JY commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

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

Linda Blake  
Town Clerk

No.	Agenda Item
1.	<b>Apologies for Absence</b> To note apologies for absence.
2.	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests.
3.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the Minutes of the previous Full Council meeting: ➤ 31 July 2024
<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>	
4.	<b>Presentation from Fred Moroni, Executive Director, Malvern Theatres</b> ➤ Development of Malvern Theatres
5.	<b>Presentation from Christopher Wayman, Worcestershire CALC</b> ➤ Roles and Responsibilities of a Staffing Committee
6.	<b>Mayor's Announcements</b> ➤ The Mayor will make any relevant announcements/written report
7.	<b>Update on Town Council Operations and Activities</b> ➤ Verbal update by the Town Clerk
8.	<b>Reports by County and District Council Representatives in Attendance</b> ➤ Verbal reports or written submissions as appropriate
9.	<b>Town Council Ward Reports/Representatives on Outside Bodies</b> ➤ Verbal reports or written submissions as appropriate
10.	<b>Members Questions</b> ➤ The Chair will invite members who have written in with questions to present them to Council

11.	<p><b>Notice of Motion – information board at Station Gardens to commemorate the contribution made by those who constructed the railway line and Colwall tunnel (Cllr Julie MacLusky and Cllr Emma Green)</b></p> <p>➤ Report CL01/24 to follow</p>
12.	<p><b>Notice of Motion – initiative to encourage the development of ‘Happy to Chat’ tables in the town’s cafés (Cllr Julie MacLusky and Cllr Marilyn Birks)</b></p> <p>➤ Report CL02/24 to follow</p>
13.	<p><b>Notice of Motion – election of chair for staffing task and finish group and responsibilities (Cllr Anne Cherry and Cllr Clive Fletcher)</b></p> <p>Report CL03/24 to follow</p>
14.	<p><b>Policy Review Task and Finish Group</b></p> <p>➤ Report CL04/24 to follow</p>
15.	<p><b>Recommendations from Audit Committee</b></p> <p>The Chair of Audit Committee to present any recommendations for approval by Council from the meeting held on 24 July 2024</p> <p>➤ Report CL05/24 to follow</p>
16.	<p><b>Date and Time of Next Meeting</b></p> <p>➤ Wednesday 9 October 2024, at 6pm</p>

## UNADOPTED

### MINUTES OF THE MEETING OF MALVERN TOWN COUNCIL

in the Community Hub Meeting Room, Victoria Park Road, Malvern Link  
held on Wednesday 31 July 2024 at 6pm

#### **Councillors**

##### Present

M Birks (Chair)  
S Austin  
C Bovey  
A Cherry  
I Dawson  
C Fletcher  
E Green (from 6.35pm)  
J Green  
C Hooper  
N Houghton  
J MacLusky  
F Matthews-Jones  
D Mead  
S Meager (from 6.05pm)  
K Newbigging  
D Watkins

##### Absent

M Jones (apologies)  
J Leibrandt (apologies)  
L Lowton  
R McLaverty-Head (apologies)

##### **Also in attendance**

L Blake – Town Clerk  
L Wall – Minute Clerk  
Cllr Beverley Nielsen (MHDC and WCC)  
Member of the Press

#### **42. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr McLaverty-Head, Cllr Leibrandt and Cllr Jones, and for lateness from Cllr Emma Green were noted.

#### **43. DECLARATIONS OF INTEREST**

Agenda item 13 Review of updated report submitted by Malvern Rugby Club on grant received September 2023

- Cllr Iain Dawson is a member of Malvern Rugby Club.

#### **44. MINUTES OF PREVIOUS MEETING**

It was pointed out that the minutes of the previous meeting held on 19 June 2024 did not include the suspension of standing orders to extend the meeting beyond 8pm. The minutes would be amended accordingly, and

It was **RESOLVED** that with this amendment, the minutes of the following meeting be approved and adopted as a correct record of the proceedings, to be signed by the Mayor:

- Full Council meeting 19 June 2024.

***Cllr Simon Meager joined the meeting at 6.05pm***

#### **PUBLIC PARTICIPATION**

None.

## UNADOPTED

### 45. **MAYOR'S ANNOUNCEMENTS**

The Mayor had compiled a list of engagements she had attended and this had been included in the reports pack for the meeting. However, she had omitted to include Armed Forces Day in the list, and also wanted to note that many of the events had been run entirely by Malvern Town Council staff, and that she had not been aware of how much the Town Council did.

The Mayor then thanked councillors involved in compiling a response to the Malvern Hills Trust public consultation, saying it was good to see the dedication and time put into this.

Thanks were also made by the Mayor to the councillors who were on the Pride Committee and those who had helped on the Town Council stall on the day.

The Mayor reminded colleagues of the importance of ensuring all committee meetings were quorate and that they should notify the office as soon as possible of their absence, trying to get a substitute if possible.

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

The Town Clerk reports on Town Council operations and activities as follows:

#### Community Hub Building

- Progress had been made in furnishing the new hub and finishing the landscaping, and the whole area was now looking very different to before works started.
- Office furniture had been installed, and the meeting room set up with the tables having been moved from Belle Vue Terrace and new conference chairs purchased.
- A booking system for use of the Community Room would be launched the following week and a self-filling hot water boiler fitted to serve the room, the aim being that the booking process would be as self-sufficient as possible
- A defibrillator had now been fitted to the front of the building and Heartstart would be offering free training sessions out of the community hub during the autumn.
- The café tenant had informed officers that the new café would be called 'Bilberry Café'. The tenant had still to sign the lease.
- It was intended that whilst the final bits and pieces were moved to the new building the Council offices and telephones would be shut for a couple of days.
- Internal and external signage had been ordered and would be installed over the next few weeks
- Further landscaping works would take place in the autumn when the weather was more conducive to growing.

#### Asset Tour

The asset tour would take place on Thursday 22 August at 2.30pm. Councillors were asked to let the office know if they had not already stated an interest and wanted to take part.

#### Staffing Vacancy

Amy Bromage, the Town Council's Events and Communications Officer had now started her employment, working hard on organising the Mayor's Bonanza due to take place on 25 August.

## UNADOPTED

### in the Community Hub Meeting Room, Victoria Park Road, Malvern Link Heart of England in Bloom

The judges had visited Malvern on Friday 19 July for Malvern's entry into the large town category of the Heart of England in Bloom. Despite moving offices and preparing for Bloom judging in the same week, it all came together well and the judges were very impressed with the town's entry and the things that they were shown along the route. Stops included Davenham, Malven Cube, Great Malvern Station and Radar Museum, Great Malvern Cemetery with the final reception being held in the new community meeting room where the Mayor welcomed the judges with some poetry. Results were expected in October.

#### Bike pump track

The planning application for the pump track at Adam Lee had been submitted the previous week, the closing date for comments was 20 August.

#### Councillor surgeries

Further to the previous Council resolution to hold councillor surgeries from the new building, four dates had now been set as an initial timetable and the timing and frequency would then be reviewed. The dates were 2 and 16 September, and 7 and 21 October, and a rota of slots for councillors to cover would be circulated.

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

Cllr Karen Hanks, WCC Malvern Link Division, had sent in a written report that had been circulated prior to the meeting but briefly mentioned the main points and answered questions arising from it.

##### ***Cllr Emma Green joined the meeting at 6.35pm***

Cllr Mead, MHDC Barnards Green Ward, had attended a meeting about a new initiative to engage people at various centres, where they could attend to find out what help was available regarding housing and other issues; he would report back when he had further information.

Cllr Hanks mentioned that she had some divisional funds remaining and that councillors should contact her if they had a project in mind.

##### ***Cllr Hanks left the meeting at 6.40pm***

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

Cllr Iain Dawson, Town Council representative on the Poolbrook Village Hall Committee, reported that a recent meeting had been cancelled.

Cllr Nick Houghton, Town Council representative for Community Action was due to meet with the CEO to discuss how the funding they received is used, and to find out if they paid the living wage. He said Community Action provided a very valuable service but were in need of more volunteers.

Cllr Clive Hooper, Town Council representative for CALC, had attended a meeting in July when it was mentioned that NALC were hoping to get feedback from councils about what they required from the organisation. There was a pilot scheme of six councils who would set up guidelines, and develop a programme.

#### **49. MEMBERS QUESTIONS**

There were no members' questions.



## UNADOPTED

### 50. TOWN COUNCIL RESPONSE TO MALVERN HILLS TRUST'S PUBLIC CONSULTATION ON A PROPOSED PARLIAMENTARY BILL

Report CL01/24 was received and noted.

The Trust had thanked the Town Council for its very clear and detailed response.

### 51. TOWN COUNCIL INSURANCE CONTRACT

Report CL02/24 was received and accepted.

It was **RESOLVED** to award a three-year insurance cover contract for the period 1 August 2024 until 31 July 2027 to Company C (WPS?)

### 52. COMMUNITY ENGAGEMENT TASK AND FINISH GROUP

Cllr Jude Green, Chair of the Community Engagement Task and Finish Group, reported that the stall at Malvern Pride had been successful with people dropping by throughout the afternoon to chat about what the Town Council did. Conversations covered topics such as the skatepark, parking, bus services, potholes and dog waste. Councillors were able to direct and inform people as necessary and it was agreed that it would be worth having a stall again next year.

Other items arising from the Community Engagement Task and Finish Group meeting had been that a community day should be held in the new meeting room, and the date set for this was Saturday 2 November, from 10am until 3pm. Community groups would be invited to have a stall. Also that councillor surgeries should be held, and arrangements for these were underway as mentioned in the Town Clerk's report.

### 53. OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS

Report CL03/24 was received and accepted.

The Chair of Audit Committee, Cllr David Watkins, presented the recommendations from the meeting held on 17 July 2024.

#### Minute 12 Lease of Lane at Queen Elizabeth Road to Malvern Ramblers Cricket Club

It was **RESOLVED** to grant a lease for land at Queen Elizabeth Road to Malvern Ramblers Cricket Club as follows:

- The yearly rent should be increased to £840
- Thereafter, there should be a biennial rent review and increase of the RPI average over two years, but that any increase would be capped at 5%
- The lease should be for thirty years, but with a break clause at 15 years.

#### Minute 13 Lease of café at Victoria Park

It was **RESOLVED** that the tenant of the café at Victoria Park be allowed to apply for a licence to serve alcohol, on the condition that if there was an increase in anti-social behaviour as a result of the café serving alcohol, the Town Council reserved the right for permission to be withdrawn.

### 54. REVIEW OF REPORT SUBMITTED BY MALVERN RUGBY CLUB ON GRANT RECEIVED SEPTEMBER 2023

Report CL04/24 was received and **NOTED**.

### 55. DATE AND TIME OF NEXT MEETING

It was agreed that the date of the next meeting would be Wednesday 4 September 2024 at 6.00 pm.

**UNADOPTED**

The meeting finished at 7.12 pm.

**EXCLUSION OF THE PRESS AND PUBLIC**

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

*Cllr Simon Meager left the meeting at 7.15pm*

**56. ROSEBANK GARDENS**

The Town Clerk gave an update on Rosebank Gardens.

DRAFT

.....  
(Chairman)





**RESOLUTION MOVED ON NOTICE – Standing Order 9**  
**A Meeting of Malvern Town Council**  
**to be held on Wednesday 4 September 2024 at 6.00pm**  
**in the Community Hub Meeting Room, Victoria Park Road, Malvern Link**

**INFORMATION BOARD TO COMMEMORATE THE CONTRIBUTION**  
**MADE BY THOSE WHO CONSTRUCTED THE MALVERN RAILWAY LINE**  
**AND COLWALL TUNNEL**

**Purpose of Resolution**

To gain Council support for the re-purposing of the display board.

**Recommendations:**

1. That Council supports the re-purposing of an abandoned informational board to the left of the steps leading from Great Malvern Railway Station up into Station Gardens.
2. That the Council supports the funding of the repair and re-purposing of this display board at a cost of approximately £350.



**Background**

The idea for this display board developed from my personal enthusiasm for train travel, and interest in industrial history. Britain's incredible railway infrastructure was built by Victorian engineers and workers, without the assistance of mechanical equipment, thus the embankment that runs from Malvern Link station to Great Malvern station was dug using shovels, with hard manual labour. Many of these labourers are understood to have travelled

over from Ireland, and their contribution to our great railway infrastructure is rarely, if ever, celebrated.

The Civic Society's Blue Plaques celebrate visits by Roosevelt and Charles Darwin amongst others – all such notable people would have reached Malvern, before the mass manufacture of cars, on rail infrastructure built by these long-forgotten and under-appreciated workers and this informational board will enable us to finally acknowledge and celebrate the wonderful contribution made by Victorian engineers and railway workers, to the successful development of our Town.

The route from Great Malvern Station into Great Malvern is used by many tourists arriving in the town, and it will also be in a prominent position to be visible to residents using the station.

Cllr Emma Green has been able to provide helpful contacts in both the Unions and historians; if this motion is passed, thorough research will be conducted to ensure that the information on the proposed board is correct. To give Councillors a broad idea of what may be included, some examples are provided below:

During work on the Colwall tunnel the rock, which is some of the hardest on earth, meant that men made minimal progress, and there were fatal accidents, as described in this extract from a booklet produced by local historian Celia Kellet, 'Colwall and the Railway.'

*"During the building of the railway there were deaths and injuries, including some involving the boring of the tunnel through Colwall, others during its later maintenance. Victorian railway building involved much manual labour; it was pick and shovel work – no JCBs, hard hats or steel toe-capped boots, and long before today's health and safety measures."*

From another source: *"Progress at both ends was generally straightforward, progressing at the rate of 10 metres per week, until the navvies reached some of the hardest rock on earth. Equipped only with picks, shovels, crowbars and blasting powder, progress then dropped to a fraction of a metre per day and two subcontractors went bust."*

*Gunpowder was used to blast through the granite and other rock of the Malverns; the much safer dynamite was not invented by Alfred Nobel until 1866. In September 1857 an accidental spark triggered an explosion, as a result of which one man lost his left hand and the little finger of his right hand; many of his workmates escaped seriously bruised. A year later another miner, James Field, a married man with four children, was killed instantly when a flying rock struck his head – the fuse was a little too short, so that he had been unable to reach the safety barrier before the explosion. Despite this the two faces met on 21st July 1860 and the tunnel was officially opened on 12th June 1861."*

The goal is that Malvern Town Council will, using this display board, celebrate and commemorate for the first time the lives and incredible hard work of these men. Through the construction of the railway with its connections to London, the Spa business that was key to the commercial development and prosperity of our town was made possible. These men have been forgotten for too long, and I believe the Town Council's support for this motion will go some way to redressing this neglect.

Proposer – Cllr Julie MacLusky (Upper Howsell Ward)  
Seconder – Cllr Emma Green (St Joseph's Ward)



**RESOLUTION MOVED ON NOTICE – Standing Order 9**

**A Meeting of Malvern Town Council**

**to be held on Wednesday 4 September 2024 at 6.00pm**

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

**SUPPORT FOR INITIATIVE TO ENCOURAGE THE DEVELOPMENT OF  
'HAPPY TO CHAT' TABLES IN THE TOWN'S CAFES**

**Purpose of Resolution**

The purpose of this motion is to gain Council support for an initiative to support the introduction of "Happy to Chat" designated tables in the Town's cafes. This initiative can be seen by the Council as a 'pilot study' and we will collect feedback as to its success, any suggestions for improvement, and use this information to improve the scheme.

**Recommendations**

- 1) That Council supports an initiative that will encourage the Town's cafes to allocate one table, where suitable, as a 'Happy to Chat' space
- 2) The Town Council would simply support this initiative, provide publicity and supporting materials; café owners would be free to adapt the idea to suit their businesses

**Background**

The inspiration for this initiative came about when I was interviewed by Tammy Gooding, a reporter with BBC Radio Hereford and Worcester – when Tammy asked an elderly lady sitting on a nearby bench if she liked this idea, the woman replied that she loved it, and that in Bradford on Avon, where she lives, the fact that she could attend a 'Happy to Chat' table in a local café, had '**saved her life**' after she was suddenly widowed.

Loneliness can lead to a range of physical and mental health issues, all of which impact quality of life and put an extra burden on stretched social and health services. (increased high blood pressure, heart disease, stroke, obesity and weaken the immune system) Lack of social contact can increase the risk of death as much as smoking 15 cigarettes a day

This initiative will not incur significant outlay – café owners will be provided with information about how such tables have been introduced and managed in cafes throughout the world and how such a designated table might be set up. In some areas of the country, an organisation is charging a fee to provide training and support for volunteers to develop this project. However, I believe that our Council's initial approach should be to simply provide publicity about the scheme, and information (for example, an informational, laminated sign, about A4 size, could be provided for businesses to display on the selected table) – but the Council would respect the integrity of individual businesses to manage this initiative in a way that works best for them.

The Town Council's involvement in the first place will be in contacting the Town's cafes to get their support, some PR (in the papers and radio etc) and then providing a laminated sign/stand (like those used for 'table reservations) and supporting material for each cafe owner participating in the scheme.

We won't micro-manage with volunteers or other instructions. After all people strike up chats all the time and everywhere - this initiative just provides people with 'permission', and it will be in a public space, overlooked by café staff.

Our support for such tables enables the Council to pro-actively address the epidemic of loneliness that has been widely reported in the media and if this initiative 'saves one life', it will surely have been worth supporting.

**Proposer** – Cllr Julie MacLusky (Upper Howsell Ward)

**Seconder** – Cllr Marilyn Birks (Pickersleigh Ward)



**RESOLUTION MOVED ON NOTICE – Standing Order 9  
A Meeting of Malvern Town Council  
to be held on Wednesday 4 September 2024 at 6.00pm  
in the Community Hub Meeting Room, Victoria Park Road, Malvern Link**

**ELECTION OF CHAIR FOR STAFFING TASK AND FINISH GROUP  
AND RESPONSIBILITIES**

**Purpose of Resolution**

Malvern Town Council should elect a chair of the Staffing Committee Task and Finish Group as the group was unable to elect a chair from candidates, Cllr Anne Cherry and Cllr Lou Lowton who both stood for chair. Council should also consider the legal and employment legislation of the recommendations made by the Task and Finish Group before being presented to Full Council to ensure and ratify recommendations are both legal and do not give rise to staff consultation before adoption.

**Recommendations:**

1. Elect a chair of the Task and Finish group from the two candidates that stood at the Task and Finish Group, namely Cllr Anne Cherry and Cllr Lou Lowton.
2. That Full Council mandate that a member of staff should be present at every Staffing Task and Finish Group meeting as is the current standard practice. This is particularly important as staff representation should be present for all discussions concerning their employment status and or change of working practices or conditions. The Town Clerk should nominate a representative in her absence to give guidance on the legality of meetings and content and discussion.
3. That quorum for the Staffing Task and Finish Group should be set at four (4).
4. Any recommendations from the Task and Finish Group are reviewed by an external body to ensure recommendations are both legal and do not constitute a change in terms of employment practice or change of contract. This is because if recommendations approved by Full Council constitute a change in contract, a period of staff consultation is required by law before any changes are implemented.
5. CALC Officer, Christopher Wayman to be invited to the first meeting of the Task and Finish Group to act in an advisory role and to facilitate discussion.

**Background**

A meeting of the Staffing Task and Finish Group held on 5 August failed to elect a chair due to a tied vote and therefore Council are requested to elect the chair from the current membership of the Task and Finish Group. As the Task and Finish Group may make recommendations that invoke a change in working conditions or contract of employment, Full Council need to understand the proposed changes are both legal and or would mean a consultation period for any contract changes is required.

**Financial Implications**

There may be external third party costs incurred to ensure all recommendations are legal and whether they require a formal consultation with staff before implementation.

**Proposer:** Cllr Anne Cherry

**Seconder:** Cllr Clive Fletcher

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 4 September 2024 at 6.00pm  
in the Community Hub Meeting Room, Victoria Park Road, Malvern Link**

**POLICY REVIEW TASK AND FINISH GROUP**

**1. Purpose of report**

1.1. For decision.

**2. Recommendation**

2.1. Full Council is asked to consider setting up a task and finish group to carry out a review of Town Council policies which need updating before reporting back to Policy and Resources Committee with suggested drafts. It is suggested that the task and finish group has at least five members with a quorum of three.

**3. Background**

3.1. Council aims to review and update each of its policies at least once in every council term of four years, although it may be preferable to review some more frequently.

3.2. Town Council policies should be clear, robust and relevant as this will allow them to be applied consistently, effectively and without any uncertainty.

3.3. In 2022, a Policy Review task and finish group carried out a review of Town Council policies recommending updated drafts of twelve policies which were subsequently approved by Policy and Resources Committee and then Full Council.

3.4. Policy reviews are an important but time-consuming task, with councillor input an important part of this process. It can be difficult within normal committee meetings to go through policies in sufficient detail due to time constraints imposed by other items of business on the agenda. Therefore it is suggested that following the success of the previous task and finish group that a new one should be formed to review any policies in need of updating.

**4. Financial Implications**

4.1. None pertaining to this report.

**5. Legal Implications**

5.1. The Town Council is required to ensure a robust annual governance system under Accounts and Audit Regulations.

5.2. Many town council policies have legal obligations such as health and safety, GDPR, equality and whistleblowing. The legal implications arising from each town council policy must be carefully considered and updated as necessary in each review.

End  
Linda Blake  
Town Clerk



**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 4 September 2024 at 6.00pm  
in the Community Hub Meeting Room, Victoria Park Road, Malvern Link**

**AUDIT COMMITTEE RECOMMENDATIONS**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Full Council is asked to consider the recommendations from the meeting of Audit Committee held on 24 July 2024 and listed below.

i. Minute 13 Review of Risks Facing the Town Council

It was **RECOMMENDED** to approve the risk register for 2024/25, noting that whilst the move into the new community hub was now almost complete, there would still be a period of uncertainty whilst arrangements were put in place for its ongoing management.

ii. Minute 14 Review of controls in place for payment processes

It was **RECOMMENDED** that Council notes the controls in place for payment processes are comprehensive and demonstrate a clear and thorough audit trail.

**3. Background**

3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.

3.2. Full Council is therefore asked to consider the recommendation(s) listed in 2.1 above and to approve, amend or refer back to committee as appropriate.

3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.

3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chairman of Committee before the Council meeting.

**4. Financial Implications**

4.1. Please see individual committee reports.

**5. Legal Implications**

5.1. Please see individual committee reports for specific details.

5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End  
Linda Blake  
Town Clerk

## Malvern Town Council Risk Register

[Risk Matrix: Low (1-3) Medium (4-6) High (7-9)]

Risk	Risk Type	Risk	Control	Rating	Risk Rating	Further Action(s) to Reduce Risk	Oversight Responsibility
1	Financial	Failure to secure income from Council buildings, assets and services (NB New Community Hub)	Budget monitoring, invoicing and debt collection processes in place. Formal leases issued where appropriate.	5	Medium	Review charges and leases as and when required.	Town Clerk and Operations and Planning Committee
2	Financial	Inability to finance required works to assets	Programme of inspection and maintenance. Robust budgeting procedures. Earmarked Reserves set aside for works as necessary.	4	Medium	Staff training, strong systems and internal controls in place.	Town Clerk and Policy and Resources
3	Business	Loss of key staff resulting in disruption to business.	Succession planning, clear job descriptions and ability of staff to undertake the roles of others when necessary Temps to be used as required to provide cover during short term periods. The Council are members of Worcestershire CALC who can assist with a locum clerk if required.	3	Low	Staffing Committee to be put in place to review.	Town Clerk
4	Financial	Inappropriate level of insurance	Insurance Policy is reviewed annually at renewal and also following any operational changes. Building valuations every five years to include insurance reinstatement valuations.	3	Low	None	Town Clerk/ Operations Manager
5	Legal	Failure in legal compliance	Training provided to officers in appropriate areas. Town Clerk and Operations Manager hold CiLCA. Membership of professional bodies held to provide advice on technical matters.	3	Low	Ensure regular training takes place including refresher courses.	Town Clerk
6	Business Continuity	Loss of data	IT Maintenance Contract in place. Regular back ups onto cloud.	3	Low	Regular review of IT equipment, software and systems	Town Clerk
7	Legal / Health and Safety	Failure to comply with requirements for operational legal and safety compliance	Regular maintenance and inspection programmes. Staff training. Insurance	3	Low	Ensure risk assessments are up to date	Town Clerk and Operations Manager

8	Financial	Failure to plan for required building maintenance	Regular inspection programme in place. A specific asset renewal and refurbishment plan is considered by OAP Committee and included within the annual budget. Effective budget monitoring and controls on expenditure, competent and trained staff	3	Low	Asset Renewal and Refurbishment budget to be planned for 2025/26 budget.	Town Clerk and Operations Manager
9	Financial	Risks to third parties	Risk assessments undertaken for all activities, operations and events.	3	Low	Contractors to provide risk assessments.	Town Clerk and Operations Manager
10	Reputation	Poor Service Delivery	Staff training and development plans, equipment maintenance and purchase budgets in place, continued service review, regular reports to Council as needed.	3	Low	None	Town Clerk
11	Reputation	Failure to control sensitive data	Sensitive data to be shredded or redacted. Data Protection Policy adopted. Confidential reports issued at meetings only and printed on yellow paper.	3	Low	Training and awareness for all new staff and councillors	Town Clerk
12	Financial	Loss of assets	Asset Register updated following the purchase of any asset. Regular checks of accuracy of register.	3	Low	Annual review of asset register as part of year end accounting process	Town Clerk and Operations Manager
13	Reputation	Failure to manage relations with the press	Regular press releases, Communications Officer appointed, good working relationship with local reporters maintained.	3	Low	None	Town Clerk
14	Health and Safety	Risks to public and staff from activities at Town Council events	Competent and trained staff in position. Risk assessments provided for every event. Adequate insurance provided. Health and Safety implications considered in all event planning	3	Low	None	Town Clerk and Operations Manager
15	Health and Safety	Risks to public and staff from dangerous gravestones	Headstone safety testing. Memorial Application scheme in operation with all applications approved by the Operations Manager	2	Low	None	Operations Manager
16	Health and Safety	Fire Risk	Fire controls and evacuation plan in place. Fire Risk assessments for all buildings.	2	Low	None	Town Clerk and Operations Manager
17	Financial	Risk to public from Trees	Routine assessment on trees on all council land to establish necessary works. Insurance.	2	Low	None	Operations Manager

18	Financial	Loss of income due to bad debtors	Reserves sufficient to cover any losses through failure to pay. Debt Management Policy in place.	2	Low	Regular debtor reports to Policy and Resources Committee	Town Clerk and Policy and Resources Committee
19	Legal	Failure to comply with data protection legislation.	Data Protection Policy adopted.	2	Low	None	Town Clerk
20	Financial	Fraud (internal)	Fidelity Guarantee Insurance at an appropriate level. Strong internal controls for all finance processes, with segregation of duties implemented as far as possible.	2	Low	None	Town Clerk / Internal Audit Committee
21	Financial	Failure to control expenditure.	Day-to-day expenditure monitored by RFO, detailed Financial Regulations adopted. Regular budgetary monitoring by Policy and Resources Committee	2	Low	Continued budget monitoring by Officers and Committees	Town Clerk and Policy and Resources Committee
22	Legal	Failure to comply with Equality Act	Equalities implications to be considered in the design of services	2	Low	Consultation with local groups to be implemented as required	Town Clerk and Operations Manager
23	Financial	Failure to comply with HMRC Regulations.	External payroll provider appointed. Town Clerk trained in VAT and Finance.	2	Low	None	Town Clerk / Policy and Resources Committee
24	Reputation	Members fail to adhere to code of conduct	Members to review register of interests annually. Training provided to members on the Code of Conduct.	2	Low	Training provided for new councillors	Town Clerk
25	Health and Safety	Risks arising from lone working	Lone working minimised where possible, lone working policy and procedures adopted.	2	Low	None	All staff