

UNADOPTED  
MALVERN TOWN COUNCIL  
GRANTS SUB-COMMITTEE

NOTES OF MEETING HELD ON MONDAY 28 JULY AT 2PM  
IN THE PARK VIEW MEETING ROOM, COMMUNITY HUB, VICTORIA PARK ROAD

**Present:**

Councillors Clive Hooper (Chair), Jude Green, Lou Lowton and Karen Newbigging

**Apologies:** None

**In attendance:**

Linda Blake, Town Clerk  
Julia Winkworth, Minute Clerk  
Cllr Marilyn Birks

**1. Election of Chair**

Cllr Clive Hooper was elected Chair of the Grants Sub-Committee.

**2. Apologies for Absence**

None.

**3. Declarations of Interest**

None.

**4. To Review Malvern Town Council's current Grants Scheme**

Each Councillor had received a copy of the Grants Scheme report as sent to Policy and Resources Committee prior to the meeting.

Sub-Committee members felt that the aims of the scheme as included in the guidance notes should be updated and that there should be a correlation between these and the Council's overall aims and objectives.

Following a discussion on the aims of the grants scheme the following was proposed:

Point 3 The aims of the grants scheme

**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 *add on to support a sense of community and to promote diversity and inclusion.*
- 3.2. Malvern Town Council provides grant funding to support the following aims:
  - i. To provide *replace with contribute* ~~direct benefit~~ to the residents of Malvern Town. – *Amend to read: To contribute to improving the well-being of residents and their quality of life in Malvern Town (would need criteria for this to be marked)*

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- ii. ~~To ensure the provision of voluntary services needed by the Town's residents.~~ **REMOVE**
- iii. To enable local people to participate in/benefit from voluntary groups and activities. **LEAVE**
- iv. To help Malvern's voluntary groups<sup>1</sup> to improve their effectiveness. – *Amend to read: To facilitate, to develop and initially support towards sustainability, Malvern's voluntary groups.*
- v. To support organisations that meet the needs of people experiencing social and economic difficulties – *Amend to read: To take all reasonable steps to ensure we support organisations that meet the needs of people experiencing social and economic difficulties.*
- vi. To improve or enhance the local environment. *To amend to: MTC provides grant funding to protect, maintain and enhance the environment, local facilities, and characteristics of the town.*
- vii. To improve access to services for all sections of the community, *add in particularly those experiencing disadvantage.*
- viii. To improve the quality of life of residents of Malvern Town. – **REMOVE**

The Town Clerk advised the committee that the grants scheme must be inclusive of all groups and not targeted at any specific demographic. If the Town Council wished to look at a hardship scheme, this could be looked at separately and perhaps in conjunction with other organisations such as the CAB.

It was then **AGREED** to review the 8 points as raised in the distributed report 'Review of Town Council's Grants Scheme' and work through the following sections:

### 1) Timing of the Scheme

It was **AGREED** that the frequency and timing seemed to be working for applicants and so no changes were proposed.

### 2) Advertisement of Scheme

To improve the awareness of the scheme, it was **RECOMMENDED** that MTC could run 2 events. Firstly, an open events/information day in Jan/Feb each year and then a second smaller PR event and photoshoot at an appropriate place which would be advertised in the Malvern Gazette etc.

It was further **RECOMMENDED** that posters and leaflets should be distributed to key organisations such as the CAB/CA and locations such as the library and village halls etc.

### 3) Amounts of awards

The committee felt it was appropriate to increase the amount of both the small and large grants as these have not been increased for a while.

It was **RECOMMENDED** that:

Small Grants – increase by £250 from £500 to £750.

and

Large Grants – increase from £501-£2500, to £750 to £3000.

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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.

**UNADOPTED**

4) Frequency of applications

The committee **AGREED** that the current rules which include the option to only resubmit an application once within the grant's year should remain.

5) New/Start Up Organisations

The committee felt there should be more flexibility to support start-ups although certain criteria would still have to be met.

It was noted that this would involve some form of risk, but it was **RECOMMENDED** that the inclusion of start-ups could be included initially as a pilot scheme.

6) Application forms

It is still felt that the forms for smaller grants are quite detailed, therefore a simpler form may be beneficial for smaller grants. It was agreed to review the forms and also look at a copy of the scoring system in more detail at the next meeting.

7) Support of running costs

The committee **RECOMMENDED** that organisations should be able to apply for running costs, but that this should be a one-off opportunity to prevent the Town Council being committed to future expenditures.

8) Any other points

There were no other points raised.

**5. Date of Next Meeting**

The date of the next meeting will be Tuesday 27 August 2025 at 2pm.

The meeting finished at 3.55pm.

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Chairman