



# **MALVERN TOWN COUNCIL**

## **ANNUAL COUNCIL**

### **REPORTS**

**For meeting on Wednesday 11 May 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road**

# MALVERN TOWN COUNCIL

Town Clerk  
28-30 Belle Vue Terrace  
Malvern  
Worcs  
WR14 4PZ  
Tel: 01684 566667

6 May 2022



[townclerk@malvern-tc.org.uk](mailto:townclerk@malvern-tc.org.uk)  
[www.malverntowncouncil.org](http://www.malverntowncouncil.org)

## 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 11 May 2022 in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern 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>Appointment of Mayor</b> To elect the Mayor of Malvern Town Council for the 2022/23 council year. There has been one nomination - Cllr Nick Houghton.
2.	<b>Mayor's Declaration of Office</b> To witness and receive the Mayor's formal Declaration of Acceptance of Office.
3.	<b>Appointment of Deputy Mayor</b> To elect the Deputy Mayor of Malvern Town Council for the 2022/23 council year from the two persons nominated – Cllr Clive Hooper and Cllr Sharon Taylor. Listed candidates will address Full Council.
4.	<b>Deputy Mayor's Declaration of Office</b> To witness and receive the Deputy Mayor's formal Declaration of Acceptance of Office.
5.	<b>Apologies for Absence</b> To note apologies for absence.
6.	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests.
7.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the Minutes of the previous Full Council meeting: <ul style="list-style-type: none"><li>➤ 13 April 2022 (already issued)</li></ul>

## Public Participation

*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.*

8.	<b>Mayor's Announcements</b> <ul style="list-style-type: none"><li>➤ The Mayor will announce their charity for the year and make any other relevant announcements.</li></ul>
9.	<b>Town Clerk's Report</b> <ul style="list-style-type: none"><li>➤ Verbal update on Town Council operations and activities.</li></ul>
10.	<b>Reports by County and District Council Representatives in Attendance</b> <ul style="list-style-type: none"><li>➤ Verbal reports or written submissions as appropriate.</li></ul>
11.	<b>Town Council Ward Reports/Representatives on Outside Bodies</b> <ul style="list-style-type: none"><li>➤ Verbal reports</li></ul>
12.	<b>Members Questions</b> <ul style="list-style-type: none"><li>➤ The Chairman will invite members who have written in with questions to present them to Council.</li></ul>
13.	<b>Review of Committees/Task and Finish Groups and Appointment of Members for the 2022/23 Council Year</b> <ul style="list-style-type: none"><li>➤ Report AC01/22 to follow</li></ul>
14.	<b>Appointment of Representatives on Outside Bodies</b> <ul style="list-style-type: none"><li>➤ Report AC02/22 to follow</li></ul>
15.	<b>Bank Mandate and Payment Signatories</b> <ul style="list-style-type: none"><li>➤ Report AC03/22 to follow</li></ul>
16.	<b>Payment of Annual Subscriptions, Membership of Organisations</b> <ul style="list-style-type: none"><li>➤ Report AC04/22 to follow</li></ul>
17.	<b>Annual Review Process</b> <ul style="list-style-type: none"><li>➤ Report AC05/22 to follow</li></ul>
18.	<b>Planning Consultations</b> <ul style="list-style-type: none"><li>➤ Report AC06/22 to follow</li></ul>
19.	<b>Purchase of Replacement John Deere Mower</b> <ul style="list-style-type: none"><li>➤ Report AC07/22 to follow</li></ul>
20.	<b>Operations and Planning Committee Recommendations</b> <p>The Chairman to present any recommendations for approval by Council from the meeting held on 27 April 2022</p> <ul style="list-style-type: none"><li>➤ Report AC08/22 to follow</li></ul>
21.	<b>Victoria Park Pavilion Project Task and Finish Group</b> <ul style="list-style-type: none"><li>➤ Verbal Update</li></ul>
22.	<b>Review of Reports submitted by Grant-receiving Bodies 2020/21</b> <ul style="list-style-type: none"><li>➤ Report AC09/22 to follow</li></ul>
23.	<b>Date and Time of Next Meeting</b> <ul style="list-style-type: none"><li>➤ Thursday 23 June 2022 at 6.00 pm</li></ul>

## UNADOPTED

### MINUTES OF A FULL COUNCIL MEETING OF MALVERN TOWN COUNCIL

held in the Council Chamber, Malvern Hills District Council, Avenue Road  
on Wednesday 13 April 2022, at 6.00 pm

#### Councillors

##### Present

N Houghton (Chairman)  
C Hooper (Vice Chairman)  
J Ashington-Carter  
C Fletcher  
J Leibrandt  
L Lowton  
R McLaverty-Head  
D Mead  
C Palmer  
P Smith  
A Stitt  
S Taylor  
P Tuthill (from 6.10pm)

##### Absent

C Bovey  
L Lambeth (apologies)  
N Mills (apologies)  
N Morton  
J O'Donnell  
J Satterthwaite  
D Watkins (apologies)

##### Also in attendance

L Blake – Town Clerk  
L Wall – Minute Clerk  
Cllr Beverley Nielsen, WCC  
Cllr Natalie McVey, WCC  
Cllr John Raine, MHDC

#### 1. APOLOGIES FOR ABSENCE

Apologies received from Cllrs Lynne Lambeth, Neville Mills and David Watkins were **NOTED**.

#### 2. DECLARATIONS OF INTEREST

None.

#### 3. MINUTES OF PREVIOUS MEETING

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

- Full Council meeting 15 March 2022.

#### PUBLIC PARTICIPATION

None.

***Cllr Paul Tuthill joined the meeting at 6.10 pm.***

#### 4. MAYOR'S ANNOUNCEMENTS

The Mayor reported that he was pleased to see signs of improvement in normal daily life following the pandemic and he had been able to attend some events within the town:

- The unveiling of a new recycling bin outside Dyson Perrins. This is the first of what is hoped to be many, if successful, in a joint initiative where the bins will be supplied by the Town Council and emptied by the District Council.
- The Annual Town Meeting had been held at The Coach House Theatre on 23 March. As usual, it was not well attended by the public and consequently had been brief in duration.
- A joint civic service had been held with Cllr Palmer as Chairman of the District Council. This has been well attended by local dignitaries and had received good feedback for getting the right balance of a formal but friendly service.

## UNADOPTED

- Members were reminded that the Mayor's Peaks Challenge would take place on 30 April; sponsors will cover the cost of t-shirts, medals and rosettes whilst the Town Council will fund first aid support and transport to the starting point. The Mayor asked members to share this event where possible to raise awareness.
- The Mayor had attended a liaison meeting at the District Council along with the Deputy Mayor and Town Clerk. This meeting is held regularly to keep the lines of communication open between the two councils.

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

The Town Clerk updated the meeting on the following items:

#### Land at Mill Lane

It is hoped that the transfer of land may happen after an upcoming meeting with the Senior Development Manager of Countryside Properties.

#### Bike racks

Permission has recently been granted for the installation of two bike racks for the area outside Hollands Opticians on Graham Road and these will be installed by Worcestershire County Council in the next week.

Cllr Hooper raised a query relating to public participation in the previous Full Council meeting. Following a presentation on the future of Malvern Hills College, Cllr Beverley Nielsen had asked if the Town Council would consider donating a sum of money and Cllr Hooper asked if there were any plans to put this on a future agenda.

- The Town Clerk responded that a specific proposal would need to be made to Council, to include an indication of the amount of money required and its exact purpose.

### 6. **REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES**

**Karen Hanks, County Councillor** could not attend the meeting but had sent a written report which had been distributed to all Councillors that afternoon.

**Beverley Nielsen, County Councillor Malvern Langland Division, District Councillor Priory Ward** updated members that news was awaited on funding from the district and county councils for Malvern Hills College, and that because she was also a councillor for both councils she had now resigned from her post as director of the board and had been replaced by Virginia McKay and Gemma Wiseman. A report had been commissioned from Worcestershire Local Enterprise Partnership (LEP) whilst a decision on any funding from the two councils was expected to be received in May. The Bransford Trust had now confirmed that they would be willing to lend funds to the group directly.

Cllr Nielsen continued to pursue various highways issues such as bollards at the crossing point of Worcester Road beyond the carpet shop, the clearing of drains at St Ann's Road, replacement of railings at Moorlands Road, and replacement of slabs with tarmac for the pavement on Worcester Road between the bus stop and the carpet shop.

Cllr Nielsen had attended MHDC's presentation on plans for the development of the five town centres, and a copy of the plans was available to councillors if required. The plans were focussed on footfall and visitors to the town rather than traffic problems and Cllr Nielsen suggested that the Town and District Councils should reach a general consensus for an approach to combat these problems within Great Malvern.

## UNADOPTED

**Natalie McVey County Councillor Malvern Trinity Division, District Council West Malvern** reported that West Malvern Road was now finally open after many months of closure and disruption, not least to bus travel. The new Highways Liaison Officer was proving to be very responsive, which was encouraging.

Cllr McVey sits on a task and finish group at WCC which is looking at ways of helping young people whose mental health had been affected by the Covid pandemic with the aim being to stop health deteriorating further.

MHDC were looking at ways to alleviate poverty and were working in partnership with the voluntary sector to mitigate against the rise in the cost of living. It had been noted that many people were facing these hardships for the first time.

The Homes for Ukraine Scheme was progressing slowly as the visa process was problematic, however, Malvern had the second highest number of individuals volunteering to host families in the Worcestershire area. MHDC carries out home checks and WCC DBS checks. Anyone wishing to help Ukrainian families can find more information on MHDC's website.

**Cllr Cynthia Palmer District Councillor, Priory Ward** will attend a meeting at the food bank next week; there are increasing concerns at the rise in numbers of people seeking help as the cost of living rises and the pressure this is putting on the food bank.

The new play equipment at Priory Park will be opening this Friday.

Cllr Houghton asked a question about its accessibility for those with mobility issues. This was answered by Cllr McVey who informed Council that due to the hilly nature of the site, it could not be signed off as fully accessible, but several pieces of equipment have accessible ramps.

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

**Cllr Clive Hooper, CALC Representative** attended a recent meeting which focussed on the Levelling Up white paper; a summary was available and would be circulated to members of the council.

**Cllr Sharon Taylor, Link Ward** had attended a Green Space 'Food for Change' community lunch with the Mayor at the United Reformed Church Hall in Malvern Link. Food that would otherwise have been thrown away but is still perfectly good is turned into a tasty meat-free, two-course meal. People are asked to make a donation if they can but are not obliged to pay anything if they cannot.

### 8. **MEMBERS QUESTIONS**

None.

*Cllr Nielsen left the meeting at 6.40 pm.*

### 9. **DEMOLITION OF VICTORIA PARK PAVILION**

Report CL01/22 was received.

The Town Clerk explained that although Modulek's overall tender included demolition of the old building just prior to the new build, it was now suggested that demolition be carried out earlier, to combat a resurgence in antisocial behaviour at the park, including individuals climbing on the roof and attempting to break into the building.

Demolition would be overseen by Modulek and carried out by a local contractor, chosen in agreement with the Operations Manager.

## UNADOPTED

It was **RESOLVED** to place an order to demolish the existing pavilion at Victoria Park as soon as possible.

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

Report CL02/22 was received and accepted, and the Chairman of the Operations and Planning Committee, Cllr Cynthia Palmer presented the recommendations from the meeting held on 22 March 2022.

#### Minute 92 Queen's Green Canopy – Jubilee Celebrations 2022

It was **RESOLVED** that as part of the Queen's Green Canopy project in 2022, two specimen woodland trees would be planted at Yates Hay Road green and open space, and that a plaque would mark this area to outline the project.

### 11. **AUDIT COMMITTEE RECOMMENDATIONS**

Report CL03/22 was received and accepted, and the Chairman of Audit Committee, Cllr Cynthia Palmer, presented the recommendations from the meeting held on 29 March 2022.

There were three recommendations from the meeting and these were voted for together.

#### Minute 22 Review of the Council's Credit Control Processes and Controls

It was **RESOLVED** that no changes should be made to the Council's current credit control processes and controls as they were satisfactory.

#### Minute 23 Review of the use of SAGE as an Accounting System

It was **RESOLVED** that the SAGE Accounting System should be used for a further twelve months and then reviewed again.

#### Minute 24 Review of Payment Terms for Town Council suppliers

It was **RESOLVED** that no changes should be made to the current payment terms for suppliers as it is satisfactory.

### 12. **POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS**

Report CL04/22 was received and accepted and the Chairman of Policy and Resources Committee, Cllr Clive Hooper, presented the recommendations from the meeting held on 30 March 2022.

#### Minute 49 Minutes of Previous Meeting

Councillors discussed whether a permanent group needed to be set up for this task. It was noted that the review of policies had fallen behind schedule with "catching up" required but some members felt that this was a temporary task after which policies should go directly to Policy and Resources Committee.

An amendment to the recommendation was proposed and agreed as follows:

It was **RECOMMENDED** that a Policy Review Task and Finish Group be set up for a period of six months to clear the backlog of policy reviews. Membership would be drawn from Full Council.

Members then voted on the amended recommendations and

It was **RESOLVED** that a Policy Review Task and Finish Group be set up to review the most overdue policies within the next six months and report back to Policy and Resources Committee. Membership would be drawn from Full Council.

It was **RESOLVED** that members would be:

## UNADOPTED

- Cllr Aidan Stitt
- Cllr David Mead
- Cllr Jack Ashington-Carter
- Cllr Clive Fletcher
- Cllr Sharon Taylor

### Minute 52 Review of Earmarked Reserves

It was **RESOLVED** to approve the Earmarked Reserves as summarised in the report including the three suggestions detailed and taking reserves to a level of £330,892 on 31 March 2022.

### 13. DATE AND TIME OF NEXT MEETING

It was agreed that the date of the next meeting would be Wednesday 11 May 2022 at 6.00 pm in Malvern Hills District Council Chamber.

The meeting finished at 7.15 pm.

.....  
(Chairman)

DRAFT

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

**to be held on Wednesday 11 May 2022 at 6.00 pm**

**in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern**

**REVIEW OF COMMITTEES/TASK AND FINISH GROUPS AND APPOINTMENT OF  
MEMBERS FOR THE 2022/23 COUNCIL YEAR**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendations**

2.1. Council is recommended to consider and approve the following Committees and Working Parties:

2.2. Policy and Resources Committee

➤ Confirm membership of Policy and Resources Committee as nine members.

Four Councillors have already put their names forward to serve on Policy and Resources Committee and these are in bold in the list below. A further five members need to be appointed and officers have assumed that those councillors who have not submitted committee preference forms wish to remain on the same committees.

1. **Cllr Ronan McLaverty-Head**
2. **Cllr Paul Tuthill**
3. **Cllr Clive Hooper**
4. **Cllr Neville Mills**
5. Cllr Jack Satterthwaite
6. Cllr Jack Ashington-Carter
7. Cllr Aidan Stitt
8. Cllr James O'Donnell
9. Cllr Clive Fletcher

2.3. Operations and Planning Committee

➤ Confirm membership of Operations Committee as ten members.

Five Councillors have already put their names forward to serve on Operations and Planning Committee and these are in bold in the list below. A further five members need to be appointed and officers have assumed that those councillors who have not submitted committee preference forms wish to remain on the same committees.

1. **Cllr Cynthia Palmer**
2. **Cllr Peter Smith**
3. **Cllr Sharon Taylor**
4. **Cllr David Mead**
5. **Cllr Josephine Leibrandt**
6. Cllr Caroline Bovey
7. Cllr Lou Lowton
8. Cllr Lynne Lambeth
9. Cllr David Watkins
10. Cllr Neil Morton

2.4. Audit Committee

- Confirm membership of Audit Committee at five members.

One Councillor has already put their name forward to serve on Audit Committee and this is in bold in the list below. A further four members need to be appointed and officers have assumed that those councillors who have not submitted committee preference forms wish to remain on the same committee, leaving one vacancy.

1. **Cllr Cynthia Palmer**
2. Cllr David Watkins
3. Cllr Caroline Bovey
4. Cllr Lynne Lambeth
5. Vacancy

Council should note that Policy and Resources Committee members are precluded from sitting on Audit Committee.

2.5. Environmental Panel

- There has not been a meeting of the Environmental Panel since November 2021; this is due to the absence of a trained chairman as well as difficulties obtaining quorum. It should also be noted that now the Environmental Policy and Strategy have been agreed, there is becoming an overlap in the work being undertaken by the Environmental Panel and other committees, particularly Operations and Planning.

Council is asked to consider the following options:

- i. Continue with an Environmental Panel and elect members.
  - ii. Include all business relating to environmental matters on the Operations and Planning Committee as a regular agenda item.
- Only one councillor has put their name forward to sit on this committee – Cllr Taylor.

2.6. Emergency Decision Making Group

- Confirm membership of the Council's Emergency Decision Making Group as:
  1. Mayor
  2. Deputy Mayor
  3. Chairman of Policy and Resources Committee
  4. Vice-Chairman of Policy and Resources Committee
  5. Chairman of Operations and Planning Committee
  6. Vice-Chairman of Operations and Planning Committee

The Emergency Decision Making group will be called on if an urgent and time sensitive decision needs to be made and cannot be done within the normal meeting timetable.

Any report from a meeting of this group will be sent to the next meeting of Full Council.

2.7. Victoria Park Pavilion Task and Finish Group

- Confirm membership of the Victoria Park Pavilion Task and Finish Group at nine members.

Members of the Victoria Park Pavilion Task and Finish Group to be agreed as:

1. Cllr Clive Hooper

2. Cllr Lynne Lambeth
3. Cllr Josephine Leibrandt
4. Cllr Neville Mills
5. Cllr Neil Morton
6. Cllr Cynthia Palmer
7. Cllr Peter Smith
8. Cllr Sharon Taylor
9. Cllr David Watkins

It should be noted that this group is currently working on the final stages of this project.

2.8. Policy Review Task and Finish Group

- To agree continuation of this Task and Finish group with members as follows:
  1. Cllr Aidan Stitt
  2. Cllr Clive Fletcher
  3. Cllr David Mead
  4. Cllr Jack Ashington-Carter
  5. Cllr Sharon Taylor

2.9. Other

- Approve the suspension of all other task and finish groups, although it should be noted that these can be set up at any time during the year either by Council or a committee, to carry out a specific task and report back.

2.10. Chairmanship

- All committees and task and finish groups will be required to elect a Chairman and Vice-Chairman at the first meeting of the new council year. Members are reminded that following a council decision, training for Chairmen and Vice-Chairmen is mandatory and must be completed as soon as is reasonable. Training is only required once in every council term and therefore any members who have already undertaken training are not required to repeat this.

**3. Background**

- 3.1. A Town Council may arrange to discharge any of its functions through a committee, or a subcommittee of the council. Unless the council otherwise directs, any committee appointed by the council may itself arrange for the discharge of any of its functions by a subcommittee. The only powers that cannot be transferred to a committee are those of issuing a precept or approving the Annual Return.
- 3.2. Councillors have been asked to complete a committee preference form indicating which committees they would like to serve upon. Some councillors have submitted these, and they have been used to provide more specific recommendations. For those councillors who have not submitted preferences, officers have assumed that they wish to remain on the same committee(s).
- 3.3. All committees have specific terms of reference which are reviewed at least once per council term and certain decisions are delegated to these committees, with other matters returning as committee recommendations for Full Council approval.
- 3.4. Task and finish groups are formed to carry out a specific task under an agreed remit and then are disbanded once the work has been completed.
- 3.5. The Chairman of any meeting of a committee or task and finish group has a second casting vote, should they choose to use it.

- 3.6. The Mayor is an ex-officio non-voting member of all committees and task and finish groups.
- 3.7. A member of Policy and Resources Committee is precluded from membership of the Town Council's Audit Committee.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. The Town Council has adopted a set of standing orders to regulate its business and proceedings, and these include rules governing meetings.
- 5.2. The Local Government Act 1972 schedule 12 covers meetings and proceedings of local authorities.

End

Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 11 May 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern**

**APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2022/23**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Council is asked to consider whether it wishes to continue appointing Town Councillors to each of the outside bodies as listed in Appendix A to this report.
- 2.2. If Council wishes to continue to appoint members to an outside body, a representative – or representatives – must be chosen.

**3. Background**

- 3.1. Each year at the Annual Council Meeting, the Town Council appoints representatives to outside bodies as listed at Appendix A to this report.
- 3.2. Members are asked to report back to Council on the activities of the organisations at least once during the year. These reports should be submitted under Agenda Item 'Town Council Reports/Reports from Representatives on Outside Bodies'.

**4. Financial Implications**

- 4.1. There are no financial implications to this report.

**5. Legal Implications**

- 5.1. Although no longer required as part of the Register of Interests, if a member is appointed as a representative on an outside body, they must consider this as a declaration of interest at any meeting containing business relating to this body.
- 5.2. Standing Orders state that any one Councillor should not act on behalf of the Council unless authorised by resolution. Any matters relating to Outside Bodies which require a decision will need to be debated by Full Council as an Agenda item.

End

Linda Blake  
Town Clerk

**TOWN COUNCIL REPRESENTATION ON OUTSIDE BODIES 2022/23**

<b>Outside Body</b>	<b>Current Representative</b>	<b>Councillor(s) for 2022/23</b>	<b>Number of Representatives</b>
Malvern Hills Council for Community Action	Cllr Cynthia Palmer		One
Malvern Hills CAB Management Committee	Cllr Neville Mills		One
Malvern Town Council/Malvern Hills District Council Liaison Group <i>(Mayor and Deputy Mayor)</i>	Cllrs Nick Houghton and Clive Hooper		Two
County Association of Local Councils (CALC)	Cllr Clive Hooper		One/Two
Malvern-Mariánské Lázně Community Partnership (MLCP)	Cllr Ronan McLaverty-Head		One
Malvern-Bagnères de Bigorre Twinning Association (MBTA)	Cllr Cynthia Palmer		One
Malvern Twinning Steering Group <i>(Mayor and Deputy Mayor)</i>	Cllrs Nick Houghton and Clive Hooper		Two
Malvern Hills College Task Force	Cllrs Clive Hooper and Lynne Lambeth		Two
Malvern Hills Youth Action Network	Cllr Aidan Stitt, resigned		One
Malvern Hills District Youth Action Parks Group	Cllrs Josephine Leibrandt and Aidan Stitt		Two

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

**to be held on Wednesday 11 May 2022 at 6.00 pm**

**in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern**

**BANK MANDATE AND PAYMENT SIGNATORIES**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Council is recommended to approve the following signatories for the management of the Town Council's bank account in accordance with legal and operational requirements AND to approve internet banking schedules and to sign any cheques or other payment authorisations if they are required.

- Mayor and Deputy Mayor of Malvern Town Council
- Five other Town Councillors with availability during Town Council working hours

2.2. Council is asked to note and confirm the following ongoing resolutions with respect to its bank accounts:

- a) Two from the approved signatories in 2.1 above are required to issue instructions for any changes, modifications or additions to the Council's bank accounts.
- b) The key contact for managing the bank account and allocating user permissions is the Town Clerk.
- c) The Town Clerk (or in their absence, the Operations Manager) is fully empowered to act on behalf of the Council to ensure the smooth running of the Council's bank accounts, subject to all previous authorisation permissions being adhered to.
- d) Two from the seven members agreed at 2.1 above are required to sign and approve internet banking schedules and direct debit instructions before payments are made by officers.

**3. Background**

3.1. The Council opened a new current bank account with Unity Trust Bank Ltd in April 2019. This bank account allows internet banking with the appropriate security arrangements in place.

3.2. Malvern Town Council also holds two further accounts:

- Public Sector Deposit Fund held with CCLA which allows the daily transfer of funds and yield currently at 0.692%.
- Local Authority Property Fund held with CCLA which is for longer term deposits and currently pays dividends of approximately £615 per quarter.

3.3. Although the Town Clerk is authorised to manage the day-to-day running of the Council's bank accounts, two councillor signatories are required to make any

changes, modifications or additions to the Council banking arrangements with Unity Trust Bank Ltd and the CCLA.

- 3.4. Further to the requirement in 3.3 above, the Council's online banking procedure states that two councillor signatories will be required to authorise a schedule of payments before any payments can be made. These signatories are also required for cheques (when used), direct debit mandates and other payment authorisations.
- 3.5. Seven councillors, including the Mayor and Deputy Mayor, need to be selected for payment authorisation. These councillors should be readily available to sign internet banking payment schedules, to ensure that the burden does not always fall on the same councillors. They are also required to check a selection of invoices for internal audit control purposes.
- 3.6. The internal auditor has previously commented in his annual report that he would like to see more councillors involved in the payment authority process.

**4. Financial Implications**

- 4.1. The Council's Financial Regulations lay down procedures to enforce robust financial controls.

**5. Legal Implications**

- 5.1. The Council is required to make arrangements for the proper administration of its financial affairs, and this is subject to both internal and external audit.

End

Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 11 May 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern**

**PAYMENT OF ANNUAL SUBSCRIPTIONS/  
MEMBERSHIP OF ORGANISATIONS**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Full Council is recommended to:

- Review and authorise subscriptions as set out in Appendix A to this report, making any amendments as required.
- Authorise the Town Clerk to pay the subscriptions.

**3. Background**

- 3.1. The Town Council's current Standing Orders, 5j (xv) require a review of the Council's and/or Staff Subscriptions to other bodies (Appendix A), to be determined at the Annual Meeting.
- 3.2. The first four organisations listed provide advice, support and updates on statutory guidelines relating to town and parish councils, local authority finance and accounting, green book terms and conditions and management of the cemetery.
- 3.3. The Cotswold Line Promotion Group provides regular information bulletins and the Council joined Caring for God's Acre in 2021/22 as it provides information and support relating to Great Malvern Cemetery.
- 3.4. The Town Council agreed to join the Rural Market Town Group in May 2021. Subscription was initially offered for free for the year and this free period has now been extended until 30 June 2022 with a £97 annual fee thereafter. The purpose of this group is for similar councils to share ideas, information and advice.

**4. Financial Implications**

4.1. The cost to renew the subscriptions as set out in Appendix A to this report can be contained within the Council's 2022/23 budget which was agreed in December 2021.

**5. Legal Implications**

5.1. There are no direct legal implications, but the advice and updates received from many of these organisations assist Officers in complying with legal and accounting guidelines.

End  
Linda Blake  
Town Clerk

**AGENDA ITEM 16  
APPENDIX A**

<b><u>Organisation</u></b>	<b><u>Cost 2021/22</u></b>	<b><u>Estimated Cost 2022/23</u></b>
Worcestershire CALC/NALC	£2,522	£2,346
Chartered Institute of Public Finance and Accountancy	£344	£355
Local Government Employers	£468	£468
Institute of Cemetery Management	£95	£95
Cotswold Line Promotion Group	£15	£15
Caring for God's Acre	£100	£100
Rural Market Town Group	Free until March 2022	Free until 30/6/22 then £97 per year
<b>Total</b>	<b><u>£3,544</u></b>	<b><u>£3,476</u></b>

**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 11 May 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern**

**ANNUAL REVIEW PROCESS**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Council delegates a review of the following items, with any recommendations to come back to Full Council for ratification:

- a) Review of delegation arrangements to committees, subcommittees, staff and other local authorities – Policy and Resources Committee.
- b) Review of the Terms of Reference for Committees - Policy and Resources Committee.
- c) Review and adoption of appropriate standing orders and financial regulations - Policy and Resources Committee.
- d) Review of inventory of land and assets including buildings and office equipment – Operations and Planning Committee.
- e) Review and confirmation of arrangements for insurance cover in respect of all insured risks - Policy and Resources Committee.
- f) Review of the Council's Complaints Procedure - Policy and Resources Committee.
- g) Review of the Council's policies, procedures and practices in respect of obligations under Freedom of Information and Data Protection legislation - Policy and Resources Committee.
- h) Review of the Council's policy for dealing with the press/media - Policy and Resources Committee.
- i) Review of the Council's Employment policies and procedures - Policy and Resources Committee.
- j) Review of the Council's expenditure incurred under s137 of the Local Government Act 1972 or the General Power of Competence – Policy and Resources Committee as part of the Annual Accounts.
- k) Determining the time and place of ordinary meetings of the Council up to and including the next meeting of Annual Council – next meeting of Full Council.

**3. Background**

3.1. Standing Orders state that the business as listed above should be considered at the Annual Council meeting. This is by no means an exhaustive list of policies held by the Town Council, but these are the legal requirements for Annual Council to consider as detailed within Standing Orders.

- 3.2. Due to the detail involved in the review process and the fact that some of the items are considered as a matter of course during each year, it is sensible to delegate these reviews to Committees/Task and Finish Groups during the year with any recommendations returning to Full Council for ratification.
- 3.3. Council is asked to note that at the Full Council meeting held in April 2022, it was resolved to set up a Policy Review Task and Finish Group to review overdue council policies within the next six months and to report back to Policy and Resources Committee. This is a 'catch up' exercise in addition to the reviews listed in 2.1 above after which a calendar will be drawn up to review policies at least once every four years.

**4. Financial Implications**

- 4.1. There are no financial implications to this report.

**5. Legal Implications**

- 5.1. The Local Government Act 1972 Section 15 states that the Chairman (Mayor) must be elected as the first business transacted at the Annual Meeting. This is the only legal requirement. Standing Orders list routine matters that must be considered as business at Annual Council, but it is permissible for Council to ask Committees/Task and Finish Groups to consider these and then report back to Full Council.

End

Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 11 May 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern**

**PLANNING CONSULTATIONS**

**1. Purpose of Report**

- 1.1. For comment as necessary.

**2. Recommendation**

- 2.1. The Council is recommended to note and comment on:
- i. Specific planning applications raised by Ward members, Officers or requested by members of the public.
  - ii. Any major planning applications currently being considered.
  - iii. Any 'live' planning applications as circulated on the weekly planning lists and on the planning application log attached at Appendix A.
- 2.2. A Councillor can be nominated to speak on behalf of the Town Council at MHDC's Southern Area Planning Committee where relevant.

**3. Background**

- 3.1. A list of planning applications is sent to members each week. Following a change in the Council's policy dating from December 2013, members are now asked to consider both major and minor applications and comment as appropriate.
- 3.2. Cllr David Mead representing Chase Ward has requested that the Town Council considers a response to application 21/01513/FUL, 41 Geraldine Road, the Town Council submitted a response to the original application in October 2021 and registered an objection. Amendments have since been made and the application re-submitted.
- 3.3. Other 'live' applications from the planning log can be raised by Committee members at the meeting. Full details of the applications are available by clicking on the relevant link below.
- 3.4. Members are asked to look at details of any planning applications for discussion before the meeting to allow an expeditious decision-making process.
- 3.5. Members are reminded that the Town Council is a consultee in the planning process and the comments that Council makes will go forward to the District Council as part of the planning application process. Therefore, comments should relate to material planning considerations so that they will be properly considered.
- 3.6. If a Councillor is nominated to speak at an MHDC SAPC meeting, Town Council Officers will await the application being listed on an agenda and will register the Councillor to speak through the agreed procedure.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

5.1. None pertaining to this report.

End

Linda Blake

Town Clerk

**AGENDA ITEM 18  
REPORT AC06/22**

<a href="#">21/01503/OUT</a>	22 Newtown Road, Malvern, WR14 1NZ	Link/West	Outline application for replacement of double (tandem) garage with studio apartment and garage parking with all matters reserved	Mr N Donohoe	Revised information received, therefore registration date of application has been restarted - now 13/05/22
<a href="#">M/22/00220/HP</a>	21 Stanley Road, Malvern, WR14 2BG	Pickersleigh	Erection of single storey side and rear extensions.	Mr Colin Cameron	13/05/2022
<a href="#">21/01014/FUL</a>	United Reformed Church, Queens Drive, Malvern	Priory	Conversion of Church into three dwellings - additional information received. Amended plans received with supporting details following listing of the building with Historic England.	2020 Malvern Developments Ltd	Comments on additional information only by 17/05/2022
<a href="#">M/22/00543/HP</a>	34 Cedar Avenue, Malvern, WR14 2SG	Link	Construction of detached garage/w.c./utility room (part retrospective)	Tony Rodway	17/05/2022
<a href="#">M/22/00472/HP</a>	7 Queen Elizabeth Road, Malvern, WR14 1AU	Link	Single storey extension to rear - to amend condition 2 of approved planning permission 21/02124/HP - single storey rear extension	Miss Gay Griffiths	18/05/2022
<a href="#">21/01513/FUL</a>	41 Geraldine Road, Malvern	Chase	Demolition of all existing buildings and erection of 28 dwellings (Use Class C3) for 100% affordable housing including access, parking, landscaping including open space, retention of TPO trees, and all associated works. Additional information received - amended plans: demolition of all existing buildings and erection of 28 dwellings (Use Class C3) for 100% affordable housing including access, parking, landscaping including open space, retention of TPO trees, and all associated works.	Keon Homes Limited and Platform Housing Group Limited	Comments on additional information only by 13/05/22
<a href="#">M/22/00572/FUL</a>	110 Worcester Road, Malvern, WR14 1SS	Link	Resubmission of approved mixed use scheme to the old Post Office: alterations to commercial space on ground floor and residential units above; new second floor rear extension for 2 new apartments plus demolition of	Mr Gerry Deegan	24/05/2022

**AGENDA ITEM 18  
REPORT AC06/22**

			existing garage and sheds to rear of site to include a new bungalow with parking and amenity space.		
<a href="#">M/22/00587/HP</a>	97 Geraldine Road, Malvern, WR14 3NX	Chase	Single storey extension to front.	Ms Strutt and Ms Marshall	25/05/2022
<a href="#">M/22/00584/FUL</a>	Dalvington, 146 Lower Howsell Road, Malvern, WR14 1DL	Link	Single storey extension.	FitzRoy	26/05/2022
<a href="#">21/01943/FUL</a>	Land at (OS 7750 4497) Wells Road, Malvern	Priory/Wells	Construction of 2no dwellings - additional information received: change in position and design of dwellings, change to side layout to include tree protection areas and wildlife planting.	Ansam Construction	26/05/2022
<a href="#">M/22/00582/FUL</a>	Morgan Motor Co Ltd, Pickersleigh Road, Malvern, WR14 2LL	Link	An extension to the auto-repair shop to provide modern welfare facilities, updated auto-repair workshops and upgraded electrical infrastructure.	Mr Steve Morris	26/05/2022

**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
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in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern**

**PURCHASE OF REPLACEMENT JOHN DEERE MOWER**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Council is recommended to consider the purchase of a replacement John Deere mower.

**3. Background**

3.1. As part of the 2022/23 budget, it was agreed to replace the John Deere Mower using funds from the Vehicle / Machinery Replacement Fund.

3.2. Due to global shortages post-pandemic, availability of replacement mowers is limited, and current supply timescales mean that any order placed for a mower now would result in delivery late 2022 / early 2023. Officers have managed to locate one mower that has proven to work well on town council grounds. Other makes have been looked at, but there are none in the country until late summer/early autumn.

3.3. Machinery dealer B have informed officers that there is no current stock, but that one mower will arrive at the end of June 2022 and another at the end of August 2022. To secure either of these, an order must be submitted before Friday 13 May. Further stock is not expected until March 2023.

3.4. Three prices have been sought and only one company has stated it is able to provide a machine for this mowing season. They have also offered a good price for the trade-in machine.

Company	Machine Type	Price	Trade in or resale value	Delivery Date
A	Kubota G21E HD	£16,559	No part exchange, but resale value of £2,000	September 2022
B	John Deere X940	£15,793 (before trade-in value applied)	£2,000	June / August if ordered now otherwise March 2023
C	John Deere X940	£19,000	No part exchange, but resale value of £2,000	Early 2023

- 3.5. In the process of sourcing mowers, officers have also been told by several different manufacturers that prices will be increasing in July by approximately 7%. This has been confirmed by the company that is able to supply the mower in June.
- 3.6. In accordance with the Council's Environmental Strategy, officers have researched electric mowers, but there are currently no mowers being manufactured to the Council's required specification.

**4. Financial Implications**

- 4.1. £12,500 was set aside in the 2022/23 budget, however due to price rises in early January of this year, the current machine will now be £13,793.12 plus VAT.
- 4.2. This increase in costs will be funded by reserves in the machinery and vehicle replacement fund.

**5. Legal Implications**

- 5.1. Financial regulations state that items of expenditure within the annual budget, of over £10,000 must be approved by the appropriate committee. For time purposes, this item has been brought straight to Council for a decision.

End

Charles Porter  
Operations Manager

**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 11 May 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern**

**OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Full Council is asked to consider the recommendations from the meeting of Operations and Planning Committee held on 27 April 2022 and listed below.

2.2. Recommendations to be presented by the Chairman of the Operations and Planning Committee or, if absent, the Vice-Chairman.

i. **Minute 102 Replacement of Town Council Vehicle**

It was **RECOMMENDED** that the purchase of a new vehicle, included in the budget for 2022/23, be delayed and the situation be reviewed in six months' time as part of the budget process for 2023/24.

**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 recommendations listed above in 2.2 and to approve, amend or refer back to committee as appropriate.

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

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

**4. Financial Implications**

4.1. Please see individual committee reports.

**5. Legal Implications**

5.1. Please see individual committee reports for specific details.

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

End

Linda Blake  
Town Clerk

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

**to be held on Wednesday 11 May 2022 at 6.00 pm**

**in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern**

**REVIEW OF REPORTS SUBMITTED BY GRANT-RECEIVING BODIES 2020/21**

**1. Purpose of Report**

1.1. For noting. A copy of the reports is included at Appendix A.

**2. Recommendations**

2.1. Council is asked to review and note the reports received from groups and organisations who were awarded a grant from the Town Council in September 2020 and March 2021.

**3. Background**

3.1. The Town Council runs an annual grants scheme, advertised twice a year, in January and July for small grants up to £500 and large grants of over £500, which provide a significant benefit to the community.

3.2. The Town Council's grants scheme rules state that all groups are expected to provide written evidence of how the money has been spent and the benefit it has brought to the people of Malvern. These reports are submitted to the Annual Council meeting each year.

**4. Financial Implications**

4.1. The 2020/21 budgets and expenditure were as follows:

	Budget	Expenditure
Small grants September 2020	£5,000	£1690.00
Small grants March 2021	£9,000	£1500.00
Large grants September 2020	£5,000	£4848.76
Large grants March 2021	£9,000	£9600.00

**5. Legal Implications**

5.1. The Town Council has the power to award grants under sections 137, 142, 144 and 145 of the Local Government Act 1972 and section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

5.2. The Town Council can also award grants using the Power of General Competence.

End  
Linda Blake  
Town Clerk

## **Reports from grant-receiving bodies**

**2020/21**

**Small grants total £3,190.00**  
**Large grants total £14,448.76**

Malvern Town Council provides grants twice a year to local groups and organisations.

Groups are asked 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 within twelve months of the grant being awarded. The reports that follow are for grants awarded in the 2020/21 financial year.

## **October 2020**

In October 2020, the Town Council grant scheme awarded small grants totalling £1690 and large grants totalling £4848.76 to the following local organisations.

Small grants	7th Malvern Company Girls Brigade	£500.00
	1st Malvern Company Boys Brigade	£500.00
	St Mary's, Pickersleigh	£500.00
	Malvern Community Forest	£190.00
	<b>Total</b>	<b>£1690.00</b>
Large grants	The Chase High School	£2,348.76
	Perfect Circle Theatre Company	£2,500.00
	<b>Total</b>	<b>£4848.76</b>

## **7th Malvern Company Girls Brigade – small grant £500**

Items 1 and 2: Coats and sweatshirts for the company:

GB coats and sweatshirts have been purchased and are used at every band event that the GB participates in (the band is joint with the Boys Brigade). The sweatshirts are also worn by the girls each week to GB sessions which helps to promote a sense of belonging and community. Since purchasing the coats and sweatshirts, they have been worn at multiple parades including the Remembrance Parade which took place in Malvern this year. This was led by our joint band made up of members from the Boys and Girls Brigade. In addition, the coats and sweatshirts were worn for the bi-annual band parade where, this year, the company toured around the UK playing in both Manchester and Blackpool. This gives the members of the GB an opportunity to meet other young people and the experience of playing their instrument in a mass band. The members of the GB who attend always speak positively of this experience. This year was particularly important as post-lockdown the girls had the experience to visit other places and bond with each other developing their friendships. We usually perform at other events throughout the year including supporting the local Scout group at the St George's Day parade, The Armed Forces Day Parade and church parades which involves parading around Great Malvern.

Items 3 and 4: tent repairs and replacement tent poles and pegs:

Tent repairs are essential as the tents are used for girls participating in the Duke of Edinburgh Award Scheme. Due to COVID, we have previously been limited in facilitating this. This year we have girls participating in their Bronze and Gold. We are planning to take the girls training at Clun which usually takes place over the May bank holiday. During this time, the girls refresh their map and compass work and use this time as their practice before the final expedition on their own. The tents are carried, put up and used by the girls undertaking their DoE. The tents are essential part of the expedition and by making repairs we can extend the life of the tent which ensures that all the girls who wish to take part in DoE can.

Item 5: Spare equipment for cycling linked to the DofE

To support the girls wishing to undertake the cycling DoE we need to help provide other equipment which ensures their safety such as puncture repair kits, helmets, and pannier bags to hold the equipment. We help provide this equipment to ensure that all girls are given the opportunity to take part in DoE. DoE helps girls to develop problem solving skills, resilience and builds qualities which develops them as community members.

Item 6: Annual cycle servicing (£130 per bike)

Again, the bicycles are used for the DoE and to ensure the safety of our members they need to be serviced each year. This is undertaken by a local bike shop and are taken by a member of the Boys Brigade company to be serviced each year. During May 2021, we had planned to undertake a practice but unfortunately, due to COVID this had to be cancelled. We are hoping that they can be used this year and as they are serviced, are safe and ready for use.

We would like to thank Malvern Council for this grant as it allows us to continue to support the girls in our company.

GB officers

## **1st Malvern Boys Brigade - small grant £500**

“We have used the gazebo twice as we get back to larger events. We used it outside the hall for our display in the summer to allow us to greet the parents outside. As a result we had a membership enquiry. We also used it at our five a side football competition in Tewksbury.”



## **St Mary's Pickersleigh - small grant £500**

“The grant was used to purchase toys and new equipment for the Pickersleigh Bears preschool group. Pickersleigh Bears provides a space for preschoolers to play, to interact socially with other preschoolers, to join in singing, listen to a story and enjoy a healthy snack that includes two portions of fruit. The group meets weekly on a Thursday morning during school term-time.

The group also provides a chance for parents and carers to meet each other, widening their own support networks and hopefully reducing the sense of social isolation that new parents can sometimes feel.

Since we submitted our grant application in 2020, 49 children and 45 adults have attended Pickersleigh Bears, representing 40 families from Malvern. Covid restrictions in late 2020 limited our numbers to 15 adults per week, whilst the restrictions imposed by the January-May 2021 lockdown prevented the group from operating at all. This meant that slightly fewer families attended over the past twelve months than would have otherwise been the case compared to previous years.

If any of the Town Councillors would like to visit Pickersleigh Bears to see the group in operation, then if they make an appointment with me, I would be happy to host their visit.

Yours sincerely,

Revd Lynne Sparkes, Vicar and Chair of Trustees, St Mary's Pickersleigh

## **Malvern Community Forest - small grant £190**



7 Arosa Drive  
Malvern  
WR14 3JP  
treasurer@malverncommunityforest.org.uk

12 January 2022

### **Report to Malvern Town Council**

This is a report on how Malvern Community Forest used the £190 grant from Malvern Town Council. This grant was part of Malvern Town Council's Small Grants Scheme 2020.

The grant enabled us to purchase saplings to continue the work of creating hedges at Malvern Link Station. The hedges not only improve the appearance of the station but are also beneficial to wildlife and biodiversity. These improvements benefit the people of Malvern

The hedges are on the north half of the Worcester bound platform.

The saplings purchased included:

- Crab Apple
- Hazel
- Hawthorne
- Wild cherry
- Bird cherry

The work done Malvern Community Forest in addition to the actual planning included digging out a trench to replace rubble with quality soil ready for plating.

Malvern Community Forest will continue to look after the hedges and when they are large enough, we plan to layer them in a traditional way.



Malvern Community Forest thanks Malvern Town Council for their support.

Ian Caldwell  
Treasurer and Trustee  
Malvern Community Forest

Malvern Community Forest is a registered charity, number 1142997

## **The Chase School - large grant £2348.76**



“I am pleased to inform you that the project has been completed. The grant from Malvern Town Council was fully utilised. We would like to pass on our thanks to Malvern Town Council for their support, it is hugely appreciated. As per the application form, the funds were used to purchase twenty physical pump sets and two wooden balance benches. These have already been used during PE lessons and we have included two photos for you. When social distancing measures are relaxed/ removed, the school is aiming to include these

across specific groups/ after school activities.

## **Perfect Circle Theatre Company large grant £2500**

“Thanks to your grant support, we have 2 groups of young people exploring theatre making, writing, and performance. We have 27 young people across 2 groups working hard at Malvern Cube, including lots of people joining Perfect Circle Youth Theatre for the first time. Based on the skills developed this term, I am hoping some of the group will write a play for us to produce in the next year - I have certainly seen some brilliant examples of creative thinking and understanding, and the group is gaining in confidence as the term progresses. There have obviously been a few bumps in the road with covid regulations, but we are filming some of the work so that it can be shared.

We invited the youth theatre group from Worcester Theatres who shared some of the show they'd been working on, so we did have an excellent evening of new writing and performance work. The group (and I!) learned a lot about narrative, character, and structure, and we are keen to explore this work further with our upcoming projects. Three of the group are currently writing plays for performance next Spring term, which is a fantastic legacy of your kind support. We're also planning another sharing with youth theatre groups from Worcester next summer. So lots of successes, despite not being able to invite a wider audience.

Thanks again for your invaluable grant funding, it's very much appreciated. We don't receive any core funding, so each project that is supported by local councils or councillors allows us to explore new aspects of our work, invite guest practitioners to help us with specific projects, or work with other groups and venues. It means that young people have a wide range of creative experiences, and allows them to expand their skills and share work with others. Each new project is developed in consultation with the group, we have a youth theatre committee who make decisions on productions, venues, and future ideas. So everything we do is very much led by young people.

Huge thanks again for your support,

Perfect Circle Theatre Company

## March 2021

In March 2021, the Town Council grant scheme awarded small grants totalling £1500 and large grants totalling £9600 to the following local organisations.

Small grants	Lyttelton Well	£500
	Malvern Civic Society	£500
	St Richards Hospice	£500
	<b>Total</b>	<b>£1500</b>
Large grants	Friends of the Chase	£2,500
	Malvern Special Families	£2,000
	What Makes You Different Makes You Beautiful	£2,100
	Malvern Spa Association	£500
	Coach House Theatre	£2,500
	<b>Total</b>	<b>£9,600</b>

## **Lyttelton Well – small grant £500**

### The Well Counselling

The

The grant was to fund research into and testing of an online administrative system to improve the efficiency and communications of the service, which had been almost wholly paper-based up to that point.

In March 2021, Malvern Town Council kindly provided our counselling service, Well Counselling, with a £500 small grant.

We are happy to say that one of our volunteer counsellors with the required technical expertise conducted this research and testing during the period from the issuance of the grant until the end of June and invoiced us for her time at a rate of £20/hour for 25 hours of work. This work included:

- consultation with all stakeholders, including counsellors and the Trustees of the charity;
- ensuring functionality for our purposes;
- ensuring high levels of security to allow confidentiality in line with GDPR requirements and bestpractice in information handling;
- ensuring value for money for the charity; and
- distribution of status reports and recommendations.

As a result of this research and testing, we have subsequently and successfully integrated the Cliniko practice management software as the primary administrative tool for The Well Counselling.

The Well Counselling benefits the people of Malvern through the provision of affordable counselling, allowing anyone to obtain the help they need whatever their financial situation. This research into online systems has allowed us to streamline the administration of clients and their paperwork; and reduced paper copies of client information. This has efficiency savings in terms of both time and money, as well as improving data security.

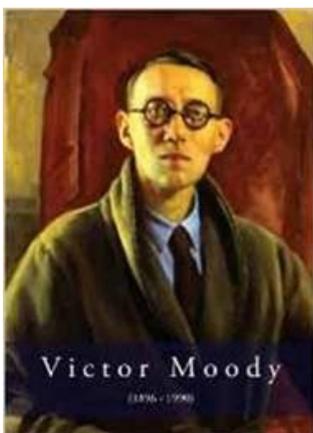
## **Malvern Civic Society – small grant £500**



One of the significant events in Malvern this year was the proposed closure of the Malvern Hills College in Albert Road North. Not only was it the potential loss of an important building but the removal of a well-used and loved college with the result that students would have to travel to Pershore or Evesham for their courses.

The Society decided to support the campaign to retain the College by staging an exhibition of the work of Victor and Catherine Moody as part of Midsummer Malvern.

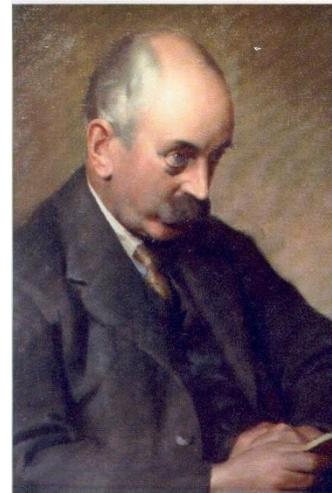
The Malvern College of Art flourished from the 1930s when Victor became its director, until 1990 when Catherine Moody retired; it followed the traditions of the Arts and Crafts Movement although the Moody style varied over the years.



Elmslie House was chosen as the venue for the Exhibition and a call went out to art galleries, dealers and private individuals who might have Moody pictures. The support was impressive, and we assembled over fifty works – many of them from local people who either knew the Moodys or had acquired works at the Serrell sale after Catherine's death. We were particularly pleased to have the support of the Price family who live in the Moody house in Sling Lane and who have carefully looked after the murals that decorate their hall and staircase.

All the phases of the work of Father and Daughter were represented in the Exhibition from many portraits – some of local residents like Louis Hamand, Priory Organist or famous visitors such as GBS - Victor's rustic phase, his corporate paintings of the Worcestershire Regiment and the Assembly Rooms plus some of Catherine's sculptures.

The Exhibition attracted widespread interest and, despite pandemic caution, hosted about five hundred people over the eight days. **Our thanks to Malvern Town Council for its essential financial support.**



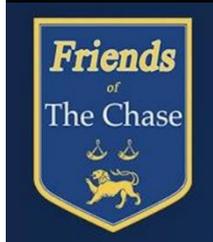
### **St Richard’s Hospice – small grant £500**

“St Richard’s Hospice applied for a grant towards the purchase of a Browsealoud Reachdeck toolbar which is an all-in-one digital inclusion solution and helps to ensure St Richard’s online content is accessible and usable to everyone, regardless of digital skills, physical abilities, literacy, language or cognitive challenges. We are extremely grateful to Malvern Town Council for the grant which enabled us to purchase the toolbar in March. Certainly it seems that the toolbar is being very well used and is a great way to increase accessibility for those who have difficulty using the internet.”

In the August, September and October, the services were accessed as follows:

<b>Tool Bar</b>	4542
<b>Translate</b> - translates web pages into 99 languages and can read aloud 40 of the most commonly used languages including Spanish and Chinese.	357
<b>Text-to-speech</b> - makes online services and information more accessible with a choice of read aloud voices, different reading speeds and highlighters to enhance understanding.	132
<b>Web Page Simplifier</b> - removes distracting content creating a simple format for online information – ideal for those with dyslexia, cognitive or learning disabilities.	6
<b>Screen Masking</b> - blocks online clutter, letting the user focus on the text they want to read.	5
<b>PICTUREDICT</b>	10
<b>Text magnification</b>	2
<b>MP3 Creation</b> - instantly converts online content into audio versions for easy offline listening.	2

## **Friends of the Chase – large grant £2500**



# **Friends of The Chase**

***Supporting our children and our school***  
**Charity No. 518461**

16 January 2022

Dear Malvern Town Councillors,

I am writing on behalf of the committee of Friends of The Chase to express our gratitude for the £2,500 you granted us last year to fund a third day of counselling for pupils at The Chase. We were able to fund this third day of counselling during the summer term (April through July 2021). This was part of wider project for which we have raised and granted £7,500 to The Chase to ensure that professional counselling is available for pupils who have found it difficult to cope with the pandemic, lockdowns, grief, family breakdown, disrupted learning and continuing uncertainty around GCSE and A-Level examinations.

Since September 2020 over 120 pupils have been referred to the school counsellor. Thanks to increased support for counselling, only a few children have had to spend time on the waiting list. This means most pupils got help as soon as they needed it and that they actually required less professional support (in the long run) than they might have required if they had had to wait months to see a counsellor.

Pupils who received counselling were asked to complete a brief questionnaire at the beginning and end of their course of counselling to document any changes they experienced in several areas. The results were overwhelmingly positive: 40% of pupils reported an improvement in confidence, 23% reported an improvement in health & well-being, 15% reported an improvement in academic performance, 5% reported an improvement in their own behaviour and an enormous 69% reported an improvement in their relationships with their teachers.

This last improvement is of particular interest. The School Counsellor has shared that counselling specifically helped pupils, who come from households where shouting is the norm, to understand that a teacher raising his or her voice in the classroom is not making a verbal attack on that student. She was able to help these pupils understand that it may actually be appropriate for a teacher to raise his or her voice when communicating instructions and maintaining good order in a classroom of 30 students. For some pupils this realisation was nothing short of revelatory and will help them negotiate learning and working environments more confidently for the rest of their lives.

Sincerely,

Samantha Craig

Friends of The Chase

## **Malvern Special Families – large grant £2000**

“Malvern Special Families were extremely lucky to receive a grant of £2,000 from Malvern Town Council to enable us to put on extra trips and activities for the children with special needs that we support. I am pleased to say the money helped us put on trips to West Midland Safari Park, Little Owl Farm Park, Dudley Zoo, Poppy’s farm and All things Wild. Over 60 children all with special needs aged from 5- 18 were able to access these trips. The trips were so important after many of our children had experienced the various lockdowns due to Covid – 19 with little or no access to outside spaces. These trips would not have been able to go ahead without the support of Malvern Town Council as all our face-to-face fundraising had been cancelled. The feedback from the children who went on the trips was overwhelmingly positive with many children saying it was their best day ever! The attached photos show what a good time was had by all. Many parents said they were so pleased that their children were finally able to get out and about once again and that they appreciated the break safe in the knowledge that the young people were safely enjoying themselves with Malvern Special Families.

On behalf of all the children that went on those trips I say a big thank you to Malvern Town Council.”



## **What Makes You Different, Makes You Beautiful – large grant £2100**

### **What we do and who we help**



We are a special needs charity offering a wide range of projects and services that run from our Malvern Support Centre, across Worcestershire and the neighbouring counties. The charity provides a family-centred care approach, supporting parents, carers, friends, siblings and children with disabilities aged 0-19 years. Our main source of funding is the national lottery. With a clinical lead in place, WMYDMYB can facilitate face-to-face sessions for our service users, providing respite for both children and their families. This is particularly important now more than ever.

The global outbreak of COVID-19 caused a huge shift in everyday life. It has been a particularly hard adjustment for children with additional needs and disabilities to cope with the amount of change and disruption. Extreme alterations to routines and a complete lack of life structure - experiencing closure of schools and nursery settings, social distancing and/or home confinement - have created a cocktail of struggles including increased stress, anxiety, and loss of confidence.

In March 2021, we received a grant of £2,100 from Malvern Town Council for our garden project.

### **What the funding was used for**

The monies were used to revamp the garden, so that it was a safe and level area accessible to all. With restrictions on meeting indoors, the outside area has enabled us to carry on with sessions safely, let families meet up together and has hosted many coffee afternoons. It really has been a godsend. The children have had a wonderful summer and enjoyed water play and sprinklers, gardening and baking. It is a fun, vibrant, outdoor space for everyone, bringing the community together.



**Thank you for supporting our small charity which helps over 400 families in the community.**

## **Malvern Spa Association – large grant £500**

In May 2021, the MSA (Malvern Spa Association) held a summer exhibition along Church Walk in Malvern. The aim was simple - a photo exhibition detailing Malvern's unique water heritage and geology within an easy to read narrative from its beginning to the present day. Using the allocated grant and our own funding, we were able to commission the highly regarded, local photographer, Jan Sedlacek, who took the extraordinarily creative images of the springs and wells in and around the Malvern hills. A map was available to download from the MSA's website allowing interested parties to visit the featured sites. The Committee felt that the exhibition was a great success in promoting the work of the MSA and educating the local public on this wonderful local resource. The commissioned images will be used in many ways: future exhibitions and shows, cards and calendars, point of sale and a future commemorative book.

## **Coach House Theatre – large grant £2500**

The Coach House Theatre CARE scheme was designed to encourage performing arts individuals and companies together with visual artists and craftspeople to return to the theatre and gallery following the long period of enforced isolation caused by Covid precautions.

It was clear that many of the performers, artists and makers who had, in many cases, had little or no income could ill-afford to hire premises in which to resume their work. Similarly, although the Coach House Theatre Trustees were willing to commit funds to subsidise the hire fees it seemed desirable to make the stage and gallery spaces completely free of all costs and that this would require additional funding.

Applications were therefore made to several organisations, private and local authorities, to provide match funding in partnership with the Coach House Theatre. Two applications were successful – Malvern Town Council and The Elmley Foundation. Both provided £2500 which, together with an equal commitment by the Coach House Theatre, gave a total budget of £10,000.

### Implementation

Information about the scheme was sent to an extensive list of potential users across a wide range of performance and visual artistic disciplines. Take-up from previous users of the Coach House Theatre has been excellent and many new contacts have been made that should result in future bookings both within the CARE scheme and paying the standard hire fees. The returning performers have also been able to re-establish their audience base and this should encourage them to book the theatre with confidence in the future. All those benefiting from the CARE scheme were required to acknowledge the assistance provided by the funders on all advertising material and programmes and, as far as possible, other print and broadcast media.

### Outcomes

**Performing arts** – a total of sixteen groups and individuals performing everything from plays, teenage rock, comedy, drama classes for young people and classical music have taken advantage of the scheme so far. Education and other events have included TED talks, innovation lectures and local history subjects. The courtyard has even seen Morris Dancing!

**Exhibitions** – seven individuals and groups of local artists and craftspeople have displayed work in week-long events in the gallery. Similar events within the CARE scheme are planned for 2022.

### Financial

As none of the users of the CARE scheme have had to pay venue hire charges they have retained all income from their events. This has proved to be a useful incentive to returning creatives and has attracted new

users. The cost in “lost” revenue to the Coach House Theatre is £7000. It is anticipated that the planned/booked events for 2022 will account for the remaining £3000 of the £10,000 budget.

#### The Future

There is clearly a need for an affordable, professionally equipped, performance space in the Malvern Hills area catering for small-scale and community activities that are not provided for in other, commercially operated local facilities. While it will not be possible to continue to operate a further “free” scheme, the Trustees of the Coach House Theatre are keen to continue to encourage potential users of the theatre by offering a subsidised fee system. We will therefore continue with out attempts to raise funds to assist users in 2022/23. If the Covid emergency continues, and especially if audience distancing becomes necessary again, such subsidies will be essential if the theatre is to remain viable.

#### Conclusions

1. The CARE scheme has achieved its aim of encouraging performers, artists and other users to return to the Coach House Theatre.
2. Local audiences have, once again, been able to enjoy the work of local practitioners.
3. The Coach House Theatre has reaffirmed its reputation for providing a friendly, professionally equipped and managed performing arts venue.
4. Without the generous aid provided by Malvern Town Council and The Elmley Foundation the CARE scheme would have been limited in its scope and outreach.