

**UNADOPTED
MALVERN TOWN COUNCIL
MINUTES OF FULL COUNCIL MEETING
in the Park View Meeting Room, Victoria Park Road, Malvern Link
held on Wednesday 3 September 2025 at 6pm**

Councillors

Present

M Birks (Chair)
I Dawson
D Watkins
A Cherry
S Austin
C Hooper
J MacLusky
C Bovey
K Newbigging
D Mead
J Green
E Green
N Wanklin
J Leibrandt (6.01pm)
C Fletcher (6.01pm)
L Lowton (6.01pm)

Absent

M Jones (Apologies)
R McLaverty-Head (Apologies)

Also in attendance

L Blake, Town Clerk
J Winkworth, Minute Clerk
Cllr Paul Bennett, MHDC County Councillor
Cllr Chris McSweeney, MHDC County Councillor
Liam McClelland, Skatepark Group

The meeting started at 6.01pm.

62. APOLOGIES FOR ABSENCE

Apologies for absence from Councillors Ronan McClaverty-Head and Mel Jones were **NOTED**.

63. DECLARATIONS OF INTEREST

None.

64. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes from the meeting noted below are approved and adopted as a correct record of the proceedings:

- Full Council meeting 30 July 2025

PUBLIC PARTICIPATION

None.

Under Standing Order 1A, the Chair moved agenda item 11 forward to be discussed.

65. RECOMMENDATIONS FROM SKATEPARK FOCUS GROUP

Report CL03/25 was received and accepted.

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The Mayor gave her thanks to everyone involved with the Skatepark Focus Group and welcomed Liam McClelland to the meeting.

Liam also passed on his thanks for the invitation to be involved and was looking forward to seeing the end result of a new skatepark in Victoria Park.

Cllr Cherry informed the Council of the process which had taken place to date within the Focus Group and invited Councillors to ask any questions.

The Council **RESOLVED** that Company A should be chosen as the successful contractor to install a new Skatepark within Victoria Park, subject to the Section 106 funding being approved by Malvern Hills District Council.

66. MAYOR'S ANNOUNCEMENTS

The Mayor updated the Council on her recent engagements during August which included the following:

- Mayors Bonanza
- Bands in the Park
- VJ Day commemorations
- Talk at St Mary's/Pickersleigh Residents Club – 'What is it like to be a Mayor?'
- Malvern Special Families visit to their Summer Play Scheme
- Meeting with Karl Perks, Responsibility for Highways and Transport

Cllr Emma Green left the room at 6.32pm.

Special meeting – Wednesday 24 September 2025

The Mayor informed councillors that there will be an Extraordinary Council Meeting being held on Wednesday 24 September 2025 at 6pm at the Park View meeting room for the co-option to fill two vacancies within Malvern Town Council.

Cllr Emma Green returned to the meeting at 6.35pm.

67. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

The Town Clerk updated the council on the following matters:

- Grants Scheme applications will close on 15 September.
- Bands in the Park – Councillors who volunteered at Bands in the Park this season will be asked to provide feedback on the bands that played, the quality of music provided, what went well, what didn't work etc.
- Hanging Baskets and Troughs – these will be removed during the week commencing 15 September.
- Car Park Line Marking at Victoria Park – closure weather permitting for line marking on Thursday 4 September.
- Football - matches will commence this weekend, but it has been noted that there has been a decrease in teams this year following the disbanding of several youth teams.
- Pump Track Adam Lee – The Town Clerk is continuing to work with the Police to monitor anti-social behaviour in this area. The Town Council may wish to consider laying tarmac on the car park at Adam Lee in the future to discourage stone throwing from the stones laid in the car park area at present.
- Litter Bins – Officers have responded to a few litter bin requests in the Town.
- Hedges/Trees – we now find ourselves in the season of hedge and tree cutting and work is beginning and will continue to take place going forward.

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- Flood Report for Elgar Avenue is due back in the next two weeks.

Cllr Wanklin left the room at 6.39pm.

68. **REPORTS BY COUNTY & DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE**

County Councillors Paul Bennett and Chris McSweeney were in attendance at the meeting.

Cllr McSweeney hopes to attend MTC meetings on a quarterly basis following the prompt in the previous minutes.

Cllr McSweeney informed the committee on the following matters:

- British Camp A449 closure from 8 September 2025 for a long period of time.
- Edith Walk closure from 15 September for approx. 3 days.
- Newland road surface area is much better following the repairs.
- Malvern Bike Bus is taking place again from Friday 5 September at 8am from Somers Park to Northleigh School.

Cllr Leibrandt left the room at 6.47pm.

A lengthy discussion took place regarding the flags flying in the surrounding areas. Cllr Lou Lowton felt that they were a distraction on the roundabouts and lamp posts.

It was noted that any flags erected on lamp columns within the town were the responsibility of Worcestershire County Council and not a Town Council matter.

Cllr Leibrandt returned to the room at 6.50pm.

Cllr Bennett also informed the council on the following matters:

- Some pavements have been lowered in Elgar Avenue.
- A request from Cllr Bovey to look at problems with road surface in Langland Avenue outside Malvern Town Club has been reported
- Pound Bank pathways on the west side have been reported
- Parking on grass in areas – Cllr Bennett has been trying to discourage this
- New Empty Homes/Buildings Officer now in place at MHDC
- Proposed Church Street crossing – District Councillors are actively discussing
- Parking Spaces are to be saved from removal down Church Street
- Disused bus stop by Waitrose and Taxi Rank by B & M may be used for more car parking spaces

Cllr Lowton left the room at 7.10pm.

Cllr Hooper wished to note congratulations to Cllr Natalie McVey on her recent position of Deputy Chair of Local Government Association committee who deal with Children, Young People and Families. The Mayor has also written to congratulate her in a personal capacity.

Cllr Lowton returned to the room at 7.13pm.

Cllr David Mead reported that at the District Council meeting on Tuesday 2 September 2025 the decision was made to opt for both a North and South Worcestershire Unitary Authority in the forthcoming change in structure. A recording of the meeting is available if anyone wishes to view it.

69. **TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES**

Cllr Hooper informed the council that CALC Executive committee are meeting in the following week. The Executive body will be looking at feedback received from the

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CALC questionnaire sent out to ascertain views from Parish and Town Councils on devolution within Worcestershire.

Cllr Austin left the room at 7.18pm.

70. **MEMBERS QUESTIONS**

None.

Cllr Austin returned to the room at 7.19pm.

71. **RECOMMENDATIONS FROM AUDIT COMMITTEE**

Report CL01/25 was received and accepted.

Minute 12 – Appointment of Internal Auditor 2025/26

The Council **RESOLVED** that Mr Duncan Edwards of DKE Audit Services would continue on as the Town Council's internal auditor for a further one-year period in 2025/26 as the Town Council are satisfied with the competence and independence shown to date.

72. **RECOMMENDATIONS FROM OPERATIONS AND PLANNING COMMITTEE**

Report CL02/25 was received and accepted.

Wednesday 24 July - Minute 21 Renewal of Self-Management Tenancy Agreement at Monksfield Lane Allotments

Following a short discussion, it was **RESOLVED** that a new seven-year self-management tenancy would be approved for Monksfield Lane allotment site with an annual rental of £250.

Wednesday 24 July - Minute 24 Charity Fundraising at the Christmas Light Switch-on 2025

A discussion took place regarding this recommendation:

- Would there be a conflict of interest with charities Councillors are linked with?
- Where can the Councillors obtain a list of local charities from?

Following the discussion of these points, it was **RESOLVED** that the Christmas Light Switch-on event taking place on Saturday 22 November would be an event held to raise monies for a number of smaller local charities and that four local charities would be selected by way of an online poll and questionnaire.

Wednesday 20 August - Minute 35 Planning Consultations – Proposed Road Crossing in Church Street

It was **RESOLVED** that the Town Clerk should write to Worcestershire County Council stating the Town Council's concerns that the proposed suggestions for a crossing in Church Street is the wrong location and that it should be located at the end of Church Walk or not be put in place at all.

Wednesday 20 August – Minute 38 – Signage for the Community Hub

It was **RESOLVED** that the Town Council should proceed with Option 2 with an enhanced logo on (using larger font), a slightly larger sign still containing the Town Council logo and heading of Community Hub but with the additional details of Town Council Offices/Café, Park View Meeting Room and Public Toilets on signage for the Community Hub.

UNADOPTED

73. RECOMMENDATIONS FROM STAFFING COMMITTEE

Report CL04/25 was received and accepted.

Minute 5 – Pay Review and Benchmarking

It was **RESOLVED** that benchmarking should take place on all staff roles. Including the Town Clerk and Operations Manager.

Minute 6 – Review of Job Descriptions and Plans to meet with staff

Cllr Leibrandt detailed the recommendation to see individual staff contracts after the staff group meetings which prompted a lengthy discussion and concerns from some Councillors.

There were several issues raised by some town councillors who felt that it was unnecessary for every staff contract to be looked at.

The issue of GDPR and redaction of certain details was raised and the Town Clerk confirmed that advice had been received stating that full names, addresses and signatures would all need redacting.

It was pointed out that the Staffing Committee do not have delegated responsibility for the management of staff.

The issue of non-disclosure agreements/confidentiality clauses were raised, as was the need to keep information within meetings, on different coloured paper where necessary and that this information should not be discussed outside of the meetings.

A question was asked as to what specific information was needed that wasn't in a generic contract and that a generic contract should be able to answer 99% of all queries. The chair of Staffing Committee responded that the information was needed in order that the Town Council could be a responsible employer.

Some Councillors felt that individual contracts should not be viewed and that Staffing Committee should be able to provide a good reason for seeing specific detail with individual contracts.

However other Councillors disagreed with these views and felt that the Staffing Committee were carrying out the function of a HR department and that as a good employer it was necessary to have sight of all contracts.

It was also pointed out that the Good Councillors Guide provides specific information on the role of a Staffing Committee and in some circumstances individual contracts can be viewed.

Cllr Bovey left the room at 7.44pm and returned at 7.46pm.

Cllr Cherry requested a named vote.

Clarification on a named vote was given to the committee by the Town Clerk. The results of the vote are as follows:

UNADOPTED

No to viewing of individual contracts

Cllr Fletcher
Cllr Cherry
Cllr Austin
Cllr Mead
Cllr Bovey
Cllr Watkins

Yes to viewing of individual contracts

Cllr MacLusky
Cllr Dawson
Cllr Hooper
Cllr J Green
Cllr K Newbigging
Cllr E Green
Cllr Wanklin
Cllr Lowton
Cllr Leibrandt
Cllr Birks

It was **RESOLVED** that the Staffing Committee would have sight of individual staff contracts after the staff group meetings.

Minute 8 – Scheduling of staff holidays/leave of absence

Cllr Leibrandt informed the committee that this matter had been raised due to the need not to overwhelm staff with meetings and in particular to avoid the difficulties that arose when a meeting was scheduled in the week just before Full Council which gave problems with ensure timely decision making.

It was **RESOLVED** that in order to have more flexibility around holidays and ensure timely decision making that Council would review the meeting schedule to reduce the number of meetings.

Due to pressures of time, Cllr Dawson proposed that the meeting be extended by 30 minutes.

Under Standing Order 3X, Councillor Dawson proposed that the meeting be extended until 8.30pm to complete the agenda.

A vote was taken and the extension agreed.

Cllr Wanklin left the room at 7.58pm returning shortly thereafter.

74. UPDATE FROM COMMUNITY ENGAGEMENT SUB-COMMITTEE

Report CL05/25 was received and accepted.

Cllr Newbigging gave a short report detailing the recommendations that have arisen from Community Engagement Sub-Committee meeting held on 18 August 2025.

Minute 4 – Review of Malvern Town Council's Community Engagement Strategy

It was **RESOLVED** that a workshop could be held for all town councillors so that further understanding of needs and opportunities for residents in their wards and how these needs could be addressed. The information provided by public health on a ward basis is a useful resource to support this.

and

UNADOPTED

It was further **RESOLVED** to extend the workshop invitation to key players with detailed knowledge of local needs, namely Malvern Hills District Council, South Worcestershire Citizens Advice Bureau, Community Action, local Community Builders and Social Prescribers. The aim of this meeting would be to help identify the areas in Malvern where there are specific needs to be addressed in order to inform priorities.

Minute 5 – Development of methods of engagement

It was **RESOLVED** that a 2-hour training session could be booked with the Good Practice Mentors who can then advise on the best methods of engagements for the Town Council and give an insight into how to work with those who tend not to engage through more formal methods.

Minute 6 – Review of key opportunities to use information to identify priorities

It was **RESOLVED** that members of the Community Engagement Sub-Committee should take part in the event to gather groups together at Great Malvern Library.

Minute 7 – Development and implementation of specific initiatives

Town Councillor Surgeries

It was **AGREED** to defer this item to a future Full Council meeting to allow for a fuller conversation.

Health Van

It was **RESOLVED** that the Town Council would book the Health Van to come to Victoria Park.

Cllr Lowton and Cllr J Green left the meeting at 8.05pm.

75. CHARITY FUNDRAISING AT THE CHRISTMAS LIGHT SWITCH-ON

It was **AGREED** to defer this item to the Special meeting on Wednesday 24 September 2025.

76. ILLEGAL ENCAMPMENTS/TRESPASSING ON TOWN COUNCIL LAND

It was **AGREED** to defer this item to the Special meeting on Wednesday 24 September 2025.

77. DATE AND TIME OF NEXT MEETING

It was agreed that the date of the next meeting would be Wednesday 15 October 2025 at 6.00pm, in the Park View Meeting Room.

EXCLUSION OF THE PRESS AND PUBLIC

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.

78. ROSE BANK GARDENS UPDATE

The Town Clerk gave an update to the Full Council on the progress of Rose Bank Gardens.

UNADOPTED

The meeting finished at 8.30pm.

.....(Chair)

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