



MALVERN TOWN COUNCIL

FULL COUNCIL

REPORTS

**For meeting on Wednesday 12 November 2025 at 6.00 pm
In the Park View Meeting Room, Community Hub, Victoria Park Road,
Malvern Link**

MALVERN TOWN COUNCIL

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

Tel: 01684 566667

5 November 2025

townclerk@malvern-tc.org.uk
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 12 November 2025 in the Park View Meeting Room, Community Hub, Victoria Park Road, Malvern Link, WR14 2JY commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

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

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence To note apologies for absence.
2.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests.
3.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Council meetings: ➤ 15 October 2025
Public Participation <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	Policing in Malvern ➤ Verbal update from PC Dave Olczak of Malvern Police Station
5.	Mayor's Announcements ➤ The Mayor to make any relevant announcements/written report
6.	Update on Town Council Operations and Activities ➤ Verbal update by the Town Clerk
7.	Reports by County and District Council Representatives in Attendance ➤ Verbal reports or written submissions as appropriate
8.	Town Council Ward Reports/Representatives on outside bodies ➤ Verbal reports or written submissions as appropriate

9.	Members Questions ➤ The Chair will invite members who have written in with questions to present them to Council
10.	Appointment of Co-opted Councillors to Committees ➤ Report CL01/25 to follow
11.	Appointment of member to Community Engagement Sub-Committee ➤ Report CL02/25 to follow
12.	Update from Malvern Twinning Steering Group ➤ Verbal update
13.	Recommendations from Staffing Committee The Chair of Staffing Committee to present any recommendations for approval by Council from the meeting held on 22 October 2025 ➤ Report CL03/25 to follow
14.	Purchase of New Christmas Lights for Great Malvern ➤ Verbal update
15.	Engagement of Community Development Officer ➤ Report CL04/25 to follow
16.	Notice of Motion – Weekly Inclusive Fitness Classes for the Malvern Community ➤ Report CL05/25 to follow
17.	Notice of Motion – Establishment of an Environmental Task and Finish Group ➤ Report CL06/25 to follow
18.	Notice of Motion – Funding for Independent Legal Advice regarding Staffing Committee Obligations ➤ Report CL07/25 to follow
19.	Date and Time of Next Meeting ➤ 17 December 2025 at 6.00pm
Exclusion of the Press and Public <i>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.</i>	
20.	Rose Bank Gardens Update ➤ Verbal update

MALVERN TOWN COUNCIL
MINUTES OF FULL COUNCIL MEETING
in the Park View Meeting Room, Victoria Park Road, Malvern Link
held on Wednesday 15 October 2025 at 6pm

Councillors

Present

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

Absent

R McLaverty-Head (Apologies)
N Wanklin (Apologies)
J Green (Apologies)
D Ward (Apologies)
M Jones
L Lowton
W Whittaker

Also in attendance

L Blake, Town Clerk
C Porter, Operations Manager
J Winkworth, Minute Clerk
Cllr C McSweeny
Malvern Gazette Reporter

84. APOLOGIES FOR ABSENCE

Apologies for absence from Councillors Jude Green, Ronan McLaverty-Head, Nathan Wanklin and Deborah Ward were **NOTED**.

85. DECLARATIONS OF INTEREST

Cllr Sean Austin declared an interest relating to Agenda item 14 as he is involved with the group dealing with the new Christmas Lights; and is also a trader in the local area too.

86. MINUTES OF PREVIOUS MEETING

Wednesday 3 September 2025

Cllr Newbigging, prior to the meeting, had requested an amendment to minute number 74 of the Full Council minutes of Wednesday 3 September to read the following:

‘It was **AGREED** to defer this item to a future full council meeting to allow for a fuller conversation including feedback on Town Councillor Surgeries’

It was **RESOLVED** to accept this amendment to the minutes.

It was further **RESOLVED** to approve and adopt the minutes from 3 September 2025 as a correct record of the proceedings.

Wednesday 24 September 2025

Cllr Hooper pointed out that the title of this meeting should read Extra-ordinary Meeting, this was **AGREED**.

It was **RESOLVED** that the minutes from the meeting of 24 September 2025, be approved and adopted as a correct record.

PUBLIC PARTICIPATION

None.

87. MAYOR'S ANNOUNCEMENTS

The Mayor informed the full council that due to the number of agenda items she felt it would be prudent to keep contributions to a minimum of 2 minutes at a time. This will assist in completing the agenda in a timely manner.

The Mayor formally thanked Cllr David Mead for all of his contributions and work during his year as Deputy Mayor and apologised that this had not happened earlier. The Mayor was grateful to David for his service during the year.

The Mayor reminded Councillors that it was important as a decision-making committee that all Councillors should do their best to attend meetings. At recent meetings there had been some incidences where meetings were only just quorate. The Mayor asked if Councillors could prioritise meetings in the future so we can all vote towards what we want to see for our Council.

Mayor's Calendar

A list of full engagements can be found in the reports section on the website.

88. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

The Town Clerk informed Full Council of the following matters.

External Audit

External Audit has concluded and there are no matters of concern for the audit period 2024/25. The Council has been given a clean audit report.

Remembrance Day

If any Councillors are available to volunteer or steward for road closures on Remembrance Sunday, please let the Town Clerk or Events Team know as soon as possible. The time period required for road closures is approximately 10.30am until 11.15am.

Christmas Light Switch-On

Following the recent community voting, the four small charities have been confirmed as follows:

- Legacy Moto
- Malvern Community Forest
- ARCOS
- Malvern Welcomes Refugees

Skatepark

Notification has been received from Malvern Hills District Council that there will be no need for any further supporting documentation for the recent Section 106 application. An initial planning meeting has been diarised with the contractor Maverick, along with the Town Clerk and the Operations Manager.

89. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE

Cllr McSweeny was in attendance at the meeting and reported on an email he received regarding the recent reports of flags in the community. A copy will be forwarded to the Town Clerk for all Councillors to read.

Cllr David Mead reported on District Council matters following a recent meeting.

On the first Friday of each month, a district councillor is present at The Octagon to discuss any matters from ward residents, and the planning committee are taking part in a 7-hour training session due to the recent advice from the Inspectorate regarding too many refusals on planning applications.

90. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES

Cllr Newbigging reported on a recent Children and Young Peoples meeting she attended. Two support workers have been recruited to represent Voices United for Children with SEND requirements.

Cllr Newbigging also informed council that Public Health have funds for local community groups if required. She has a contact name and number and will investigate what the funding can be used for and report back.

Action for Children, based in the Vale and have 2 new navigators working with them in the near future.

Cllr Hooper attended the recent CALC meeting and distributed a report including information on dealing with trespassers and joint protocols in place between Police, Landowners and District Council.

A discussion also took place at the meeting regarding Devolution and it was noted that the Executive group is going to write to Worcestershire County Council to set out what Worcestershire CALC would consider and what Town Councils and Parish Councils want out of the reorganisation.

91. MEMBERS QUESTIONS

None.

92. APPOINTMENT OF CO-OPTED COUNCILLORS TO COMMITTEES

It was **AGREED** to defer this item to a future meeting.

93. RECOMMENDATIONS FROM POLICY AND RESOURCES COMMITTEE

Report CL02/25 was received and accepted.

Minute 14 - Flag Flying Policy

It was **RESOLVED** that the Council should approve the following revisions to the Flag Flying Policy.

Point 1.1 should read - Malvern Town Council manages two main flag poles within the town. One in front of the Town Council Community Hub Building and the other in the grounds of Malvern Library.

In addition, the Town Council provides flags during the summer months to be erected in flagpole holders of commercial properties within Great Malvern, Barnards Green and Malvern Link.

Point 2.2 - Flags to be included as part of the annual calendar will include:

v. The words Pride Flag will be replaced with the words 'The Rainbow Flag' (6 horizontal equal stripes of red, orange, yellow, green, blue and violet)

vi. National Flags for the towns of Marianske Lazne and Bagneres de Bigorre will be replaced with 'Any Countries National Flag'

It was **AGREED** that the Council's annual activity of flying St George's Flags and Union Flags on commercial properties during the summer months should be reviewed in April 2026 ahead of summer 2026.

Minute 16 - CCTV Policy

It was **RESOLVED** that Council should approve the CCTV Policy in its current format.

Minute 18 - Update to Section 19 of Standing Orders; Handling Staff Matters

It was **RESOLVED** that Full Council should adopt the changes to Section 19 of Standing Orders as outlined in Appendix A, subject to the word 'annual' being inserted before the word's 'appraisal of the Town Clerk' under Point C.

Minute 19 - Update to Policy and Resources Terms of Reference

It was **RESOLVED** that the Terms of Reference for Policy and Resources as presented to the meeting be adopted by Full Council as this reflects the transfer of staffing responsibilities to the new Staffing Committee.

94. RECOMMENDATIONS FROM OPERATIONS AND PLANNING COMMITTEE

Report CL03/25 was received and accepted.

Minute 47 – Replacement of Corvus Terrain EX4 Electric Utility Vehicle

It was **RESOLVED** that Officers should replace the electricity utility vehicle with a similar diesel-powered vehicle.

Minute 48 – Tender for Erection, Maintenance and Dismantling of Christmas Lights 2025

It was **RESOLVED** that Company A would be awarded the one-year contract for the erection, maintenance and dismantling of Christmas Lights 2025.

Minute 49 – Legacy Grant Scheme Funding for Victoria Park

It was **RESOLVED** that delegations be given to Officers to ensure conditions are met involving the following categories with regards to the Legacy Grant Scheme Funding for Victoria Park:

- Security of tenure
- Confirmation of project costs and funding
- Evidence of user demand
- Evidence of needs

Minute 50 – Interactive Presentation on Remembrance

It was **RESOLVED** that two interactive presentations would take place at Malvern Theatres on Friday 7 November 2025 at a cost of £10 per ticket, with all proceeds in aid of Royal British Legion and the Mayor's charity, Malvern Special Families in aid of Remembrance.

It was **RESOLVED** that any carers would be entitled to a 50% deduction in line with what Malvern Theatres offers currently.

Minute 51 – Taste of the Hills Event 2026

It was **RESOLVED** that 'The Taste of the Hills' event will take place on Sunday 8 March 2026 in aid of the Mayor's charity.

Minute 52 – Review of charges for Town Council Operations Services 2025/26 Cemetery

Following a brief discussion, it was **RESOLVED** that Cemetery Charges should be increased by 28% for 2026/27 and there should be the addition of a fee of £100 for 'additional inscription of memorial' which currently has no cost.

Cllr Emma Green left the room at 7pm and returned at 7.02pm.

Allotments

Following Councillors questions, it was **RESOLVED** to increase the allotment charges for a 125 square metre plot to £52 per year from 1 April 2026, which equates to £1 per week.

Sports Pitches

Following a short discussion, it was **RECOMMENDED** to increase the sports pitch charges for 2026/27 by current RPI of 4.6%.

95. UPDATE FROM DEVOLUTION PANEL

At the meeting of the devolution panel on 4 September 2025, discussions took place over the content of the CALC questionnaire and what assets and services did the Town Council feel they would want to lose, keep or collaborate on.

There were no decisions made at this meeting, but the Chair reassured members of Full Council that they would all be consulted going forward.

96. UPDATE FROM COMMUNITY ENGAGEMENT SUB-COMMITTEE

Cllr Newbigging, Chair of Community Engagement updated Full Council on Community Engagement. The last meeting was postponed and they are awaiting a date for the next one to be scheduled.

Cllr Newbigging is attending a workshop in early January 2026 to identify needs, solutions and community assets. She will also be attending a meeting with a contact from Public Health, to discuss parameters on population, age and key organisations which could be set up in particular areas.

Cllr Newbigging reported that she had received 10 feedback replies from Councillors on Bands in the Park and will collate the information for a later meeting date.

Cllr Newbigging had attended a summit regarding World Mental Health Day on 10 October run by Malvern Hills District Council and would summarise her findings and forward to Councillors accordingly.

97. APPOINTMENT OF MEMBER TO COMMUNITY ENGAGEMENT SUB-COMMITTEE

It was **AGREED** to defer this item to a future meeting.

Cllr Newbigging expressed her thanks to former Councillor Jude Green for her contribution as the first chair of the sub-committee.

98. WHITE RIBBON DAY EVENT

Report CL05/25 was received and accepted.

Full Council is asked to consider running an online event on 25 November relating to White Ribbon Day.

It was **RESOLVED** that Full Council would support White Ribbon Day including a Podcast with members of the Town Council along with external groups and MHDC.

99. PURCHASE OF NEW CHRISTMAS LIGHTS FOR GREAT MALVERN

Report CL06/25 was received and accepted.

The Operations Manager confirmed that MTC will facilitate and liaise with contractors for the Christmas Lights in Great Malvern and also have ownership of them once installed.

It was **RESOLVED** that the new Christmas Lights for Priory Walk and for the footpath through The Priory Churchyard should be purchased subject to the appropriate permissions being received.

100. SALE OF LAND AT ELGAR AVENUE

Report CL07/25 was received and noted.

The Town Clerk updated the council on the recent progress with the sale of land at Elgar Avenue.

The results of the Hydraulic Model report/Surface Water Model for land owned by the Town Council were noted, alongside the next steps required to obtain outline planning permission.

101. ILLEGAL ENCAMPMENTS /TRESPASSING ON TOWN COUNCIL LAND

A verbal update was given by the Town Clerk and the Mayor regarding the progress on illegal encampments/trespassing on Town Council land.

Cllr MacLusky left the room at 7.45pm and returned at 7.46pm.

The Town Clerk is working on a flow chart to aid any future illegal encampments and will report back to Full Council once she has met with the Mayor and the local Police.

The Operations Manager is looking into options for keeping Victoria Park safe from future illegal encampments and will report back on findings at a future meeting of Full Council.

The Mayor is liaising with local companies who were also affected by the recent illegal encampments, with a view to hosting a meeting of interested parties. County Councillor McSweeney expressed an interest in attending the meeting if deemed acceptable.

102. POLICING WITH THE COMMUNITY TOWN AND PARISH COUNCIL SURVEY

Report CL08/25 was received and accepted.

The Police and Crime Commissioner department has allowed the Town Council an extension to reply to the recent questionnaire they had sent through regarding Policing with the Community – Town and Parish Councils.

It was **RESOLVED** that Cllr Iain Dawson, along with the Mayor and Town Clerk would answer the questionnaire on behalf of the Town Council and submit directly to the OPCC on Thursday 16 October.

103. DATE AND TIME OF NEXT MEETING

It was agreed that the date of the next meeting of Full Council would take place on Wednesday 12 November 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.

104. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the private session of the meeting held on 3 September 2025 were an accurate record.

105. ROSE BANK GARDENS UPDATE

The Town Clerk gave a verbal update regarding Rose Bank Gardens.

The meeting finished at 7.58pm.

.....(Chair)

Mayoral engagements for period 16 October – 12 November 2025

18 Oct Malvern Special families	Meet families and children going on a Treasure Hunt. Attend Farmers Market and Malvern Special Families tombola stall – encouraged people to buy a tombola ticket.
20 Oct Malvern Round Table	Meet with Malvern Round Table.
21 Oct Heart of England in Bloom Awards	Malvern Town wins gold and a place in the regional finals.
22 Oct Court Road Nursing Home	Celebrate their recent inspection grading as 'good'.
23 Oct High Sheriff Visit	Took High Sheriff to meet community and volunteer workers who make a difference to Malvern people and enhance their lives. Places included the Help Centre and Community Action.
24 Oct Redland Road Community Lunch Group	Pilot project supported by Malvern Town Council. Numbers have grown from 19 at the first session to 59 at the 4 th session.
26 Oct Malvern Hills District Council Chairman's Event	Civic Service of the Chair of MHDC.

28 Oct Malvern Town Football Club	Official opening of the Car Park: This new facility enhances the environment, and it is hoped community engagement will increase with some exciting, innovative events and projects located there.
28 Oct Malvern Town Council Twinning Steering Group	Twinning Steering Groups meeting at the Community Hub, Park View meeting room, Malvern Link.
7 Nov MTC Event at Malvern Theatres	Interactive History Talks at Malvern Theatres – combined event with Simon Sole for Remembrance.
9 Nov Priory Church, Great Malvern	Remembrance Service and parade.
10 Nov Theatre Festival	FEAST Annual Theatre Festival at The Cube.
11 Nov Armistice Day Events	Poppy Train - Lay wreath at Great Malvern Railway Station on 7.12am train. Ceremony at the Priory and laying of cross at the War Memorial. West Mercia Police Ceremony of Remembrance at Malvern Police Station.

Malvern Town Council Meeting November 2025

MHDC

Due to a lack of communication by the administration, I am not aware of anything at all happening, apart from Local Government Reorganisation and Planning training.

WCC

Highways issues.

Cowleigh Road.

Concerns are ongoing. A couple of new 'Cowleigh Road Not suitable for HGV's signs have been installed at the North Malvern end.

WCC Full Council

This was a record breaking **8.5 hour** meeting!

I asked questions of the **Police and Crime Commissioner** about supporting survivors of domestic violence and funding for specialist support services.

I sought clarification on whether funding (£33.6 million) proposed to be removed from the capital programme for a new secondary school at Newtown Road Worcester precluded a new school being built elsewhere, for example the derelict County Hall site. I was told that there was **no money to build a new school**. This proposal was defeated.

The proposal to approve other variations to the capital programme were also defeated.

The paper on **Local Government Reorganisation** contained errors, so an amendment to the recommendations was made. Ultimately the decision as to whether Worcestershire will be a 1 / 2 unitary authority will be made by Government but there will be an opportunity for the final proposal to be scrutinised prior to being submitted to government at the end of the month.

I seconded a Notice of Motion proposing **free bus travel** for Veterans and serving armed forces personnel at the council meeting on 6 November. I'm happy to report that it received unanimous support and I am hopeful that a trial of the initiative will be introduced in the Spring (next financial year).

Corporate Parenting Board

No update as no meetings have been held since my last report...

Children and Families Overview and Scrutiny

No specific update as there hasn't been a meeting since you last met. However, the Government White Paper on SEND (Special Education) that was expected this month has been pushed back to the New Year. This is disappointing as the whole system, including funding arrangements, urgently needs reform.

On the agenda of the next meeting is Emotional Health and Wellbeing as well as the usual standing items of performance and finance reports.

Councillor Natalie McVey

Trinity Division, Worcestershire County Council

West Ward, Malvern Hills District Council

November 2025

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

to be held on Wednesday 12 November 2025 at 6.00pm

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

APPOINTMENT OF CO-OPTED COUNCILLORS TO COMMITTEE

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Council is asked to fill the two vacancies on Council committees, one vacancy on Operations and Planning Committee and one vacancy on Policy and Resources committee.

3. Background

- 3.1. Council appointed members to serve on Council committees at the Annual Council meeting on 14 May 2025.
- 3.2. At this time there were still two vacancies on the council following the resignation of Cllr Freya Matthews-Jones and the disqualification through non-attendance of Cllr Simon Meager.
- 3.3. The Council currently has one vacancy on each of its main committees; Operations and Planning Committee and Policy and Resources Committee.
- 3.4. Two new Councillors were co-opted at the last Council meeting. Councillors Wayne Whittaker and Deborah Ward can now be appointed to serve, one on each committee.
- 3.5. Should both Councillors wish to serve on the same committee, a vote must be taken, otherwise they can be appointed by approved resolution.

4. Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

- 5.1. The Council's Standing Orders regulate its business, and these include rules governing the constitution of meetings.
- 5.2. Standing Order 8 relates to voting on appointments.

End
Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 12 November 2025 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

APPOINTMENT OF MEMBER TO COMMUNITY ENGAGEMENT SUB-COMMITTEE

1. Purpose of report

1.1. For decision.

2. Recommendation

Council is asked to appoint a member to the Community Engagement Sub-Committee

3. Background

3.1. Six members were appointed to the Community Engagement Sub-Committee at Annual Council in May 2025.

3.2. There is now a vacancy on the group following the resignation of Cllr Jude Green.

4. Financial Implications

4.1. None pertaining to this report.

5. Legal Implications

5.1. Standing Order 8 sets out the process for voting on appointments.

End

Linda Blake
Town Clerk

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

to be held on Wednesday 12 November 2025 at 6.00pm

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

STAFFING 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 the Staffing Committee held on 22 October 2025 and listed below.

Minute item 1 – Apologies for absence

Cllr Hooper proposed that substitutes should be allowed on the basis that it is not necessary for them to have prior training. It was **RECOMMENDED** that Full Council consider allowing substitutions on the Staffing Committee with no prior need for training.

Minute item 5 – Feedback from meetings with staff and any actions to be taken

It was **RECOMMENDED** that Cllr Green would work with the Town Clerk to get a list of Unions and to meet with Union Representatives.

It was further **RECOMMENDED** that Staffing Committee should prepare a short statement to be sent to the staff, explaining that the staffing committee is for and what positive benefits it could have. It should explain that the main focus of the Staffing Committee is staff development and recognition.

Minute item 8 – Review of Staffing Budget 2026/27

After discussion, it was **RECOMMENDED** that the staffing budget for 2026/27 should be set at £680,000. This included the proposed budget of £617,413 as put forward by officers as well as a contingency fund of £62,587 to be used as necessary for changes in salaries, training and development and rewards.

3. Background

- 3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.
- 3.2. Full Council is therefore asked to consider the recommendation(s) listed in 2.1 above and to approve, amend or refer back to committee as appropriate.
- 3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.
- 3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chair 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
A MEETING OF MALVERN TOWN COUNCIL

to be held on Wednesday 12 November 2025 at 6.00pm

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ENGAGEMENT OF COMMUNITY DEVELOPMENT OFFICER

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Full Council is asked to approve the submission of an application for Section 106 funding to support the appointment of a place-based Community Development Officer.

3. Background

- 3.1. A Community Development Officer works to improve the quality of life in a local area by strengthening community connections and connecting residents, community groups and organisations with resources and services.
- 3.2. The Malvern Hills District has adopted the connected communities project which has used community builders to strengthen community connections and improve health and wellbeing. These positions have been seen as positively developing community connections, although some will cease to exist when the funding ends.
- 3.3. Members of the Town Council 's Community Engagement Sub-Committee have been corresponding with Officers at Malvern Hills District Council about the possibility of funding for another Community Builder/Community Development Officer. These roles could also provide a direct link with the work being undertaken by this sub-committee.
- 3.4. A formal invitation has now been received from Officers at Malvern Hills District Council to apply for Section 106 funding to support the appointment of a Community Development Officer. This is a closed application process, only being shared with organisations who are felt to be able to deliver the desired outcomes.
- 3.5. The funding has been secured from the development at Malvern Rise, off St Andrews Road. Any application should therefore consider in part how the community development officer will help to engage with and integrate this new community.
- 3.6. The deadline for applications is 30 November, so it is suggested that the Town Clerk should work with the Community Engagement Sub-Committee to support the application.
- 3.7. Information required will include the council's communities' priorities, timescales, which partnership organisations the council will work with, future plans after the expiry of the funding and how the position would engage with Malvern Hills District Council to work in an Asset Based Community Development way.

4. Financial Implications

- 4.1. Funding for the position would come from Section 106 grant funding.

5. Legal Implications

- 5.1. Section 106 funding is provided by developers through legally binding agreements. Its purpose is to help find infrastructure and ensure that new developments integrate with surrounding communities.

End

Linda Blake

Town Clerk



RESOLUTION MOVED ON NOTICE

A Meeting of Malvern Town Council

to be held on Wednesday 12 November 2025 at 6.00pm

in the Park View Meeting Room, Community Hub, Victoria Park Road,

Malvern Link, WR14 2JY

NOTICE OF MOTION – WEEKLY INCLUSIVE FITNESS

CLASSES FOR THE MALVERN COMMUNITY

A proposal for weekly, free, inclusive fitness classes in Malvern to improve physical and mental wellbeing, reduce social isolation, support local instructors, and give all residents, including those on low incomes—an opportunity to participate and stay active.

Proposed Resolution

Council resolves to fund qualified fitness instructors to deliver an inclusive, all-level fitness class once per week in Victoria Park or the Community Hub. The programme will rotate a range of instructors offering activities such as yoga, circuits, body combat, and Zumba. Classes will be open to residents aged **16 and over** to facilitate easier class management and align with local fitness studio standards. Any equipment or insurance required for the classes will be the responsibility of the instructor. The council will cover the additional £2.27 fee we are charged to play music. Restrictions on participant numbers will be up to each instructor, in terms of practicality and their insurance. Part of the cost can be offset with donations, with no pressure put on participants to donate and donating not done visibly in class.

For greater local participation the classes would need to be in the evenings or weekends. When the community hub is used this requires the caretaker to open and close the room at a fee of £14. We can initially budget for approximately half the classes to be inside at the hub and encourage instructors to use the park facilities when possible.

Background

Free weekly fitness classes will help residents of all ages and abilities improve physical and mental wellbeing, while also supporting social interaction and reducing isolation. They provide opportunities for residents on low incomes to participate and may inspire continued home exercise.

Classes also introduce a variety of fitness styles and instructors, encouraging ongoing engagement and supporting local fitness businesses as ‘tasters’ of what the instructors can offer more regularly, with gym membership or personal trainer sessions.

Additional benefits include:

- Promoting a culture of health, wellbeing, and physical activity.
- Encouraging use of public spaces like Victoria Park or the Community Hub.
- Supporting preventative health measures to reduce future pressure on local health services.
- Offering an inclusive opportunity for residents to improve fitness and resilience, regardless of income.

By approving the proposed budget, Council will contribute to a healthier, more socially connected, and active Malvern.

Financial Implications

Council further resolves to approve the following budget to support this initiative and provide **free access for residents who may not otherwise be able to afford a gym membership or individual classes**:

Requirement	Cost per Class	Number of Classes	Total Cost per Year
Fitness Instructor	£28	52	£1,456
Music fee	£2.27	52	£118.04
Caretaker	£14	Approx. 26	£364
			£1938.04

Proposer – Councillor Josephine Leibrandt (Great Malvern Ward)

Seconder – Councillor Wayne Whittaker (Pound Bank Ward)



RESOLUTION MOVED ON NOTICE
A Meeting of Malvern Town Council
to be held on Wednesday 12 November 2025 at 6.00pm
in the Park View Meeting Room, Community Hub, Victoria Park Road,
Malvern Link, WR14 2JY

NOTICE OF MOTION – ESTABLISHMENT OF AN ENVIRONMENTAL TASK AND FINISH GROUP

To gain Council support for the establishment of an Environmental Task and Finish group to report to Full Council and Ops

Proposed Resolution

1. Full Council agrees to establish an Environmental Task and Finish group reporting back to Full Council and Ops
2. The Environmental Task and Finish group will review the achievements of Town Council against previously agreed targets, review environmental targets, look at effectiveness of having Environmental matters in Ops and Planning, look at ways to promote Environmental achievements and objectives to Malvern constituents and consider what committee structure would be best placed to meet the Environmental Policy objectives.

Background

In Sept 2019, MTC declared a climate emergency. Following this, the Town Council entered into extensive public consultation through the establishment of four groups: Ecology, Energy, Education, Emissions and Waste. These were well attended by the public in December of 2019. This allowed us to develop MTC Environmental Policy and set up an Environmental Task and Finish group which met annually to review progress, set targets, and inform the public. Enormous progress was made as a result of this process and in Sept 2023, these were just some of our achievements which we intended to publicise to the Malvern Gazette:

- Reduced use of Peat in hanging baskets to 0%
- Installed cycle racks around Malvern
- Purchased electric vehicles and planned to increase number
- Measured our Carbon Footprint for comparison over time
- Woodland plantation at Greenfield Road and Yates Hay Road
- Establishment of Fruit Orchard Greenfield Road
- Limited use of pesticides

- Council dispatches now electronic only except where paper is requested

Following this, Environmental matters were transferred to Ops with the intention, that Environmental matters should be embedded into our culture and daily operations. Since then, environmental matters have been raised only once (in May 2025) when the Mayor raised a concern about use of herbicides in the cemetery which destroyed natural habitats. In order to keep a keen focus on Environmental matters, it is imperative that a Task and Finish Group be constituted to assess the effectiveness of this move and to look at ways to help drive our priorities across the TC operation.

See Environmental Policy in Appendix A

Proposer: Cllr Lou Lowton (Chase Ward)

Seconder: Cllr Emma Green (St Joseph's Ward)



NOTICE OF MOTION

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NOTICE OF MOTION – FUNDING FOR INDEPENDENT LEGAL ADVICE REGARDING STAFFING COMMITTEE OBLIGATIONS

A proposal for funding for independent legal advice regarding Staffing Committee obligations to support the aims and agreed actions of the Staffing Committee.

Proposed Resolution

1. Full council agrees to provide limited funding (to be agreed by council) to enable the Staffing Committee to obtain independent legal advice on matters where the Town Clerk is not in agreement with decisions made by the committee.
2. Full council agrees that substitutions can be made onto the Staffing Cttee in the case of member absences, as per standing orders 4.d.v.

Background

On 13th August the staffing committee agreed that after staff interviews had taken place, the Staffing Committee would view staff contracts (with personal information such as address etc redacted) and this was ratified at full council on 3rd September after a full and frank discussion about why this was necessary. This is standard practice in staffing committees around the UK and it is necessary in order for the staffing committee to assess terms of employment and to carry out their roles and responsibilities as a Staffing Cttee.

Despite this agreement, the staffing committee was informed that some staff were concerned about this and discussions about the Cttee viewing the contracts continues to go on. The Staffing Committee at the meeting on 16 October considered that independent legal advice ought to be sought on this.

Regarding substitution, Standing Orders permits substitutions onto committees and sub-committees and substitutes have been allowed onto the Staffing Cttee in the past. The Terms of Reference of the Staffing Cttee state that members must receive staffing training within 3 months of becoming a member of the committee. Town Council may wish to consider offering staffing training to Councillors who are interested in substituting onto the committee but whether this is necessary, needs to be clarified by Full Council.

Proposer – Councillor Lou Lowton (Chase Ward)

Seconder – Councillor Josie Leibrandt (Great Malvern Ward)