

**UNADOPTED
MALVERN TOWN COUNCIL**

MINUTES OF FULL COUNCIL MEETING

**in the Park View Meeting Room, Victoria Park Road, Malvern Link
held on Wednesday 11 February 2026 at 6pm**

Councillors

Present

M Birks (Chair)
S Austin
C Bovey
A Cherry
H Clements
I Dawson
E Green
C Hooper
M Jones
J Leibrandt
L Lowton
R McLaverty-Head
D Mead
K Newbigging
N Wanklin
D Watkins
W Whittaker (6.04pm)
D Ward (6.08pm)

Absent

C Fletcher (Apologies)
J MacLusky

Also in attendance

L Blake, Town Clerk
C Porter, Operations Manager
J Winkworth, Minute Clerk
Malvern Gazette Reporter
Councillor C McSweeney, WCC

The Mayor welcomed Councillors to the Full Council meeting and brought to the Councillors attention the format change to the agenda for this meeting. The Exclusion of the Press and Public will take place after Public Participation, which it was anticipated would take approximately half an hour, after which they would be welcomed back into the meeting.

150. APOLOGIES FOR ABSENCE

Apologies for absence from Councillor Clive Fletcher was **NOTED**.

151. DECLARATIONS OF INTEREST

None.

152. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes from the meeting of 17 December 2025, be approved and adopted as a correct record.

PUBLIC PARTICIPATION

NONE

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.

UNADOPTED

153. **ROSE BANK GARDENS**

Report CL01/25 was distributed at the meeting.

A private discussion took place led by the Mayor and Town Clerk and a separate set of minutes will document the resolutions made.

Cllr Wayne Whittaker arrived at 6.04pm and Cllr Deb Ward arrived at 6.08pm.

FULL COUNCIL RESOLVED TO READMIT THE PRESS AND PUBLIC.

Cllr McSweeney, Malvern Gazette Press Officer and the Minute Clerk returned to the meeting room at 6.48pm.

154. **MAYOR'S ANNOUCEMENTS**

The Mayor updated the Councillors on her recent engagements and welcomed questions on the recently circulated report regarding Mayoral Events and the pilot Warm Spaces Project.

The Mayor officially welcomed Cllr Helen Clements of Link Ward to Malvern Town Council.

The Mayor updated the Council on the recent meeting regarding funding for a Community Development Officer.

155. **UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES**

Select Committee

The Mayor and Town Clerk will be attending the Select Committee at the House of Lords on behalf of the Town Council at 2pm on Tuesday 10 March 2026 to present the Council's petition against the Malvern Hills Trust Bill.

Grants

Malvern Town Council's Grants Scheme is now live and applications are welcomed. Further information can be obtained from Deborah Powell, Finance Officer. Closing date is Monday 2 March 2026.

Vacancies

Interviews are taking place in two weeks' time for the Weekend Grounds Operative Vacancy.

Adverts have also been placed for the Independent Minute Taker for the Staffing Committee and Parish Lengthsman.

Community Development Officer

Grant Funding has been awarded for the Development Officer position of 20 hours per week over 2 years, to be agreed by Full Council, with the following requirements:

- Development of a Residents Association at Malvern Rise
- Working with Local Community Assets such as the village hall in Poolbrook, (development of)
- Supporting the Town Council's Community Engagement Sub Committee

The Town Clerk is developing a job description ahead of any appointment which will need to be endorsed by Full Council.

Events

The following Town Council events will be taking place over the next few months:

UNADOPTED

- Taste of the Hills at Malvern Cube on 8 March 2026
- Peaks Challenge on 2 May 2026

Plans are in hand to revamp the Mayors Bonanza with a report due to be presented to Operations and Planning Committee in due course.

Britain in Bloom Campaign – two judging events to be held late July/August 2026. First steering group meeting due to take place within the next week to discuss the route and who else to engage within the Community.

Staffing

The office team is currently minus one member of staff due to long term sickness.

There is a continuing impact on the day-to-day operations, and the team are gradually working through the backlog, and patience is requested at this time.

Skatepark update

A recent consultation meeting was well attended by members of the Bowls Club, local residents and skatepark users which enabled a full discussion.

The Skatepark users had the opportunity to discuss a final design with the Operational representative from Maverick Skateparks.

Operations Team

The weather has been extremely difficult and challenging for the staff members to carry out duties at present.

The new vehicle has arrived, and staff are very pleased with it. A new tractor is due to arrive in the next week.

The new Town Council office signage has been erected at Victoria Park.

156. MEMBERS QUESTIONS

Councillor Lou Lowton had submitted two members questions.

Questions and Answers had been circulated in the reports pack prior to the meeting.

Questions

1. Could you update us regarding dates for the staffing training for all staff?
2. Do we have a date for the first meeting of the Environmental Task and Finish Group?

Answers

1. Training for all staff is ongoing, and a number of courses are being organised for the next couple of months.
2. No. This is covered under Agenda Item 16.

Cllr Lowton felt that the first question had not been answered correctly and it was established that she had made an error in wording the question and in fact the query related to training for Councillors on the Staffing Committee, not to Staff.

Training is being sought for all Councillors to participate in, 7 to attend as substitutes at future Staffing Committee meetings. This is in process and the Town Clerk is due to meet with the new training company (via CALC) and will have information in due course.

UNADOPTED

With regards to the Environmental Task and Finish Group – the information will be discussed further at a later agenda point.

157. **CALENDAR OF MEETINGS**

Report CL01/25 was received and accepted.

The Mayor gave a brief update as to how this report was devised noting the reduction of meetings for the new calendar year to make the calendar more manageable for Councillors and Staff.

Some concerns were raised by the Chair of Community Engagement regarding the gap between meetings and Full Council, although it was **NOTED** that with 5 committees there would inevitably be some occasions where gaps occur.

Following discussions, it was **AGREED** that the Mayor and Town Clerk review the meeting schedule to make sure the gap between Committees and Full Council are no longer than four to five weeks. This review will be brought back to a future Full Council meeting.

It was noted that the Annual Town Council meeting was not included in this calendar and would be agreed later.

Cllr Emma Green left the room at 7.10 and returned at 7.12pm.

Cllr Lowton left the meeting at 7.13pm and returned at 7.15pm.

158. **SKATEPARK AT VICTORIA PARK**

Report CL03/25 was received and accepted.

The Town Clerk informed Council that after submission of the funding application she had been notified that additional Section 106 monies were available.

It was **RESOLVED** that the budget and contract price for the design and construction of the new skatepark facilities in Victoria Park, Malvern would be increased by £11,772.99 following the conditional offer from Section 106 monies held by MHDC.

159. **PLAY AREA AT VICTORIA PARK**

Report CL04/25 was received and accepted.

Further illustrations were distributed to the committee at the meeting.

The Town Clerk explained the process that had been followed to date.

A Trustee from Malvern Special Families gave suggestions at the evaluation meeting with regards to including fully inclusive play equipment within the play area for all users.

It was **RESOLVED** that Company A would be appointed to supply and install play equipment in order to improve and enhance the play area at Victoria Park.

160. **RECOMMENDATIONS FROM STAFFING COMMITTEE**

Report CL05/25 was received and accepted.

Minute item 17 – Review of Staff Rewards

It was **RESOLVED** that all staff would be given a day off for their birthday or the closest day to it should their birthday fall on a weekend.

UNADOPTED

161. RECOMMENDATIONS FROM AUDIT COMMITTEE

Report CL06/25 was received and accepted.

MINUTE ITEM 19 - RISK MANAGEMENT ARRANGEMENTS AROUND OBJECTIVES

It was **RESOLVED** that Full Council would accept the recommended additions to the risk management objectives report and noted in Appendix A.

MINUTE ITEM 20 - IDENTIFICATION OF RISKS FROM DEVOLUTION PROCESS

It was **RESOLVED** that the following statements would be identified as risks during Devolution:

Risks

- Town Council could end up with more assets than we are able to maintain effectively and not have the budget for ongoing maintenance and repairs / replacement as necessary.
- There could be a loss of opportunity if the Town Council do not move fast enough to negotiate on assets which would be valuable for community/localism or financial possibilities.
- Assets such as buildings, toilets etc could be lost to the community. If these assets are transferred to the unitary authority and they do not wish to maintain them within Malvern, they could be closed or sold.
- The Town Council would inherit cost incurring assets but lose out on income generating assets.
- Loss of localism.
- Possible increase in precept and how this would be received by the taxpayers of Malvern.
- Lack of co-ordinated thinking and the three tiers of Councils not working together overall to get the best outcome for the public
- Extra responsibilities being taken on, which may require skills sets and expertise not currently held by Town Council staff.
- Proposed asset or responsibility not in tune with the local community and its requirements.

162. RECOMMENDATIONS FROM OPERATIONS AND PLANNING COMMITTEE

Report CL07/25 was received and accepted.

MINUTE ITEM 79 - ENVIRONMENTAL MATTERS

Environmental Policy

It was **RESOLVED** to amend point 2.21 within the Environmental Policy to include the word 'fireworks' so it reads as follows:

'not permit the release of balloons, sky lanterns or fireworks on its land'

163. RECOMMENDATIONS FROM COMMUNITY ENGAGEMENT SUB-COMMITTEE

Report CL08/25 was received and accepted.

UNADOPTED

MINUTE ITEM 14 – MAYOR OF MALVERN’S AWARDS SCHEME

It was **AGREED** to support in principle the Mayor of Malvern’s Awards Scheme for 2026.

MINUTE ITEM 15 – RECOGNITION OF KEY DATES

It was **RESOLVED** that the following dates/days be recognised by the Town Council in 2026:

- Volunteer Week – 1 to 7 June 2026
- Youth Day – 12 August 2026
- White Ribbon – 25 November 2026

and for a ‘light touch’ recognition:

- LGBT History Month – February 2026
- Mental Health Awareness – 10 to 16 May 2026
- Refugee Week – 15 to 21 June 2026
- Windrush Day – 22 June 2026

Definition of ‘light touch’ – style of interaction via social media platforms

Under Standing Order 3X, Councillor Josephine Leibrandt proposed that the meeting be extended until 8.15pm. A vote was taken and the extension agreed.

164. RECOMMENDATIONS FROM POLICY AND RESOURCES COMMITTEE

Report CL09/25 was received and accepted.

MINUTE 42 - MANAGEMENT ACCOUNTS FOR THE THIRD QUARTER OF 2025/26 ENDING 31 DECEMBER 2025

It was **RESOLVED** to accept the Management Accounts for the third quarter 2025/26.

MINUTE 43 - REVIEW OF TOWN COUNCIL COMPLAINTS POLICY

It was **RESOLVED** to accept the amendments within the Complaints Policy and publish accordingly.

MINUTE 44 - REVIEW OF ANTI-FRAUD, BRIBERY AND CORRUPTION POLICY

It was **RESOLVED** to accept the Anti-Fraud, Bribery and Corruption Policy in the current format with no further amendments required at present.

Cllr Emma Green left the meeting at 8pm.

165. OUTSTANDING NOTICES OF MOTION

Report CL10/25 was received and accepted.

UNADOPTED

166. TOWN OF CULTURE 2028

Report CL11/25 was received and accepted.

It was **AGREED** that Malvern Town Council would endorse the submission of an Expression of Interest into the UK Town of Culture Competition 2028 by the deadline of 31 March 2026.

167. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting of Full Council would take place on Wednesday 4 March 2026 at 6.00pm.

The meeting finished at 8.15pm.

.....(Chair)

DRAFT