

UNADOPTED

MALVERN TOWN COUNCIL

COMMUNITY ENGAGEMENT SUB-COMMITTEE

NOTES OF MEETING HELD ON WEDNESDAY 28 JANUARY 2026 AT 7.15PM
IN THE PARK VIEW MEETING ROOM, COMMUNITY HUB, VICTORIA PARK ROAD

Present:

Councillors Karen Newbigging (Chair), Sean Austin, Nathan Wanklin, Wayne Whittaker and Mel Jones (substitute for Cllr Emma Green)

Apologies: Councillors Emma Green and Josephine Leibrandt

Absent: None

In attendance:

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

The Chair informed the committee that an update had been distributed in advance of the meeting due to time constraints at tonight's meeting

10. Apologies for Absence

Apologies were noted from Cllrs Emma Green and Josephine Leibrandt.
Councillor Mel Jones had substituted for Councillor Green.

11. Declarations of Interest

None.

12. Notes of previous meeting held on Monday 18 August 2025

It was **AGREED** that the notes of the previous meeting held on Monday 18 August 2025 be approved as a correct record of the proceedings.

13. Community Engagement Workshop Planning

The Chair gave an update and further information regarding the workshop.

Actions to be implemented:

A date for the workshop (two dates offered of 12 March or 19 March 2026 evening)

Format – 2 hours

Venue for the workshop – Park View meeting room

Who to invite

Invites to be sent out and collate replies

Agenda for the event

Costings (refreshments, staff time)

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It was **AGREED** that a group of volunteers would form a small working group to assist with the workshop planning. Cllrs Mel Jones and Wayne Whittaker offered to assist the Chair at a time mutually convenient in the near future.

14. Mayor of Malvern's Awards Scheme

Report CE01/25 was received and accepted.

The Mayor briefed the sub-committee on the reason for implementing an awards scheme.

The sub-committee was asked to consider the establishment of The Mayor of Malvern's Awards Scheme run by Malvern Town Council to recognise the good work which goes on within the community of Malvern. The inaugural awards, if agreed, would be funded by the Mayoral Allowance.

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

It was **NOTED** that funding would come from the Mayor's Allowance.

It was further **NOTED** that full details of the guidelines/scope/criteria needed for procedural transparency and accountability would also need to be agreed by Full Council in the future.

15. Recognition of Key Dates

Report CE02/25 was received and noted.

The sub-committee are asked to compile an initial balanced and structured list of Key Dates for the Town Council to recognise during the year.

A discussion took place with all Councillors present stating which key dates they would like to see recognised.

The Chair suggested that six days could be agreed for this year as a starting point and this could be expanded in the future.

It was **NOTED** that Malvern Town Council recognise the following days already and should continue to do so:

- Remembrance
- Armed Forces
- White Ribbon

It was **RECOMMENDED** 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:

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- 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

It was further suggested that the Council could possibly link Bands in the Park with Youth Day if we were to recognise this international event on a larger scale. Also Armed Forces Day could be linked with Bands in the Park too.

16. Review of Councillors Surgeries'

This item was deferred to a future meeting.

17. Date of Next Meeting

The date of the next meeting is planned for Wednesday 18 March 2026 at 6pm.

The meeting finished at 8.17pm

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(Chair)