



MALVERN TOWN COUNCIL

FULL COUNCIL

REPORTS

**For meeting on Wednesday 11 February 2026 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 February 2026

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 11 February 2026 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: ➤ 17 December 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>	
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>	
4.	Rose Bank Gardens ➤ Report CL01/25 to be circulated at the meeting
Re-admission of the Press and Public	
5.	Mayor's Announcements The Mayor to make any relevant announcements/written report

6.	<p>Update on Town Council Operations and Activities</p> <p>➤ Verbal update by the Town Clerk</p>
7.	<p>Members Questions</p> <p>➤ The Chair will invite members who have written in with questions to present them to Council</p>
8.	<p>Calendar of Meetings 2026/27</p> <p>➤ Report CL02/25 to follow</p>
9.	<p>Skatepark at Victoria Park</p> <p>➤ Report CL03/25 to follow</p>
10.	<p>Play Area at Victoria Park</p> <p>➤ Report CL04/25 to follow</p>
11.	<p>Recommendations from Staffing Committee</p> <p>The Chair of Staffing Committee to present any recommendations for approval by Council from the meeting held on Thursday 27 November 2025</p> <p>➤ Report CL05/25 to follow</p>
12.	<p>Recommendations from Audit Committee</p> <p>The Chair of Audit Committee to present any recommendations for approval by Council from the meeting held on Wednesday 3 December 2025</p> <p>➤ Report CL06/25 to follow</p>
13.	<p>Recommendations from Operations and Planning Committee</p> <p>The Chair of Operations and Planning Committee to present any recommendations for approval by Council from the meeting held on Wednesday 28 January 2026</p> <p>➤ Report CL07/25 to follow</p>
14.	<p>Recommendations from Community Engagement Sub-Committee</p> <p>The Chair of Community Engagement Sub-Committee to present any recommendations for approval by Council from the meeting held on Wednesday 28 January 2026</p> <p>➤ Report CL08/25 to follow</p>
15.	<p>Recommendations from Policy and Resources Committee</p> <p>The Chair of Policy and Resources Committee to present any recommendations for approval by Council from the meeting held on 4 February 2026</p> <p>➤ Report CL09/25 to follow</p>
16.	<p>Outstanding Notices of Motion</p> <p>➤ Report CL10/25 to follow</p>
17.	<p>Town of Culture 2028</p> <p>➤ Report CL11/25 to follow</p>
18.	<p>Date and Time of Next Meeting</p> <p>➤ Wednesday 4 March 2026 at 6.00pm</p>

**UNADOPTED
MALVERN TOWN COUNCIL**

MINUTES OF FULL COUNCIL MEETING

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

held on Wednesday 17 December 2025 at 6pm

Councillors

Present

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

Absent

E Green (Apologies)
R McLaverty-Head (Apologies)
J MacLusky (Apologies)
W Whittaker (Apologies)
L Lowton (Apologies)
N Wanklin (Apologies)

Also in attendance

L Blake, Town Clerk
C Porter, Operations Manager
J Winkworth, Minute Clerk
Malvern Gazette Reporter
Thirteen members of the public

The Mayor welcomed Councillors and Visitors to the Full Council meeting and informed everyone that there would be a change to the order of the agenda in light of the matters being raised during the Public Participation section.

After the Public Participation element, item 4 will commence and after that the agenda will change and item 12 will be brought forward in relation to the Petition against Malvern Hills Bill, follow on with item 10 which relates to Councillor Allowances, then move onto item 11 and then revert back to the original agenda and continue on with the remaining items from 5 onwards.

126. APOLOGIES FOR ABSENCE

Apologies for absence from Councillors Emma Green, Ronan McLaverty-Head, Julie MacLusky, Wayne Whittaker, Lou Lowton and Nathan Wanklin were **NOTED**.

127. DECLARATIONS OF INTEREST

Councillor David Mead declared he was a member of Malvern Hills Trust Board and Councillor Karen Newbigging declared that she is an allotment holder.

128. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes from the meeting of 12 November 2025, be approved and adopted as a correct record.

PUBLIC PARTICIPATION

The Mayor welcomed the members of the public to the meeting and confirmed that two people had notified the Council in advance that they would like to speak and the

UNADOPTED

Town Clerk informed Full Council that there were two further members of the public who wished to speak also with regards to the Petition against the Malvern Hills Bill.

Cllr Clive Fletcher left the room at 6.08pm.

Katharine Harris

Mrs Harris was the first speaker and was representing Malvern Environment Protection Group.

Katharine addressed the Council on the following points with regards to the Malvern Hills Bill.

- The Malvern Hills are not merely a landscape they are a public trust. The proposed Hills Private Bill threatens to dismantle that Trust, replace it with a system less accountable and less democratic and potentially damaging to the Hills it claims to protect.
- Precept payers elect representatives to the board and can be assured that their money is used solely to maintain and protect the landscape. The new bill abandons that principle.
- Funds raised specifically for the care of the Hills had been diverted without mandate towards a Private Bill that might cost over a million pounds.
- 45% of the Trustees have been silenced, including two recently elected Trustees. All 45% have been barred from receiving information from debating or voting in respect of the Bill allowing the other 15 to vote things through unopposed.
- The Bill would repeal all existing acts, concentrate power to a reduced board of 12 Trustees, and potentially exclude representatives to the communities who pay the precept.
- The Malvern Hills belongs to the public, any attempt to turn a publicly funded, democratically governed body into a private charity, with diminished accountability must be resisted. This Bill does not protect the Hills, it endangers them.

Mrs Harris urged Councillors to ratify their petition.

Cllr Clive Fletcher returned to the room at 6.10pm.

Robert Berry

Mr Berry was speaking in a private capacity at the meeting and addressed the Council on the following points:

- Mr Berry applauded MTC for lodging the petition with parliament in respect of their objections in the way in which the Malvern Hills Trust propose to constitute their Board as presented in the draft Bill. He felt that there are important democratic principles at stake and proposals in the draft Bill seek to undermine these principles.
- The new proposals seek to continue with the levy yet remove the right for each parish to elect its own board member which does not seem fair or correct or indeed true to the original intentions of the Act.
- If the Bill is adopted as currently drafted, it will be technically possible for the Board to be constituted entirely without any levy payers as trustees.
- There is also no provision for democratically constituted bodies, such as Malvern Town Council, the District Council or indeed the County Council, to nominate a board member.
- Two weeks ago, the Trust's Parliamentary agents challenged the right of all the individuals, the ordinary members of Malvern who as levy payers have petitioned to appear before the Select Committee that will scrutinise the Bill. The trust, in effect, seeks to strike out 80% of the petitions lodged via a technical parliamentary

UNADOPTED

procedure. This is after zero engagement with the petitioners who are levy payers since they lodged their petitions in February.

- Levy payers fund the Trust to the tune of 50%.

Therefore, Mr Berry urged MTC to unanimously ratify its petition, and he looked forward to the Council as representatives of levy payers of Malvern, presenting concerns to the Select Committee in the new year.

Andrew Myatt

Mr Andrew Myatt spoke in a personal capacity and noted the following:

- The Bill is presented as a consolidation measure by the Trust. For those who do not read it closely, it may appear as just that. For those, who raise concerns, heard it many times, are accused of spreading misinformation, however, when you examine the Bill closely it goes well beyond consolidation.
- The Trust can set up its own voting system, and it also reduces the influence of elected trustees.
- The Petition submitted by Malvern Town Council is measured, reasonable and grounded in democratic accountability. The Town Council's position is clear; it supports a Board of 12 Trustees but only on the basis that all Trustees are democratically elected.

Mr Myatt therefore asked the Town Council to confirm its petition against the Bill, and reaffirm the position, it has already set out on behalf of the residents of Malvern.

Graham Crisp

Mr Crisp was the final speaker of the Public Participation section and made the following comments to Councillors:

- A fortnight ago, individual petitioners were given notice from the Malvern Hills Trust Parliamentary Agents that their right to be heard will be challenged. It is not clear how things will turn out but it is possible that individual petitioners, of which there are many, will not be heard.
- The promoter, which is the Trust, will challenge any organisation which has petitioned if the organisation has not demonstrated that it is sufficiently representative of the interests that it reports to represent or it has not taken a formal decision to oppose the Bill.

If the Bill is passed, it will make the Malvern Hills Trust less accountable, Mr Crisp urged the Council to act on behalf of the levy payers of Malvern by ratifying the petition.

The Mayor thanked the speakers for their concise presentations.

129. PRESENTATION FROM DEBORAH FOX, CEO, MALVERN HILLS TRUST

Deborah Fox thanked the Town Clerk for the warm welcome earlier in the week when they met to discuss matters regarding the recent travelling encampments that had occurred this past year Town Council and Trust land.

During the year, the Trust has completed many improvements to areas of Trust land including pathways, tree works along the A449 and the installation of a new marble plinth at St Anne's Well.

The Spring and Summer were dry, and Rangers took care of approximately 30 manmade/BBQ fires and day to day they empty over 50 bins.

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Dogs worrying livestock has been an issue to reflect on with one grazier losing 10 sheep this year. It is vital to keep dogs on a lead around sheep.

The CEO had also served notices on travelling camps numerous times throughout the year. Rough sleepers were also asked to move on and were referred to Street Link.

There had been a very long growing season, and two new robot mowers have been on loan to assist with this.

A traditional Cherry Orchard has been purchased on Castlemorton Common, along with two portions of woodland in Little Malvern.

Staff and Volunteers have worked many hours this year in hard-to-reach areas. Recently a group of volunteers met to plant donated trees to refresh the land management plan the Trust have in place.

The CEO covered the Malvern Hills Bill briefly within her report and then took questions from Councillors accordingly, in particular regarding the role of the CEO in relation to the Malvern Hills Trust Board and recent letters sent by the Trust's legal team to residents regarding representation of their petitions.

The Mayor asked, as a matter of public interest, how much the Trust's legal team were charging and the source of the funding. The CEO agreed to forward a copy of the accounts once available.

130. **PETITION AGAINST MALVERN HILLS BILL**

Report CL04/25 was received and accepted.

It was **RESOLVED** that Malvern Town Council would oppose the Malvern Hills Bill in its published draft form. This is a validation requirement of Section 239 of the Local Government Act 1972, and a resolution will ensure Malvern Town Council's right to be heard at Select Committee, as required.

It was further **RESOLVED** that the Mayor and Town Clerk would attend the Select Committee on behalf of the Town Council and would be authorised to continue to engage with the parliamentary process to represent the Council's views.

All of the public participants bar one member of the public left the meeting room at 6.45pm.

131. **PARISH/TOWN COUNCILLORS ALLOWANCES**

Report CL01/25 was received and accepted.

Full Council were asked to consider the Parish/Town Councillor Allowances for 2026/27 and agree any actions to be taken including budget provision if required.

Following discussion, it was **RESOLVED** to reject the opportunity to take on Parish/Town Councillor Allowances at present.

132. **BUDGET 2026/27**

Report CL02/25 was received and accepted.

Due to the cancellation of the Policy and Resources committee meeting not being quorate on Wednesday 10 December 2025, the Emergency Decision Making Group met on Monday 15 December 2025 to discuss the recommendations included in the First Draft Proposed Budget report including the recommendations as listed in Report CL03/25.

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The Town Clerk informed the meeting that a lot of work had been put into keeping any precept increase as low as possible but with inflationary factors and several large projects putting demands on the budget, it had been difficult to reduce it any further without affecting day to day running costs which are needed to ensure good service delivery.

Information, had, however been received from Malvern Hills District Council regarding an increase in the Council Tax Base. This increase would mean that although the overall precept would increase by 9.3%, the amount paid by a Band D household would increase from £77.52 to £83.30 or by 7.5%.

Following a detailed discussion, Full Council **RESOLVED**:

- i) The re-forecast for 2025/26, which results in an overspend against budget of £3,044. This amount will be taken from general reserves at year end.
- ii) The proposed budget for the financial year 2026/27 showing a net expenditure of:
£1,038,276 not taking into account any movements in Earmarked Reserves and other funding
£948,459 taking into account movements in Earmarked Reserves and other funding
- iii) The precept for 2026/27 would therefore be set at £948,459. This reflects an increase of 9.3% from the precept level in 2025/26 and an increase of approximately 7.5% for a Band D Council Tax Charge.

This would mean that the total Band D Council Tax charge for Malvern Town Council in 2026/27 would be £83.30 per year and therefore £1.59 per week.

133. MAYOR'S ANNOUNCEMENTS

The Chair paid tribute to a former Mayor who had sadly passed away recently, Mr Graham Myatt, on 22 November 2025. The Mayor wished to note the Town Council's condolences and send best wishes to the family.

Mr Myatt's son was present at the meeting and commented that his late father was very proud of his time on the Town Council and he would have been very proud of the discussions tonight with the culture and way the Town Council works being exemplary.

The Mayor apologised for not including her events calendar this month. Visits to many care homes will be taking place in due course before Christmas Day.

There will be an extraordinary meeting taking place on 14 January 2026 to discuss matters that need to be moved forward.

The remaining member of the public left the meeting following this agenda item.

134. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

The Town Clerk updated the Council on the Town Council operations and activities to date.

The Christmas Light Switch-On had gone well and approximately £3,000 was raised at the event; with a special mention to Arcos who raised £750 on their tombola stall. It was felt that the event format worked well and the grotto had been busier than in the previous year.

The Town Council are currently out to tender for the Play Area at Victoria Park with the response from contractors being very encouraging.

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The Town Council have received compliments with regards to the recently installed Park Lights along the pathway to Pickersleigh Road.

A new bench has been installed within Victoria Park for the Dog Walking Group.

A new noticeboard has been erected within the Park area also, just outside the Community Hub Building.

An application has been submitted to MHDC for funding towards a Community Builder Officer. We hope to have an update on this matter soon.

135. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE

The Mayor noted that the Council were in receipt of three County Councillor reports which had been circulated prior to the meeting.

136. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES

Cllr Karen Newbigging had recently attended the Children and Young People meeting where they had heard from a Gypsy Romany Charity's provision of awareness sessions in the New Year for a better understanding.

Useful information would be emailed regarding support over the Christmas period.

The District Council held a Youth Assembly regarding food production, allowing more space on an allotment site for a school to use. Cllr Newbigging asked for suggestions for further sites that could possibly be used.

Cllr Newbigging had forwarded ward profiles to all Councillors to assist.

The Mayor had visited Youth Partnerships and had received a request for them to visit a Council chamber and get a real-life experience to aid their understanding.

Cllr Hooper confirmed that there had been no meetings of the CALC committee to report on.

137. MEMBERS QUESTIONS

None.

138. RECOMMENDATIONS FROM POLICY AND RESOURCES COMMITTEE

Report CL05/25 was received and accepted.

Minute 36 – Review of Complaints Policy

The Mayor queried the clarity of recommendations from the Review of the Complaints Policy.

It was **AGREED** to return this item to the Policy and Resources Committee for further discussion.

Cllr Karen Newbigging left the room at 7.52pm.

139. RECOMMENDATIONS FROM OPERATIONS AND PLANNING COMMITTEE

Report CL06/25 was received and accepted.

Cllr David Mead, Chair of Operations and Planning presented the recommendations from the meeting held on Wednesday 19 November 2025.

Minute 60 Asset Renewal and Refurbishment Budget 2026/27 and Minute 61 Vehicle and Machinery Replacement Fund 2026/27

These minute items did not require any further debate as they had been discussed under Agenda item 11, Budget 2026/27.

UNADOPTED

Minute 63 – Britain in Bloom

It was **AGREED** that the Town Council should enter the Town into Britain in Bloom 2026.

Minute 64 – Lengthsman Scheme

It was **AGREED** that the Town Council should appoint an additional lengthsman for Malvern Town to carry out duties under the lengthsman scheme run by Worcestershire County Council.

Minute 67 – Review of Football Pitch Policy

It was **AGREED** that an amendment would be made to the Football Pitch Policy to item 5.4 and it should read as follows:

‘No club shall allow any member or person associated with the Team to clean football boots inside the changing rooms or showers. Changing rooms and shower areas should be left in a reasonably clean and tidy condition after every match and training session. Failure to comply with this condition will result in withdrawal of use of facilities and payment to the Council of additional cleaning charges, which will be levied at £50 per hour.’

Cllr Karen Newbigging returned to the room during this agenda item.

140. DEVOLUTION PANEL

The Mayor informed the committee that they are still able to comment on Devolution – for further information see the weekly memo.

Under Standing Order 3X, Councillor David Mead proposed that the meeting be extended until 8.10pm. A vote was taken and the extension agreed.

141. SALE OF LAND AT ELGAR AVENUE, MALVERN

Report CL07/25 was received and accepted.

Following a brief update from the Town Clerk, the Council **RESOLVED** to fund an additional £7,500 towards the cost of consultancy fees required to produce reports in support of an outline planning application for housing on this site.

142. DATE AND TIME OF NEXT

It was **AGREED** that the date of the next meeting of Full Council would take place on Wednesday 11 February 2026 at 6.00pm.

The Mayor pointed out that there was also an Extraordinary meeting taking place on Wednesday 14 January 2026 at 6.00pm to which all Councillors are welcome to attend.

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.

143. ROSE BANK GARDENS UPDATE

The Town Clerk gave an update on Rose Bank Gardens.

The meeting finished at 8.10 pm.

.....(Chair)

Date	Event	Notes
13 November	Malvern Special Families Worcestershire CALC meeting	A visit to meet staff and parents Attended the Annual General Meeting with the Town Clerk
16 November	FEAST Theatre	Attended a community performance at this festival
18 November	Malvern Town Council Offices – White Ribbon	In support of White Ribbon, the Mayor was involved with recording a message at the Town Council offices
19 November	Hastings Care Home Aurora Education Trust	Attended a Dementia Workshop Briefing on a new school
20 November	Platform Housing Walkabout	The Mayor and members of staff from Platform Housing visited Sherrards Green and Pickersleigh areas of Malvern
21 November	Specsavers Hearing Clinic Opening Event Morgan Motors Visit	The Mayor opened a new hearing clinic at the Malvern Retail Park. The Mayor met with Baroness Smith for a visit at The Morgan Motor Company

Date	Event	Notes
22 November	<p>Malvern Town Council Christmas Fayre and Light Switch-on</p> <p>Little Malvern Priory</p>	<p>The Mayor attended the Christmas Fayre and Light Switch-on which takes place each year in Great Malvern</p> <p>The Mayor enjoyed a concert at Little Malvern Priory in celebration of Christmas</p>
23 November	Ukrainian School and Malvern Branch Association of Ukrainians in Great Britain	Holodomor Memorial Service
4 December	Round Table Santa Sleigh: Charitable Collection	The Mayor rode along with Santa on the sleigh, collecting for charity within the Lower Howsell area of Malvern
5 December	<p>The Oaks Care Home</p> <p>Clarence Park</p> <p>St Mary's Church Art Event</p>	<p>The Mayor attended a Christmas Party at The Oak Care Home</p> <p>The Mayor attended Clarence Park and switched on their Christmas Lights</p> <p>The Mayor attended the Pickersleigh Arts Project</p>
6 December	Malvern Priory	The Mayor attended the Friends of Malvern Priory's Concert

Date	Event	Notes
9 December	Malvern United Reform Church	The Mayor attended the church and met with Elders
15 December	Grove School, Malvern	The Mayor attended the school on a visit
17 December	Various Care Homes in Malvern	The Mayor visited various care homes within Malvern delivering her Christmas cards and sharing Christmas wishes with the residents
19 December	Greenspace	The Mayor attended a community luncheon
	Time was taken for Christmas, New Year & January	
31 January 2026	The Cube, Malvern	The Mayor attended a Severn Arts Project

N.B. Numerous meetings have taken place in my capacity as Chair of the Council and I'm always happy to share this with Council, but I only note the events where I am wearing Mayoral Chains and taking on the role as a Civic Representative.

Warm Spaces and Free Community Meals: Pilot Project September - December 2025

Council agreed to provide funds from the Mayoral allowance underspend (24/25) of £1,800

This report provides information regarding the outcomes of the project.

Context

On 4 April 2025 the Mayor convened a meeting of key partners who serve the Malvern Community including CAB, Community Action, Salvation Army, The Cube, Malvern Foodbank, Poverty Food Action Network, Greenspace, Churches Together, MHDC. The reason for meeting was to confirm the need to make 7 day a week provision of warm, safe and welcoming spaces and a nutritional meal for those in need, living in the Malvern Town area. Partners agreed to work towards the realisation of such provision and consider levels of current provision; its scope and sustainability.

The meeting agreed on further work to be done and included:

Assessing gaps in current provision

Funding

Need to share information and raise funds to grow capacity

Expanding provision - mindful of increasing volunteer support.

Rationale for Pilot Project

A second partner meeting was held in May 2025 and it was acknowledged that all the meals provided across Malvern were never available at the same time every week. Some providers put on a meal once a month and others on alternative weeks. As a first stage it was agreed by this meeting to see if there was a need for a meal to be provided once a week, on the same day of the week. Greenspace had established a community meal available at Redland road in Malvern Link on alternative Fridays and partners considered this would be a good testing ground to see if there was a community need for a meal to be available every week. It was confirmed that a trial would take place between 19 September to 28 November 2025 when Greenspace confirmed it would work to develop its capacity. An additional part of this pilot was that transport would be provided, with pick up points across Malvern, so that the meal could be accessed by people in need who live outside the Malvern Link area. Community Action Malvern agreed to provide a bus to collect and pick up people at specific parts of Malvern such at the Octagon Centre and St Mary's Pickersleigh. The third element to the pilot project was to recruit volunteers who would accompany people on the bus and also 'welcomers' at the venue. It was recognised that people coming outside of their own area may feel awkward or ill at ease in a new space and therefore the volunteers were briefed to provide appropriate support. A steering group

was formed to assess and support the roll out of the project and met on a regular basis.

Additional funding to enhance the transport offer.

The Pilot project began on 19 September and originally transport was only intended to be available for the MTC funded meals but the steering group agreed it should be available every week and further funding was sought. The Poverty Truth Commissioners agreed to provide £1,000 from the Household Support Fund (paid by MHDC) to provide transport every week and to ensure the project could provide meals up to Christmas (19 December). Worcestershire CC Malvern Link Councillor, Chris Mc Sweeney, has contributed toward the extra meal and transport.

I am grateful for these additional contributions as they have enhanced the scope of the project.

Outcomes

Greenspace ran their established community meal on 12 September with 40 people attending and the first MTC funded meal on 19 September had 21 participants. At the second MTC funded meal there were 39 participants and numbers fluctuated between 52 to 22 a session. The latter number was recorded on a day of heavy rains and winds. The average number was 38 people per session. There have been just over 275 people attending the MTC meals.

Not only do the community meals offer nutritious food they also bring companionship for a few hours and alleviate loneliness.

Data Collected

The Steering Group has collected data on postcodes, age profiles, disability, how people travel to the meal, and reasons for attending the meal. Analysis and the use of data will inform future interventions and it has been relevant to support a successful Lottery bid.

Sustainability

A successful National Lottery Bid has provided Greenspace with funds to sustain a weekly meal offer at Redland Road. In addition, Platform Housing has provided further funds so it is hoped the meals will continue throughout 2026. The one element that is not funded into the future is free transport to the meals. There were never more than 7 people on the bus and the steering group did not deem Community Action transport as value for money unless the number was increased.

Further feedback is being sought to ascertain the effect that the loss of free bus travel is having on participation.

Marilyn Birks: 26/01/26



MEMBER'S QUESTION – Standing Order 10B
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 11 February 2026, at 6.00 pm

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?

Cllr Lou Lowton

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.

MALVERN TOWN COUNCIL
CALENDAR OF MEETINGS 2026/2027

2026	
Wednesday 13 May	Annual Council
Wednesday 27 May	Operations and Planning Committee
Wednesday 3 June	Audit Committee
Wednesday 10 June	Policy and Resources Committee (year-end accounts)
Wednesday 17 June	Full Council (year-end accounts)
Wednesday 1 July	Operations and Planning Committee
Wednesday 22 July	Staffing Committee
Wednesday 29 July	Community Engagement Sub-Committee
Wednesday 5 August	Full Council
Wednesday 12 August	Audit Committee
Wednesday 16 September	Operations and Planning Committee
Wednesday 23 September	Policy and Resources Committee
Wednesday 30 September	Full Council
Wednesday 14 October	Operations and Planning Committee
Wednesday 21 October	Staffing Committee
Wednesday 28 October	Policy and Resources Committee (grants)
Wednesday 4 November	Full Council
Wednesday 18 November	Community Engagement Sub-Committee
Wednesday 25 November	Policy and Resources Committee
Wednesday 9 December	Policy and Resources Committee (budget)
Wednesday 16 December	Full Council (budget)

2027	
Wednesday 20 January	Staffing Committee
Wednesday 27 January	Operations and Planning Committee
Wednesday 3 February	Audit Committee
Wednesday 10 February	Full Council
Wednesday 24 February	Community Engagement Sub-Committee
Wednesday 3 March	Operations and Planning Committee
Wednesday 17 March	Audit Committee
Wednesday 24 March	Policy and Resources Committee (grants)
Wednesday 7 April	Full Council
Wednesday 28 April	Staffing Committee
Wednesday 5 May	Policy and Resources Committee
Wednesday 12 May	Community Engagement Sub-Committee
Wednesday 19 May	Annual Council

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

to be held on Wednesday 11 February 2026 at 6.00pm

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

SKATEPARK AT VICTORIA PARK

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council are asked to consider adding a further £11,772.99 to the available budget and contract price for the design and construction of new skatepark facilities in Victoria Park, Malvern.

3. Background

3.1. Following an invitation to tender for the design and construction of Skatepark facilities at Victoria Park, tenders were evaluated against three criteria and tender evaluation scores awarded.

3.2. At the Full Council meeting held on 3 September 2025, Maverick Skateparks were appointed as the successful contractor subject to Section 106 funding being approved by Malvern Hills District Council.

3.3. Officers have been progressing the Section 106 Funding application based on the tender price of £199,000 and have received correspondence from Malvern Hills District Council confirming that total funds of £210,772.99 are held and restricted solely for the development of a Skatepark facility at Victoria Park. The conditional offer of Section 106 funding is therefore for a maximum grant of £210,772.99 towards this project.

3.4. Given that the current budget of £199,000 is a little tight based on the project aspirations and that further funds are now available, Council is asked to consider increasing the budget available for this project and therefore the approved contract price.

3.5. The Council are currently engaging in a public consultation to refine and confirm the features of the final design. This will allow for an increase in scope should the budget be increased.

4. Financial Implications

4.1. The original tender price submitted by Maverick Skateparks was £199,000. Should the additional funding be included, post tender negotiations would allow for the scope of the project to be expanded to give a tender price of £210,772.99.

4.2. The total project cost is being covered by Section 106 funding restricted solely for a Skatepark facility.

5. Legal Implications

5.1. Three conditions need to be met to receive the Section 106 funding, a tender evaluation, confirmation of contractor and confirmation of planning permission or development rights.

End
Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 11 February 2026, at 6.00pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

VICTORIA PARK PLAY AREA REFURBISHMENT

1. Purpose of report

1.1. For decision.

2. Recommendation

2.1. Committee is recommended to appoint Company A to supply and install play equipment in order to improve and enhance the play area at Victoria Park.

3. Background

3.1. Officers submitted an application to MHDC's community facility legacy grant scheme and a conditional grant offer has been made of up to £100,000 towards the £200,000 refurbishment of Victoria Park Play area.

3.2. All conditions of the grant funding have been met, except that of project costs, where the preferred contractor quote for replacement play area equipment of up to £200,000 must be supplied.

3.3. Officers have been out to tender for the refurbishment of the play area. Nine Companies expressed an interest in the works and five companies returned tenders.

3.4. Officers sought quotations from a number of play area companies, and the returned quotes were evaluated using the following criteria, 40% price, 35% Play and Learning value, 15% quality and sustainability and 10% inclusivity.

3.5. The Town Clerk, the Operations Manager, the Chair of Operations and Planning Committee and a Trustee from Malvern Special Families evaluated the tenders as follows.

Company	Individual Score	Individual Score	Individual Score	Total Score	Inclusivity (from Malvern Special Families)
A	97	91	92	280	5
B	89	71	89	249	2
C	91	85	87	263	10
D	84	88	94	266	8
E	93	82	90	265	5

3.6. Following the initial evaluation, Company A was clearly the highest ranked tender based on the evaluation criteria. Some concerns were raised however about the variety of equipment under the inclusivity criteria.

- 3.7. Given the strength of the tender bid from Company A, Officers carried out post tender negotiations to review the amount of play equipment under equality and inclusivity. As a result, Company A were able to increase their inclusivity score to a higher level of 10.
- 3.8. The updated plan for the play area refurbishment is attached as Appendix A.
- 3.9. All play area equipment is RoSPA approved and once installed will be subject to a RoSPA final inspection included as part of the quotation.

4. Financial Implications

- 4.1. The tender price submitted by Company A is £199,000.
- 4.2. A conditional offer of Legacy Grant Funding of up to £100,000 has been received.
- 4.3. The Town Council has included a transfer to Earmarked Reserves of £40,000 in the current financial year. Earmarked funds of £10,000 are already present and a further budget provision of £50,000 has been made for 2026/27.

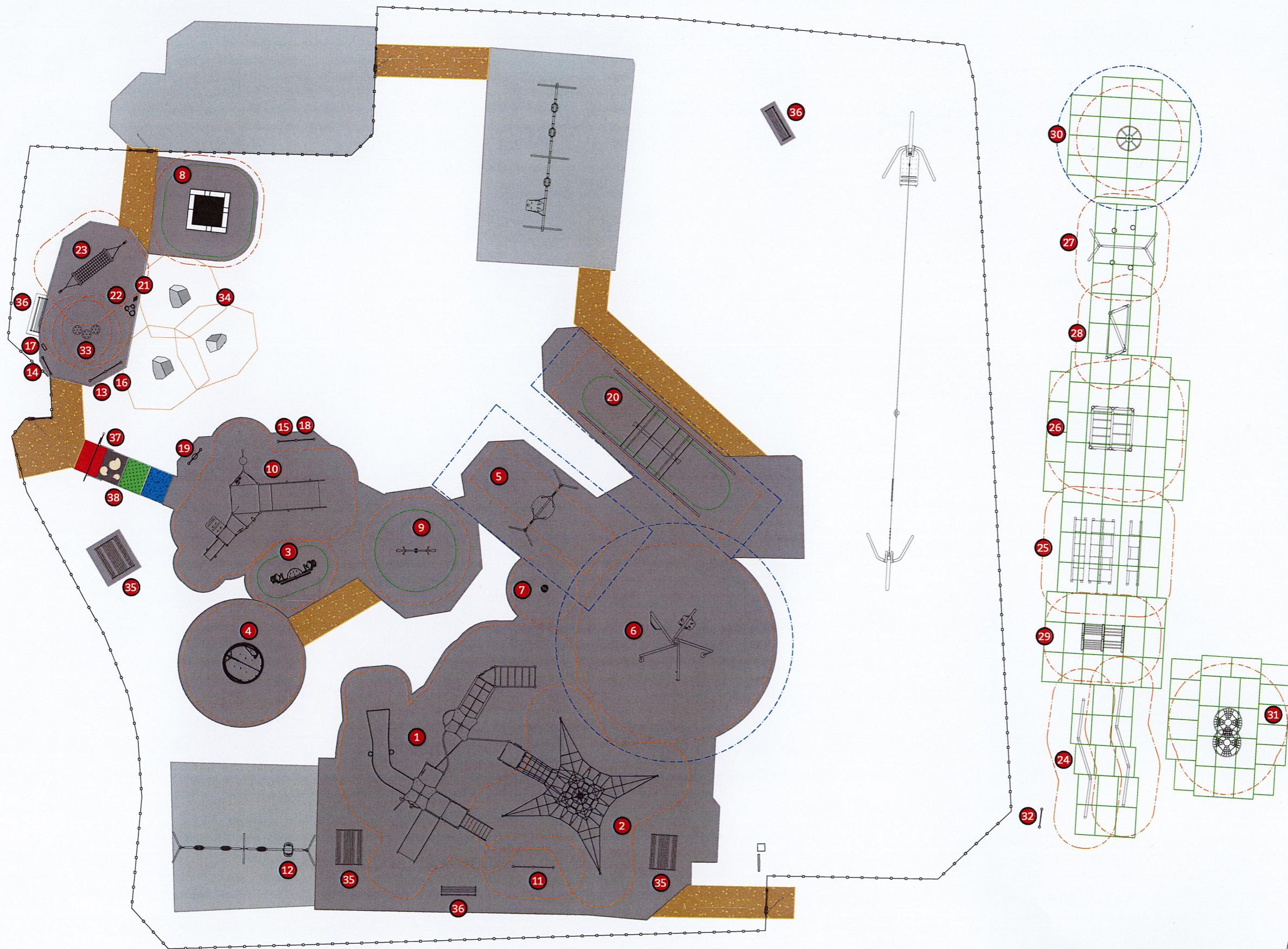
5. Legal Implications

- 5.1 Financial regulations state that items of expenditure within the annual budget of over £10,000 must be approved by the appropriate committee or Full Council.

End

Linda Blake

Town Clerk



Key	Description	Surfacing	
1	Bespoke UniPlay SP7744	Wet Pour	
2	Active 4000 Space Net		
3	Dennis Inclusive Seesaw		
4	Spinnee Inclusive Roundabout		
5	Basket Swing		
6	Titan		
7	Whizzer		
8	Big Trampoline		
9	Swingo		
10	Bespoke UniMix SP7479		
11	Bespoke UniPlay SP7697		
12	Reddy Swing Seat		
13	Sensory Hexagons Play Panel		
14	Hourglass Play Panel		
15	Spinning Sums Play Panel		
16	Minibeast Panel		
17	Sensory Totem		
18	Go Language Play Panel		
19	Bespoke Village Shop Panel		
20	Viper Rope Swing		Grassmat
21	Eco Bell Tree		
22	Eco Bongo Tree		
23	Hammock		
24	Balance Beams		
25	Ninja Steps		
26	Monkey Bars		
27	Rope Swing		
28	Rope Balance		
29	A-Frame		
30	Tornado		N/A
31	Bespoke UniPlay SP7745		
32	Rotogen Digital Timer		N/A
33	Mushroom Seats (x3)		Wet Pour
34	Glacial Boulders (x3)		N/A
35	Wheelchair Accessible Picnic Table (x3)		
36	Seat (x3)		N/A
37	Bespoke UniPlay SP7497 Sign		N/A
38	Sensory Path		Mixed

REVISIONS
 20/01/26 - Original
 03/02/26 - Amendment by B.-C. Check by --
 DDA Unit & Trampoline added. Multipondo & Spiral removed.
 Surfacing updated.

Revision 0
Revision 1

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

to be held on Wednesday 11 February 2026 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 27 November 2025 and listed below.

Minute item 17 – Review of Staff Rewards

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

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 11 February 2026 6.00pm
in the Park View Meeting Room, Community Hub, Victoria Park Road,
Malvern Link**

AUDIT 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 Audit Committee held on Wednesday 3 December 2025 and listed below.

MINUTE ITEM 19 - RISK MANAGEMENT ARRANGEMENTS AROUND OBJECTIVES

It was **RECOMMENDED** that Full Council accept the risk management arrangement around its objectives as shown in Appendix A (attached) with committee amendments in red.

MINUTE ITEM 20 - IDENTIFICATION OF RISKS FROM DEVOLUTION PROCESS

It was therefore **RECOMMENDED** to agree the risks from Devolution as listed below:

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.

End
Linda Blake
Town Clerk

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1. Aim – To provide effective, transparent and accountable local governance for the Town.					
Objective	Risk Description/Threat to achieving objective	Level of risk 1-5 low to high	Consequence of failing to achieve objective	Response strategy in place	Any further suggested actions
a) To set an annual budget and annual precept	<p>Lack of Resources</p> <p>Lack of staff knowledge/unavailability of staff</p> <p>Poor Planning</p> <p>Lack of clear information</p> <p>External influences e.g. inflation/cost of living/costs incurred above those expected</p> <p>Unforeseen events</p>	3 increase to 4	<p>Council fails to fulfil statutory duty</p> <p>Negative public opinion</p> <p>Inefficient service delivery</p> <p>Resource wastage</p> <p>Unnecessary increases in Council Tax</p>	<p>Trained and engaged staff</p> <p>Planned schedule of meetings published well in advance to allow budget input from Council Committees before final council decision</p> <p>Established policies and procedures</p> <p>Use of contingency budget and building of reserve funds</p>	Chair and Deputy Chair of Policy and Resources to undertake budget training
b) To improve visibility of the council's work and achievements	<p>Lack of Resources</p> <p>Lack of staff knowledge/expertise</p> <p>Lack of clear direction and aims</p> <p>Poor Councillor engagement</p>	2	<p>Lack of effective community engagement</p> <p>Lack of public awareness of council achievements and commitments</p>	<p>Trained and engaged staff</p> <p>Community Engagement Sub-Committee in place to help input into strategy</p> <p>Regular review of website along with policies and procedures</p>	Regular reviews if not visible enough
c) To produce annual accounts and submit the Annual Governance and Accountability Return (AGAR)	<p>Lack of staff knowledge/expertise</p> <p>Lack of available time/resources</p> <p>Poor Planning</p> <p>Unavailability of staff</p>	2	<p>Qualified External Audit</p> <p>Negative public opinion</p> <p>Special Measures</p>	<p>Staff Training to keep up to date with statutory changes</p> <p>Worcestershire CALC provide advice and training</p> <p>Planned schedule of meetings</p>	

**AGENDA ITEM 12
REPORT CL06/25**

	Loss of data/compromising of IT Systems			Plan in place to cover key staff absence Engagement of independent and competent internal auditor IT maintenance, contract in place. Regular data backups, firewalls and advanced data protection	
d)To regularly review Town Council policies and procedures to ensure effective governance.	Poor Planning Lack of Resources/time Pressure on committee agendas Poor staff/Councillor engagement	2	Inefficient Service delivery Increase in complaints Negative public opinion Qualified Audit	Schedule and set dates for policy reviews Regular engagement with NALC/CALC Internal audit review	Regular overview and scrutiny of planned reviews
e)To manage council finances to ensure the effective use of resources	Lack of staff knowledge/expertise Lack of resources Weak or inefficient control systems Poor budget monitoring Security of IT Systems	2	Inefficient service delivery and failure to ensure best value Resource Wastage Unnecessary increases in Council Tax Negative public opinion	Regular reporting to Policy and Resources Committee Regular Contract reviews Strong budgeting/correct procurement procedures Staff Training Policies in place with robust control measures/segregation of duties Internal Audit External Audit	

AGENDA ITEM 12
REPORT CL06/25

				IT Maintenance Contract and SAGE Support package in place	
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2. Overall Aim – To promote and develop a sense of community engagement encompassing diversity and inclusion.					
Objective	Risk Description/Threat to achieving objectives	Level of Risk 1-5 low to high	Consequence of failing to achieve objective	Response Strategy in place	Any further suggested action
a)To communicate with other local councils to ensure that the best collaborative outcomes are achieved for the community	Poor Communication Lack of engagement Lack of commitment from other councils Uncertainties surrounding Local Government re-organisation/Devolution	3	Lack of partnership/joined up working Resource wastage Loss of assets and services Inefficient service delivery for the taxpayer of Malvern Increase in complaints Negative public opinion	Regular liaison meetings with MHDC Invitation to MHDC/WCC Councillors to Town Council meetings Devolution Panel in place Partnership working meetings hosted by the Mayor	Improvement in Officer contacts and working relationships with MHDC & WCC Councillors to build relationships with fellow ward councillors at all tiers of government
b)To communicate with local community groups to ensure collaborative outcomes for local residents	Poor Communication Lack of engagement Pressure on staff/voluntary resources Lack of clear strategic direction from Council Failure to identify and engage correct groups/organisations	1	Loss of potential opportunities from joint/shared working Negative public opinion	Community Engagement Sub-Committee in place Variety of communication/engagement strategies in use to target different user group	Councillor input into the establishment of Strategy outlining plan for collaborative outcome
c)To implement ways of listening	Lack of staffing/councillor resources	1	Failure to effectively engage with public	Community Engagement Sub-Committee in place	Plan for expansion of engagement

**AGENDA ITEM 12
REPORT CL06/25**

<p>to or engaging with local residents e.g. community engagement at events like 'Bands in the Park'</p>	<p>Lack of public interest Not choosing the right methods/places for engagement</p>		<p>Failure to deliver residents needs Negative opinion Complaints</p>	<p>Community Engagement Strategy approved by Council Councillor rota at 'Bands in the Park'</p>	<p>strategy to be developed by Community Engagement Sub-Committee Produce information on Councillors in 'Who's Who' type page</p>
<p>d)To support and develop the current grants scheme</p>	<p>Lack of staff resources Lack of clearly stated policy/aims Lack of clarity in application process Insufficient budgets</p>	<p>1</p>	<p>Poor take-up of grants Failure to target and help groups to help themselves Negative public opinion Wasted resources</p>	<p>Annual review of grants policy Effective staff management of scheme Review of grants budget undertaken annually</p>	<p>Ask for stakeholder feedback to ensure scheme effectiveness</p>
<p>e)To organise inclusive and accessible events for all abilities and needs</p>	<p>Lack of staff knowledge/experience Poor Planning Restrictions in terms of geography/topography/accessibility</p>	<p>2</p>	<p>Negative public opinion Complaints Non-compliance with statutory requirements</p>	<p>Effective event planning with risk assessments Identification of potential barriers to inclusivity and measures to mitigate these</p>	<p>Engagement with community groups</p>

3. Aim – To protect, maintain and enhance the environment, local facilities and characteristics of the Town.					
Objective	Risk Description/Threat to achieving objectives	Level of Risk 1-5 low to high	Consequence of failing to achieve objective	Response Strategy in place	Any further suggested action
a)To develop an ongoing programme for the renewal and refurbishment of Town Council assets	<p>Lack of staff knowledge/engagement</p> <p>Pressure on budgets</p> <p>Poor Planning</p> <p>Weak Budgeting</p> <p>Unforeseen events</p> <p>Security of IT Systems</p>	3	<p>Deterioration/wear and tear of Town Council assets</p> <p>Increase in repair and maintenance costs</p> <p>Health and Safety issues</p> <p>Negative public opinion</p> <p>Complaints</p> <p>Wastage of resources</p> <p>Loss of public facilities</p>	<p>Robust annual review of Town Council assets in need of repair and refurbishment, as part of the budget process</p> <p>Clear and robust budget process</p> <p>Regular inspection programmes</p> <p>IT Maintenance Contract in place</p>	Raising of Councillor awareness through asset tours
b)To ensure health and safety provisions are implemented and maintained at Town Council sites	<p>Lack of staff knowledge/engagement</p> <p>Poor enforcement of policies and procedures</p> <p>Changes to legal requirements that if not adopted could have financial or operational consequences</p>	2	<p>Failure to comply with Law</p> <p>Fines</p> <p>Accidents</p> <p>Loss of facility</p> <p>Complaints</p>	<p>Trained staff/Ongoing staff training</p> <p>Robust Health and Safety policy in place which is regularly reviewed</p> <p>Membership of professional organisations to ensure up to date compliance</p> <p>Risk Assessments</p> <p>Regular inspection and testing programme</p>	

				Effective management to ensure staff are aware of and follow safety protocols	
c)To review the Town Council's planning policy to provide a more effective and timely process	<p>Lack of Councillor knowledge/engagement</p> <p>Inability to enforce councillor training</p> <p>Changes to National Planning Policy</p>	3	<p>Poor decision making</p> <p>Negative public opinion</p> <p>Failure to adequately represent electorate in planning matters</p> <p>Environmental impacts</p> <p>Ineffectual planning process</p> <p>Insufficient housing</p>	<p>Planning policy in place</p> <p>Training provided for Councillors</p> <p>Weekly planning list issued to all Councillors</p> <p>Planning matters considered within Operations and Planning Committee</p> <p>Partnership working/communication with MHDC</p>	Further Councillor Training
d)To maintain and where possible, enhance the characteristics of the Town e.g. Malvern in Bloom	<p>Lack of finance</p> <p>Lack of council commitment</p> <p>Lack of resources</p>	2	<p>Negative public opinion/reputational risk</p> <p>Negative effects on Street Scene and visibility</p>	Annual entry to Heart of England in Bloom competition provides impetus	

	Crossover with other government organisations		No positive developments with the Town	Robust budgeting to give adequate finance Staff knowledge/experience Issues raised within Operations and Planning committee where relevant	
e)To work towards full accessibility within all Town Council facilities	Constraining/mitigating factors which restrict full accessibility Lack of up-to-date knowledge/scrutiny Lack of available finance	4	Failure to provide inclusive facilities Negative public opinion	Robust tendering process Effective budgeting process Public consultation on large capital projects	Regular communication with relevant stakeholders to ensure scrutiny

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

to be held on Wednesday 11 February 2026 at 6.00pm

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

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 which took place on Wednesday 19 November 2025, as listed below.

MINUTE ITEM 79 - ENVIRONMENTAL MATTERS

Environmental Policy

It was **RECOMMENDED** to agree the Environmental Policy with the following amendment to point 2.21 by adding the word 'fireworks' so it reads as follows:

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

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 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
A MEETING OF MALVERN TOWN COUNCIL**

to be held on Wednesday 11 February 2026 at 6.00pm

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

COMMUNITY ENGAGEMENT SUB-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 Community Engagement Sub-Committee held on 28 January 2026 and listed below.

MINUTE ITEM 14 – MAYOR OF MALVERN’S AWARDS SCHEME

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

MINUTE ITEM 15 – RECOGNITION OF KEY DATES

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:

- 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

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 11 February 2026 at 6.00pm

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

POLICY AND RESOURCES 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 Policy and Resources Committee held on 4 February 2026 and listed below.

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

It was **RECOMMENDED** that the Management Accounts for the third quarter 2025/26 be approved by Full Council.

MINUTE 43 - REVIEW OF TOWN COUNCIL COMPLAINTS POLICY

Committee **RECOMMENDED** that the Complaints Policy should be amended as per Appendix A attached. (Please note Appendix A will be added on 9 February 2026 when approved by Chair of Policy and Resources.)

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

It was **RECOMMENDED** that the Anti-Fraud, Bribery and Corruption Policy be approved with no amendments being required.

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 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



MALVERN TOWN COUNCIL

COMPLAINTS PROCEDURE

MALVERN TOWN COUNCIL

COMPLAINTS PROCEDURE

1. Malvern Town Council's elected members and officers are here to serve those who live in, work in, or visit Malvern.
2. The following procedure will be adopted for dealing with complaints about the Council's administration or its procedures. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant committee, as appropriate, for consideration.
3. This procedure does not cover the complaints about the conduct of a member of the Town Council, and these should be directed to the Monitoring Officer at Malvern Hills District Council
4. If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a councillor, or to the Town Clerk, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
5. **STAGE 1** - The complainant will be asked to put the complaint in writing to the Town Clerk. The Town Clerk will acknowledge receipt within seven days and specify the date by which the complaint will be dealt with. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.

If the complainant prefers not to put the complaint to the Town Clerk (because the matter refers to the Town Clerk for example) they should be advised to write to the Mayor. The Town Clerk will be formally advised of the matter and given an opportunity to comment.
6. **STAGE 2** - On receipt of a written complaint, the Town Clerk (except where the complaint is about his or her actions) or Mayor (if the complaint relates to the Town Clerk) will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her opportunity to comment.

Efforts will be made at this stage to resolve the complaint informally and the Town Clerk or Mayor will invite the complainant to a face to face meeting where possible. The complainant will be entitled to have another person accompany them to the meeting and the Town Clerk or Mayor will ask another Town Councillor to be present and to assist with the response.
7. **STAGE 3** - If the Town Clerk or Mayor cannot satisfactorily resolve a complaint at Stage 2 above or should they feel that further opinion should be canvassed before making a decision, then a meeting of the Emergency Decision Making Group as elected at Annual

Council every May will be called to discuss the matter. Every effort should be made to achieve a suitable resolution at this stage.

8. **STAGE 4** If stages 2 and 3 do not successfully resolve a complaint, and an appeal is raised by the complainant, then it shall be forwarded to a meeting of an appropriate Committee. The Emergency Decision Making Group will in their discussions at Stage 3, nominate the appropriate committee should an appeal be made. The Town Clerk will notify the complainant of the date on which the appeal will be considered, and the complainant will be offered an opportunity to explain the complaint to the Committee in person.

9. The Town Clerk or Mayor will keep a record of any proceedings relating to complaints.

10. Timescales

Stage	Process	Number of Days from Receipt of Complaint
1	Initial Response to Acknowledge Complaint	7 days
2	Informal Response to Complainant	21 days
3	Formal Response to Complainant	35 days
4	Time Allowed for Appeal	28 days from response in 3 above
	Response to Appeal	21 days from Appeal

11. Any officer or councillor who feels that they have a prejudicial interest or may be unable to give an independent and objective opinion on the matters surrounding the complaint, must declare this and abstain themselves from any discussions.

12. Matters relating to grievance or disciplinary proceedings that are taking place or are likely to take place, will be dealt with in accordance with the Council's grievance and disciplinary procedures.

13. The appropriate Committee may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public. The Council must bear in mind the necessity to maintain confidentiality if it has been requested and to comply with the requirements of Data Protection Legislation with regard to personal information.

14. As soon as possible after the decision has been made and in line with timescales detailed at 10. the complainant will be notified in writing of the decision and any action that will be taken.

15. The appropriate Committee may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received.
16. For anyone with impeding communications, a referral to appropriate support will be considered.
17. In the event of serial facetious, vexatious or malicious complaints from a member of the public, the Council shall consider taking legal advice before writing letters to the complainant. Please refer to the Town Council policy on Vexatious Behaviour and Complaints for further information.

Where to send your complaint

Personally, at the Town Council Offices: Community Hub, Victoria Park Road, Malvern. WR14 2JY

Office Hours: 9.00 am to 1.00 pm, and 2.00 pm to 5.00 pm, Monday to Thursday

8.30 am to 1.00pm, and 2.00 pm to 4.00 pm, Friday

By post to the above address

By telephone: 01684 566667

By email: townclerk@malvern-tc.org.uk

16. Review and action
 - 16.1. The Council recognises that it is important to review this policy regularly to ensure that it reflects up to date legislation and best practice.
 - 16.2. A review of the Complaints Procedure will be carried out at least once every council term as a minimum and any necessary actions taken.

Outstanding Notices of Motions September 2024 to January 2026

**AGENDA ITEM 16
REPORT CL10/25**

Date	Title of Notice of Motion	Brief Details	Current Progress
September 2024	Information Board to commemorate the contribution made by those who constructed the Malvern Railway Line and Colwall Tunnel	<p>Council supports the re-purposing of an abandoned information board to the left of the steps leading from Great Malvern Railway Station up into Station Gardens.</p> <p>Council supports the funding of the repair and re-purposing of this display board at a cost of approximately £350.</p>	<p>Outstanding</p> <p>Wording and layout of information to go on the board still to be agreed.</p>
September 2024	Support for initiative to encourage the development of 'happy to chat' tables in the town's cafes	<p>Council supports an initiative that will encourage the Town's cafes to allocate one table, where suitable, as a 'Happy to Chat' space.</p> <p>The Town Council would simply support this initiative, provide publicity and supporting materials; café owners would be free to adapt the idea to suit their businesses.</p>	<p>This was launched but has not been entirely successful as it would take more resources to properly manage this initiative.</p>
November 2025	Notice of Motion for weekly inclusive fitness classes for the Malvern Community	<p>A notice of motion was submitted 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.</p> <p>Following a short discussion, it was AGREED to fund qualified fitness instructors to deliver an inclusive, all-level fitness class once per week in Victoria Park at the Community Hub as per the motion at Agenda Item 16.</p>	<p>Outstanding</p> <p>No available staff resources to action.</p>

Outstanding Notices of Motions September 2024 to January 2026

**AGENDA ITEM 16
REPORT CL10/25**

<p>November 2025</p>	<p>Notice of Motion – Establishment of an Environmental Task and Finish Group</p>	<p>It was RESOLVED that Full Council establish an Environmental Task and Finish group reporting back to Operations and Planning Committee and Full Council. It was AGREED that Councillors Mel Jones, Lou Lowton, Wayne Whittaker and Josie Leibrandt would serve on this group.</p> <p>It was further RESOLVED that 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 Operations 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.</p>	<p>Outstanding</p> <p>No available Wednesday evenings to hold a meeting/ lack of staff availability.</p>
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**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL**

to be held on Wednesday 11 February 2026 at 6.00pm

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

TOWN OF CULTURE 2028

1. Purpose of Report

- 1.1. For consideration and decision.

2. Recommendation

- 2.1. Malvern Town Council endorses the submission of an Expression of Interest into the UK Town of Culture Competition 2028.

3. Background

- 3.1. Towns across the country can now apply to enter the UK Town of Culture competition 2028, with bidding towns being required to complete an expression of interest, making the case for why their town is so special by 31 March 2026.
- 3.2. Officers at Malvern Hills District Council have raised this issue and suggested that they would support the Expression of Interest submission in partnership with Key Cultural Stakeholders.
- 3.3. Given the tight timescale and availability of resources, the Expression of Interest would need to be completed by Malvern Hills District Council with input from other organisations.
- 3.4. Should this be successful, Malvern Hills District Council and Malvern Town Council could then co-ordinate a steering group to work together to share the function of managing the overall bid.

4. Financial Implications

- 4.1. There will be no financial or staffing resource implications from the endorsement of an Expression of Interest.

5. Legal Implications

- 5.1. The Town must be mindful of the implications of the forthcoming Local Government re-organisations and the transition necessary in accountable bodies before 2028.

End

Linda Blake
Town Clerk