



# **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](mailto:townclerk@malvern-tc.org.uk)  
[www.malverntowncouncil.org](http://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.

**Linda Blake**  
Town Clerk

No.	Agenda Item
1.	<b>Apologies for Absence</b> To note apologies for absence.
2.	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests.
3.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the Minutes of the previous Council meetings: ➤ 17 December 2025

### Public Participation

*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.*

### 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.*

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

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

## MAYORAL EVENTS November 2025 to January 2026

## AGENDA ITEM 5

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	Malvern Town Council Christmas Fayre and Light Switch-on	The Mayor attended the Christmas Fayre and Light Switch-on which takes place each year in Great Malvern
	Little Malvern Priory	The Mayor enjoyed a concert at Little Malvern Priory in celebration of Christmas
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	The Oaks Care Home	The Mayor attended a Christmas Party at The Oak Care Home
	Clarence Park	The Mayor attended Clarence Park and switched on their Christmas Lights
	St Mary's Church Art Event	The Mayor attended the Pickersleigh Arts Project
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.

**AGENDA ITEM 5**

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**

<b>2026</b>	
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)

**AGENDA ITEM 8  
REPORT CL02/25**

<b>2027</b>	
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.

**AGENDA ITEM 9  
REPORT CL03/25**

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.

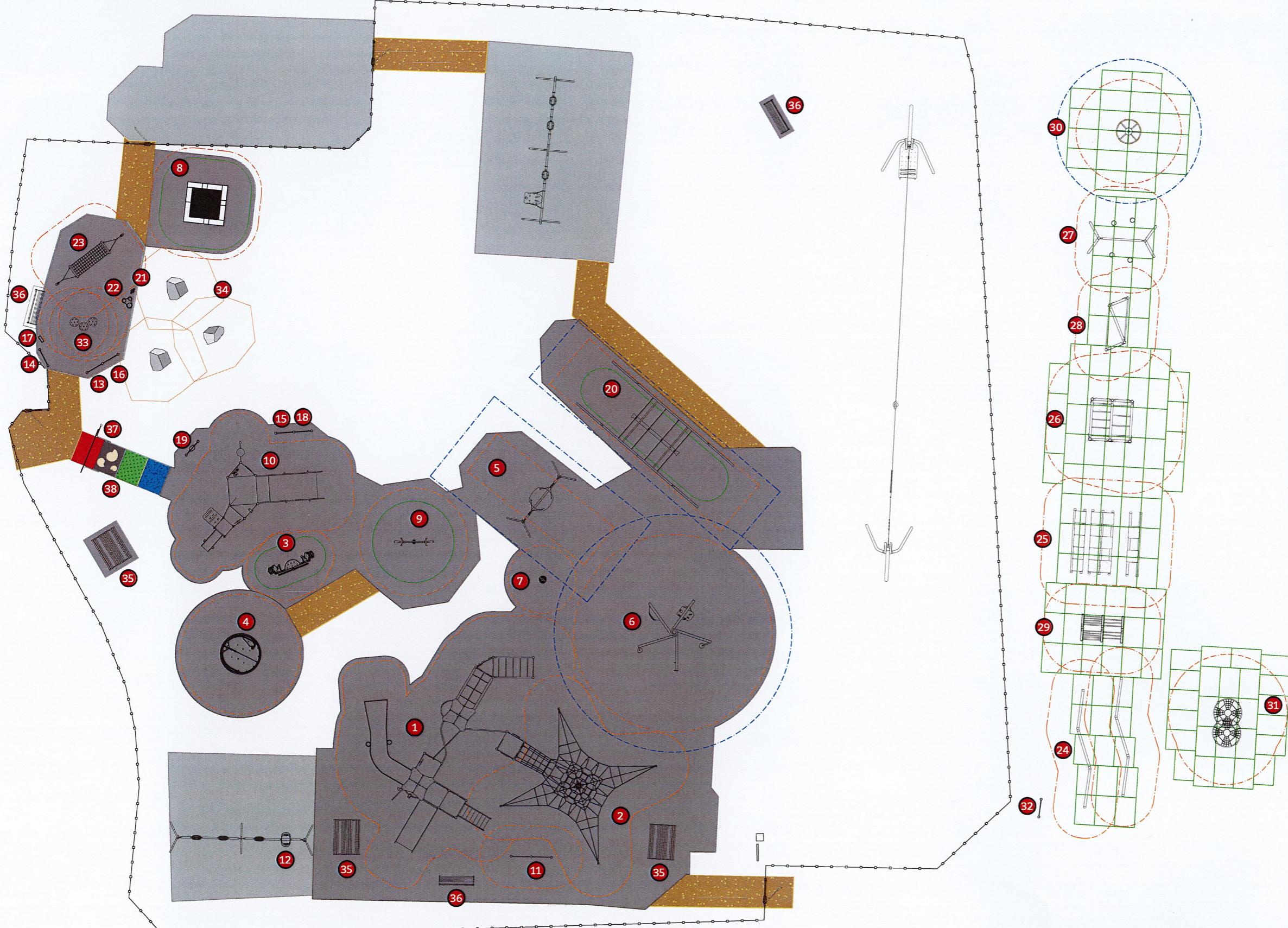
**5. Legal Implications**

- 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	
2	Active 4000 Space Net	
3	Dennis Inclusive Seesaw	
4	Spinmee 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	
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	
31	Bespoke UniPlay SP7745	N/A
32	Rotogen Digital Timer	
33	Mushroom Seats (x3)	
34	Glacial Boulders (x3)	
35	Wheelchair Accessible Picnic Table (x3)	
36	Seat (x3)	
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 6 Trampoline added. Multipond 6 Spiral removed. Surfacing updated.

Revision 0

**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

DRAFT

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

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  <b>IT maintenance, contract in place. Regular data backups, firewalls and advanced data protection</b>	
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  <b>Security of IT Systems</b>	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	

				IT Maintenance Contract and SAGE Support package in place	
--	--	--	--	---	--

DRAFT

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**

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

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><b>Security of IT Systems</b></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><b>IT Maintenance Contract in place</b></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><b>Changes to legal requirements that if not adopted could have financial or operational consequences</b></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>	

AGENDA ITEM 12  
REPORT CL06/25

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

	Crossover with other government organisations		<b>No positive developments with the Town</b>	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

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.

**AGENDA ITEM 15  
REPORT CL09/25**

End  
Linda Blake  
Town Clerk

## 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**

November 2025	Notice of Motion – Establishment of an Environmental Task and Finish Group	<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>	Outstanding No available Wednesday evenings to hold a meeting/ lack of staff availability.
---------------	--	--	---

**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