



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

**For meeting on Wednesday 4 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

29 January 2026



townclerk@malvern-tc.org.uk
Tel: 01684 566667

MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Policy and Resources Committee (Quorum 5):

Councillors Iain Dawson (Chair), Clive Fletcher, Clive Hooper, Melanie Jones, Lou Lowton, Ronan McLaverty-Head, Karen Newbigging, Deb Ward and Helen Clements

All other Members of the Town Council for information only.

You are hereby invited to attend a meeting of the Policy and Resources Committee to be held in the Park View Community Room, Victoria Park Road, Malvern Link on Wednesday 4 February 2026, commencing at 6.00pm for the transaction of the business shown on the Agenda below.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence To receive and 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 Policy and Resources Committee meeting: ➤ Wednesday 29 October 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.

4.	Online Banking Payment Schedules – April to December 2025 ➤ Report PR01/25 to follow
5.	Management Accounts for the Third Quarter of 2025/26 ending 31 December 2025 ➤ Report PR02/25 to follow
6.	Review of Town Council Complaints Policy ➤ Report PR03/25 to follow
7.	Review of Anti-Fraud, Bribery and Corruption Policy ➤ Report PR04/25 to follow
8.	Date and Time of Next Meeting ➤ Wednesday 25 March 2026 at 6pm

**MINUTES OF A MEETING OF
THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**held in the Community Hub Meeting Room, Victoria Park
on Wednesday 29 October 2025 at 6pm**

Councillors

I Dawson (Chair)
C Fletcher
Ronan McLaverty-Head
C Hooper

Absent

M Jones (Apologies)
K Newbigging (Apologies)
L Lowton (Apologies)

Also in attendance

Linda Blake - Town Clerk
Julia Winkworth – Minute Clerk
M Birks – Mayor of Malvern
Cllr D Watkins

The meeting commenced at 6.03pm.

30. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Cllrs Mel Jones, Karen Newbigging and Lou Lowton.

31. DECLARATIONS OF INTEREST

None.

32. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings, and these were signed by the Chair:

- Policy and Resources Committee meeting 8 October 2025

PUBLIC PARTICIPATION

None.

33. APPOINTMENT OF NEW MEMBER TO JOIN GRANTS SUB-COMMITTEE

Report PR01/25 was received and accepted.

Due to the number of members present, it was **AGREED** that volunteers to join the grants sub-committee would be sought by email and that any volunteers should join the sub-committee.

34. FUNDING FOR ADDITIONAL LIGHTING AT VICTORIA PARK

Report PR02/25 was received and accepted.

Committee **AGREED** an additional budget of £850.00 for the installation of the path lights in Victoria Park.

35. BUDGET DISCUSSION DOCUMENT 2026/27

Report PR03/25 was received and discussed.

A lengthy discussion took place regarding the discussion document.

Cllr Birks asked for the committee to note the staffing committee, item 6 contingency of £60,000. The Town Clerk explained this was a figure recommended by the staffing committee to cover unknown costs such as benchmarking increases and possible staff rewards and this would go to Full Council for discussion. At approx. 6.25pm the Chair requested moving this to a private session and the recording was stopped.

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.

At 6.30pm the recording recommenced and the budget discussion in public session continued with the following suggestions put forward:

1. It was **AGREED** that the level of inflation to be included in the budget should be as follows:
 - Business Rates for 26/7 - 7.5%
 - Fuel for 26/7 - 2%
 - Utilities for 26/7 – Water 10% Electricity & Gas 8%
 - Contracts – increase in line with inflation
 - Cost of Living increase - 3.5%

It was **AGREED** that the Town Clerk would look into whether any of the Council's sites other than Victoria Park would be suitable for solar power.

2. The following were **NOTED**
 - Victoria Park Play Area – Legacy Grant funding of up to £100,000 has been awarded
 - Sale of Land – no special amount yet known
 - Skatepark – being funded by Section 106 funding with timescale dependent on planning
3. It was **AGREED** that the grants budget for 2026/27 would be set as follows:
 - Large Grants – £5,000 (same as current year)
 - Small Grants – £18,000 (same as current year)
 - CAB – £19,000 (three-year agreement)
4. It was **AGREED** that the events listed in Section 4 would be increased by

inflation with a sealing of £53,000, noting that there should be an additional amount of £1,500 put towards Malvern in Bloom.

5. It was **NOTED** that income from the Community Hub was a little lower than expected.

The Café - the initial estimate when looked at budgeting for the building hasn't been achieved but the rental for the café will increase each year.

Rental of the room, evening bookings is very busy, during the day is not as expected and weekends during the day also the same.

6. Already discussed earlier in the meeting.
7. Committee members felt that the budget contingency fund should remain at £20,000 for 2026/27.
8. It was **NOTED** that the Public Works Loan Board repayments will stay the same at £22,475.76 for 2026/27.
9. Other – Website – funding would be appreciated to create a more dynamic and future proof website. It would be beneficial to start afresh, along with a '.gov' website. Use for questionnaires, bookings, payments etc. It was **AGREED** to add the website as a strategic aim within the budget.

36. REVIEW OF COMPLAINTS POLICY

Report PR04/25 was received and accepted.

A further report was received from Cllr Lowton relating to the Ombudsman version that includes a handy self-assessment at the end of the document which may be useful to check that the Town Council have all elements within the complaints policy.

The Town Clerk noted that there isn't a time noted after a time where a claim has ceases, no kind of timeout. For example, the complainant could have a reply, but they leave it open, no reply so does that mean they can return at a later point.

The Mayor has been in a similar position and has initiated her own cut off point in this situation.

It was **RECOMMENDED** that the Town Council complaints procedure would include the following clause:

'the Town Council aim to acknowledge within 10 days and our aim would be to respond to your complaint within 20 days and **aim to** offer a resolution within 6 weeks and if not possible to do so within this timescale, we offer the following date. Failure to respond within six weeks will be met with the assumption that this complaint is closed'

If they reply, you would then go to stage 2 of the complaint.

37. **DATE AND TIME OF NEXT MEETING**

It was **AGREED** that the date of the next meeting would be Wednesday 26 November 2025 at 6pm.

The meeting finished at 7.32pm.

.....(Chair)

DRAFT

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL
to be held on Wednesday 4 February 2026 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**REPORT ON ONLINE BANKING PAYMENT SCHEDULES
APRIL TO DECEMBER 2025**

1. Purpose of report

- 1.1. For noting and comment, as necessary.

2. Recommendation

Policy and Resources Committee should note the online banking payments as attached to this report and to note any issues that have arisen with control checks.

3. Background

- 3.1. Malvern Town Council recently reviewed its Financial Regulations with a new version being adopted by Full Council on 13 November 2024.

- 3.2. Within the new Financial Regulations, changes have been made to the way in which online banking payments are processed, checked, and approved.

- 3.3. Previously all online banking payments were approved in person by two approved Councillor signatories, however, it was felt that this process was both too onerous, particularly for small amounts and in most cases could not stop the need for payment when goods and services had already been delivered. Members of Policy and Resources Committee decided it was more important to check amounts paid for accuracy against bank statements and orders and thus amendments were made.

- 3.4. The new Financial Regulations state that:

“The Responsible Finance Officer will present schedules of online banking payments to the next scheduled meeting of Policy and Resources Committee. Prior to this meeting, the Chair and Vice-Chair of this Committee will randomly select three invoices to be checked against the bank statement. A record of the check will be made and any issues identified will be reported at the meeting.”

- 3.5. Payment schedules are attached covering the period April to December 2025. These have been delayed due to teething problems with the process, and the amount of business on agendas. Although the schedules from May have already been noted, those from April were deferred and therefore for ease all payment schedules for the financial year to date have been included.

- 3.6. Online Banking Schedules are also available to view in the Financial Information section of the Council’s website as part of transparency requirements.

4. Financial Implications

- 4.1. None pertaining to this report.

5. **Legal Implications**

- 5.1. The Town Council adopted the current Financial Regulations in November 2024.
- 5.2. As part of the annual audit process, the Town Council must ensure it has an effective system of internal control in place, this includes arrangements for bank payments.

End

Linda Blake
Town Clerk

Malvern Town Council
Online Banking Payment Schedule

1 APRIL 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2944	13651	01/04/2025	DAC BEACHCROFT CLAIMS LTD	160.00	Vat payable in respect of insurance claim for damage to gas lamp on Peachfield Common	DP	KJB
2945	13647 13648 13649	01/04/2025	DESIGN IN THE SHIRES	460.80	Quarterly web hosting and website support January and February 2025	DP	KJB
2946	13652 13653	01/04/2025	DOLPHINTEC	80.73	February phone call charges and photocopy charges 5/2/25 - 13/3/25 at the community hub	DP	KJB
2947	13631	01/04/2025	DULUX DECORATOR CENTRE	30.66	Painting materials for play equipment at Jamaica Crescent	DP	KJB
2948	13641	01/04/2025	HEART OF ENGLAND IN BLOOM	165.00	Entry fee for the 2025 Heart of England in Bloom Campaign	DP	KJB
2949	13639	01/04/2025	HOUSEKEEPERS OF MALVERN	96.00	Cleaning contract cemetery 25/2/25 - 11/3/25	DP	KJB
2950	13628	01/04/2025	LEDBURY PLANT HIRE	1944.00	Grave digger hire March, April and May 2025	DP	KJB
2951	13632 13633	01/04/2025	LINK TOOLS	65.61	Screwdriver bit set to repair bus shelters and padlock for Goodwood Road Allotments	DP	KJB
2952	13650	01/04/2025	MALVERN HILLS DISTRICT COUNCIL	100.00	Temporary road closure for the Christmas Festival - 22 November 2025	DP	KJB
2953	13642 13643 13644 13645 13646	01/04/2025	NPOWER	278.82	Electricity charges former water feature Hampden Road 1 October 2024 - 28 February 2025	DP	KJB
2954	13635 13636	01/04/2025	P&R ALARMS LTD	590.40	Intruder alarm maintenance and monitoring at the cemetery 17/1/25 - 6/1/26 and 2 extra alarm fobs for the café at the community hub	DP	KJB
2955	13629	01/04/2025	RPM MALVERN	225.00	Electrical repairs to window and door on Ford Transit - WF16 ZHN	DP	KJB
2956	13634	01/04/2025	BLACK COUNTRY METALWORKS LTD	1900.00	5 Lamposts and lanterns to light pathway between the community hub and Pickersleigh Avenue	DP	KJB
2957	13630	01/04/2025	I P SKIPP AGRICULTURAL ENGINEERS LTD	805.13	Service and repairs to the Kubota Tractor and service kits for 4 John Deere Mowers	DP	KJB
2958	13637	01/04/2025	ALL ABOUT LOCAL MAGAZINES LTD	522.72	Half page advert for Park View Community Room in magazines for Malvern	DP	KJB
2959	13661	01/04/2025	EE	85.74	Mobile phone charges March 2025 - admin / events phone and operations Team	DP	KJB
2960	13662	01/04/2025	FIRST DRAINAGE	264.00	Emergency call out to unblock drainage at the community hub, Victoria Park	DP	KJB

Total Payments:

7,774.61

Bank details
checked KJB

Bank details
checked KJB

Bank details
checked KJB

Bank details
checked KJB

Malvern Town Council
Online Banking Payment Schedule

16 APRIL 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2961	13668 13679 13681	16/04/2025	A J GAMMOND	199.18	Pipe wrench, water fittings and Knapsack sprayer for the cemetery. Trailer plug and jockey wheel for the trailer. Shut off valve and fittings for Tank Quarry Clock	Df	KJB
2962	13670	16/04/2025	ALLIANCE PAYROLL SERVICES	137.10	Payroll charges March 2025	Df	KJB
2963	13705	16/04/2025	BIG GREEN CLEANING COMPANY	1092.00	Cleaning contract Community Hub - April 2025	Df	KJB
2964	13702	16/04/2025	BLUE BIRD CATERING	144.00	90 cakes for Mayor's Civic Service	Df	KJB
2965	13700	16/04/2025	BRITISH GAS TRADING	457.38	Gas charges gas lamps 1/1/25 - 31/3/25	Df	KJB
2966	13677 13678	16/04/2025	BROADLEAF TREE CARE	740.00	Removal of one large conifer tree in decline near graves at the cemetery and removal of one dead Oak tree in hedgerow at Craig Lea play area	Df	KJB
2967	13698	16/04/2025	BRITISH GAS	33.26	Electricity charges Link Church clock 8/2/25 - 21/3/25	Df	KJB
2968	13697	16/04/2025	BRITISH GAS	708.34	Electricity charges Lower Howsell 2/2/25 - 1/3/25	Df	KJB
2969	13695	16/04/2025	CHARLES PORTER	58.95	Mileage claim Operations Manager 2/12/24 - 31/3/25	Df	KJB
2970	13704	16/04/2025	FBC MANBY BOWDLER LLP	1800.00	Professional fees up to 28/3/25 regarding land slippage at Rose Bank Gardens	Df	KJB
2971	13680	16/04/2025	FLEET LINE MARKERS LTD	203.10	5 x 10 litre cans of white line marking paint for football pitches	Df	KJB
2972	13669	16/04/2025	FURNITURE @ WORK LTD	102.00	Community noticeboard for foyer in the community hub	Df	KJB
2973	13701	16/04/2025	HERON PRESS UK	590.00	Printing of 11,500 Spring MTC Newsletters	Df	KJB
2974	13665 13666 13671	16/04/2025	LEIGH SINTON GARDEN MACHINERY LTD	126.80	Pole saw guide bar and chain, 2 strimmer heads and 5 litres of 2 stroke oil for machinery	Df	KJB
2975	13699	16/04/2025	MHDC-NNDR	4266.45	Business rates for the community hub 25/8/24 - 31/3/25	Df	KJB
2976	13667	16/04/2025	NOMIX ENVIRO LTD	473.76	2 x 5 litres of Dual and 3 litres of Synero for Malvern in Bloom and the cemetery	Df	KJB
2977	13703	16/04/2025	NPOWER	73.37	Electricity charges former water feature at Hampden Road - March 2025	Df	KJB
2978	13664	16/04/2025	PURE STAFF LTD	441.70	Temporary grounds worker w/e 6/4/25 - 21.5 hours	Df	KJB
2979	13696	16/04/2025	PCC MALVERN LINK	162.50	Hire of St Matthias Church for the Mayor's Civic Service	Df	KJB
2980	13694	16/04/2025	WFL (UK) LTD	1286.55	953 litres of white diesel for machinery	Df	KJB
2981	13706	16/04/2025	JAMES HALLAM LTD	304.00	Insurance for the Mayor's Peaks Challenge 5/4/25	Df	KJB

Bank details checked DS

Bank details checked DS

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2982	2982	16/04/2025	BARNARDS GREEN CRICKET CLUB	1150.00	Large grant as approved by Full Council 9/4/25	DP	KB
2983	2983	16/04/2025	MALVERN MALE VOICE CHOIR	2000.00	Large grant as approved by Full Council 9/4/25	DP	KB
2984	2984	16/04/2025	THE COACH HOUSE THEATRE	1500.00	Large grant as approved by Full Council 9/4/25	DP	KB
2985	2985	16/04/2025	MALVERN SPA ASSOCIATION	2500.00	Large grant as approved by Full Council 9/4/25	DP	KB
2986	2986	16/04/2025	MALVERN CUBE	1475.00	Large grant as approved by Full Council 9/4/25	DP	KB
2987	2987	16/04/2025	MALVERN COMMUNITY KITCHEN	954.97	Large grant as approved by Full Council 9/4/25	DP	KB
2988	2988	16/04/2025	1ST MALVERN SCOUT GROUP	2500.00	Large grant as approved by Full Council 9/4/25	DP	KB
2989	2989	16/04/2025	FRIENDS OF DAME LAURA KNIGHT SOCIETY	500.00	Small grant as approved by Full Council 9/4/25	DP	KB
2990	2990	16/04/2025	GIRLGUIDING MALVERN	500.00	Small grant as approved by Full Council 9/4/25	DP	KB
2991	2991	16/04/2025	MALVERN GREEN SPACE	300.00	Small grant as approved by Full Council 9/4/25	DP	KB
2992	2992	16/04/2025	MALVERN COMMUNITY PARTNERSHIP	500.00	Small grant as approved by Full Council 9/4/25	DP	KB
2993	2993	16/04/2025	ST RICHARDS HOSPICE	500.00	Small grant as approved by Full Council 9/4/25	DP	KB

Total Payments:

27,860.44

26,980.41

Bank receipt
Created KB
Bank receipt
created KB

Bank details
created KB
Bank details
created KB

Bank details
created KB
Bank details
created KB
Bank details
created KB
wrong amount
entered

Malvern Town Council
Cheque Payment Schedule
30 May 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
300036	Payment requisition	30/05/2025	POST OFFICE LTD	345.00	12 months tax for the Isuzu - VU17 JKY	DP	KB

Total Payments: 345.00

Malvern Town Council
Online Banking Payment Schedule

13 May 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2994	13638	13/05/2025	ALL ABOUT LOCAL MAGAZINES LTD	483.00	Delivery of 11,500 MTC Newsletters March / April edition	DP	PB
2995	13715 13716	13/05/2025	A L B SERVICES	2772.00	Installation of new heaters in the cemetery chapel and a vehicle charging socket. Installation of new lights outside the Community Hub and lighting control in the meeting room	DP	KJB
2996	13735	13/05/2025	ASTONS COACHES LTD	530.00	2 x 57 seater coaches for the Mayor's Peaks challenge 3/5/25	DP	KJB
2997	13722	13/05/2025	BHGS LTD	107.00	20kg of grass seed for the cemetery	DP	KJB
2998	13739	13/05/2025	BIG GREEN CLEANING COMPANY	1092.00	Cleaning of Community Hub - May 2025	DP	KJB
2999	13746	13/05/2025	BRITISH GAS	43.91	Electricity charges - Lower Howsell 2/3/25 - 1/4/25	DP	KJB
3000	13757	13/05/2025	BRITISH GAS	13.78	Electricity charges - Link Church Clock 22/3/25 - 9/4/25	DP	KJB
3001	13748 13749 13750 13751	13/05/2025	DESIGN IN THE SHIRES	622.80	Website support March, April and May 2025 and quarterly web hosting	DP	KJB
3002	13728	13/05/2025	FLEX COURT EUROPE (Play Sport International)	3178.23	Replacement equipment for basketball courts at Victoria Park		
3003	13720	13/05/2025	FUELGENIE BUSINESS ACCOUNT	210.10	Fuel account - March 2025	DP	KJB
3004	13723	13/05/2025	GREENBARNES LTD	4624.45	2 x Oak Notice Boards - Victoria Park and Adam Lee	DP	KJB
3005	13734	13/05/2025	KITZ UK LTD	2565.00	150 x medals and 150 x t-shirts for the Mayor's Peaks Challenge - 3/5/25 (costs covered by event sponsorship)	DP	KJB
3006	13726	13/05/2025	LANDSCAPE SUPPLY COMPANY	56.15	Strimmer Cord	DP	KJB
3007	13727	13/05/2025	MALVERN ELECTRICAL WHOLESALE LTD	20.10	Cable ties and electrical equipment for events and general use	DP	KJB
3008	13721	13/05/2025	M MIDDLETON WELDING & FABRICATION	230.40	Repairs to grave digger bucket	DP	KJB
3009	13733	13/05/2025	ONE STOP PROMOTIONS LTD	256.74	25 x Union Jack flags and 25 x St George flags for Malvern in Bloom	DP	KJB
3010	13736	13/05/2025	PARTY PACKS	57.00	150 x table flags for VE Day 80th Anniversary	DP	KJB
3011	13741 13742	13/05/2025	PHS GROUP	1726.66	Washroom hygiene services Community Hub and Cemetery 1/4/25 - 31/3/26	DP	KJB
3012	13730 13731 13732	13/05/2025	PURE STAFF LTD	2259.84	Temporary Ground Worker - 7/4/25 - 2/5/25	DP	KJB

Overseas
transaction

Bank details
changed 07/5

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3013	13747	13/05/2025	RURAL SERVICES PARTNERSHIP LTD	172.62	Subscription - Market Town Group 1/4/25 - 31/3/26 as agreed at the Annual Council Meeting	DP	KJS
3014	13729	13/05/2025	SCREWFIX (TRADE UK)	15.96	4 x hi-vis waistcoats for the Operations Team	DP	KJS
3015	13755	13/05/2025	WATER PLUS LTD	106.37	Water charges - cemetery lodge 4/3/25 - 4/4/26	DP	KJS
3016	13753 13754	13/05/2025	WATER PLUS LTD	42.31	Water charges - cemetery 11/2/25 - 11/4/25	DP	KJS
3017	13752	13/05/2025	LINDA BLAKE	391.40	Reimbursement of Cipfa Membership 1/1/25 - 31/12/25 as agreed as part of Annual Subscriptions at Annual Council Meeting	DP	KJS
3018	13738	13/05/2025	THE FANDANGOS (MISS A R GILL)	300.00	Band performance in Priory Park for the Mayor's Peaks Challenge 3/5/25	DP	KJS
3019	13724	13/05/2025	THE HELPING HAND COMPANY	80.94	5 x litter pickers for general use	DP	KJS
3020	13743	13/05/2025	WORCESTERSHIRE CALC	3104.92	Annual subscription to Worcestershire CALC / NALC as agreed at the Annual Council Meeting	DP	KJS
3021	3021	13/05/2025	JOSEPHINE LEIBRANDT	50.00	Printing allowance 2024/25	DP	KJS
3022	3022	13/05/2025	GIRLGUIDING MALVERN	500.00	Small grant as agreed at Policy and Resources - 26/3/25	DP	KJS
3023	3023	13/05/2025	MALVERN GREEN SPACE	380.00	Small grant as agreed at Policy and Resources - 26/3/25	DP	KJS
3024	3024	13/05/2025	KOROSTEN MALVERN TWINNING ASSOCIATION	1500.00	Release of twinning reserve as agreed at Policy & Resources 7/5/25	DP	KJS

Total Payments:

~~37,493.68~~

24,315.45

Malvern Town Council
 Online Banking Payment Schedule
 20 May 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3025	13759	20/05/2025	EE	85.02	Mobile phone charges Operations Team and Events / Admin phone - April 2025	DP	DS
3026	13760	20/05/2025	FBC MANBY BOWDLER	1560.00	Professional fees regarding land slippage at Rose Bank Gardens up to 29 April 2025	DP	JB
3027	13761	20/05/2025	SIGNS CENTRAL	48.00	Supply of a start and finish banner for the Mayor's Peaks Challenge 3 May 2025	DP	JB
3028	13737	20/05/2025	SEVERN VALLEY TRAINING	360.00	2 x First Aiders for the Mayor's Peaks Challenge - 3 May 2025	DP	JB

Total Payments:

2,053.02

*Bank details
 created
 DS.*

Malvern Town Council
Online Banking Payment Schedule

9 June 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3029	13784	09/06/2025	ACE ATV & EQUIPMENT	382.37	Supply and fit front brakes to Corvus All Terrain Vehicle - VU73 ZTK	DP	KJB
3030	13810	09/06/2025	A J GAMMOND LTD	84.60	Replacement brass tap for the well room in North Malvern Clock Tower	DP	KJB
3031	13813 13815	09/06/2025	ALLIANCE PAYROLL SERVICES LTD	356.70	Payroll charges April and May 2025	DP	KJB
3032	13785	09/06/2025	BHGS LTD	459.00	75 x 40 litres of peat free compost for planters on Belle Vue Island	DP	KJB
3033	13795	09/06/2025	BLACKWELL CONCERT BAND	285.00	Brass band for VE Day at Victoria Park - 10 May 2025	DP	KJB
3034	13798	09/06/2025	BLUE BIRD CATERING	350.00	30 x breakfast boxes for veterans and 50 x bite size cakes for VE day at Victoria Park - 10 May 2025	DP	KJB
3035	13789 13790	09/06/2025	BRADFORDS BUILDING SUPPLIES LTD	22.38	1 x tin of WD40 and 8 x pairs of safety gloves for the Operations Team	DP	KJB
3036	13816	09/06/2025	BRITISH GAS	30.41	Electricity charges Lower Howsell 2/4/25 - 1/5/25	DP	KJB
3037	13835	09/06/2025	BRITISH GAS	28.96	Electricity charges Link Church Clock 10/4/25 - 21/5/25	DP	KJB
3038	13797	09/06/2025	THE DEMD QUARTET (MD DAVISON / T PREDOTA)	250.00	Jazz Quartet for VE Day at Victoria Park - 10 May 2025	DP	KJB <i>bank details checked 02/06</i>
3039	13811 13812	09/06/2025	DESIGN IN THE SHIRES	298.80	Website support June 2025 and quarterly web hosting	DP	KJB
3040	13744 13745 13814	09/06/2025	DOLPHINTEC	142.47	March and April 2025 call charges and photocopy charges 12/3/25 - 11/4/25	DP	KJB
3041	13787 13788	09/06/2025	DULUX DECORATOR CENTRE	49.11	Painting supplies to cover graffiti in Barnards Green Bus Shelter	DP	KJB
3042	13834	09/06/2025	EE	85.02	Mobile phone charges May 2025 - Operations Team and Events / Admin Phone	DP	KJB
3043	13809	09/06/2025	FBC MANBY BOWDLER LLP	2160.00	Professional fees regarding land slippage at Rose Bank Gardens	DP	KJB
3044	13837	09/06/2025	FIRST DRAINAGE	336.00	Emergency drainage works at Victoria Park due to blockage	DP	KJB
3045	13800	09/06/2025	HARTLEBURY CASTLE PRESERVATION TRUST (CHANTEL SUMMERFIELD)	40.00	Art and Craft workshop at VE Day - Victoria Park - 10 May 2025	DP	KJB <i>bank details checked 02/06</i>
3046	13802	09/06/2025	HERON PRESS UK	330.00	Printing of 11,500 Bands in the Park Leaflets for the All About Magazine	DP	KJB

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (Initials)	Authorisation Given (Initials)
3047	13618	09/06/2025	INSTITUTE OF CEMETERY & CREMATORIUM	105.00	Annual subscription to ICCM	DP	KJS
3048	13799	09/06/2025	IMPACT STEEL (MR FAREED SIDDIQUI)	875.00	Bands in the Park 25/5/25	DP	KJS
3049	13791	09/06/2025	LEDBURY PLANT HIRE	1944.00	Grave digger hire June, July and August 2025	DP	KJS
3050	13786	09/06/2025	NOMIX ENVIRO LTD	135.55	4 x Hillite and 1 x Cleaner for Malvern in Bloom	DP	KJS
3051	13806 13807 13808	09/06/2025	PAPERSTATION LTD	548.44	Stationery, black sacks and cleaning products - May 2025	DP	KJS
3052	13805	09/06/2025	PERSONNEL ADVICE & SOLUTIONS LTD	600.00	Staffing Committee training for all members of Staffing Committee - 1 and 7 May 2025	DP	KJS
3053	13804	09/06/2025	PRINTWASTE RECYCLING	15.30	Collection of recycling papers	DP	KJS
3054	13792 13793 13794	09/06/2025	PURE STAFF LTD	2239.30	Temporary grounds worker - 3 weeks	DP	KJS
3055	13801	09/06/2025	SEVERN ARTS (WORCESTERSHIRE YOUTH CONCERT BAND)	300.00	Bands in the Park 11/5/25	DP	KJS
3056	13830	09/06/2025	WATER PLUS LTD	66.25	Water charges Lower Howsell - 14/12/24 - 14/3/25	DP	KJS
3057	13820 13821 13822 13823	09/06/2025	WATER PLUS LTD	128.11	Water charges Knapp Way Allotments - 10/01/25 - 10/05/25	DP	KJS
3058	13819	09/06/2025	WATER PLUS LTD	137.46	Water charges Cemetery Office - 4/4/25 - 4/5/25	DP	KJS
3059	13828 13829	09/06/2025	WATER PLUS LTD	15.79	Water charges Dukes Meadow - 15/10/24 - 15/10/25	DP	KJS
3060	13725	09/06/2025	BROXAP (SUNSHINE GYM)	4477.20	Supply of new Childrens exercise equipment at Victoria Park	DP	KJS
3061	13740	09/06/2025	VIKING OFFICE UK	206.35	4 x packs of Tork Toilet Rolls for public toilet in the entrance way of the Community Hub	DP	KJS
3062	13796	09/06/2025	WAITING FOR GARY (MR ELLIOT H NIXON)	300.00	Waiting for Gary 20/5/25	DP	KJS
3063	13838	09/06/2025	ALL ABOUT LOCAL MAGAZINES LTD	483.00	Distribution of 11,500 Bands in the Park Leaflets	DP	KJS

Total Payments:

18,182.55

See details checked KJS

See details checked KJS

Malvern Town Council
 Online Banking Payment Schedule
 23 June 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3064	13852	23/06/2025	CLARK & KENT CONTRACTORS	82554.85	Design and construction of bike pump track at Adam Lea - final invoice (80% of costs)	YJF	KTB
3065	13853	23/06/2025	FUELGENIE BUSINESS ACCOUNT	220.08	Fuel account April 2025	YJF	KTB
3066	13854 13855	23/06/2025	NPOWER	108.79	Electricity charges former water feature Hampden Road - April and May 2025	YJF	KTB
3067	13836 13850 13851	23/06/2025	PURE STAFF LTD	1705.15	Temporary Operational Staff- 3 weeks	YJF	KTB

Total Payments: 84,588.87

Bank details
added

KTB

Malvern Town Council
Online Banking Payment Schedule

4 July 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3068	13878	04/07/2025	APPELBY STONE (PINDROP EVENTS LTD)	400.00	Bands in the Park - 1/6/25	DP	VJB
3069	13888	04/07/2025	BIG GREEN CLEANING COMPANY	1092.00	Cleaning contract - June 2025	DP	VJB
3070	13883	04/07/2025	BRITISH GAS	31.12	Electricity charges Lower Howsell 2/5/25 - 27/5/25	DP	VJB
3071	13884	04/07/2025	DKE AUDIT SERVICES (DK Edwards)	1750.00	Internal audit 2024/25	DP	VJB
3072	13890	04/07/2025	EE	85.02	Mobile phone charges June 2025 - Events / Admin phone and Operations Team	DP	VJB
3073	13887	04/07/2025	ENFORCEMENT BAILIFFS LTD	594.00	Risk assessment & serving of Notices on unauthorised encampment at Victoria Park - 2/7/25	DP	VJB
3074	13891	04/07/2025	FUELGENIE BUSINESS ACCOUNT	283.94	Fuel account May 2025	DP	VJB
3075	13867	04/07/2025	FUSION WINDOWS	330.00	Supply and fit toughened glass unit into patio door caused by accidental damage by operatives working at Malvern Cube	DP	VJB
3076	13877	04/07/2025	SUNSET LEVELS (MR CURTIS L FUDGE)	385.00	Bands in the Park - 15/6/25	DP	VJB
3077	13873	04/07/2025	JBA CONSULTING	5220.00	50% final payment - hydraulic modelling and risk assessment at Elgar Avenue	DP	VJB
3078	13881	04/07/2025	IDEA	561.60	Employer Link Subscription 1/4/25 - 31/3/26	DP	VJB
3079	13886	04/07/2025	NPOWER	55.28	Electricity charges former water feature Hampden Road - May 2025	DP	VJB
3080	13882	04/07/2025	PURE STAFF LTD	677.95	Temporary grounds worker week ended - 22/6/25	DP	VJB
3081	13860	04/07/2025	RPM MALVERN	172.56	Supply and fit 2 rear tyres to the Isuzu Truck - VU17 JKY	DP	VJB
3082	13889	04/07/2025	WATER PLUS LTD	137.46	Water charges cemetery office 4/4/25 - 4/5/25	DP	VJB
3083	13879	04/07/2025	WEST COAST SOUND (ROBIN MILLER)	300.00	Bands in the Park - 22/6/25	DP	VJB

Total Payments:

12,075.93

Bank details
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Malvern Town Council
Online Banking Payment Schedule
25 July 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3084	13861 13862	25/07/2025	A J GAMMOND LTD	366.94	Drainage pipes for Adam Lee	DP	VJB
3085	13918	25/07/2025	ALL ABOUT LOCAL MAGAZINES LTD	483.00	Delivery of 11,500 MTC Summer Newsletters	DP	VJB
3086	13923	25/07/2025	ALLIANCE PAYROLL SERVICES LTD	132.30	Payroll charges July 2025	DP	VJB
3087	13859	25/07/2025	ALPHA AGGREGATES LTD	552.96	19.2 ton of 20mm stone for access area at Adam Lee Pump Track	DP	VJB
3088	13912	25/07/2025	BIG GREEN CLEANING COMPANY	1041.60	Cleaning contract Community Hub - July 2025	DP	VJB
3089	13880	25/07/2025	BLUE FUSION WEB	30.00	Annual registration renewal - malverntowncouncil.org	DP	VJB
3090	13916	25/07/2025	COMMUNITY ACTION	73.20	Hire of a mini bus for the Mayor's Peaks Challenge	DP	VJB
3091	13865 13910 13911	25/07/2025	DH PHILLIPS SAND & GRAVEL	391.68	2 ton of pea gravel for Station Gardens, sand and gravel for new Children's fitness equipment at Victoria Park and half a ton of gravel for drainage at Adam Lee	DP	VJB
3092	13928	25/07/2025	FBC MANBY BOWDLER LLP	2100.00	Professional fees regarding land slippage at Rose Bank Gardens up to 26/6/25	DP	VJB
3093	13872	25/07/2025	FIRSTAID4LESS (Value Products Ltd)	135.12	First aid supplies for community hub and operational vehicles	DP	VJB
3094	13870	25/07/2025	FLEET LINE MARKERS LTD	82.73	2 tins of white line marking paint for football pitches	DP	VJB
3095	13917	25/07/2025	FOREST OF DEAN BRASS	DP	300.00 Bands in the Park - 29/6/25	DP	VJB
3096	13920	25/07/2025	FORTE ENTERTAINMENT LTD	765.00	Hire of Land Zorb Arena and Inflatable Dartboard with generator for the Mayor's Bonanza - 50% advance required	DP	VJB
3097	13914	25/07/2025	ALL ABOUT FUN	336.30	25% deposit for hire of inflatable slide, football shot game, toddler centre and 9 hole mini golf for the Mayor's Bonanza	DP	VJB
3098	13913	25/07/2025	GOWN ENGINEERS LTD	8580.00	Management of tender process for landslip remediation works at Rose Bank Gardens	DP	VJB
3099	13906	25/07/2025	HAZLEWOOD TRAILERS	249.98	2 replacement wheels and nuts for the cemetery trailer	DP	VJB
3100	13869	25/07/2025	JERRY WIDDAS	27456.00	Victoria Park - Refurbishment of toddlers play area (£21,180) and new fencing and gates around toddler area (£6,276)	DP	VJB
3101	13871	25/07/2025	KILNWORX (G Sandhu)	417.00	50% payment in advance for hire of a climbing wall for The Mayor's Bonanza - 23/8/25	DP	VJB
3102	13876	25/07/2025	MALVERN HILLS DISTRICT BRASS BAND	280.00	Bands in the Park - 8/6/25	DP	VJB

Bank details
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IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (Initials)	Authorisation Given (Initials)
3103	13922	25/07/2025	NPOWER	135.40	Electricity charges bus shelter outside Rose Bank Gardens 1/3 - 31/5/25	Dp	VJB
3104	13924	25/07/2025	NPOWER	53.44	Electricity charges former water feature Hampden Road - June 2025	Dp	VJB
3105	13921	25/07/2025	P & R ALARMS LTD	936.00	Contract for alarm maintenance and monitoring at the Community Hub 29/7/26 - 28/7/26	Dp	VJB
3106	13919	25/07/2025	PAPERSTATION LTD	244.68	Stationery and cleaning products	Dp	VJB
3107	13915	25/07/2025	POLLY EDWARDS	270.00	Soloist singer for unveiling of Nick Houghton Memorial in Rose Bank Gardens	Dp	VJB
3108	13903	25/07/2025	READY RENT LTD	60.00	Hire of a cement mixer for new gym equipment at Victoria Park	Dp	VJB
3109	13904 13905	25/07/2025	RICHARD GODSALL BUILDING & CIVIL ENGINEERING	1370.00	Ground works and laying of drainage pipes at Adam Lee Pump Track	Dp	VJB
3110	13909	25/07/2025	ROGER GEE	335.00	Survey checks at Elgar Avenue	Dp	VJB
3111	13874 13875 13907	25/07/2025	SCREWFIX (TRADE UK)	73.76	Drill bits and fixings for memorial at Rose Bank Gardens and safety boots for the new Operations Staff Member	Dp	VJB
3112	13926 13927	25/07/2025	WATER PLUS LTD	193.53	Water charges cemetery office - 4/6/25 - 4/7/25	Dp	VJB
3113	13866	25/07/2025	THE SIGN SHED	148.50	22 x signs for various locations "No Dogs Allowed"	Dp	VJB
3114	13902	25/07/2025	YARD HOUSE PLANTS	8211.00	Summer bedding and hanging baskets for Malvern in Bloom	Dp	VJB
3115	13567 13868	25/07/2025	TRAVIS PERKINS TRADING COMPANY LTD	47.94	Wood to repair hole near tennis courts and for new gym equipment at Victoria Park	Dp	VJB
3116	13865	25/07/2025	WORCESTERSHIRE CALC	42.00	Breakthrough training for the Town Clerk	Dp	VJB
3117	13803	25/07/2025	YORKSHIRE LOCAL COUNCILS	27.40	Allotment management webinar 21/5/25	Dp	VJB
3118	13908	25/07/2025	SH LANDSCAPES & GROUNDWORKS	6000.00	Extension of patio area on western side of the Community Hub	Dp	VJB
3119	13857 13858	25/07/2025	KIDZ & KITZ UK	505.19	Clothing for the Operations Team and Office Staff	Dp	VJB
3120		25/07/2025	MALVERN WELLS PARISH COUNCIL	4630.00	Payment of funeral income collected on behalf of Malvern Wells Parish Council	Dp	VJB
3121		25/07/2025	EVA DEAN	23.17	Refund of allotment deposit less rent owing - end of contract	Dp	VJB

Total Payments:

67,080.82

Bank details checked KJB

Malvern Town Council
Online Banking Payment Schedule
15 August 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3122	13422	15/08/2025	A4 APPAREL LIMITED	382.50	Clothing for the Operations Team 2024 (late payment as awaiting missing items, which never arrived, so no longer using this supplier)	PP	VJB
3123	13968	15/08/2025	ACE ATV & EQUIPMENT	39.06	Supply of 2 replacement wing mirrors for the Corvus electric vehicle	PP	VJB
3124	13947 13948	15/08/2025	A J GAMMOND LTD	52.73	Tap ball valves to repair leaking tap at Goodwood Road Allotments and hose fittings, nuts and bolts for hanging baskets	PP	VJB
3125	13958	15/08/2025	ALLIANCE PAYROLL SERVICES LTD	147.06	Payroll charges - July 2025	PP	VJB
3126	13963	15/08/2025	BIG GREEN CLEANING COMPANY	1092.00	Cleaning Contract August 2025	PP	VJB
3127	13962	15/08/2025	BRITISH GAS TRADING	457.38	Gas charges gas lamps 1/4/25 - 30/6/25	PP	VJB
3128	13961	15/08/2025	BRITISH GAS	46.38	Electricity charges Lower Howsell - 28/5/25 - 1/7/25	PP	VJB
3129	13935 13936	15/08/2025	BRITISH GAS	38.75	Electricity charges Link Church Clock 22/5/25 - 11/7/25	PP	VJB
3130	13951	15/08/2025	COMMUNITY ACTION	46.20	Hire of a mini bus for the Heart of England in Bloom judging day	PP	VJB
3131	13966	15/08/2025	EE	85.02	Mobile phone charges Operations Team and Events / Admin Phone - July 2025	PP	VJB
3132	13955	15/08/2025	FAMILY 3 STEEL BAND (JAMES CROSDALE)	535.00	Bands in the Park - 27/7/25	PP	VJB
3133	13944	15/08/2025	FLAGPOLE EXPRESS LTD	714.00	Flagpole with hinged base for Community Hub at Victoria Park	PP	VJB
3134	13938 13939	15/08/2025	JERRY WIDDAS	648.78	Victoria Park - Supply and installation of new hydraulic closing mechanism for access gate and supply of 5 swing seats and 2 trolley wheels for cableway	PP	VJB
3135	13967	15/08/2025	NEWSQUEST MEDIA GROUP	240.00	Advertisement package for summer / autumn grants scheme	PP	VJB
3136	13953	15/08/2025	PARTY PACKS	109.03	100 x VJ Day Flags and 189 x toys for the Mayor's Bonanza	PP	VJB
3137	13958	15/08/2025	PPL PRS LTD	2666.23	Music licence for fitness classes (£190.68) in the community hub and Events 2025 (£2475.55)	PP	VJB
3138	13934 13974	15/08/2025	QUINTECH COMPUTER SYSTEMS LTD	421.20	1 x new HP laptop housing base and keyboard and 1 x replacement hardrive for laptop at the Community Hub	PP	VJB
3139	13940 13941	15/08/2025	RPM MALVERN	2020.05	Replacement tyre and valve and glow plug & DPF system repairs on the Ford Transit WF16 ZHN	PP	VJB

*Bank details
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IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3140	13945 13946	15/08/2025	SCREWFIX (TRADE UK)	50.95	8 piece spanner set for general use and 4 pairs of ear defenders for the Operations Team	PF	ITB.
3141	13975	15/08/2025	SOLO BOUTIQUE	81.00	Refund of money for hanging baskets as unable to fix brackets to building	PF	ITB.
3142	13956	15/08/2025	THE BARFLYS (J HULLAND)	230.00	Bands in the Park - 20/7/25	PF	ITB.
3143	13957	15/08/2025	THE RETROS (PAUL AITKEN)	400.00	Bands in the Park - 13/7/25	PF	ITB.
3144	13954	15/08/2025	TOTALLY STU'D (STUART SPIERS)	300.00	Bands in the Park - 3/8/25	PF	ITB
3145	13942	15/08/2025	WFL LTD	1363.08	1,000 litres of white diesel for machinery	PF	ITB
3146	13959 13960	15/08/2025	JAMES HALLAM LTD	17857.33	Commercial Combined Insurance 1/8/25 - 31/7/26 and credit for motor insurance due to sale of vehicle - Mitsubishi VN15 JZK	PF	ITB
3147	13950	15/08/2025	SIGNS CENTRAL	168.00	2 x Banners for Events General, 1 x Banner for The Mayor's Bonanza and 1 x Banner for Bands in the Park	PF	ITB
3148	13972 13976	15/08/2025	WATER PLUS LTD	113.56	Water charges Knapp Way Allotments - 10/6/25 - 10/8/25	PF	ITB
3149	13965	15/08/2025	PAPERSTATION LTD	32.36	3 reams of white copier paper	PF	ITB

Total Payments:

30,337.65

*Bank details
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ordered 10/8*

*Bank details
ordered 10/8*

Malvern Town Council
Online Banking Payment Schedule

22 August 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3150	13981	22/08/2025	BRITISH GAS	40.72	Electricity Charges Lower Howsell 2/7/25 - 1/8/25	DJ	VJB
3151	13989	22/08/2025	EAT & SIP CAFÉ	36.00	Cakes for Heart of England in Bloom Judging Day - 17/7/25	DJ	VJB
3152	13984	22/08/2025	FBC MANBY BOWDLER LLP	3600.00	Professional fees in respect of the landslip in Rose Bank Gardens up to 1/8/25	DJ	VJB
3153	13982	22/08/2025	FUELGENIE BUSINESS ACCOUNT	250.03	Fuel account - June 2025	DJ	KJS
3154	13991	22/08/2025	HERON PRESS UK	590.00	Printing of 11,500 Newsletters for July 2025	DJ	VJB
3155	13937 13986 13987	22/08/2025	JERRY WIDDAS	7080.00	Supply and installation of fencing and gateway at Adam Lee, discounted due to delays on job completion, and 1 bucket seat for Jamaica Crescent	DJ	VJB
3156	13988	22/08/2025	LESTER ALDRIDGE	1762.32	Professional fees to prepare eviction notice to travellers at Victoria Park	DJ	VJB
3157	13990	22/08/2025	NPOWER	57.40	Electricity charges former water feature Hampden Road - July 2025	DJ	VJB
3158	13985	22/08/2025	POLLY EDWARDS	450.00	Duo performance at VJ Day Event at the Community Hub 15/8/25	DJ	VJB
3159	13983	22/08/2025	SPECSAVERS	102.00	6 x VDU eyecare vouchers for MTC Staff	DJ	VJB

Total Payments:

13,968.47

Bank details
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Malvern Town Council
Online Banking Payment Schedule
1 September 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3160	14002	01/09/2025	AMPLIFIED SOUND	725.00	Sound and amplification services for the Mayor's Bonanza 23/8/25	DP	KJB
3161	13999	01/09/2025	APF EVENT HIRE MARQUEE SPECIALISTS	518.40	Hire of a large marquee for the Mayor's Bonanza 23/8/25	DP	KJB
3162	13949	01/09/2025	BRADFORDS BUILDING SUPPLIES LTD	14.69	1 x chisel for general use	DP	KJB
3163	14000	01/09/2025	FORTE ENTERTAINMENT LTD	DP	765.00 Hire of inflatables for the Mayor's Bonanza 23/8/25 (50% final payment)	DP	KJB
3164	14005	01/09/2025	FUELGENIE BUSINESS ACCOUNT	250.11	Fuel account July 2025	DP	KJB
3165	13998	01/09/2025	ALL ABOUT FUN	DP	1704.90 Hire of inflatables for the Mayor's Bonanza 23/8/25 (final payment deposit already paid)	DP	KJB
3166	14003	01/09/2025	KAREN JOHNS DESIGNS	225.00	Face painting at the Mayor's Bonanza 23/8/25	DP	KJB
3167		01/09/2025	THE COACH HOUSE THEATRE	50.00	Donation for loan of childrens dressing up clothes for the fancy dress competition at the Mayor's Bonanza	DP	KJB
3168	14001	01/09/2025	NEWSQUEST MEDIA GROUP	264.00	Advertising of the Mayor's Bonanza in the Malvern Gazette 15/8/25	DP	KJB
3169	14009 14010 14011 14012	01/09/2025	WATER PLUS LTD	119.93	Water charges cemetery 11/4/25 - 11/8/25	DP	KJB
3170	14008	01/09/2025	WATER PLUS LTD	104.51	Water charges cemetery office 4/7/25 - 4/8/25	DP	KJB
3171	14013	01/09/2025	WATER PLUS LTD	234.96	Water charges Lower Howsell 14/3/25 - 14/6/25	DP	KJB
3172	14007	01/09/2025	WATER PLUS LTD	252.97	Water charges Knapp Way Allotments 10/7/25 - 10/8/25	DP	KJB
3173	14006	01/09/2025	THE INSTITUTIONS (MR BL PAGE)	300.00	Band performance at the Mayor's Bonanza 23/8/25	DP	KJB
3174	13943	01/09/2025	WICKSTEED LEISURE LIMITED	47580.00	Refurbishment / enhancement of play equipment at Adam Lee	DP	KJB
3175		01/09/2025	AMELIA K ACADEMY	50.00	Donation for dance performances at the Mayor's Bonanza	DP	KJB
3176		01/09/2025	DANCE IN MOTION	50.00	Donation for dance performances at the Mayor's Bonanza	DP	KJB

Total Payments:

53,209.47

Bank details checked 03

Bank details checked 03

Bank details checked 03

Bank details checked 03

Malvern Town Council
Online Banking Payment Schedule
10 September 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3177	14031	10/09/2025	BLUE FUSION WEB	20.00	Website updates required for Cyber Insurance	DP	KJB
3178	14028	10/09/2025	BOURBON ALLEY BAND (MR M S ARCHER)	300.00	Bands in the Park 31/8/25	DP	KJB
3179	14018 14019	10/09/2025	BROADLEAF TREE CARE	1710.00	Tree works at Townsend Way, Yates Hay and the Cemetery	DP	KJB
3180	14026	10/09/2025	CANDY AND THE SOUND (NICOLA SAUNDERS)	300.00	Live music performance for the Mayor's Bonanza - 23/8/25	DP	KJB
3181	14029	10/09/2025	FLAT TONIC (SHARON MASON)	350.00	Bands in the Park 7/9/25	DP	KJB
3182	14023	10/09/2025	KILNWORX <i>(G Sandhu)</i>	417.00	50% final payment for the hire of climbing wall at The Mayor's Bonanza 23/8/25	DP	KJB
3183	14025	10/09/2025	LEDBURY PLANT HIRE	1944.00	Grave digger hire September, October and November 2025	DP	KJB
3184	14024	10/09/2025	LEE RICHARDSON	400.00	Bands in the Park 24/8/25	DP	VJB
3185	14027	10/09/2025	PPL PRS LTD	43.32	Music licence for VJ days 15 & 17 August 2025 - at the Community Hub and Priory Park	DP	KJB <i>bank details checked</i> VJB
3186	14015 14016	10/09/2025	RPM MALVERN	89.95	MOT of the Ford Transit - WF16 ZHN and MOT of the Isuzu - VU17 JKY	DP	VJB
3187	14035 to 14042 - (9 x invoices)	10/09/2025	WATER PLUS LTD	3896.23	Water charges Community Hub Victoria Park for the period after the fitting of the new meter - 27/11/24 - 27/8/25	DP	KJB <i>bank details checked</i> VJB
3188	14032	10/09/2025	WORCESTERSHIRE CALC	168.00	Councillors "Chair" training x 4	DP	VJB
3189	14021 14033 14034	10/09/2025	JAMES HALLAM LTD	4517.11	Insurance renewal 1/8/25 - 31/7/26 - Motor, Cyber package, GPA, sickness and Business Travel	DP	VJB
3190		10/09/2025	MALVERN CUBE PROJECTS	3561.91	Charity money raised in the Mayoral year 2024/25	DP	KJB <i>bank details checked</i> VJB
3191		10/09/2025	HEARTSTART MALVERN	2727.59	Charity money raised in the Mayoral year 2024/25	DP	KJB <i>bank details checked</i> VJB

Total Payments:

20,445.11

Malvern Town Council
Online Banking Payment Schedule
30 September 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3192	14030	30/09/2025	BIG GREEN CLEANING COMPANY	1170.00	Cleaning contract community hub - September 2025	DP	KJB
3193	14070	30/09/2025	BIKE 2 WORK SCHEME	3398.96	Electric bike with extras purchased through the bike to work scheme for a member of Operational Team	DP	KJB
3194	14058	30/09/2025	BRITISH GAS	29.00	Electricity charges Link Church Clock 12/7/25 - 21/8/25	DP	KJB
3195	14057	30/09/2025	BRITISH GAS	34.07	Electricity charges Lower Howsell 2/8/25 - 1/9/25	DP	KJB
3196	14050	30/09/2025	COMMUNITY ACTION LEDBURY & DISTRICT	46.20	Minibus hire for Bloom Judges 17/7/25 (paid again as funds to go to Ledbury Branch)	DP	KJB
3197	14062 14063 14064 14065	30/09/2025	DESIGN IN THE SHIRES	622.80	Website support July, August and September 2025 and quarterly web hosting	DP	KJB
3198	14014	30/09/2025	DH PHILLIPS SAND & GRAVEL	32.64	Sand & Gravel for fixing flag pole at Victoria Park Community Hub	DP	KJB
3199	14066	30/09/2025	EE	85.02	Mobile phone charges August 2025 - Operations Team and Admin / Events phone	DP	KJB
3200	14049	30/09/2025	FUELGENIE BUSINESS ACCOUNT	299.99	Fuel account August 2025	DP	KJB
3201	14022	30/09/2025	L H SERVICES & FARM SUPPLIES	227.88	Hire of a portable toilet and a disabled toilet for the Mayor's Bonanza 23/8/25	DP	KJB
3202	14060	30/09/2025	CITIZENS ADVICE SOUTH WORCESTERSHIRE	9500.00	Community support grant July to December 2025 (first instalment of two)	DP	KJB
3203	14048	30/09/2025	MALVERN ELECTRICAL WHOLESALE LTD	32.16	4 packs of cable ties for general use	DP	KJB
3204	14055	30/09/2025	NOTHIN' BUT DUST (LIAM P KILLEEN)	285.00	Bands in the Park 10/8/25	DP	KJB
3205	14059	30/09/2025	NPOWER	57.40	Electricity charges August 2025 - former water feature - Hampden Road	DP	KJB
3206	14061	30/09/2025	PKF LITTLEJOHN LLP	2520.00	External Auditor fee for Limited assurance review year ended 31 March 2025	DP	KJB

Sett details
checked 10/10/25

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (Initials)	Authorisation Given (Initials)
3207	14046	30/09/2025	READY RENT LTD	30.00	Hire of a whaker plate for Adam Lee Pump Track	DP	KJS
3208	14004	30/09/2025	SCREWFIX (TRADE UK)	46.99	1 pair of safety boots for the Operations Manager	DP	VJB
3209	14071	30/09/2025	WATER PLUS LTD	49.20	Water charges Knapp Way Allotments - 10/8/25 - 10/9/25	DP	VJB
3210	14072	30/09/2025	WATER PLUS LTD	104.52	Water charges Cemetery 4/8/25 - 4/9/25	DP	VJS
3211	14051	30/09/2025	SEVERN VALLEY TRAINING SERVICES	660.00	First Aid at Work & Forestry Training Course 13, 20 and 27 October 2025 x 4 MTC staff	DP	VJB
3212	14020	30/09/2025	THE SIGN SHED	192.10	25 x dog signs for various MTC sites	DP	VJB
3213	14053	30/09/2025	TEWKESBURY TOWN BAND	250.00	Bands in the Park 17/8/25	DP	DE
3214	14067 14068 14069	30/09/2025	WORLDPAY (UK) LTD	126.00	Bank charges June, July and August 2025	DP	VJB
3215	14073 - 14079	30/09/2025	BT	1930.42	Telephone and Broadband charges - 28-30 Belle Vue Terrace, Cemetery and Community Hub - 23/9/24 -23/9/25	DP	VJB
3216		30/09/2025	MALVERN WELLS PARISH COUNCIL	630.00	Refund for monies due, Malvern Wells paid invoice twice in error	DP	VJS

Total Payments: 22,360.35

Bank details
checked 10/10

Bank details
checked 10/10

Malvern Town Council
Online Banking Payment Schedule
17 October 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3217	14085	17/10/2025	ACE ATV & EQUIPMENT	1745.72	Repairs to Corvus Vehicle - fix brakes and supply and fit new seals	PF	KJB
3218	14052 14114	17/10/2025	ALL ABOUT LOCAL MAGAZINES LTD	684.60	Half page advert for the Christmas Light Switch on Event in the October / November edition and delivery of 11,500 Autumn Newsletters	PF	KJB
3219	14102 14103	17/10/2025	ALLIANCE PAYROLL SERVICES LTD	310.24	Payroll charges August and September 2025	PF	KJB
3220	14099	17/10/2025	BIG GREEN CLEANING COMPANY	1222.00	Cleaning contract Community Hub - October 2025	PF	KJB
3221	14044 14045 14017	17/10/2025	BRADFORDS BUILDING SUPPLIES LTD	47.74	10 pairs of safety gloves, set of 9 hex keys and 1 tin of white line marking paint for Lower Howsell Football Pitch	PF	KJB
3222	14108	17/10/2025	BRITISH GAS	21.51	Electricity charges Link Church Clock 22/8/25 - 20/9/25	PF	KJB
3223	14056	17/10/2025	WORCESTER CONCERT BRASS	300.00	Bands in the Park 14/9/25	PF	KJB
3224	14095	17/10/2025	DAC BEACHCROFT CLAIMS LIMITED	239.58	Vat payable in respect of damage to the gateway at Great Malvern Cemetery	PF	KJB
3225	13931 14111 14112	17/10/2025	DOLPHINTEC	137.01	Photocopy charges June 2025, July and August 2025 and telephone call charges Community Hub for July and August	PF	KJB
3226	14098	17/10/2025	FBC MANBY BOWDLER LLP	2340.00	Professional fees - Rose Bank Gardens up to 29/9/25	PF	KJB
3227	14113	17/10/2025	HERON PRESS UK	590.00	Printing of 11,500 Autumn Newsletters	PF	KJB
3228	14089 14090	17/10/2025	I P SKIPP AGRICULTURAL ENGINEERS LTD	1176.83	Supply replacement battery and drive belts for the John Deere Mower and carry out repairs and repairs to the Kubota Tractor	PF	KJB
3229	14097	17/10/2025	JBA CONSULTING	3600.00	Hydraulic modelling and post development modelling for land at Elgar Avenue	PF	KJB
3230	14086	17/10/2025	PARALLEL LINES (MARKING) LTD	2340.00	Marking of parking bays Pickersleigh Road Car Park at Victoria Park	PF	KJB

Bank details checked on

Bank details checked
KJB

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3231	14088	17/10/2025	ROADWARE LTD (BIBBY COMMERCIAL)	756.00	6 water filled bollards for Adam Lee	PF	KB
3232	14087	17/10/2025	RPM MALVERN LTD	532.80	Supply and fit 6 replacement tyres for the Ford Transit WF16 ZHN	PF	KB
3233	14092 14093	17/10/2025	SCREWFIX (TRADE UK)	92.07	1 mega phone for events and a chisel set for general use	PF	KB
3234	14118	17/10/2025	WATER PLUS LTD	65.61	Water charges cemetery - 11/9/25 - 12/10/25	PF	KB
3235	14098	17/10/2025	THE HELPING HAND COMPANY	43.80	2 litter pickers and 1 litter bag hoop	PF	KB
3236		17/10/2025	CLARKE WILMOTT LLP	8141.64	Payment in relation to Water Plus account balance for Victoria Park (account has been in query since demolition of former pavilion)	PF	KB
3237		17/10/2025	LISA KELLY	22.72	Refund of allotment deposit less rent owing end of tenancy	PF	KB

Total Payments:

24,409.87

Bank account checked 10/11

Bank account closed 10/11

Bank account closed 10/11

Malvern Town Council
Online Banking Payment Schedule
31 October 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3238	14084 14143 14144	31/10/2025	A J GAMMOND LTD	63.14	2 long handle pitch forks and grinding disks for general use and a bolt lock to repair the garage door at the cemetery	Df	KJB
3239	14139	31/10/2025	BROADLEAF TREE CARE SPECIALISTS	200.00	Removal of one dead Willow Tree overhanging boundary at Maybank Estate	Df	KJB
3240	14116	31/10/2025	AMY BROMAGE	15.21	Mileage claim - Events & Communications Officer	Df	KJB
3241	14147	31/10/2025	BRITISH GAS	33.12	Electricity charges Lower Howsell 2/9/25 - 30/9/25	Df	KJB
3242	14149 14150	31/10/2025	CHARLES PORTER	134.55	Mileage claim - Operations Manager - May to September 2025	Df	KJB
3243	14141	31/10/2025	D H PHILLIPS SAND & GRAVEL	250.62	2 tonnes of sand and 15 bags of cement for installation of new benches	Df	KJB
3244	14140	31/10/2025	D J YAPP ROOFING CONTRACTOR	440.00	Renewal of lead flashing on canopy and repair both ends on bus shelter at Rose Bank Gardens	Df	KJB
3245	14138	31/10/2025	FUELGENIE BUSINESS ACCOUNT	176.81	Fuel account - September 2025	Df	KJB
3246	14145	31/10/2025	HEART OF ENGLAND IN BLOOM	105.00	7 tickets for the Heart of England in Bloom Awards Presentation - 21/10/25	Df	KJB
3247	14100 14101	31/10/2025	PAPERSTATION LTD	342.54	Stationery, coffee and cleaning products	Df	KJB
3248	14146	31/10/2025	RBL POPPY APPEAL	55.00	2 x type c wreaths for Remembrance Sunday and the Poppy to Paddington Train	Df	KJB
3249	14142	31/10/2025	STREETMASTER	2481.60	1 x Georgian Bench for Victoria Park and 1 x memorial bench for the cemetery (paid for by Mrs Kendrick)	Df	KJB
3250	14148	31/10/2025	VIKING OFFICE UK	206.35	4 x packs of fork toilet rolls for the disabled toilet at the Community Hub	Df	KJB
3251	14151	31/10/2025	EE	85.02	Mobile phone charges Operations Team and Events / Admin phone - September 2025	Df	KJB

Bank details created 023

Bank details created 023

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (Initials)	Authorisation Given (Initials)
3252	14152	31/10/2025	COMMUNITY ACTION	70.00	Contribution towards Warm Spaces Project as agreed by Full Council through The Mayoral Allowance	PF	KB
3253		31/10/2025	STRANGE FUTURES THEATRE	2000.00	Large Grant as approved at Policy & Resources - 8/10/25	PF	KB <i>Bank details checked 10/10</i>
3254		31/10/2025	ST MARY'S CHURCH	1367.28	Large Grant as approved at Policy & Resources - 8/10/25	PF	KB
3255		31/10/2025	WE ARE MEN UNITED	2422.00	Large Grant as approved at Policy & Resources - 8/10/25	PF	KB <i>Bank details checked 10/10</i>
3256		31/10/2025	MALVERN HILLS WELLBEING HUB	1000.00	Large Grant as approved at Policy & Resources - 8/10/25	PF	KB <i>Bank details checked 10/10</i>
3257		31/10/2025	COMMUNITY ACTION	1590.00	Large Grant as approved at Policy & Resources - 8/10/25	PF	KB
3258		31/10/2025	THE COACH HOUSE THEATRE	540.00	Large Grant (part) as approved at Policy & Resources - 8/10/25	PF	KB
3259		31/10/2025	1ST MALVERN COMPANY BOYS BRIGADE & GIRLS ASSOCIATION	500.00	Small Grant as approved at Policy & Resources - 8/10/25	PF	KB
3260	14096	31/10/2025	THE HELPING HAND COMPANY LTD <i>2nd payment - bank details updated.</i>	43.80	1 standard litter picker and 1 picker with hoop (paid previously - money returned as bank account changed)	PF	KB <i>Bank details checked 10/10</i>

Total Payments:

14,122.04

Malvern Town Council
Online Banking Payment Schedule
21 November 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3261	14163	21/11/2025	A J GAMMOND LTD	202.80	13 x lengths of ducting for trenches at Victoria Park as part of the new lighting project	DP	PB
3262	14161	21/11/2025	A J GRIFFITHS ENGINEERING LTD	840.00	Impact Moling at Victoria Park for 50mm solid ducting as part of new lighting project	DP	PB
3263	14176	21/11/2025	ALLIANCE PAYROLL SERVICES LTD	153.42	Payroll charges October 2025	DP	PB
3264	14168	21/11/2025	BRADFORDS BUILDING SUPPLIES LTD	23.08	19 piece drill bit set for general use	DP	PB
3265	14171	21/11/2025	BRITISH GAS	22.49	Electricity charges Link Church Clock 21/9/25 - 21/10/25	DP	PB
3266	14165	21/11/2025	COLCARDS	120.00	200 x Charity Christmas Cards to be sold at the Christmas Light Switch on event	DP	PB
3267	14154	21/11/2025	COLWALL STONE <i>(Andrew Cameron)</i>	3600.00	Repairs to brick planter and bench in Barnards Green following damage from a car (all costs paid by insurance)	DP	PB
3268	14166	21/11/2025	COMMUNITY ACTION	420.00	Donation from the Mayor towards the Warm spaces project (as agreed by Council)	DP	PB
3269	14177	21/11/2025	EE	85.02	Mobile phone charges October 2025 - Events / Admin phone and Operations Team	DP	PB
3270	14157	21/11/2025	ELLIS DAWE & SON LTD	25.73	Hydraulic hose for the John Deere Mower	DP	PB
3271	14174	21/11/2025	GRAHAME GIBBINS	29.70	Mileage claim for the Operations Supervisor	DP	PB
3272	14164	21/11/2025	I P SKIPP AGRICULTURAL ENGINEERS LTD	1144.80	Repairs to John Deere Mower and John Deere Tractor	DP	PB
3273	14162	21/11/2025	LEIGH SINTON FARM & NURSERIES LTD	273.00	2 x 14ft Norway Spruce trees for Malvern Link and Barnards Green	DP	PB
3274	14094	21/11/2025	LINK TOOLS	30.36	Socket set and adapters for repair garage door at the cemetery	DP	PB

Bank details checked DS

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3275	14158 14159	21/11/2025	LITE	6450.00	Supply and install new permanent Christmas Lights in Priory Walk and 2 transformers for repairs to Christmas Lights	PF	KJB
3276	14175	21/11/2025	P & R ALARMS LTD	120.00	Six monthly fire alarm testing at the Community Hub	PF	KJB
3277	14167 14170	21/11/2025	PAPERSTATION LTD	616.95	Stationery, cleaning products and black sacks	PF	KJB
3278	14172	21/11/2025	RPM MALVERN	30.00	Puncture repair on the Corvus electric vehicle	PF	KJB
3279	14160	21/11/2025	R STYLES PAT SERVICE LTD	310.80	Service of fire extinguishers at the Community Hub, Cemetery, Dukes Meadow and Lower Howsell	PF	KJB
3280	14173	21/11/2025	JAMES HALLAM LTD	631.95	Insurance for the Christmas Event 22/11/25	PF	KJB
3281	14169	21/11/2025	FURNITURE @ WORK	322.80	Whiteboard / magnetic projection for the Community room at Victoria Park	PF	KJB

Total Payments:

15,452.90

Bank deposit
approved KJB

Bank deposit
approved KJB

Malvern Town Council
Online Banking Payment Schedule
5 December 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3282	14233	05/12/2025	ALLIANCE PAYROLL SERVICES LTD	148.14	Payroll charges November 2025	PB	PB
3283	14207	05/12/2025	A L B SERVICES	16200.00	Erection of Christmas Lights 2025	PB	PB
3284	14231 14232	05/12/2025	BIG GREEN CLEANING COMPANY	2288.40	Cleaning contract for Community Hub November and December 2025	PB	PB
3285	14227	05/12/2025	BLUE BIRD CATERING	213.30	Supply of buffet for 20 people as farewell to Parade Marshall on Remembrance Sunday	PB	PB
3286	14227	05/12/2025	BRADFORD'S BUILDING SUPPLIES LTD	23.39	2 drill bit sets for general use	PB	PB
3287	14234	05/12/2025	AMY BROMAGE	19.98	Mileage claim - November 2025	PB	PB
3288	14239	05/12/2025	BRITISH GAS	34.26	Electricity charges Lower Howsell - 14/3/25 - 14/9/25	PB	PB
3289	14220	05/12/2025	MALVERN CHASE BRASS BAND	85.00	2 x band performances at the Christmas Event - 22/11/25	PB	PB
3290	14221	05/12/2025	CJ'S EVENTS WARWICKSHIRE LTD	564.00	Hire of 10 x market stalls for the Christmas Event - 22/11/25	PB	PB
3291	14230	05/12/2025	COLCARDS	120.00	200 x Christmas Cards for the Mayor	PB	PB
3292	14235 - 14238	05/12/2025	DESIGN IN THE SHIRES	622.80	Website support - September, October and November 2025 and quarterly web hosting	PB	PB
3293	14240	05/12/2025	EE	85.02	Mobile phone charges November 2025	PB	PB
3294	14091 14223	05/12/2025	FLEET (LINE MARKERS) LTD	1323.65	32 x tins of white line marking paint for football pitches	PB	PB
3295	14204	05/12/2025	FUELGENIE BUSINESS ACCOUNT	302.08	Fuelgenie business account - October 2025	PB	PB
3296	14217	05/12/2025	LEDBURY PLANT HIRE	1944.00	Grave digger hire - December 2025, January and February 2026	PB	PB
3297	14222	05/12/2025	MALVERN HILLS DISTRICT BRASS BAND	150.00	Band performance for Remembrance Sunday 9/11/25	PB	PB
3298	14211 14212 14229	05/12/2025	MALVERN ELECTRICAL WHOLESALE LTD	58.88	Insulation tape, connectors, plugs and cable ties for Christmas Lights	PB	PB
3299	14224	05/12/2025	NOTHIN' BUT DUST (L P KILLEEN)	150.00	Band performance at the Christmas Event - 22/11/25	PB	PB
3300	14218	05/12/2025	R J PHILPOTTS	510.00	Hedge trimming at Victoria Park Bowling Club, Lower Howsell, Townsend Way and Yates Hay	PB	PB

Bank details checked PB

Bank details checked PS

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (Initials)	Authorisation Given (Initials)
3301	14155	05/12/2025	READY RENT LTD	15.00	Hire of a cement mixer to install benches at Victoria Park and the Cemetery	Df	JB
3302	14156 14208 14209 14210	05/12/2025	SCREWFIX (TRADE UK)	42.46	Batteries for gas lamps, bolts, washers, glue and timers for general use	Df	JB
3303	14199	05/12/2025	WATER PLUS LTD	68.12	Water charges Cemetery office - 11/10/25 - 11/11/25	Df	JB
3304	14202 14203	05/12/2025	WATER PLUS LTD	119.97	Water charges Knapp Way - 10/9/25 - 10/11/25	Df	JB
3305	14195 - 14197	05/12/2025	WATER PLUS LTD	1667.67	Water charges Victoria Park - 27/10/25 - 27/11/25	Df	JB
3306	14198	05/12/2025	WATER PLUS LTD	33.22	Water charges Lower Howsall - 14/3/25 - 14/9/25	Df	JB
3307	14219	05/12/2025	SIGNS CENTRAL	228.00	3 x banners and selfie station for Christmas Event	Df	JB
3308	14225	05/12/2025	SOLO CIRCUS (MARK RUSSELL)	425.00	Circus workshops and performances at the Christmas Event 22/11/25	Df	JB
3309	14226	05/12/2025	SOUTH WORCESTERSHIRE LIFEGUARDS & LIFESAVING	360.00	5 x First Aiders for the Christmas Event 22/11/25	Df	JB
3310	14206	05/12/2025	SPORTY-CO	401.88	1 x set of replacement tennis posts with steel sockets for Victoria Park	Df	JB
3311	14215	05/12/2025	TRADE ROOTS HORTICULTURAL SALES LTD	99.60	40 x Beech Saplings for the Cemetery	Df	JB
3312	14216	05/12/2025	TRAVIS PERKINS TRADING COMPANY LTD	50.32	Sandbags and a digging spade for the cemetery	Df	JB
3313	14228	05/12/2025	UNITED REFORM CHURCH	26.00	Hire of room for staffing committee meeting - 27/11/25	Df	JB
3314	14241 - 14243	05/12/2025	WORLDPAY (UK) LTD	126.00	Bank charges - September, October and November 2025	Df	JB
3315		05/12/2025	CLIVE HOOPER	50.00	Annual printing claim 2025/26	Df	JB
3316	14158	05/12/2025	SHEILA FELLOWS	10.00	Refund of money paid for Farmer Christmas tickets - overpayment		
3317	14200 14201	05/12/2025	WATER PLUS LTD	206.21	Water charges Cemetery 4/9/25 - 4/11/25	Df	JB

Total Payments:

~~£2,244.46~~

£28,761.55

Bank details
checked JB
Bank details
checked JB

Malvern Town Council
Online Banking Payment Schedule
22 December 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3318	14247	22/12/2025	ANGLIA SIGN CASTING LTD	104.30	1 x memorial plaque for Malvern Wells Cemetery (money will be reimbursed from Malvern Wells Parish Council)	Df	VJS
3319	14248 14249	22/12/2025	BRADFORD'S BUILDING SUPPLIES LTD	59.63	2 flap discs for the angle grinder, 7 pairs of gloves for the Operations Team and 2 brooms	Df	VJS
3320	14255 14256 14257	22/12/2025	BROADLEAF TREE CARE	1750.00	Crown reduction of maple tree and removal of 2 Sycamore trees at Tomato Land and height reduction of hedge in Maybank	Df	VJS
3321	14254	22/12/2025	BRITISH GAS	37.01	Electricity charges Lower Howsell 2/11/25 - 26/11/25	Df	VJS
3322	14263	22/12/2025	COMMUNITY ACTION	300.00	Transport costs for the Warm Spaces Initiative funded from the Mayor's Allowance	Df	VJS
3323	14246	22/12/2025	FUELGENIE BUSINESS ACCOUNT	214.08	Fuel account - November 2025	Df	VJS
3324	14264	22/12/2025	MALVERN GREEN SPACE	1000.00	Hall hire, food and staffing costs for Warm Spaces Initiative	Df	VJS
3325	14205 14245	22/12/2025	JRS CONSULTING	337.00	Service and repairs to Lyttelton Well Clock - replacement of main weight cable and re-starting	Df	VJS
3326	14047 14250	22/12/2025	LEIGH SINTON GARDEN MACHINERY	29.20	Chainsaw file and 5 litres of oil	Df	VJS
3327	14253	22/12/2025	NEWSQUEST MEDIA GROUP	292.25	Public Notice re: Malvern Hills Bill Petition published in the Malvern Gazette on 21 November 2025	Df	VJS
3328	14265 - 14270	22/12/2025	NPOWER	164.47	Electricity charges former Water Feature Hampden Road (Invoices that were missed from the period 2022 to 2024)	Df	VJS
3329	14262	22/12/2025	PAPERSTATION LTD	487.96	Stationery, cleaning products, printer cartridges, tea and coffee	Df	VJS
3330	14260 14261	22/12/2025	PHS GROUP LTD	170.98	Annual Duty of Care hygiene certificates for the Cemetery and Community Hub	Df	VJS
3331	10227	22/12/2025	PLAYSAFETY LTD	1046.64	Annual Rospa play ground inspections 13 sites	Df	VJS
3332	14251	22/12/2025	READY RENT LTD	18.00	Hire of a cement mixer for Victoria Park	Df	VJS
3333	14244	22/12/2025	RPM MALVERN	1516.50	Repairs to Ford Transit - WF16 ZHN	Df	VJS
3334	14252	22/12/2025	MALVERN SAMBA BAND (SCRAP TO INSTRUMENTS)	300.00	Band performance and parade at the Christmas Event - 22/11/25	Df	VJS

Bank details
checked VJS

Bank details
checked VJS

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3335	14258	22/12/2025	SCREWFIX (TRADE UK)	44.99	1 pair of safety boots for Operations Team	PF	IJB
3336		22/12/2025	MALVERN WELLS PARISH COUNCIL	2235.00	Payment of cemetery income collected on behalf of Malvern Wells Parish Council	PF	IJB
3337		22/12/2025	ARCOS	354.16	Payment of 25% of monies raised at Christmas Light Switch on Event - 22/11/25	PF	IJB
3338		22/12/2025	LEGACY MOTO	354.16	Payment of 25% of monies raised at Christmas Light Switch on Event - 22/11/25	PF	IJB
3339		22/12/2025	MALVERN COMMUNITY FOREST	354.16	Payment of 25% of monies raised at Christmas Light Switch on Event - 22/11/25	PF	IJB
3340		22/12/2025	MALVERN WELCOMES	354.16	Payment of 25% of monies raised at Christmas Light Switch on Event - 22/11/25	PF	IJB

Total Payments: 11,524.65

Bank details
entered IJB

Bank details
entered IJB

Bank details
entered IJB

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**
to be held on Wednesday 4 February 2025 at 6.00 pm
in the Community Hub, Park View Meeting Room, Victoria Park Road,
Malvern Link, WR14 2JY

**MANAGEMENT ACCOUNTS FOR THE THIRD
QUARTER OF 2025/26 ENDING 31 DECEMBER 2025**

1. Purpose of Report

- 1.1. The purpose of this report is to present to Policy and Resources Committee a summary of the Council's financial activities for the third quarter (October to December) of the financial year which ends on 31 March 2026.

2. Recommendation

- 2.1. Policy and Resources Committee is recommended to consider, note and approve the Quarterly Accounts for the quarter ending 31 December 2025 and recommend that Full Council should approve the accounts at its next meeting.

3. Background

- 3.1. Council approved the budget for the financial year 2025/26 in January 2025.
3.2. Actual accounts for the quarter ending 31 December 2025 are now submitted to enable the Committee and Council to review the actual outturn of income and expenditure against the budget for the third quarter of the 2025/26 financial year.

4. Financial Implications

4.1. Third quarter ending 31 December 2025

For the third quarter ending 31 December 2025, the deficit balance being taken from General Reserves is £4,343. This is a slightly higher than the deficit amount that was budgeted for the quarter of £1,345 by £2,998 after taking account of any transfers to or from Earmarked Reserves. In summary, there is an overspend against budget of £2,998 for the third quarter of the 2025/26 financial year.

The Council's budget is calendarised over the four quarters of the year and there can be either budgeted surpluses or deficits in each quarter which combine to make up the overall balanced budget.

- 4.2. The management accounts for the third quarter show variances of approximately £8,000 under budget against Administration and £14,000 over budget against Operational Costs. There is an overspend of £2,980 against Asset Refurbishment/Renewal and a deficit against financing costs of £1,290. The budget contingency fund has not been utilised during this third quarter, leaving an underspend of £5,000.

There was one Earmarked Reserve released during the third quarter which partially offset costs for the new lighting project at the hub in Victoria Park. New lamp posts and lanterns were installed to provide additional lighting alongside this pathway during the winter months.

- 4.3. The Administration variance of £8,062 under budget is made up of a number of underspends and overspends, the main points of which are outlined below:
- i. Income at the Community Hub has stabilised. The café rental income has increased as the second year of the lease has been entered, and usage of the community room has been steadily increasing over the past 12 months bringing in more revenue. Income being received from the utility recharges and PV panel income at The Community Hub has, however, been less than that assumed in the budget, due to the fact that the building is using less energy than anticipated.
 - ii. Salary and employment related costs are under budget for the third quarter and financial year as a whole. The 2025/26 budget included an increase of 5% to cover the nationally agreed cost of living increase, but the actual figure at 3.2% was slightly leading to budget savings.
 - iii. Business rates charges have been 30% lower than anticipated, following the confirmation of the actual rateable value for The Community Hub. This has resulted in savings across all quarters to date.
 - iv. Expenditure against publicity and displays has been below budget as there was no newsletter produced or distributed during the third quarter.
 - v. The Town Council awards both small and large grants bi-annually with the budget assuming an equal split of expenditure between these two grant windows. Expenditure on grants awarded in October 2025 resulted in an underspend against small grants, primarily due to a low number of applications.
 - vi. An underspend of £1,518 has been incurred against the Council's events budget for the third quarter. Although the contract cost for the erection of the Christmas Lights increased and was an overspend against budget, lower repair costs and reduced costs for the Christmas Light Switch On Events have offset this and resulted in an overall underspend for the quarter.
 - vii. An underspend has occurred against professional fees during the third quarter as there have been no costs for the sale of purchase of land. It was hoped that the Council would be able to consider the sale of land at Elgar Avenue, but there have been survey works required to establish likely flooding implications on the site which has delayed this process.
- 4.4. The Operational variance of £14,273 over budget includes the following main variances:
- i. Cemetery income has been approximately 18% over the level anticipated, but lower football income and a reduction in sponsorship income has slightly reduced this, resulting in additional operational income of £1,208
 - ii. Operational salary costs are over budget for the third quarter. Despite the lower than anticipated increase in the nationally agreed cost of living, costs have been over budget due to a payment timing with the clock winder being paid once a year as well as a new member of staff being employed to lock the car park at the pump track.
 - iii. Overtime costs have been higher than expected during this quarter. This is due to two main factors, firstly the need for more operational staff at Remembrance and Christmas Events as well as the need to provide cover for caretaking duties at the Community Hub.

- iv. Employment related costs have also been above the budgeted level for the third quarter and year to date, with two new staff members joining the pension scheme and replacing staff who had opted out of the scheme. This has resulted in employer contributions being paid that were not previously incurred and the budget will be amended accordingly.
 - v. Operational business rates have been higher than anticipated during the third quarter due to the budget omission of rates due for the car park at Victoria Park and also the higher than anticipated rise in charges for Great Malvern Cemetery. The original budget had included an inflationary increase of 7.5% for all sites, however cemetery charges were increased by 15%.
 - vi. Utility costs have been above the level budgeted, due to a final bill for water charges relating to the old Victoria Park Pavilion. Costs have now been finalised and backdated after a long dispute over meter readings.
 - vii. Expenditure on grounds maintenance has been 9% above budget during the third quarter. Although there have been underspends against bedding costs, skip hire / rubbish removal and play areas, essential works to repair Lyttelton Well Clock, to remove and crown reduce trees, install new tennis nets as well as the initiative to install a new bench at Victoria Park have all resulted in an overall overspend against this cost code.
- 4.5. Asset Refurbishment and Renewal is £2,980 over budget for the third quarter, due to works required to finish the new lighting project at Victoria Park by installing ducting and connecting the lamps.
- 4.6. Year to Date to 31 December 2025
- For the Year to Date, there is a deficit balance of £1,862 being taken from reserves. This is £16,923 behind the budgeted surplus of £15,061. For the Financial Year 2025/26, Administration is approximately £13,500 under budget, Operational areas are £16,300 over budget and Asset Refurbishment / Renewal is over budget by £158,858, due to large projects delayed and carried forward and funded by reserves and / or grants.
- In summary there is an overspend against budget of £16,923 for the 2025/26 year to date.
- 4.7. Releases from Earmarked Reserves to 31 December amount to £132,296 and relate to funding for projects carried forward or grants received. £18,750 of funds have been put into the Vehicle and Machinery Replacement Reserve during the year and there will be releases in the final quarter to cover the purchase of a new vehicle and a new tractor.
- 4.8. Interest received amounts to £10,130 for the year to date, giving a deficit against an expected £12,750. Payments to repay the Council's PWLB loan have also continued and account for expenditure of £22,476.
- 4.9. The variances for the quarter ending 31 December 2025 are considered acceptable in the circumstances.
- 4.10. A "project" summary sheet has been included at QUA 5aii. This attempts to explain the movements and completion of scheduled projects as they progress during the year.

- 4.11. At present, the Council's cash resources have depleted following the Community Hub project, but balances are sufficient to support the Earmarked Reserves. The total cash balance at **31 December 2025 was £770,793.**
- 4.12. The total cash balance should be considered as allocated into four parts as at 31 December 2025 subject to end of year movements on Earmarked Reserves.

Supporting specific funds: Townsend Way & Cemetery	£66,484
Supporting other earmarked funds	<u>£227,193</u>
<i>Total allocated to supporting specific purpose funds</i>	<u>£293,677</u>
Available to support general activities	<u>£477,116</u>
Total bank balances as detailed on attached schedules	<u>£770,793</u>

5. Legal Implications

- 5.1. The Council is required to make arrangements for the proper administration of its financial affairs. This includes regular financial reporting.

End

Linda Blake
Town Clerk

MALVERN TOWN COUNCIL - MANAGEMENT ACCOUNTS

QUARTER AND FINANCIAL YEAR ENDED 31 DECEMBER 2025

Actual / Budget Comparison	Period	Schedule
Summary of Key Figures & Ratios	Quarter and Financial Year to 31 December 2025	QUA 1
Variance Report	Quarter to 31 December 2025	
Summary	Quarter and Financial Year to 31 December 2025	QUA 2
Administration: Summary	Quarter and Financial Year to 31 December 2025	QUA 3
Operations: Summary	Quarter and Financial Year to 31 December 2025	QUA 4
Operations: Analysis By Service – re-stated with Paycost Allocated by Department	Quarter and Financial Year to 31 December 2025	QUA 4a
Asset Refurbishment & Renewal	Quarter and Financial Year to 31 December 2025	QUA 5
Analysis of Transfers to Earmarked Reserves	Quarter and Financial Year to 31 December 2025	QUA5Ai
Asset Project Programme	Quarter and Financial Year to 31 December 2025	QUA5Aii
<u>APPENDIX A</u>		
Time Analysis Pie chart	October to December 2025	
<u>APPENDIX B</u>		
CR1 Schedules	October to December 2025	

SUMMARY OF KEY FIGURES AND RATIOS

Quarter to:
31-Dec-25

	Quarter to 30-Jun-25	Quarter to 30-Sep-25	Quarter to 31-Dec-25	Quarter to 31-Mar-26	Total year	Prior year
Income						
Budget	31,853	29,791	34,105	33,957	129,706	122,720
Actual	34,307	30,744	34,639		99,690	124,059
Revenue Costs (Gross)						
Budget	222,115	219,185	231,863	206,899	880,062	848,614
Actual	218,249	223,002	238,608		679,859	823,237
Asset Programme						
Budget	-	8,000	-	272,000	280,000	132,000
Actual	108,476	55,402	2,980		166,858	83,718
(Surplus) / Deficit						
Budget	(6,151)	(10,255)	1,345	15,293	232	(220)
Actual	1,215	(3,696)	4,343		1,862	(64,978)
Total Manning						
Budget	14.00	14.00	14.00	14.00	14.00	14.00
Actual/Forecast	13.00	14.00	13.75		13.58	12.63
Overtime Hours						
Administration Staff						
Budget	0.0	0.0	0.0	0.0	-	-
Actual/Forecast	8.0	0.0	4.7	0.0	12.7	12.0
Operating Staff						
Budget	114.0	165.0	157.0	50.0	486.0	528.0
Actual/Forecast	173.8	201.3	239.5		614.7	536.0
Absenteesm - Days						
Administration Staff	6.0	7.0	43.0		56.0	36.0
Operational Staff	18.0	17.0	21.0		56.0	113.0
Bank Balances						
Actual	778,557	458,871	770,793			
Debtor Days						
Budget	30.0	30.0	30.0	30.0	30.0	30.0
Actual/Forecast	21.9	17.8	15.8		18.5	23.8
Creditor Days						
Budget	30.0	30.0	30.0	30.0	30.0	30.0
Actual/Forecast	32.6	20.9	15.8		23.1	21.5

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 DECEMBER 2025

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

Under/(Over)
budget

DETAIL TOTAL

FIGURES IN BRACKETS REPRESENT AN OVERSPEND OR SURPLUS INCOME

FIGURES WITHOUT BRACKETS REPRESENT AN UNDERSPEND.

The major factors contributing to the variance of actual from budget for the QUARTER, are as follows:

ADMINISTRATION

	Under/(Over) budget	
	<u>DETAIL</u>	<u>TOTAL</u>
Income:		674
Whilst income from the Park View meeting room in Victoria Park has been increasing during the year, the monies received from recharge of utilities and from the PV panels electricity generation has been lower than anticipated in the budget.	924	
Other Minor Variances	(250)	
Paycost (budget assumed all posts filled)		1,543
Salaries		1,049
Salary costs have been lower than expected, largely due to the fact that the national cost of living increase for 2025/26 was agreed at 3.2% when a larger increase of 5% had been included in the Council's budget.		
Overtime	(30)	
Minor overspend against overtime, due to staff cover required at Remembrance and Christmas Events.		
Employment Related		524
The underspend against employment related costs is linked to the lower than anticipated national cost of living increase.		
Other Minor Variances	-	
Occupancy:		1,207
Utility Charges		1,489
Electricity Costs within the Community Hub have now been reallocated so that monies recharged to cover electricity costs from the café are seen as income and the total electricity usage for the building is recognised as expenditure. The actual costs of electricity used within the Community Hub building has been significantly lower than anticipated for the quarter and year to date.		
Due to a longstanding account query in relation to a water meter reading and associated billing issue, budgeting for water usage within the Community Hub has been difficult. These issues were resolved in the second quarter of this financial year with costs now being seen as greater than initially budgeted.	(918)	
Cleaning Costs		(195)
There has been an overspend against the cleaning contract within the Community Hub. A contract review in 2025 resulted in an increase in hourly costs for the cleaning contract driven by the increase in employer national insurance contributions. This has caused expenditure to be above the budgeted level.		
The cost of cleaning products and consumables has also been higher than anticipated both in the third quarter and year to date.	(352)	
Rates		722
When the 2025-26 budget was agreed, the final business rates charge for the Community Hub had not been set. The rateable value and therefore ongoing NNDR charges incurred by the Town Council are now known to be lower than expected by approximately £3,000 per annum, resulting in budget savings.		
Maintenance of Buildings		499
Although there have been a number of larger projects around the Community Hub building, general repair and maintenance costs have remained low.		
Other Minor Variances	(38)	
Communication Costs:		1,057
Landline Charges - Belle Vue		
There have been some ongoing billing issues with British Telecom relating to landline charges at the Community Hub. This resulted in backdated charges and an overspend in the first half of the financial year, but costs for the third quarter have remained low.	35	
Stationery and Postage		53
Costs for the purchase of various items of stationery have been lower than anticipated in the budget.		
Council Newsletter		1,000
There was no newsletter distributed during the third quarter mainly due to timing and staff resources.	(30)	
Council Website Costs - minor overspend		(1)
Other Minor Variances		

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 DECEMBER 2025

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

	Under/(Over) budget	
	DETAIL	TOTAL
Insurance:		(368)
The Insurance contract renewed in August 2025 with a slightly higher increase in costs than anticipated.		(368)
This has resulted in an overspend for the third quarter which will continue for the rest of the financial year.		
In addition there has also been an insurance excess payment in respect of the damaged wall at the cemetery.		
Grants and Donations:		2,081
The value of large grants awarded in October 2025 was in line with the budgeted amount of £9,000, however, there were less applications for the small grants scheme which has resulted in an underspend for the third quarter. It should be noted, that there is a second grant window opening in Jan / Feb 2026.	2,000	
Other Minor Variances	81	
Events:		1,518
Christmas Lights Switch On Events		
Costs in relation to the Christmas Light Switch On Events have been far lower than anticipated. A grant was received from MHDC to help offset costs and in addition, Malvern Link Traders did not claim any monies for their event in Malvern Link this Christmas.	3,370	
Remembrance	117	
There have been limited costs for the Remembrance Event in 2025, with staffing resources being the main requirement and used for the road closures on Remembrance Sunday.		
Erection of Christmas Lights		
The contract for the erection of Christmas Lights was retendered for one year in 2025 and costs have increased above those assumed in the budget allocation largely due to the licensing certification now required from this contractor.	(2,250)	
Repairs to Christmas Lights		
With ageing Christmas Lights, repair costs are always unknown but there has been a low level of repairs required in 2025.	230	
Other Minor Variances	51	
Other costs:		1,698
Staff / Councillor Training	250	
No training costs incurred during the third quarter, although there are plans for training for both staff and councillors during the final quarter.		
Professional Fees		
There have been no fees incurred in respect of the purchase of sale of land during the third quarter.	1,000	
IT Expenses - Minor Underspend	73	
Health and Safety Costs		
There has been an underspend against fire safety costs during the third quarter with the costs of inspections and replacements being less than expected.	386	
Staff Welfare		
Due to the timing of expenditure and staff absence there is also an underspend against staff welfare in this quarter.	333	
Mayoral Allowance		
The Mayoral allowance was kept at £3,000 as part of the 2025/26 budget. There has been an overspend during the third quarter due to the timing of payments in connection with the Warm Spaces Initiative.	(244)	
Other Minor Variances	(100)	
Net Underspend: Administration		8,062

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 DECEMBER 2025

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

OPERATIONS:

	Under/(Over) budget	
	DETAIL	TOTAL
Income:		(1,208)
Cemetery Income		
Cemetery income is very difficult to predict, and there has been a high level of bookings within the third quarter taking income to a level of 18% above that expected.	(3,310)	
Cemetery Management Income		
Monies have been received from Malvern Wells Parish Council in respect of management services for their cemetery.	(540)	
Football Income		829
The level of football income from the hire of pitches and changing rooms has reduced to one of the lowest in many years. There are now only teams playing from Lower Howsell.		
Roundabout Income		
Due to staffing resources there has been no sponsorship income received in the third quarter of the year.	1,500	
Other Minor Variances		313
Paycost:		(6,634)
Basic Paycost		
There has been a smaller increase in salary costs as a result of the national cost of living increase for 2025/26 being agreed at 3.2% when a larger increase of 5% had been included in the budget.	1,009	
There has been an overspend during the third quarter as the clock winder only claims his salary once a year and this was done in November 2025, resulting in a temporary spike in operational salary expenditure.	(1,311)	
Costs are also now being incurred for a gatekeeper at the pump track. This was not included in the original budget for 2025/26 and so appears as an overspend.	(1,170)	
Overtime		
There has been a large overspend against overtime during the third quarter due to two main factors. Firstly more staff have been required to attend events such as Remembrance and the Christmas Light Switch On due to the ongoing absence of an events staff member. Secondly operational staff have been providing cover for caretaking duties at the Community Hub whilst the caretaker has been on holiday.	(3,970)	
Employment Related		
Two new operational staff members have joined the Council during the current financial year and both have been automatically enrolled into the pension fund. The staff members that they have replaced had opted out of the pension fund with no employer contributions being paid. This change has resulted in additional expenditure in 2025/26 and has now been included in the budget for 2026/27.	(3,970)	
Staff Travelling		42
The amount of mileage claimed during the third quarter was lower than anticipated during the budget.		
Other Minor Variances		255
Occupancy:		(7,900)
Rates		
An assumption was made in the 2025/26 budget that business rates would increase by 7.5%, however the increase at Great Malvern Cemetery has been 15% resulting in an overspend	(179)	
There has also been a budgeting error with the costs of business rates for the car park at Victoria Park being omitted from the budget. The costs for this financial year therefore appear as an overspend.	(649)	
Utilities		
A long dispute over a water meter and associated billing issue at Victoria Park, backdates to the old pavilion. Resolution has now been reached and a final water bill received. This appears as a large overspend in this quarter, but relates to backdated charges from a number of years.	(8,142)	
Electricity and water charges are below budget at Dukes Meadow and Lower Howsell Sports Pavilions. Dukes Meadow has not been used for football so far this year and Lower Howsell has reduced usage.	350	
Cleaning Costs		
Cleaning costs at the cemetery have been lower than anticipated as the council have been trying to recruit a new cleaner to replace the previous contractor who retired.	303	
Maintenance of Buildings / Property		
Minimal amounts of maintenance required at sports pavilions and at the cemetery during the third quarter.	329	
Other Minor Variances		88

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 DECEMBER 2025

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

	Under/(Over) budget	
	DETAIL	TOTAL
Communication Costs:		176
Telephones		
The cost of telephone lines at Great Malvern Cemetery has been reduced and as a result lower charges have been seen in the third quarter.	180	
Other Minor Variances	(4)	
Grounds Maintenance:		(834)
Skip Hire / Rubbish Removal		
The costs of skip hire and rubbish removal have been well under budget during the third quarter.	995	
Costs to remove grave spoil will be seen in the fourth and final quarter and as a result some of this underspend will be only temporary.		
Bedding Plants		
Costs for the Council's spring 2026 bedding plants were incurred during the third quarter with savings against budget achieved due to the ongoing move to less seasonal planting and more permanent planting.	(178)	
Tree Maintenance		
It is difficult to predict when tree maintenance works will be required and there have been a number of trees requiring works during the third quarter. Although there is an overspend during this quarter, costs for the year to date remain under budget.	(575)	
Tennis Nets		
There was a need to replace the tennis nets on the courts at Victoria Park during the third quarter and as this had not been included within the original budget, an overspend has resulted.	(335)	
Repairs to Lyttelton Well Clock		
The Town Council own and maintain the clock at Lyttelton Well although not the building. Water ingress within the building had contributed to the failure of the clock mechanism and works were required to get the clock back in working order.	(338)	
Play Areas		
There has been little expenditure during the third quarter. Regular inspections of all play areas take place to identify any works that are required and these are then actioned. The ongoing play area refurbishment timetable has also reduced the costs of smaller repairs.	1,275	
Bench at Victoria Park		
The Council agreed to install a metal bench in Victoria Park following a request from local dog walkers to have somewhere to sit. This was not included within the 2025/26 budget and monies will come from reserves.	(1,146)	
Other Minor Variances	(532)	
Equipment / Vehicle Running Costs		(741)
Plant Repairs		
Repairs to the John Deere Mower in the quarter have resulted in an overspend against this cost code.	(225)	
Fuel for Operational Vehicles		
An inflationary amount of 2% was included for the cost of fuel used in operational vehicles, however costs have not increased and there has been a lower usage of vehicles in this period resulting in an underspend.	221	
Maintenance of Vehicles		
Emergency repairs to the Ford Transit during the third quarter amounted to approximately £1,300 causing an overspend.	(725)	
Other Minor Variances	(12)	
Other Costs:		452
Training		
There was no operational training within the third quarter with refresher courses planned for the final quarter.	350	
Risk Assessment		
The Annual RoSPA Play Area Assessments were completed with savings made against budget.	40	
No organists fees were required in the third quarter.	62	
Other Minor Variances	-	
Net Overspend: Operations		(14,273)

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 DECEMBER 2025

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

ASSET REFURBISHMENT:

**Under/(Over)
budget**

DETAIL **TOTAL**

Lighting Project Community Hub

The new lamps to light the pathway from the Community Hub to Pickersleigh Avenue were purchased during the first quarter. Works to install ducting along the pathway and to connect the lights were then completed during the third quarter. This extra expenditure was agreed by Operations and Planning Committee with a subsequent extra budget being granted by Policy and Resources Committee. An earmarked reserve of £3,500 exists to cover most of these costs.

(2,980)

Net Overspend : Asset Refurbishment

(2,980)

Budget Contingency - no specific allocation in the third quarter

5,000

EARMARKED RESERVES:

Lighting Project Community Hub

Funds of £3,500 were earmarked at the end of the 2024/25 financial year and with £1,020 having been released during the first quarter when the lanterns were purchased, the remaining amount of £2,480 has now been released.

2,480

Giving a Variance against Budget of

2,480

SPECIAL PENSIONS / EMPLOYMENT COSTS:

Minor underspend against other pension costs

3

Interest Received :

Following the recent fall in interest rates, Town Council investments with the CCLA have not been generating as much interest as was assumed in the budget.

(1,290)

Net deficit from financing

(1,290)

Net Surplus / (Deficit)

Before Earmarked Movements

(5,478)

After Earmarked Transfers

(2,998)

Original budget for the Quarter

Balance (TO) / From Reserves

1,345

Actual for the quarter, net of earmarked transfers

Balance (TO) / From Reserves

4,343

MALVERN TOWN COUNCIL

QUA 2

DECEMBER 2025

QUARTER ENDED 31 DECEMBER 2025

SUMMARY

EXPENDITURE

Ongoing revenue costs

Administration (net)	QUA 3.	118,188	126,250	8,062	341,176	354,730	13,554	461,514
Operations (net)	QUA 4.	85,781	71,508	(14,273)	238,993	222,684	(16,309)	288,842

Asset Refurbishment / Renewal

QUA 5.

	Quarter to 31 December 2025			Financial Year to 31 December 2025			Budget Year 2025-2026
	Actual Quarter Dec.2025	Budget Quarter Dec.2025	Under/ (Over) spend	Actual Year Dec.2025	Budget Year Dec.25	Under/ (Over) spend	
EXPENDITURE							
Ongoing revenue costs							
Administration (net)	QUA 3.	118,188	126,250	8,062	341,176	354,730	13,554
Operations (net)	QUA 4.	85,781	71,508	(14,273)	238,993	222,684	(16,309)
Asset Refurbishment / Renewal	QUA 5.	2,980	-	(2,980)	166,858	8,000	(158,858)
Budget Contingency		-	5,000	5,000	-	15,000	15,000
Special Pensions / Employment Costs		2,309	2,312	3	6,923	6,937	14
TOTAL EXPENDITURE	209,258	205,070	(4,188)	753,950	607,351	(146,599)	1,059,606
FINANCING							
Interest received		(2,960)	(4,250)	(1,290)	(10,130)	(12,750)	(2,620)
Loan Repayments		11,238	11,238	-	22,476	22,476	-
TOTAL FINANCING EXPENSES	8,278	6,988	(1,290)	12,346	9,726	(2,620)	5,476
TOTAL EXPENDITURE after financing	217,536	212,058	(5,478)	766,296	617,077	(149,219)	1,065,082
TRANSFER FROM EARMARKED RESERVES	QUA 5ai	(2,480)	-	2,480	(132,296)	-	132,296
TRANSFER INTO RESERVES - Vehicle / Machinery Replacement Fund		6,250	6,250	-	18,750	18,750	-
TRANSFER FROM RESERVES - Vehicle / Machinery Replacement Fund		-	-	-	-	-	-
PRECEPT		(216,963)	(216,963)	-	(650,888)	(650,888)	-
BALANCE (TO) FROM RESERVES	4,343	1,345	(2,998)	1,862	(15,061)	(16,923)	232

MALVERN TOWN COUNCIL

QUA 3

DECEMBER 2025

QUARTER ENDED 31 DECEMBER 2025

SUMMARY: ADMINISTRATION COSTS

	Quarter to 31 December 2025			Financial Year to 31 December 2025			Budget Year 2025-2026
	Actual Quarter Dec.2025	Budget Quarter Dec.2025	Under/ (Over) spend	Actual Year Dec.2025	Budget Year Dec.25	Under/ (Over) spend	
	5,976	6,650	674	20,184	22,210	2,026	
INCOME							28,560
EXPENDITURE							
Salaries	50,394	51,443	1,049	151,898	154,193	2,295	205,636
Overtime	99	69	(30)	99	178	79	178
Employment related	16,179	16,703	524	48,459	50,061	1,602	66,764
Temporary staff	-	-	-	-	-	-	-
Recruitment	66,672	204,482	-	-	50	50	50
	1,543						
OCCUPANCY							
Electricity, gas & water	3,629	4,200	571	10,268	9,950	(318)	13,400
Cleaning	3,727	3,142	(585)	10,346	9,427	(919)	12,570
Rates	1,778	2,500	722	5,333	7,500	2,167	10,000
Maintenance of Buildings	501	1,000	499	1,397	2,500	1,103	3,000
COMMUNICATION COSTS							
Telephones	132	167	35	(950)	502	1,452	670
P & S, Postage	587	640	53	1,920	1,770	(150)	2,360
Publicity / Displays	631	1,600	969	5,113	6,200	1,087	7,800
INSURANCE							
	5,743	5,375	(368)	16,414	16,125	(289)	21,500
GRANTS & DONATIONS							
	9,419	11,500	2,081	19,119	32,400	13,281	41,400
EVENTS							
	18,182	19,700	1,518	43,200	42,850	(350)	48,350
OTHER COSTS							
Election costs	-	-	-	-	-	-	-
Training	-	250	250	1,362	1,000	(362)	1,250
Professional fees	5,963	6,962	999	25,733	19,887	(5,846)	25,850
Public Consultation	-	-	-	-	-	-	-
Leasing	324	324	-	972	972	-	1,296
IT expenses	3,302	3,375	73	10,495	10,125	(370)	13,500
Office equipment	-	-	-	42	-	(42)	-
Other costs	2,531	3,100	569	8,873	6,350	(2,523)	3,400
Chairman & Councillors' expenses	1,698	1,043	850	(193)	1,267	4,900	3,633
TOTAL ADMINISTRATION COSTS		124,164	132,900	8,736	361,360	376,940	15,580
NET COSTS OF ADMINISTRATION		118,188	126,250	8,062	341,176	354,730	13,554
							490,074
							461,514

MALVERN TOWN COUNCIL

QUA 4

DECEMBER 2025

QUARTER ENDED 31 DECEMBER 2025

OPERATIONS: SUMMARY

	Quarter to 31 December 2025			Financial Year to 31 December 2025			Budget Year 2025-2026
	Actual Quarter Dec.2025	Budget Quarter Dec.2025	Under/ (Over) spend	Actual Year Dec.2025	Budget Year Dec.25	Under/ (Over) spend	
INCOME	28,663	27,455	(1,208)	79,506	73,539	(5,967)	101,146
EXPENDITURE							
PAYROLL							
Basic pay	62,524	61,300	(1,224)	176,989	184,632	7,643	245,794
Overtime	4,712	3,230	(1,482)	12,190	8,970	(3,220)	10,000
Temporary staff	-	-	-	6,103	500	(5,603)	500
Employment related	18,451	14,481	(3,970)	52,684	43,138	(9,546)	57,320
Staff Travelling	358	400	42	1,128	1,200	72	1,600
OCCUPANCY							
Rates	2,689	1,804	(885)	8,065	5,410	(2,655)	11,731
Utilities	10,019	2,372	(7,647)	14,634	9,454	(5,180)	7,212
Cleaning	106	409	303	185	1,227	1,042	1,636
Maintenance of buildings	8	337	329	2,425	1,037	(1,388)	1,400
COMMUNICATIONS							
Telephone/radios	161	337	176	1,986	1,012	(974)	1,350
Printing & Stationery	-	-	-	-	-	-	-
GROUNDS MAINTENANCE	10,043	9,209	(834)	24,367	26,184	1,817	33,485
EQUIPMENT RUNNING COSTS	2,658	2,412	(246)	6,982	7,237	255	9,650
VEHICLE RUNNING COSTS	1,845	1,350	(495)	8,927	4,375	(4,552)	6,050
OTHER COSTS							
Training costs	-	350	350	-	650	650	1,000
Risk Assessment	870	910	40	870	910	40	910
Other Expenses	-	62	62	964	287	(677)	350
TOTAL OPERATING COSTS	114,444	98,963	(15,481)	318,499	296,223	(22,276)	389,988
NET OPERATING COSTS	85,781	71,508	(14,273)	238,993	222,684	(16,309)	288,842

MALVERN TOWN COUNCIL

QUA4a

DECEMBER 2025

QUARTER ENDED 31 DECEMBER 2025

ACCOUNTS RESTATED WITH PAYCOST ALLOCATED BY DEPARTMENT

	Quarter to 31 December 2025			Financial Year to 31 December 2025		
	Actual Quarter Dec.2025 Paycost Allocated by department	Actual Quarter Dec.2025 Unallocated As per Management Accounts	Difference under (over)	Actual Year Dec.2025 Paycost Allocated by department	Actual Year Dec.2025 Unallocated As per Management Accounts	Difference under (over)
	129,693	118,188	(11,505)	344,699	341,176	(3,523)
ADMINISTRATION AND EVENTS						
ALLOTMENTS	5,232	84	(5,148)	16,492	406	(16,086)
CEMETERY	3,561	(16,741)	(20,302)	27,050	(46,505)	(73,555)
GROUNDS MAINTENANCE	45,153	92,068	46,915	129,122	263,432	134,310
LEISURE AND RECREATION	12,609	6,666	(5,943)	39,767	10,628	(29,139)
MISCELLANEOUS SERVICES	7,721	3,704	(4,017)	23,038	11,032	(12,006)
TOTAL OPERATION COST BY SERVICE	74,276	85,781	11,505	235,470	238,993	3,523
TOTAL COSTS BY SERVICE	203,969	203,969	0	580,169	580,169	0

MALVERN TOWN COUNCIL

DECEMBER 2025

QUARTER ENDED 31 DECEMBER 2025

ASSET REFURBISHMENT / RENEWAL

LITTER BINS

NOTICEBOARDS / SIGNAGE

LEISURE & RECREATION - PLAY AREAS

Skatepark Project at Victoria Park

New Pump Track at Adam Lee

Improvement of Play Area at Adam Lee

New Toddlers Area in Victoria Park

New Children's Gym

Victoria Park Play Area Transfer to Reserves

Landscaping and Associated Works New Hub at Victoria Park

Lighting Project - Community Hub

GROUNDS MAINTENANCE PROJECTS

Adam Lee Car Park Fencing and Gateway

Works to investigate land slippage - Rose Bank Gardens

CEMETERY

Repairs and Resurfacing of Roads at Great Malvern Cemetery

Refurbishment of Ground Floor Cemetery Lodge and Toilets

CHRISTMAS LIGHTS

CAPITAL EQUIPMENT:

Bike 2 Work Scheme

Replacement Vehicle

New Tractor

TOTAL ASSET RENEWAL

	Quarter to 31 December 2025			Financial Year to 31 December 2025			Budget Year 2025-2026
	Actual Quarter Dec.2025	Budget Quarter Dec.2025	Under/ (Over) spend	Actual Year Dec.2025	Budget Year Dec.25	Under/ (Over) spend	
LITTER BINS	-	-	-	-	-	-	-
NOTICEBOARDS / SIGNAGE	-	-	-	-	-	-	-
LEISURE & RECREATION - PLAY AREAS							
Skatepark Project at Victoria Park	-	-	-	-	-	-	204,000
New Pump Track at Adam Lee	-	-	-	69,587	-	(69,587)	-
Improvement of Play Area at Adam Lee	-	-	-	39,650	-	(39,650)	-
New Toddlers Area in Victoria Park	-	-	-	22,880	-	(22,880)	-
New Children's Gym	-	-	-	3,731	-	(3,731)	-
Victoria Park Play Area Transfer to Reserves	-	-	-	-	-	-	40,000
Landscaping and Associated Works New Hub at Victoria Park	-	-	-	11,128	8,000	(3,128)	8,000
Lighting Project - Community Hub	2,980	-	(2,980)	4,000	-	(4,000)	-
GROUNDS MAINTENANCE PROJECTS							
Adam Lee Car Park Fencing and Gateway	-	-	-	5,900	-	(5,900)	-
Works to investigate land slippage - Rose Bank Gardens	-	-	-	7,150	-	(7,150)	-
CEMETERY				-	-	-	6,000
Repairs and Resurfacing of Roads at Great Malvern Cemetery	-	-	-	-	-	-	-
Refurbishment of Ground Floor Cemetery Lodge and Toilets	-	-	-	-	-	-	-
CHRISTMAS LIGHTS	-	-	-	-	-	-	-
CAPITAL EQUIPMENT:							
Bike 2 Work Scheme	-	-	-	2,832	-	(2,832)	-
Replacement Vehicle	-	-	-	-	-	-	-
New Tractor	-	-	-	-	-	-	22,000
TOTAL ASSET RENEWAL	2,980	-	(2,980)	166,858	8,000	(168,858)	280,000

QUA 5

DECEMBER 2025

QUARTER ENDED 31 DECEMBER 2025

ANALYSIS OF TRANSFERS TO / (FROM) EARMARKED RESERVES

ADMINISTRATION

Town Council Elections
 Town Council Events

ASSET REFURBISHMENT / RENEWAL

New Pump Track at Adam Lee
 Improvements to Play Area at Adam Lee
 New Skatepark Project
 Toddler Play Area Victoria Park
 New Fencing and Gateway - Car Park at Adam Lee
 Lighting Works - Community Hub, Victoria Park

GREAT MALVERN CEMETERYVEHICLE / MACHINERY REPLACEMENT FUND

Additions
 Releases

Release of Surplus Earmarked Reserves

	Quarter to 31 December 2025			Financial Year to 31 December 2025			Budget Year 2025-26
	Actual Quarter Dec.2025	Budget Quarter Dec.2025	Under/ (Over) spend	Actual Year Dec.2025	Budget Year Dec.25	Under/ (Over) spend	
<u>ADMINISTRATION</u>							
Town Council Elections	-	-	-	-	-	-	
Town Council Events	-	-	-	-	-	-	
<u>ASSET REFURBISHMENT / RENEWAL</u>							
New Pump Track at Adam Lee	-	-	-	(68,796)	-	68,796	#
Improvements to Play Area at Adam Lee	-	-	-	(40,000)	-	40,000	#
New Skatepark Project	-	-	-	-	-	-	(200,000)
Toddler Play Area Victoria Park	-	-	-	(20,000)	-	20,000	#
New Fencing and Gateway - Car Park at Adam Lee	-	-	-	-	-	-	
Lighting Works - Community Hub, Victoria Park	(2,480)	-	2,480	(3,500)	-	3,500	#
<u>GREAT MALVERN CEMETERY</u>							
<u>VEHICLE / MACHINERY REPLACEMENT FUND</u>							
Additions	6,250	6,250	-	18,750	18,750	-	25,000
Releases	-	-	-	-	-	-	(22,000)
Release of Surplus Earmarked Reserves	-	-	-	-	-	-	
	3,770	6,250	2,480	(113,546)	18,750	132,296	(197,000)

#

Although there were certain Earmarked reserves agreed as part of the original budget, other funds were Earmarked by Full Council at Year End to utilise under spends. Other Earmarked Reserves may be longstanding funds which are now being utilised.

ASSET PROJECT PROGRAMME

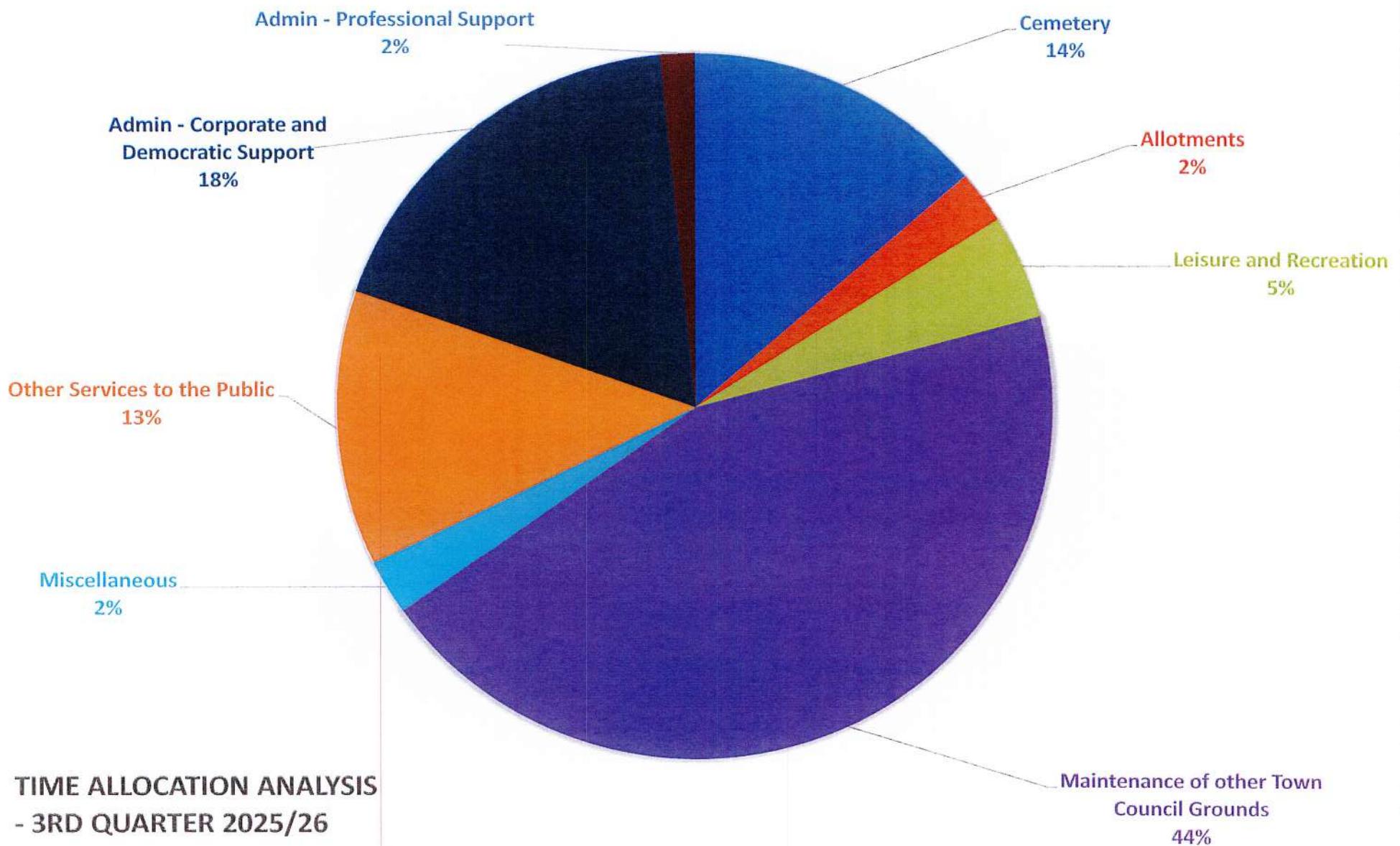
EXPENDITURE FOR THE PERIOD ENDED 31 DECEMBER 2025

Programme Description	Accounts Code	Asset Programme	Earmark / Budget or Reserves	Budgeted / Earmark Cost	Latest Estimate of Cost	Planned Start date	Planned Finish Date	Actual Finish Date	Financial Year to 31/12/25	Comments:
LEISURE AND RECREATION										
New Skatepark Project - Victoria Park	5-1702	Asset Programme	Section 106	200,000	200,000	01/04/2026	31/05/2026			Following a tender process, a successful contractor has now been chosen for this project and work is ongoing to engage with the public to finalise a design. It is hoped that if planning consent can be obtained through permitted development, works will commence in the late Spring. Funding is being provided through Section 106 monies put aside for this project
New Pump Track at Adam Lee	5-1722	Asset Programme	Section 106 / Reserves	85,995	86,786	01/04/2025	30/04/2025	30/04/2025	69,587	A 20% deposit for the design and construction of a new pump track was paid in October 2024. Unfortunately due to planning constraints linked to biodiversity regulations, works on this project did not begin until the first quarter of 2025/26. The pump track has now been completed and section 106 funding of £85,995 received from MHDC.
Works to improve Play Area at Adam Lee	5-1723	Asset Programme / Council Approval	Reserves	40,000	39,650	01/01/2025	31/03/2025	30/06/2025	39,650	Council agreed to increase the budgeted expenditure for new play equipment at Adam Lee from £20,000 to £40,000. This project was completed in the second quarter of this financial year.
New Toddlers Area in Victoria Park	5-3671	Council Approval	Reserves	20,000	22,880	01/06/2025	15/06/2025	08/06/2025	22,880	The building of the Community Hub in Victoria Park meant that some of the older play equipment on the eastern side of the play area needed to be removed. Council agreed that it would be replaced with a new and designated toddler play area and this project including equipment and fencing was completed during the first quarter of 2025/26.
New Children's Exercise Equipment - Victoria Park	5-3671	Council Approval	Reserves	4,000	3,731	01/04/2025	30/04/2025	31/05/2025	3,731	Officers of the Council recommended that children's exercise equipment should be installed to complement the adult equipment provided as part of the financial package when the new community hub was built. This was agreed by Council and equipment was purchased and installed during the first quarter ending June 2025.
Landscaping and Associated Works New Hub at Victoria Park	5-1704	Asset Programme	Budget / Reserves	8,000	11,128	01/05/2025	30/06/2025	30/09/2026	11,128	Funds were earmarked by Council to allow for landscaping and development of the area around the new Community Hub at Victoria Park. This project to include works to pathways, patios, planting, installation of a bike shelter and lighting etc. These works have now been completed.

ASSET PROJECT PROGRAMME

EXPENDITURE FOR THE PERIOD ENDED 31 DECEMBER 2025

Programme Description	Accounts Code	Asset Programme	Earmark / Budget or Reserves	Budgeted / Earmark Cost	Latest Estimate of Cost	Planned Start date	Planned Finish Date	Actual Finish Date	Financial Year to 31/12/25	Comments:
New Lighting Project at Victoria Park	6-1508	Council Approval	Reserves	4,000	4,000	01/04/2025	31/05/2025	30/11/2025	4,000	A new lighting project to install lanterns and lampposts along the pathway between the Community Hub Building and Pickersleigh Avenue was agreed by Operations and Planning Committee in January 2025. The lamps and lampposts were purchased in April 2025 and installed in October / November 2025. An earmark reserve of £3,500 exists to offset most of this expenditure.
Installation of Fencing Works at Adam Lee	5-1723	Asset Programme	Budget	6,000	5,900	15/06/2025	30/06/2025	20/07/2026	5,900	Works to install a new car park at the Adam Lee site began in September 2023. When the pump track had been completed, works to install fencing and a new gateway around this car park were completed.
Land Slippage investigation in Rose Bank Gardens	5-0905	Asset Programme	Reserves	unknown	unknown	01/04/2024	unknown	-	7,150	Costs have been incurred for the tender design process associated with the slippage of land in Rose Bank Gardens.
CEMETERY										
Refurbishment of Ground Floor Cemetery Lodge and Toilets	5-0057	Asset Programme	Budget	6,000	6,000	01/03/2026	31/03/2026	-		This project is due to commence during the final quarter.
CAPITAL EXPENDITURE										
Electric Bike - Bike 2 Work Scheme	9-0512	Employer Scheme	n/a	2,832	2,832	n/a	n/a	12/09/2025	2,832	Another member of staff has joined the Bike 2 Work Scheme and a new electric bike has been purchased.
New John Deere Tractor	9-0515	Machinery Replacement Fund	Budget	22,000	22,000	01/02/2026	28/02/2026	-		A new tractor is scheduled to be purchased during the final quarter.
<u>398,827</u>						<u>404,907</u>				
<u>166,858</u>										



FINANCIAL REPORTS

CR1 – OCTOBER, NOVEMBER AND DECEMBER 2025

Cash Movements

1. Total bank balances totalled £770,793 at the end of December 2025. This amount is £385,641 higher than at the same period last year, because the precept payment for December 2024 was not paid until 3 January 2025. Considering the timing of the precept payment, bank balances are approximately £28,000 lower than at the same equivalent time last year.
2. The Council opened an account with The Public Sector Deposit Fund in January 2017 in order to obtain better rates of interest on deposit:
 - The balance on this account at the end of December 2025 was £228,516 and interest received in October, November and December 2025 was £2,281.30.
3. The Council has also invested £66,484 of funds with the Local Authorities Property Fund. This is a long-term investment of funds and the latest dividend payments for the period October to December 2025 was £678.91.

Debtor Days Outstanding

Debtor days at the end of October were 21.40, dropping to 11.85 at the end of December 2025. There were four bad debtors as of 31 December all relating to room hire bookings at The Community Hub. At the time of writing this report two debts have been paid leaving two still being chased for outstanding monies. Officers have recognised an issue with the invoicing of one off hire agreements and those hiring the room for a standalone booking are now being asked to pay ahead of the hire date to prevent this from happening.

Creditor Days Outstanding

Creditor days were 14.54 at the end of October falling to 9.82 at the end of December 2025. This is a slightly lower level than the target of 30 days but reflects the need to pay suppliers ahead of the Christmas shut down period.

SCHEDULE OF CHEQUE PAYMENTS AND ONLINE PAYMENTS: OCTOBER, NOVEMBER AND DECEMBER 2025

Scheduled Payments (excluding Non-Cheque Payments and other payments) for this period totalled:

ONLINE – OCTOBER 2025	£38,532.00
ONLINE – NOVEMBER 2025	£15,453.00
ONLINE – DECEMBER 2025	£40,286.00
Total	£94,271.00

October 2025

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 31 October 2025 is set out below. All balances have been confirmed by reconciliation with bank statements.

Transaction	Unity Trust Bank Account	Public Sector Deposit Account	Local Authorities Property Fund	Total
	£		£	£
Balance:				
30 September 2025	163,871	228,516	66,484	458,871
Receipts				
Interest	1,435			1,435
Precept	-			-
Grants or VAT refunds				-
Other	8,703			8,703
Cancelled / (Bounced Cheque)				-
External payments				
Cheque / Online Payments	(38,532)			(38,532)
Non - Cheque Payments	(68,163)			(68,163)
Transfers between accounts:				-
Inwards				-
Outwards				-
Balances:				
31 October 2025	67,315	228,516	66,484	362,315
Balances at start of financial year	486,882	258,516	66,484	811,882

DEBTOR AGEING

	Oct-25	Sep-25	Aug-25	Pre-Aug	Prepaid amounts	Total debtors
Value	4,513.27	3,668.99	-	132.00	-	8,314.26

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

	Debtors		Suppliers	
	Value	Days	Value	Days
April 2025	6,566.43	23.11	42,393.72	25.60
May 2025	8,921.33	21.55	117,341.81	44.76
June 2025	7,606.27	20.96	69,154.65	27.52
July 2025	5,439.71	14.92	98,676.56	24.66
August 2025	10,903.28	25.90	75,116.93	28.31
September 2025	4,577.81	12.60	24,358.37	9.71
October 2025	8,314.26	21.40	16,084.52	14.54
November 2025	6,013.13	14.26	32,095.64	23.01
December 2025	5,039.43	11.93	10,213.77	9.82
January 2026				
February 2026				
March 2026				

November 2025

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 30 November 2025 is set out below. All balances have been confirmed by reconciliation with bank statements.

Transaction	Unity Trust Bank Account	Public Sector Deposit Account	Local Authorities Property Fund	Total
	£		£	£
Balance:				
31 October 2025	67,315	228,516	66,484	362,315
Receipts				
Interest	778			778
Precept	-			-
Grants or VAT refunds	20,434			20,434
Other	105,336			105,336
Cancelled / (Bounced Cheque)				-
External payments				
Cheque / Online Payments	(15,453)			(15,453)
Non - Cheque Payments	(55,340)			(55,340)
Transfers between accounts:				
Inwards				-
Outwards				-
Balances:				
30 November 2025	123,070	228,516	66,484	418,070
Balances at start of financial year	486,882	258,516	66,484	811,882

DEBTOR AGEING

	Nov-25	Oct-25	Sep-25	Pre-Sep	Prepaid amounts	Total debtors
Value	3,157.93	2,827.20	-	104.00	132.00	6,013.13

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

April 2025
May 2025
June 2025
July 2025
August 2025
September 2025
October 2025
November 2025
December 2025
January 2026
February 2026
March 2026

Debtors	
Value	Days
6,566.43	23.11
8,921.33	21.55
7,606.27	20.96
5,439.71	14.92
10,903.28	25.90
4,577.81	12.60
8,314.26	21.40
6,013.13	14.26
5,039.43	11.93

Suppliers	
Value	Days
42,393.72	25.60
117,341.81	44.76
69,154.65	27.52
98,676.56	24.66
75,116.93	28.31
24,358.37	9.71
16,084.52	14.54
32,095.64	23.01
10,213.77	9.82

December 2025

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 31 December 2025 is set out below. All balances have been confirmed by reconciliation with bank statements.

Transaction	Unity Trust Bank Account	Public Sector Deposit Account	Local Authorities Property Fund	Total
	£		£	£
Balance:				
30 November 2025	123,070	228,516	66,484	418,070
Receipts				
Interest	748			748
Precept	433,925			433,925
Grants or VAT refunds				-
Other	16,505			16,505
Cancelled / (Bounced Cheque)				-
Cheque / Online Payments	(40,286)			(40,286)
Non - Cheque Payments	(58,168)			(58,168)
Transfers between accounts:				
Inwards				-
Outwards				-
Balances:				
31 December 2025	475,793	228,516	66,484	770,793
Balances at start of financial year	486,882	258,516	66,484	811,882

DEBTOR AGEING

	Dec-25	Nov-25	Oct-25	Pre-Oct	Prepaid amounts	Total debtors
Value	2,605.27	1,537.16	923.00	26.00	-	5,039.43

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

	Debtors		Suppliers	
	Value	Days	Value	Days
April 2025	6,566.43	23.11	42,393.72	25.60
May 2025	8,921.33	21.55	117,341.81	44.76
June 2025	7,606.27	20.96	69,154.65	27.52
July 2025	5,439.71	14.92	98,676.56	24.66
August 2025	10,903.28	25.90	75,116.93	28.31
September 2025	4,577.81	12.60	24,358.37	9.71
October 2025	8,314.26	21.40	16,084.52	14.54
November 2025	6,013.13	14.19	32,095.64	23.01
December 2025	5,039.43	11.85	10,213.77	9.82
January 2026				
February 2026				
March 2026				

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL
to be held on Wednesday 4 February 2026 at 6.00pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

REVIEW OF COMPLAINTS PROCEDURE

1. Purpose of Report

- 1.1. For recommendation to Full Council.

2. Recommendation

- 2.1. The committee are asked to further review the Complaints Procedure in the light of comments from Full Council.

3. Background

- 3.1. The current Complaints Procedure was agreed in 2021 and due for review in 2025.
- 3.2. The Complaints Policy was scheduled to be reviewed at the Policy and Resources Committee meeting held in September 2025. At this meeting Cllr Lowton informed committee that she had researched the Local Ombudsman Code of Conduct – Local Government Guide and that this would be circulated before the next meeting on 8 October 2025.
- 3.3. The Complaints Policy was deferred at the meeting held on 8 October 2025 and then discussed at the meeting on 29 October 2025 where it was recommended that the Town Council Complaints Procedure would include the following clause:

'The Town Council aim to acknowledge within 10 days and our aim would be to respond to your complaint within 20 days and aim to offer a resolution within 6 weeks and if not possible to do so within this timescale, we offer the following date. Failure to respond within six weeks will be met with the assumption that this complaint is closed'

- 3.4. The recommendation above was considered by Full Council on 17 December 2025 where it was agreed to return this item to Policy and Resources Committee for further discussion.

4. Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

- 5.1. A Complaints Policy is not a legal requirement but is recommended practice. The Council's Complaints Policy must align with any relevant regulations including GDPR.

End

Linda Blake
Town Clerk



MALVERN TOWN COUNCIL

COMPLAINTS PROCEDURE

Reviewed by:	Policy and Resources Committee – 6 July 2021
Agreed:	Policy and Resources Committee – 6 July 2021
Next review due:	July 2025

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.
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. 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.
6. 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.
7. 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 should be made to resolve the complaint informally at this stage.
8. If the Town Clerk or Mayor cannot satisfactorily resolve a complaint at 7 above or should they feel that further opinion should be canvassed before making a decision, then a meeting of the Emergency Decision Making Group will be called to discuss the matter. The Emergency Decision Making Group will be elected at Annual Council every May and will include The Mayor, the Deputy Mayor, the Chair and Vice-Chair of Policy and Resources committee and the Chair and Vice-Chair of Operations and Planning Committee. Every effort should be made to achieve a suitable resolution at this stage.

9. If the stages outlined at 7 and 8 do not successfully resolve a complaint, then it shall be forwarded to a meeting of an appropriate Committee or to Full Council. The Town Clerk will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the Committee or to Full Council in person.
10. The Town Clerk or Mayor will report any complaint disposed of by direct action with the complainant at the next meeting of Council.
11. 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.
12. The appropriate Committee or Full Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in 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.
13. As soon as possible after the decision has been made (and in any event no later than ten working days after the meeting) the complainant will be notified in writing of the decision and any action that will be taken.
14. The appropriate Committee or Full Council 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.
15. 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.

Where to send your complaint

Personally, at the Town Council Offices: 28 – 30 Belle Vue Terrace, Malvern, WR14 4PZ

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

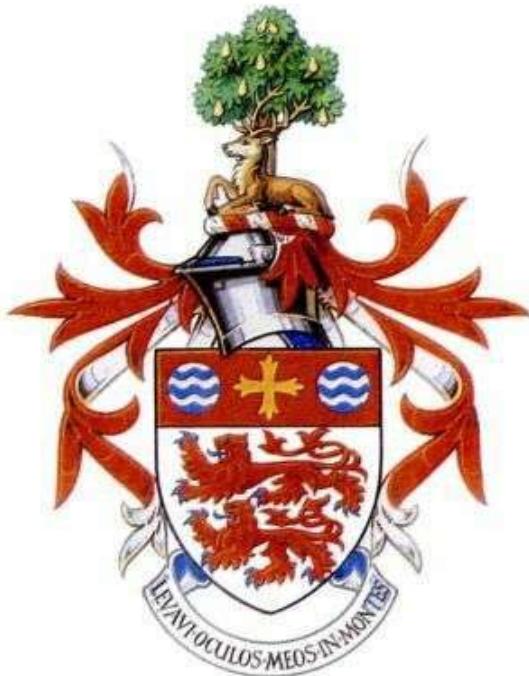
By post to the above address

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.



MALVERN TOWN COUNCIL

ANTI-FRAUD, BRIBERY AND CORRUPTION POLICY

Reviewed by:	Policy and Resources Committee – 10 March 2022
Adopted:	Full Council – 15 March 2022
Next review due:	March 2026

MALVERN TOWN COUNCIL

ANTI-FRAUD, BRIBERY AND CORRUPTION POLICY

1. Principles

- 1.1. Malvern Town Council (hereafter known as 'the Council') has a duty to protect the public funds under its control against fraud, bribery and corruption, both from within the Council and from external sources. This Policy is part of the Council's commitment to protect public funds.
- 1.2. The Council seeks firstly to prevent fraud, bribery and corruption, but will take all action necessary to identify these acts if suspected and take appropriate action against those responsible.
- 1.3. The Council promotes a culture of honesty, transparency and fairness and is committed to sound corporate governance. It is essential that elected members, employees and volunteers conduct themselves in accordance with the principles laid down by The Relevant Authorities (General Principles) Order 2001, as set out in Appendix 1, during their term of office or employment with the Town Council. Members should also follow the terms of the Code of Conduct.
- 1.4. The Town Council will not tolerate fraud and corruption in the administration of its responsibilities and, as it requires external suppliers, contractors and service providers also to act with integrity, will deal equally with offenders whether from inside or outside the Town Council. The Council takes a 'zero tolerance' stance on any form of fraud, bribery or corruption.
- 1.5. Throughout this policy the term 'Fraud' is used generically and includes bribery, theft and corruption.

2. Definitions

- **Fraud** is the intentional distortion of financial statements, accounts or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain or to mislead or misrepresent. The criminal act is the attempt to deceive, and attempted fraud is therefore treated as seriously as accomplished fraud.
- **Theft** is dishonestly acquiring, using or disposing of funds, physical or intellectual property belonging to the Council or to individual members of the organisation. Deliberately misusing materials or equipment belonging to the Council for financial or material benefit.

- **Bribery** is an inducement or reward offered, promised or provided to gain personal, commercial, regulatory or contractual advantage.
- **Corruption** is the offering, soliciting or acceptance of an inducement or reward which may influence the action of any person to act against the interests of an organization. In addition, corruption is hereby defined to also include the deliberate failure to disclose an interest to obtain a financial or other pecuniary gain for oneself or another.

3. **Culture**

- 3.1. The Council promotes a culture of integrity, honesty, transparency and fairness which supports its opposition to fraud and corruption. The prevention and detection of fraud and corruption and the protection of the public purse are the responsibility of everyone. The elected members and employees play an important role in creating and maintaining this culture. All are positively encouraged to raise concerns regarding fraud and corruption in the knowledge that such concerns will wherever possible be treated in confidence. Where fraud and corruption has occurred as a result of existing procedures, arrangements will be made to ensure that the appropriate improvements are introduced in order to prevent a reoccurrence.

4. **Prevention**

Role of Elected Members

- 4.1. As elected representatives, members of the Council have a duty on behalf of their electorate to protect the Council from all forms of fraud and corruption. This is reflected through the adoption of this Policy and compliance with the Code of Conduct for members, the Council's Standing Orders, Financial Regulations and other relevant legislation. On taking office Members are required to sign to the effect that they have read and understood the Code of Conduct. The Code requires Members, *inter alia*, to declare and register interests and to register receipt of gifts and hospitality.

Role of Employees

- 4.2. The Town Clerk is responsible for the communication and implementation of this Policy and ensuring that employees are aware of the Council's Financial Regulations and Standing Orders, and that the relevant requirements of each are being met in the day-to-day conduct of Council business. The Council is expected to strive to create an environment in which employees feel able to approach them with any concerns they may have regarding suspected irregularities.

- 4.3. Employees are responsible for ensuring that they follow the instructions given to them by their Manager including directions on the safekeeping of the Council's assets. Employees are bound by section 117 of the Local Government Act 1972 regarding the disclosure of pecuniary interests in contracts relating to the Town Council, and the non-acceptance of any fees or rewards whatsoever other than their proper remuneration.
- 4.4. Special arrangements will apply where employees are responsible for cash handling or are responsible for financial systems and systems that generate payments. Checks are carried out on a regular basis to ensure that adequate financial controls are in place and adhered to in order to protect those employees.
- 4.5. The Council recognises that a key preventative measure in dealing with fraud and corruption is ensuring that effective steps are taken at the recruitment stage to establish as far as possible, the honesty and integrity of potential employees whether for permanent, temporary or casual posts.
- 4.6. This includes obtaining written references. In addition, appropriate checks will be made for employees should they be required to work with children or vulnerable people.

Conflicts of Interest

- 4.7. Elected Members and employees must ensure that they avoid situations where there is a potential for a conflict of interest. Effective role separation will ensure that decisions made are seen to be made based on impartial advice and therefore avoid questions regarding improper disclosure of confidential information.

Role of Internal Audit

- 4.8. The Town Clerk and Responsible Financial Officer are responsible for ensuring that there is an adequate and effective system of internal audit of the Council's accounting, financial and other systems in accordance with the relevant Accounts and Audit Regulations. Internal audit plays a significant preventative role in ensuring that the relevant systems deter fraud and will work with management to identify the procedural changes necessary to prevent the Council from exposure to losses. Internal audit will also investigate cases of suspected irregularity or fraud. The actions of the internal audit include the undertaking of a number of specific reviews and tests of the relevant financial systems and other arrangements for the protection and detection of fraud.
- 4.9. The Town Council has an internal audit committee which undertakes an annual programme of work. It also employs an independent and competent person as the "appointed internal auditor" to carry out intern audit duties as part of the Annual Return.

Role of External Audit

- 4.10. The external auditor has a responsibility to review the Council's arrangements for preventing and detecting any irregularities, and arrangements designed to limit the opportunity for corrupt practices. The outcome of these reviews is reported each year in the Annual Audit Letter which is presented to elected Members by the external auditor.

5. Deterrence

- 5.1. Fraud, bribery and corruption are serious offences against the Council and will be regarded as gross misconduct. Employees will face disciplinary action if there is evidence that they have been knowingly or recklessly involved in these activities. Disciplinary action will be taken in addition to, or instead of, criminal proceedings depending on the circumstances of each individual case, but in a consistent manner.
- 5.2. Members will face appropriate action under this Policy if they are found to have been involved in fraud against the Council. Action will be taken in addition to, or instead of, criminal proceedings, depending on the circumstances of each individual case, but in a consistent manner. If the matter is a breach of the Code of Conduct for Members, then it will also be referred to the Monitoring Officer, which has the option of referring the matter to the Standards Board for England (a government body established to help maintain high standards in local democracy). The Council will not seek to cover up cases of fraud and corruption and will seek to ensure where appropriate that the results of any external action taken, including prosecutions, are notified to the media. In all proven cases where financial loss has occurred, and it is in the public's interest to do so the Council will seek to recover such loss and will give consideration to publicising the fact.

6. Investigation and Detection

- 6.1. Systems of internal control have been established together with Financial Regulations and Standing Orders to deter fraud and corruption. These are complemented by the work undertaken by Internal Audit in the review of systems and financial controls.
- 6.2. In addition, it is often the vigilance of employees, elected Members and members of the public that aids detection. Employees are to be encouraged to raise any concerns they may have without fear of recrimination.
- 6.3. If an employee makes an allegation of fraud, corruption or theft in good faith which is not confirmed in an ensuing investigation no action will be taken against that employee. However, if an employee makes malicious or vexatious allegations disciplinary action may follow. Frauds are in some cases discovered by chance or 'tip-off' and the Council's policy is to follow up any such information. The Council recognises that it is essential that there

is a consistent treatment of information received suggesting the possibility of fraud, corruption, or theft.

- 6.4. Following the completion of an investigation, the circumstances will be assessed to determine the need for procedural and system changes to ensure that future risks are eliminated. Where necessary, following an investigation, the Council's disciplinary procedures will be applied to any employee found to be guilty of improper behaviour.

Awareness and Training

- 6.5. The Council recognises that the sustained success of this policy and its general credibility will depend upon the effectiveness of its training programmes and awareness on the part of Members and employees throughout the organisation. Employees will be made aware of their responsibilities and the procedures to be followed for the safekeeping of the Council's assets and will be advised that failure to adhere to the specified procedures may lead to disciplinary action being taken.

7. Review and action

- 7.1. The Council recognises that it is important to review this policy regularly to ensure that it reflects up to date legislation and best practice.
- 7.2. A review of the Anti-fraud, Bribery and Corruption Policy will be carried out at least once every council term as a minimum and any necessary actions taken.

APPENDIX 1 to Anti-Fraud, Bribery and Corruption Policy

The General Principles of the Order

Selflessness

Members should serve the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

Personal Judgement

Members should take account of the views of others but should reach their own conclusions on the issues before them and should act in accordance with those conclusions.

Respect for Others

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or gender disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

Duty to uphold the law

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

Members should do whatever they are able to do to ensure that their authority uses its resources prudently and in accordance with the law.

Leadership

Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.