



# **MALVERN TOWN COUNCIL**

## **POLICY AND RESOURCES COMMITTEE**

### **REPORTS**

**For meeting on Wednesday 25 March 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



19 March 2026

[townclerk@malvern-tc.org.uk](mailto: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 25 March 2026, commencing at 6.00pm for the transaction of the business shown on the Agenda below.

A handwritten signature in black ink, appearing to read 'L. Blake'.

**Linda Blake**  
**Town Clerk**

No.	Agenda Item
1.	<b>Apologies for Absence</b> To receive and note apologies for absence
2.	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the Minutes of the previous Policy and Resources Committee meeting: ➤ Wednesday 4 February 2026 (previously circulated)
<b>Public Participation</b> <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	<b>Small Grants Scheme, 2<sup>nd</sup> Round 2025/26</b> ➤ Report PR01/25 to follow
5.	<b>Large Grants Scheme, 2<sup>nd</sup> Round 2025/26</b> ➤ Report PR02/25 to follow
6.	<b>Review of Earmarked Reserves</b> ➤ Report PR03/25 to follow
7.	<b>Review of Information Technology Users' Policy</b> ➤ Report PR04/25 to follow

8.	<b>Review of Vexatious Behaviour and Complaints Policy</b> ➤ Report PR05/25 to follow
9.	<b>Online Banking Payment Schedules – October, November and December 2025</b> ➤ Report PR06/25 to follow
10.	<b>Date and Time of Next Meeting</b> ➤ Wednesday 6 May 2026 at 6pm

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

**held in the Park View Meeting Room, Victoria Park Road, Malvern Link  
on Wednesday 4 February 2026 at 6pm**

**Councillors**

I Dawson (Chair)  
C Fletcher  
M Jones  
K Newbigging (6.10pm)  
H Clements  
D Ward

**Absent**

R McLaverty-Head (Apologies)  
L Lowton (Apologies)  
C Hooper (Apologies)

**Also in attendance**

Linda Blake - Town Clerk  
Julia Winkworth – Minute Clerk  
M Birks – Mayor of Malvern (6.02pm)  
Cllr D Watkins  
Cllr A Cherry

**38. APOLOGIES FOR ABSENCE**

Apologies for absence were **NOTED** from Cllrs Ronan McLaverty-Head, Lou Lowton and Clive Hooper.

Cllr Marilyn Birks arrived at 6.02pm.

**39. DECLARATIONS OF INTEREST**

None.

**40. 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 29 October 2025

**PUBLIC PARTICIPATION**

None.

**41. ONLINE BANKING PAYMENT SCHEDULES – APRIL TO DECEMBER 2025**

Report PR01/25 was received.

The Chair requested that this item be deferred to a future meeting due to not having sight of some of the previous schedules in time. The Town Clerk asked if the Schedules from April to September could be agreed but as checks had not been fully completed on the September schedule it was **AGREED** to defer the entire agenda item.

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

Report PR02/25 was received and accepted.

The Town Clerk presented a summary of the Council’s financial activities for the third quarter (October to December 2025) to the committee. Committee were informed that there is a deficit balance of £4,343 being taken from reserves for the quarter. This is slightly higher than the deficit budgeted of £1,345 meaning that there is an overspend of £2,998 for the third quarter of 2025/26.

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

Councillor Watkins thanked the Town Clerk for the financial report and detailed information.

Cllr Karen Newbigging arrived during this report at 6.10pm.

**43. REVIEW OF TOWN COUNCIL COMPLAINTS POLICY**

Report PR03/25 was received and accepted.

After a lengthy discussion, a number of amendments to the Complaints Policy were agreed.

It was **RECOMMENDED** that the Complaints Policy should be updated as per Appendix A attached.

**44. REVIEW OF ANTI-FRAUD, BRIBERY AND CORRUPTION POLICY**

Report PR04/25 was received and accepted.

Following a brief discussion, it was **RECOMMENDED** that the Anti-Fraud, Bribery and Corruption Policy be approved with no amendments being required.

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

It was **AGREED** that the date of the next meeting would be Wednesday 25 March 2026 at 6pm.

The meeting finished at 7pm.

.....(Chair)

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
MALVERN TOWN COUNCIL**

**to be held on Wednesday 25 March 2026 at 6pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**SMALL GRANTS SCHEME – 2<sup>nd</sup> ROUND 2025/26**

**1. Purpose of report**

1.1. For decision.

**2. Recommendation**

2.1. Committee is recommended to consider and approve as appropriate applications for the Town Council's small grants scheme.

**3. Background**

3.1. The Town Council has received three qualifying requests for donations that can be assessed under the small grants scheme:

1) Cube Youth	£500.00
2) Malvern Hills Wellbeing Hub	£500.00
3) Friends of Malvern Library	£240.00

3.2. A fourth application was received, but information needed to secure the minimum qualifying points for consideration by committee was not received in time for submission to committee.

3.3. Policy and Resources Committee last completed a detailed review of the grants scheme three years ago with recommendations adopted by Full Council in August 2023. A copy of the grants scheme guidelines can be found on the Town Council's website. [www.malverntowncouncil.org/grants-scheme](http://www.malverntowncouncil.org/grants-scheme) A further review is currently being undertaken but Council are still operating under the 2023 scheme.

3.4. Officers have completed a marking scheme form to assess each application and to give an indication of how closely they feel an application adheres to the scheme criteria by way of a score against five criteria. Each small grant application is scored out of a maximum of 30 points with applicants requiring 20 points to qualify for consideration. The allocated score is only guidance and it is the role of the Policy and Resources Committee to review each grant application and determine which applications to agree and the size of each award.

3.5. A copy of each application form is included at Appendix A to this report. Supporting information, such as bank statements and accounts, has been supplied and checked by Officers and is available on request from the office. Members are invited to familiarise themselves with the full details of these applications, and if any Councillor has any specific questions on an application, they should contact the office in advance of the meeting.

3.6. All grant applicants were invited to submit a short statement explaining how a small grant will be beneficial to their organisation and to the residents of Malvern Town, which is a key element of the small grants scheme. These statements are included with the application forms.

- 3.7. Members are reminded that small grants are for amounts up to £500 and should provide benefit both to the individual organisation and to residents of Malvern Town. Part grants or conditions of award can be considered if the committee feels these are appropriate.

Cube Youth - £500

- 3.8. This grant application is for £500 to pilot a project where young people can learn to maintain their bikes and scooters, with the grant paying for parts and materials needed to repair and maintain bikes. The application has scored 23 points out of 30 with top marks given for clear governance information and a detailed description of how the project will be managed. Malvern repair café is supporting this project.

Malvern Hills Wellbeing Hub - £500

- 3.9. Funds of £500 have been requested to contribute towards bringing in qualified practitioners and speakers to deliver sessions such as sounds baths and art therapy to enhance and expand the newly established women's community group. The grant would be £500 out of a total of £1,000 required to run 12 sessions over the upcoming year. This application has scored 21 out of 30 points with lower marks given to the extent of the benefit to Malvern Residents and whether it is a running cost.

- 3.10. Friends of Malvern Library - £240

This application scoring 26 out of 30 points is for £240 towards the purchase of 60 lavender plants for Malvern's library gardens. This is a simple but clearly set out project which will be managed by a group of volunteers who maintain the gardens.

**4. Financial Implications**

- 4.1. The Council has set aside a total of £5,000 in its 2025/26 budget, for the payment of small grants.
- 4.2. Three qualifying small grant applications have been received in March 2026, totalling £1,240.
- 4.3. Grants of £1,000 were awarded in the first round of this year's grants scheme leaving funding of £4,000 available for the second round.

**5. Legal Implications**

- 5.1. The Town Council has the power to award grants under sections 137, 142, 144 and 145 of the Local Government Act 1972 and section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 5.2. The Town Council can also award grants using the Power of General Competence.

End

Linda Blake  
Town Clerk

# APPENDIX A

**MALVERN TOWN COUNCIL  
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	Cube Youth
Amount Requested:	£500
Purpose of Grant	Pilot project for young people to learn how to maintain their bikes and scooters.
Time of Grant Application:	March 2026

Assessment of small grant applications is made against the following five criteria, where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 4, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
<b>SUB TOTAL</b>			9	4	10
<b>OVERALL SCORE (OUT OF 30)</b> A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>23</b>	

**MALVERN TOWN COUNCIL  
SMALL GRANT APPLICATION FORM**

**SMALL GRANTS are for amounts up to and including £500.**

**Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.**

All sections must be completed. Please continue on an extra sheet as necessary.

<b>1. About your organisation</b>	
Name of organisation:	Cube Youth
Address:	Malvern Cube, Albert Road North, Malvern, WR14 2YF
Nature of organisation:	Youth charity (RCN 1165875)
VAT registration number (if applicable):	
Date organisation established:	March 2016
<b>2. Contact details</b>	
Contact name:	Jo Hine
Position within organisation:	Youth Manager
Correspondence address:	Malvern Cube, Albert Road North, Malvern, WR14 2YF
Daytime telephone:	07483 126534
Email address:	Youthmanager@malverncube.com
<b>3. About your application</b>	
Amount requested: £500	

Briefly outline the reason for your application and how the amount requested will be spent:

I manage Cube Youth, a charity primarily based at Malvern Cube (WR14 2YF) who offer a wide range of free of charge positive activities for young people aged 10-18. We currently see a very diverse range of around 150 young people most weeks and 50% who attend are from the estates in Malvern that rank in the bottom 10% of the Government's IMD data and/or in receipt of Free School Meals.

We would like £500 please to pilot a project where young people can learn to maintain their bikes and scooters. It was suggested by a parent and her two sons who benefitted from a similar project in Reading that this would be something beneficial to local young people. In addition to this, our ex-Caretaker Neil has kindly several times helped young people with emergency repairs to their bikes so that they can ride home. Now we have the support of repairers from Malvern Repair Café who have the skills and expertise to make the repairs.

This grant would pay for parts and materials needed to repair/maintain bikes. It would also cover promotion of the pilot. If (as anticipated) we have any bikes donated to us for young people who are unable to buy their own due to being from economically deprived families it would also ensure that we are providing them with a helmet, lights and a lock so they can ride safely and keep their bike secure.

How will the grant benefit Malvern Town residents/the Malvern Town community?

The grant would benefit those young people who attended to have their bike repaired or to learn how to maintain it. They would learn skills that could then be taught to friends/family members, and they could potentially help to fix bikes belonging to neighbours etc. Those who receive gifted bikes would then have the ability to reach more destinations easily which would increase their education and work opportunities.

We anticipate that 30 young people will take part in this initial project. Alongside the mechanical skills they will learn, they will also be developing life skills such as communication, team working and problem solving.

We will also be encouraging volunteers to help with this project, which will enable them to support their local community which can be good for their wellbeing and also for gaining experience that could help with securing future employment. Intergenerational working could also help break down the natural barriers that can exist between different age groups.

Cycling is of course a positive thing for the environment (far less pollution) but it is also a great way of increasing personal wellbeing and fitness levels. If we can encourage more young people to cycle, then this can only be a good thing for the population of Malvern.

How many residents of Malvern Town will benefit?

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

Since 2016 Cube Youth have offered a range of positive activities and the opportunity to build friendships, help develop life skills and to support mental health and wellbeing. Parents/carers tell us that the sessions are a 'lifeline' during the years which can often be extremely challenging for many children and young people.

Cube Youth have a current membership of 350 young people and is currently attended by over 50% of young people who live in two estates in Malvern (Pickersleigh and Poolbrook) that are classified as being in the bottom 10% of the UK deprivation indexes. Many are also in receipt of Free School Meals and/or have SEN. A significant percentage of attending young people are Care Experienced or Young Carers (currently 17%). Others identify as being part of the LGBTQ community and a handful of attendees have links to the GRT one.

Cube Youth provide free activity sessions to young people so that there is no financial barrier to young people being able to attend. Our sessions attract a diverse range of young people aged between 10-18 years and are staffed by experienced and qualified Youth Workers. The young people have developed good relationships with trusted adults who can be alert to their needs (eg: safeguarding concerns), are there to offer support and can signpost young people to other services if necessary.

We anticipate that a bike maintenance project will be appealing not just to current members but that it may also help us to reach other young people who do not currently attend sessions. We believe that learning maintenance skills will enable the young people to maintain and repair bikes, which will make cycling more affordable as well as safer for them. These are skills that can be beneficial to anyone who owns a bike, and we hope that following the training the young people will then be able to pass on these skills to parents/carers/friends, and, in the future, their own children.

Cycling is an environmentally friendly form of transport and by teaching these skills we will be encouraging this and hopefully future generations to travel in this manner. By getting more young people interested in cycling we open the doors to more opportunities for them, this includes potentially with Rhiannon Letman-Wade who leads on engagement with regards to local cycling and walking plans. Malvern is a location where she will be keen to gather views from young people about proposed cycling routes we are told. This will be another opportunity for our young people to take part in an activity that will benefit them and the wider community and to help them to feel a part of this.

Thank you for considering our request, please contact me if you have any questions.

Have you received any grant funding from the Council in previous years? If so, please give details: No

What is the planned delivery date for the project/activity? Late Spring 2026

What arrangements are in place for the delivery and management of this project?

We have the support of Malvern Hills Repair Care and their repair team. We have had a couple of bikes donated already to start us off. We have storage for the tools required but some funding to pay for parts and safety accessories would be much appreciated.

#### 4. Financial information

Total cost of your project:	£500
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What funding has been secured to date and from where? We have the funding already in place to cover Youth Worker hours and to ensure that the young people who get involved have access to food/drink as part of the session.

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these? We would like this funding please to deliver a pilot, if this is successful then we will seek additional funding and have already spoken to Public Health about it, who have expressed interest.

	Now	Previous year
Annual income	£173,338	£140,700
Annual expenditure	£173, 290	£131,190
Surplus for the year	£9600	£9510

Savings/reserves	£34000	£24587
<b>5. Bank details</b>		
Does your organisation have its own bank account and manage its own funds?	Yes	<input type="radio"/> No
Sort code:	089299	
Account number:	65806676	
Account name:	Malvern Cube Projects R/C1165875	
<b>6. Supporting information to be included</b>		<b>Attached</b>
Latest available statement of accounts		✓
A copy of your organisation's aims and objectives		✓
<b>7. Declaration</b>		
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>		
Name:	<b>Jo Hine</b>	
Signature:		
Date:	<b>28/01/2026</b>	

Please submit your application by emailing it along with required supporting documents to Deborah Powell: [dpowell@malvern-tc.org.uk](mailto:dpowell@malvern-tc.org.uk)

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at [www.malverntowncouncil.org/policies](http://www.malverntowncouncil.org/policies)

**MALVERN TOWN COUNCIL  
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	Malvern Hills Wellbeing Hub
Amount Requested:	£500
Purpose of Grant	Contribution towards practitioner costs for 12 core sessions to enhance and expand the Just for Women Community Group.
Time of Grant Application:	March 2026

Assessment of small grant applications is made against the following five criteria, where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 4, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
<b>SUB TOTAL</b>			12	4	5
<b>OVERALL SCORE (OUT OF 30)</b> A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>21</b>	

**MALVERN TOWN COUNCIL  
SMALL GRANT APPLICATION FORM**

**SMALL GRANTS are for amounts up to and including £500.**

**Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.**

All sections must be completed. Please continue on an extra sheet as necessary.

<b>1. About your organisation</b>	
Name of organisation:	Malvern Hills Wellbeing Hub
Address:	HD Anywhere Stadium Langland Avenue Malvern Worcestershire WR14 2EQ
Nature of organisation:	Wellbeing Hub and Counselling service
VAT registration number (if applicable):	
Date organisation established:	Registered May 2025 Opened doors Dec 2025
<b>2. Contact details</b>	
Contact name:	Sarah Rouse Gemma Russel
Position within organisation:	Directors
Correspondence address:	██████████ ██████████ ██████████
Daytime telephone:	██████████
Email address:	malvernhillswellbeinghub@gmail.com
<b>3. About your application</b>	
Amount requested: £500	

Briefly outline the reason for your application and how the amount requested will be spent:

### **Grant Application for £500 – Enhancing Our Just for Women Community Group**

We are seeking a grant of £500 to enhance and expand our newly established women's community group for the upcoming year.

We have successfully secured funding to facilitate and run the core sessions of the group. This funding allows us to provide a safe, welcoming and supportive space for women in our area to meet regularly. We are now looking to build on this foundation by introducing a programme of monthly guest-led experiences that will significantly enrich what we can offer.

The additional £500 would enable us to bring in qualified practitioners and speakers to deliver sessions such as sound baths, seated yoga taster sessions, pamper experiences, art therapy workshops, and creative craft activities. These sessions would be delivered within the familiar, trusted community setting that participants already feel safe in.

A key factor in improving mental health and strengthening social connections is the opportunity to try new experiences — particularly those that individuals may not otherwise be able to access due to financial constraints, caring responsibilities, or lack of confidence. Many of the women attending our group would not typically prioritise spending money on themselves. By bringing these experiences directly into the group, we ensure accessibility, inclusion and emotional safety.

These enhanced sessions will:

- Improve wellbeing and mental health through relaxation and creative expression
- Build confidence by encouraging women to try new activities in a supportive environment
- Strengthen community connections and reduce isolation
- Help participants feel valued, special and cared for
- Provide opportunities for skill-building and ongoing hobbies

In addition to regular sessions, the funding will also allow us to host occasional monthly afternoon events, offering new and engaging experiences that may attract additional local women who would benefit from community connection.

This funding will not create a new project, but will strengthen and elevate an existing one — ensuring it has greater impact, deeper engagement, and lasting benefit for women in our area.

We believe that small investments in community wellbeing can create meaningful change. This £500 will directly fund guest practitioners and session materials, maximising its impact for local women who deserve opportunities to feel supported, empowered and valued.

How will the grant benefit Malvern Town residents/the Malvern Town community?

### **Benefit to the Residents of Malvern Town**

This project will bring clear and meaningful benefits to the residents of Malvern by providing a safe, welcoming and inclusive space specifically designed to support women's wellbeing.

The group offers women a regular place to go where they feel secure, valued and heard. Social isolation remains a significant issue for many residents, particularly mothers, carers and those experiencing financial pressures. By creating a consistent, supportive environment, we are helping to strengthen community ties and build lasting local connections.

Importantly, the group is open to any woman living in Malvern who wishes to attend. Sessions will remain completely free of charge, ensuring there are no financial barriers to participation. This is particularly important for those living in areas of higher deprivation, where access to wellbeing activities, therapeutic sessions or creative workshops would otherwise be out of reach.

By introducing experiences such as relaxation sessions, creative workshops, seated yoga and art-based activities, we will encourage participants to try new things that support mental health, self-care and confidence building. Many women, particularly hardworking mums and carers, rarely prioritise time for themselves. This initiative gives them a few dedicated hours to focus on their own wellbeing, helping to reduce stress, prevent burnout and improve overall mental health.

As the group grows, it is already beginning to foster a stronger sense of belonging and mutual support within the town. Women are building friendships, sharing experiences and supporting one

another beyond the sessions themselves. This strengthens the wider Malvern community, as improved wellbeing at an individual level positively impacts families and neighbourhoods. By investing in this project, the Town Council will be supporting a grassroots initiative that directly improves quality of life, strengthens community cohesion and ensures that women across Malvern feel connected, supported and valued.

How many residents of Malvern Town will benefit?

We are currently seeing up to 10 women meeting each week , with new people joining regularly . We would like to see in excess of 25 people joining the monthly events, we expect numbers to grow overtime as the community begin to hear about and trust in the new Wellbeing hub .

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

This funding will allow the Malvern Hills Wellbeing Hub to expand its Women's Group in direct response to the voices and experiences of the women who have already attended.

The group is led by Gemma Russell, a trained counsellor, alongside Ali Knowles, the local Community Builder. Together they combine professional therapeutic knowledge with strong local networks and community insight. Since launching the group, they have listened carefully to participants through open discussions and informal feedback. Women consistently say they value having a safe, welcoming and non-judgemental space where they can connect, share experiences and feel supported.

Participants have also expressed a desire for a wider range of wellbeing experiences — including sound baths, seated yoga, creative workshops, art-based activities and gentle pamper sessions. Many would not feel financially able or confident enough to access these activities independently. This grant will allow us to respond directly to that feedback by bringing skilled practitioners into the Hub on a monthly basis.

Gemma and Ali will develop an annual activity plan shaped by the women themselves. They will consult with the current group and carry out a wider local survey to ensure the programme reflects broader community need. This approach ensures the Women's Group remains inclusive, responsive and community-led rather than provider-led.

This development builds on the positive momentum of the Breathe wellbeing event delivered by the Citizens Advice Wellbeing Team. That event demonstrated clear demand for accessible, preventative mental health support delivered in an informal, supportive setting. Expanding the Women's Group creates an ongoing pathway from one-off wellbeing events into sustained, local support. It provides continuity and a trusted space where women can continue their wellbeing journey.

Importantly, Gemma and Ali will work not only as facilitators but as connectors. The Women's Group will not operate in isolation. They will actively support women to access other community groups, physical health initiatives, employment support services and counselling where appropriate. With Gemma's counselling expertise and Ali's established community links, they can identify when additional support would be beneficial and guide women towards appropriate services.

The group therefore becomes more than a programme of activities. It becomes a gateway to improved mental and physical health, reduced isolation and increased confidence. Women will feel more able to engage with their community, consider volunteering or employment opportunities, and access wider support when needed.

This funding will enable the Malvern Hills Wellbeing Hub to deepen its impact, strengthen partnership working and deliver a women-led programme that supports wellbeing in a holistic and sustainable way — benefiting individuals, families and the wider community.

Have you received any grant funding from the Council in previous years? If so, please give details:

We received funding of £1000 to support counselling in the local community in the last round of funding. This is allowing us to apply concessions for residents unable to find the £10 a session we initially ask to cover costs. We are currently seeing 14 people a week from the Malvern Town area.

What is the planned delivery date for the project/activity?

The planned delivery is April 2026 -April 2027

What arrangements are in place for the delivery and management of this project? **Delivery Arrangements**

Gemma Russell, Director of the Malvern Hills Wellbeing Hub, and Alison Knowles, local Community Builder, will jointly oversee the planning and delivery of the expanded Women's Group programme.

Together, they will establish an annual delivery plan that outlines a programme of monthly themed sessions and guest-led experiences. This will include securing qualified practitioners and speakers to deliver activities such as creative workshops, relaxation sessions and other wellbeing-focused experiences. The annual plan will be shaped by feedback gathered from current participants and through wider community consultation to ensure the programme remains responsive to local need. Community feedback will continue to be actively sought throughout the year through informal discussion, short surveys and ongoing dialogue with attendees. This ensures the group evolves in line with what women say they value and want to experience.

Monthly sessions will be open to all women living within the Malvern Town area, aligning with the geographical criteria used for our counselling provision. Sessions will be publicised through local networks, community noticeboards, social media and partner organisations to ensure wide awareness and accessibility.

If sessions become oversubscribed, we will introduce a simple registration-of-interest process.

This will allow us to manage attendance fairly, ensure the space remains safe and supportive, and prioritise those who live within the Malvern Town boundary. Our aim is to maintain a manageable group size that protects the quality of the experience and ensures meaningful community benefit.

Women living outside the Malvern Town area will be welcome to contact us to discuss attendance.

Decisions will be made on a case-by-case basis, with priority given to Malvern residents to ensure the funding directly benefits the local community it is intended to serve.

Gemma and Alison will also continue to act as facilitators during sessions, ensuring a supportive environment and signposting participants to additional services where appropriate. This structured but flexible delivery model ensures the programme is well-managed, community-led and focused on maximising positive outcomes for women in Malvern Town.

#### 4. Financial information

Total cost of your project:	£4240
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What funding has been secured to date and from where?

##### Financial Summary

**We have secured a total of £500 in small community grants to enhance the Women’s Group through the delivery of 12 monthly specialist wellbeing sessions.**

**This funding will be used exclusively for guest facilitator fees and session materials, ensuring that every pound directly benefits participants.**

**Core delivery costs — including venue hire, facilitation, refreshments and basic craft materials — are already supported through existing funding and in-kind contributions. This means the £500 will be fully dedicated to enhancing the quality and variety of wellbeing experiences offered, including activities such as yoga, art therapy, sound baths and pamper sessions.**

**This blended funding model demonstrates strong community support and ensures excellent value for money, with a total annual project value of £4,240 when in-kind contributions are included.**

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#### Budget Overview – Women’s Group Enhanced Programme

##### Income

**Community Builders Fund: £100**

**Co-op Community Chest: £300**

**National Lottery Funding: £100**

**Total Income: £500**

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##### Expenditure (12 Enhanced Monthly Sessions)

**Guest Facilitators (yoga £60, art therapy £80, sound bath £100, pamper sessions to be confirmed ): £420**

**Session Materials and Activity Costs: £80**

**Total Expenditure: £500**

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**In-Kind Contributions and secured funding (Core Costs – Not Requested from Grant)**

**Room Hire (£30 x 52 weeks): £1,560**  
**Facilitator Support (£35 x 52 weeks): £1,820**  
**Refreshments (£5 x 52 weeks): £260**  
**Craft Supplies: £100**

**Total In-Kind Support and finding secured : £3,740**

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**Total Annual Project Value (including in-kind support): £4,240**

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If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

**Confirmed Funding and Sustainability**

All £500 required to deliver the initial programme of monthly guest-led sessions has now been secured through the Community Builders Fund (£100), Co-op Community Chest (£300) and National Lottery funding (£100).

This confirmed funding enables us to commit to delivering monthly enhanced sessions that are open to all women living in the Malvern Town area. The budget allows for approximately £85 per session, flexed across the year depending on facilitator and material costs, ensuring both quality and value for money.

While this funding secures the core programme of monthly guest experiences, we will continue to seek additional fundraising opportunities throughout the year. Should further funding be secured, this would allow us to:

- Increase the number of guest-led sessions
- Host a special seasonal session, such as a Christmas wellbeing event
- Purchase additional craft equipment and reusable materials to broaden creative opportunities
- Expand the range of experiences available to participants

However, it is important to note that this initial £500 provides a solid foundation. It guarantees a consistent, accessible programme of monthly sessions, ensuring all women can benefit regardless of income or circumstances.

By securing these funds in advance, we can plan confidently, book practitioners early, and deliver a well-structured annual programme that is stable, inclusive and community-led.

	<b>Now</b>	<b>Previous year</b>
Annual income	£ 30 000	£ NA
Annual expenditure	£ 20 000	£NA
Surplus/loss for the year	£ 10 000	£NA

Savings/reserves	£ NA	£NA
<b>5. Bank details</b>		
Does your organisation have its own bank account and manage its own funds?	YES	
Sort code:	089299	
Account number:	67419786	
Account name:	Malvern Hills Wellbeing Hub	
<b>6. Supporting information to be included</b>		<b>Attached</b>
Latest available statement of accounts		<input type="checkbox"/>
A copy of your organisation's aims and objectives		x
<b>7. Declaration</b>		
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>		
Name:	<b>S J ROUSE</b>	
Signature:		
Date:	<b>16/02/2026</b>	

Please submit your application by emailing it along with required supporting documents to Deborah Powell: [dpowell@malvern-tc.org.uk](mailto:dpowell@malvern-tc.org.uk)

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

**MALVERN TOWN COUNCIL  
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	Friends of Malvern Library
Amount Requested:	£240
Purpose of Grant	60 small lavender plants for the library garden to replace existing plants.
Time of Grant Application:	February 2026

Assessment of small grant applications is made against the following five criteria, where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 4, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
<b>SUB TOTAL</b>				<b>16</b>	<b>10</b>
<b>OVERALL SCORE (OUT OF 30)</b> A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>26</b>	

**MALVERN TOWN COUNCIL  
SMALL GRANT APPLICATION FORM**

**SMALL GRANTS are for amounts up to and including £500.**

**Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.**

All sections must be completed. Please continue on an extra sheet as necessary.

<b>1. About your organisation</b>	
Name of organisation:	Friends of Malvern Library Garden
Address:	Malvern Library, Graham Road, GREAT MALVERN WR14 2HU
Nature of organisation:	Volunteer Gardening Group
VAT registration number (if applicable):	
Date organisation established:	May 2014
<b>2. Contact details</b>	
Contact name:	Margaret Williams
Position within organisation:	Leader
Correspondence address:	
Daytime telephone:	
Email address:	
<b>3. About your application</b>	
Amount requested:	£240

Briefly outline the reason for your application and how the amount requested will be spent:

Purchase of 60 small lavender plants for the long border in the Library Garden in order to replace existing lavenders which are 19 years old and dying.

How will the grant benefit Malvern Town residents/the Malvern Town community?

The replacement of the existing lavenders with new plants will enhance the appearance of the gardens, which are well-frequented by library users as well as passers by. As the gardens also serve as a memorial garden for Great Malvern, it is essential to maintain them in good order.

How many residents of Malvern Town will benefit?

The Library is very well-used on a daily basis as it performs a variety of functions serving the whole of the population. The garden is used for ceremonial occasions and for many other activities so it is likely that most residents will visit the site during the year.

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

As a small organisation we have never sought large-scale funding but instead seek to maintain and develop the garden as simply as possible by raising our own plants and dividing existing plants, only applying for funding when this was not possible. We have been lucky to obtain a few small grants over the last 12 years for particular projects.

As the garden is now ageing there is some need for replacements on a larger scale and this is the case with the lavender. Removal of the old, woody lavender and replacement with new plants would create a much neater impression and would hopefully increase the bloom potential in time, as well as extend the longevity of the garden.

We are confident that this improvement to the garden will be noticed and appreciated by both townsfolk and visitors. The Malvern Library and its garden are clearly held to be of central importance in the community.

Have you received any grant funding from the Council in previous years? If so, please give details:

No.

What is the planned delivery date for the project/activity?

March/April 2026

What arrangements are in place for the delivery and management of this project?

Plants will be ordered as soon as funding is acquired. They will be planted and cared for.

#### 4. Financial information

Total cost of your project:

£240


What funding has been secured to date and from where?

None has been secured.

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

If the Town Council were to offer the requested funding we would have no further need of funds for this project.

	Now	Previous year
Annual income	£0	£170
Annual expenditure	£0	£92
Surplus/loss for the year	£0	£78

Savings/reserves	£78.62	£78.62
<b>5. Bank details</b>		
Does your organisation have its own bank account and manage its own funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	82-12-08	
Account number:	60155941	
Account name:	FRIENDS OF MALVERN LIBRARY GARDEN	
<b>6. Supporting information to be included</b>		<b>Attached</b>
Latest available statement of accounts		✓
A copy of your organisation's aims and objectives		✓
<b>7. Declaration</b>		
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>		
Name:	MARGARET WILLIAMS	
Signature		
Date:	16 <sup>th</sup> February 2026	

Please submit your application by emailing it along with required supporting documents to Deborah Powell: [dpowell@malvern-tc.org.uk](mailto:dpowell@malvern-tc.org.uk)

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
MALVERN TOWN COUNCIL**

**to be held on Wednesday 25 March 2026 at 6pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**LARGE GRANTS SCHEME – 2<sup>ND</sup> ROUND 2025/26**

**1. Purpose of report**

1.1. For decision.

**2. Recommendation**

2.1. Committee is recommended to consider and approve as appropriate, applications for the Town Council's large grants scheme.

**3. Background**

3.1. The Town Council has received eight qualifying requests for funding that can be assessed under the large grants scheme:

1) ARCOS	£2,470
2) Everybody Dancing	£2,000
3) Malvern Green Space	£1,175
4) Malvern Music and Arts CIC	£2,500
5) Severn Arts	£2,500
6) Time to Play	£2,500
7) Theatre of Small Convenience	£2,500
8) Worcestershire Mums Network CIC	£2,500

3.2. Policy and Resources Committee last completed a detailed review of the grants scheme three years ago with recommendations adopted by Full Council in August 2023. A copy of the grants scheme guidelines can be found on the Town Council's website. [www.malverntowncouncil.org/grants-scheme](http://www.malverntowncouncil.org/grants-scheme) A further review is currently being undertaken but Council are still operating under the 2023 scheme.

3.3. Officers have completed a marking scheme form to assess each application and to give an indication of how closely they feel an application adheres to the scheme criteria by way of a score against eight criteria. Each large grant application is scored out of a maximum of 45 points. This is only guidance, and it is the role of the Policy and Resources Committee to review each grant application and determine which applications to agree and the size of each award.

3.4. A copy of each application form is included at Appendix A to this report. Supporting information, such as bank statements, constitutions and annual accounts, has been supplied and checked by Officers and is available on request from the office. Members are invited to familiarise themselves with the full details of these applications, and if any Councillor has any specific questions on an application, they should contact the office in advance of the meeting.

- 3.5. Members are reminded that large grants are for amounts over £500 and should provide a **significant** and wide-reaching benefit to the residents of Malvern Town. Part grants or conditions of award can be considered if the committee feels these are appropriate.

ARCOS - £2,470

- 3.6. The Association of Rehabilitation of Communication and Oral Skills, ARCOS, are requesting funding of £2,470 to provide age-appropriate resources to help service users develop coding and digital art skills. The total cost of this project is £42,470 with the Town Council's funding being used to purchase equipment such as tablets and a Lego spike. Other funding has been secured from Children in Need and Sutton Croft to pay for staffing, building costs etc and it is estimated that 80 neurodivergent young people from Malvern will benefit from this funding. All supporting evidence has been provided, and a comprehensive and clear application has been scored 42 out of 45 marks.

Everybody Dancing - £2,000

- 3.7. Scoring 33 points, this grant application is from Everybody Dancing to provide 'Breathe' an inclusive yearlong project to help remove barriers that prevent local women experiencing anxiety, low self-esteem or mental health issues from engaging in physical activity. The grant being requested is for £2,000 and will fund project lead / facilitator fees for 40, 90 minute sessions. These costs can be seen as running costs so have received a low mark under this criterion, but this is a 1 year project, so could be viewed as a one-off cost. It is estimated that approximately 270 women from Malvern Town will benefit from this initiative. The total project cost is £3,850, and although other funding amounts have not been clearly defined there is a plan in place to secure them.

Malvern Green Space - £1,175

- 3.8. After evaluation by Officers, this application has scored 32 points from a possible 45. Funding is sought to run a monthly craft club at the Sharing Hub on Saturdays. The money will be spent on advertisement flyers, a sewing machine, craft items, refreshments and cleaning supplies. The last Sharing Hub in February 2026 attracted 39 residents from Malvern and there is no charge for attendance, but a donation is requested. The purpose of the grant is clearly outlined, the group has submitted its constitution, and all financial information has been supplied, but lower marks have been awarded as this could be seen as an ongoing cost and no business plan has been received.

Malvern Music and Arts CIC (MMACIC) - £2,500

- 3.9. £2,500 has been requested to purchase PA equipment for free music events in Malvern. The total cost of this project is £7,500 but the group has a plan for the remaining funding and has stated that this equipment could be made available for Town Council events. It is estimated that 5,000 people could benefit from this project, however it is difficult to know exactly how many of this number would be Malvern residents. Officers have given this application a score of 35. This organisation is a new CIC organisation replacing Malvern Rocks and therefore marks have been deducted as there are no available accounts or income and expenditure figures only the business plan from Malvern Rocks for the period 2023 – 2025.

Severn Arts - £2,500

- 3.10. A grant of £2,500 is requested to fund a new Community Arts Festival Event for Summer 2026, including three community arts workshop projects and a showcase of the resulting performances and artworks within a final event. This grant application has been awarded 33 out of 45 marks and the Town Council's funding would represent half of the amount needed, with £2,500 already awarded from MHDC. It is anticipated that 60 residents of Malvern would take part in this project, with a large number able to attend the summer event. All supporting documentation has been received. but marks have been deducted as it is not clear exactly how the funding will be spent and whether they may be ongoing or running costs.

Time to Play - £2,500

- 3.11. Scoring 40 out of a possible 42, this application has scored in the highest or next to highest categories in all criteria. Funding of £2,500 is requested for a pilot project called 'Time to Play – Summer Holidays' which will provide play kits for all children at St Matthias Primary School. It is anticipated that more than 160 families from the primary school will benefit and be supported by this project and Town Council funding would cover the entire cost of this initiative. This is a comprehensive application with all supporting documentation having been received.

The Theatre of Small Convenience (TOSC) - £2,500

- 3.12. TOSC are seeking £2,500 of funding to support their participation in Great Malvern's Festival of Stories for Children 2026. The money would be spent on a festival lead, a puppet show, a fun inflatable installation, publicity and volunteer expenses. It is not clear how many Malvern residents will benefit as this part of the form has not been completed. Scoring 28 points from 45, all supporting documentation has been provided, but marks have been deducted for missing information and a lack of detailed information outlining the proposal and how it benefits Malvern.

Worcestershire Mums Network CIC - £2,500

- 3.13. This application scoring 32 out of a possible 45 marks is to support face to face groups for mothers and new babies with funding being allocated to the building of a new website, refreshments, public liability insurance and a mini library. There would be two groups per week, potentially benefiting 48 residents per week. The total cost of the project will be £38,000 over two years, with funding also having been secured from The National Lottery, but a further £15,740 still required. This is a new CIC so there are no accounts, but a business plan, constitution and bank statement has been submitted.

**4. Financial Implications**

- 4.1. The Council has set aside a total of £18,000 in its 2025/26 budget, for the payment of large grants.
- 4.2. Eight large grant applications have been received in March with a requested amount of £18,145.
- 4.3. Grants of £8,919.28 were awarded in the first round of this year's grant's scheme, leaving £9,080.72 of budget funding available.
- 4.4. Members are asked to critically assess all eight applications against grant scheme rules and to make recommendations as to whether each application should be a full award, part award or declined. Policy and Resources Committee can award large grants of up to £18,000 this year and therefore not all applicants can be awarded their full grant by committee. Any expenditure above the £9,080 of remaining funds

must be made as a recommendation to Full Council as it would need to be taken from general reserves.

**5. Legal Implications**

- 5.1. The Town Council has the power to award grants under sections 137, 142, 144 and 145 of the Local Government Act 1972 and section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 5.2. The Town Council can also award grants using the Power of General Competence.

End

Linda Blake  
Town Clerk

# APPENDIX A

**MALVERN TOWN COUNCIL  
LARGE GRANTS MARKING CRITERIA**

ARCOS	ARCOS
Amount Requested:	£2,470
Time of Grant Application:	March 2026

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
<b>SUB TOTAL</b>				<b>12</b>	<b>30</b>
<b>OVERALL SCORE (OUT OF 45)</b> A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>42</b>	

**MALVERN TOWN COUNCIL  
LARGE GRANT APPLICATION FORM**

**LARGE GRANTS** are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

<b>1. About your organisation</b>	
Name of organisation:	The Association of Rehabilitation of communication and Oral Skills (ARCOS)
Address:	ARCOS, Hatherton Lodge, Avenue Road, Malvern, WR14 3AG.
Nature of organisation:	Charity- 86900 - Other human health activities
Charity registration number (if applicable):	1007416
VAT registration number (if applicable):	131058844
Date organisation established:	31 December 1991
<b>2. Contact details</b>	
Contact name:	Amy Goff
Position within organisation:	EOTAS Programme Lead
Correspondence address:	ARCOS, Hatherton Lodge, Avenue Road, Malvern, WR14 3AG.
Daytime telephone:	<b><u>01684 576795</u></b>
Email address:	amy@arcos.org.uk

### 3. About your application

Amount requested (if above £2,500 please state specific reason for this):

£2470.00

Tablets x 2	£539.00 x 2
Lego Spike	£433.19
Bee-Bot Programmable Floor Robot 4pk	£314.35
TTS Bee-Bot® Starter Set	£ 197.99
Osmo - Coding Starter Kit for iPad - 3 Hands-on Learning Games - Ages 5-10+ - Learn to Code, Coding Basics & Coding Puzzles - iPad Base Included.	£116.61
Freenove Ultimate Starter Kit for BBC micro:bit (V2 Included), 316-Page Detailed Tutorial, 225 Items, 44 Projects, Blocks and Python Code	£64.95
IPad Pen	£69.00 x2
IPAD Cases	£42.00 x 2
Coding Apps	£42.00

Briefly outline the reason for your application and how the amount requested will be spent:

Our service users have expressed a strong interest in developing coding and digital art skills. Historically, we have been cautious about incorporating technology into our provision, sharing concerns that many young people already spend a significant amount of time in front of screens. However, our young people have made clear that they want to learn and engage with technology, and we feel it is important to meet them where their interests lie — supporting them to do so in a safe, structured, and nurturing environment.

One of our service users, Lola (13), who is autistic, captures this beautifully: "I want to learn to code because you follow the rules and get an exact answer — no guessing what people meant or how they feel. I can build whole worlds by myself, at my own pace, and nobody interrupts me. I can make the computer do exactly what I want it to do, which is honestly more than I can say for most things."

As our provision supports neurodivergent young people in developing their social and communication skills, we aim to weave these goals together through collaborative coding and digital art workshops. Participants will work in small groups to programme and construct mobile robots, as well as explore creative digital tools, fostering both technical confidence and interpersonal growth.

The funding will enable us to provide age-appropriate resources: younger participants will use Bee-Bots and activity mats to explore fundamental coding concepts, whilst older service users will progress to LEGO Spike block coding on tablets, programming robots they have built themselves. Alongside this, digital art activities will give young people an additional creative outlet through which to express themselves and communicate. This tiered approach ensures accessibility across all ability levels whilst maintaining engagement and challenge throughout the programme.

How will the grant benefit Malvern Town residents/the Malvern Town community?

This grant will directly benefit neurodivergent young people aged 4-24 who reside in and around Malvern and attend our holiday clubs and social groups. The coding workshops will provide participants of all genders with valuable digital skills increasingly essential for education and employment, whilst simultaneously developing their confidence, teamwork abilities, and social communication in a supportive, structured environment.

Furthermore, the programme will offer vital respite for parents and carers within the Malvern community, providing them with regular opportunities for rest and personal time, knowing their children are engaged in meaningful, educational activities. This dual benefit strengthens family wellbeing across the town, supporting both young people in their development and parents in maintaining their own mental health and resilience whilst caring for neurodivergent children.

How many residents of Malvern Town will benefit?

The programme will directly benefit approximately 80 neurodivergent young people who are residents of Malvern Town. Additionally, the initiative will provide indirect benefits to their parents, carers, and siblings, meaning the total number of Malvern residents positively impacted could exceed 200 individuals when accounting for the wider family support network and respite provision offered through the workshops.

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

Our organisation provides essential support to neurodivergent young people aged 4-24 across Malvern Town, helping them develop vital social and communication skills through our holiday clubs and social groups. This grant represents a significant opportunity to enhance our provision by introducing structured coding workshops that combine technical skill development with our core mission of fostering interpersonal abilities.

Our service users have consistently expressed enthusiasm for learning coding, recognising its growing importance in education and the workplace. However, traditional coding education often fails to meet the needs of neurodivergent learners, who may struggle in mainstream settings. By delivering these workshops within our established, supportive environment, we can ensure accessibility whilst maintaining high-quality educational outcomes.

The proposed programme adopts a tiered approach to accommodate varying ages and abilities. Younger participants will begin with Bee-Bots and activity mats, introducing fundamental coding concepts through tactile, visual learning that suits neurodivergent learning styles. Older service users will progress to LEGO Spike block coding on tablets, programming robots they construct themselves. Amy, our trained LEGO therapist, will incorporate LEGO therapy principles throughout the sessions, utilising evidence-based techniques specifically designed to help neurodivergent individuals develop communication and problem-solving skills in structured, supportive ways.

Workshops will be delivered in small groups, requiring collaboration to achieve shared goals. This structure naturally embeds social skill development—turn-taking, communication, problem-solving, and teamwork—within an engaging, purposeful activity. The integration of LEGO therapy methodology ensures these skills are taught systematically and effectively. Neurodivergent young people often find abstract social skills teaching difficult to generalise; however, when these skills are practised within meaningful contexts like building and programming robots, learning becomes more concrete and transferable.

The grant will directly benefit approximately 80 Malvern Town residents, with participants of all genders welcomed. Beyond the young people themselves, the programme provides vital respite for parents and carers, offering regular opportunities for rest and personal time. Caring for neurodivergent children can be demanding, and reliable, high-quality respite provision supports family wellbeing and prevents carer burnout. When wider family members including siblings are considered, the total number of Malvern residents benefiting could exceed 200 individuals.

For our organisation, this grant enables us to diversify our offering and respond directly to service user requests, demonstrating our commitment to participant-led provision. The equipment purchased will become permanent resources, allowing us to deliver coding workshops repeatedly across future terms and years, ensuring sustained impact well beyond the initial grant period.

Moreover, equipping neurodivergent young people with coding skills addresses a critical gap. Digital literacy and computational thinking are increasingly essential for educational attainment and employment prospects. By providing accessible pathways into these areas, we support participants' futures whilst challenging stereotypes about neurodivergent capabilities.

Have you received any grant funding from the Council in previous years? If so, please give details:

Yes we have received grants through Claire Vaughn from the Children and Young People at Malvern District Council. £150 when we run holiday clubs, these have been spent on items such as a basketball hoop and ingredients to cook with.

We have received grants from Cynthia Palmer and Bevely Knight for a Christmas event we held for our service users and their families. Dec 2025. £600.

What is the planned delivery date for the project/activity?

Start date April 2026 to April 2027

What arrangements are in place for the delivery and management of this project?

The project will be delivered through our established holiday club and social group structure, ensuring familiarity and comfort for participants. Amy, our trained LEGO therapist, will lead the coding workshops, bringing specialist expertise in neurodivergent learning and therapeutic LEGO methodology to ensure sessions are both educational and supportive.

Workshops will be scheduled across our regular term-time and holiday provision, with small group formats maintained to optimise both learning outcomes and social skill development. Our existing safeguarding policies, risk assessments, and staff-to-participant ratios will apply throughout, ensuring safe, high-quality delivery.

Equipment will be stored securely at our premises and maintained by designated staff members. Amy will be responsible for session planning, incorporating age-appropriate coding challenges and LEGO therapy techniques tailored to each group's needs and abilities. Progress will be monitored through observation and participant feedback, allowing us to adapt approaches and ensure all young people benefit meaningfully from the programme.

Our management team will oversee budget allocation, equipment procurement, and programme evaluation, ensuring the grant is utilised effectively and outcomes are measured against our stated objectives of developing both technical and social skills amongst Malvern's neurodivergent young people.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

This is an enhancement to an already running projects.

#### 4. Financial information

Total cost of your project:	£42470.00 for 1 year
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What funding has been secured to date and from where?

Funding from Children in Need will be used to pay for staff, training and buildings costs for our social groups. Sutton Croft (Short Breaks) funding pays for Holiday club staff, building and training costs.

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

No more funding will be needed.

	Now	Previous year
Annual income	£314,591	£329,271
Annual expenditure	£307,516	£350,184
Surplus/loss for the year	£7,075	£(20,913)
Savings/reserves	£43,108	£36,033

#### 5. Bank details

Does your organisation have its own bank account and manage its own funds?		<input checked="" type="radio"/> Yes	
Sort code:	20-98-61		
Account number:	03297020		
Account name:	The Association of Rehabilitation of Communication and Oral Skills (ARCOS)		

<b>6. Supporting information to be included</b>	<b>Attached</b>
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	✓
A list of those involved in running the organisation, including trustees if appropriate.	✓
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	✓
A recent bank statement in the name of the organisation.	✓
A business plan or other similar document showing future plans for the organisation.	✓

## 7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	<b>Amy Goff</b>
Signature:	
Date:	<b>19-2-26</b>

Please submit your application by emailing it along with required supporting documents to Deborah Powell: [dpowell@malvern-tc.org.uk](mailto:dpowell@malvern-tc.org.uk)

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at [www.malverntowncouncil.org/policies](http://www.malverntowncouncil.org/policies)

**MALVERN TOWN COUNCIL  
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Everybody Dancing
Amount Requested:	£2,000
Time of Grant Application:	March 2026

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

<b>CRITERIA</b>	<b>LOW</b>		<b>MED</b>		<b>HIGH</b>
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
<b>SUB TOTAL</b>		2	6	20	5
<b>OVERALL SCORE (OUT OF 45)</b> A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>33</b>	

**MALVERN TOWN COUNCIL  
LARGE GRANT APPLICATION FORM**

**LARGE GRANTS** are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

<b>1. About your organisation</b>	
Name of organisation:	Everybody Dance
Address:	43 Beauchamp Road, Malvern, WR14 1RZ
Nature of organisation:	EVERYBODY DANCE (ED) aims to inspire, explore and create great dance experiences with disabled and non-disabled people of all ages in unexpected spaces
Charity registration number (if applicable):	1147421
VAT registration number (if applicable):	07934348
Date organisation established:	February 2012
<b>2. Contact details</b>	
Contact name:	Rachel Freeman
Position within organisation:	Programme Development Manager
Correspondence address:	43 Beauchamp Road
Daytime telephone:	07870429528
Email address:	rfeverybodydance@gmail.com

### 3. About your application

Amount requested (if above £2,500 please state specific reason for this):

£2000

Briefly outline the reason for your application and how the amount requested will be spent:

**Breathe** provides local women facing mental health challenges, anxiety, or low self-esteem with the opportunity to step away from their home environment and reconnect with nature. The programme offers a safe, inclusive space where participants can find respite from daily worries through gentle physical activity, relaxation, and social connection in Malvern's natural landscapes.

Our approach is grounded in evidence that time in green spaces lowers stress, improves memory and creativity, and can reduce symptoms associated with autism, ADHD, anxiety, and depression. By combining movement, mindfulness, and community, **Breathe** helps participants build confidence, resilience, and a sense of belonging.

The project specifically engages women from areas of higher deprivation in Malvern, many of whom are hesitant to access traditional sports or arts settings. Run by skilled local practitioners who understand the community's needs, **Breathe** offers accessible, non-competitive activities in supportive outdoor environments.

**Breathe** comprises: 6 Steering group meetings, 40 outdoor activity sessions (walking, dancing, swimming, running, writing, drawing etc - informed by participants) Continuous evaluation.

The funding requested will cover specialist leaders' fees, venue and water access hire, marketing and community outreach, and essential project overheads. This investment will enable us to deliver the programme safely, inclusively, and sustainably across the year, ensuring more women can benefit from the physical and mental health advantages of connecting with nature.

How will the grant benefit Malvern Town residents/the Malvern Town community?

**Breathe** is rooted in the needs of Malvern residents who face barriers to taking part in mainstream activity. It offers women a gentle, welcoming route back into community life — particularly those affected by trauma, domestic abuse, bereavement, or other major life changes that have impacted confidence and mental wellbeing.

By bringing people together in the town's green and natural spaces, the project encourages social connection, exercise, and personal growth. Participants gain confidence, improve physical and emotional health, and develop supportive friendships that reduce isolation.

As women rebuild wellbeing and self-belief, many take next steps towards volunteering, further training, and involvement in community initiatives — strengthening Malvern's social fabric. **Breathe** also enhances the town's inclusive cultural offer by providing accessible, non-competitive activities led by local practitioners, fostering pride and cohesion within the community.

How many residents of Malvern Town will benefit?

40 activity session with a minimum of 6 participants at each session = 240

6 steering group meetings with 5 participants = 30

270 +

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

**Breathe** is an inclusive, yearlong outdoor wellbeing programme based in and around Malvern, designed for women aged 16 and over who experience anxiety, low self-esteem, or mental health challenges that make joining group activity difficult. Delivered by specialist practitioners from Everybody Dance, the project uses natural environments as its studio, offering open- and cold-water swimming, walking, dance fitness and aerial yoga — all structured through the seasons to encourage steady participation, resilience, and joy in movement.

The grant will enable us to remove barriers that prevent local women from engaging in physical activity, including cost, confidence, and accessibility. With guidance from the Joy Project, Malvern Community Art Therapy, and Social Prescribers — **Breathe** responds directly to expressed community need. It offers a calm alternative to competitive sport and gym culture, inviting participants to rebuild trust in their bodies, form friendships, and reconnect with the natural landscape at the heart of Malvern life.

The benefits are wide-ranging. Outdoor activity is proven to reduce blood pressure, lower cortisol levels, and boost immunity. Participants will learn relaxation and breathing techniques that support their own mental health “toolkits” beyond the project. Through gentle, progressive sessions, women will increase fitness, confidence, and self-belief, gaining the readiness to join mainstream opportunities. The project also nurtures social connection — something participants tell us is often difficult but more achievable through shared, purposeful activity.

**Breathe** celebrates diversity and difference as a strength. Our experienced team includes facilitators with expertise in mental health, neurodivergence, and autism, ensuring an environment where everyone feels safe and succeeds. We use non-verbal creative communication such as drawing, video, and group reflection to make activities accessible and expressive for all. For Malvern residents, the project will contribute to a healthier, more connected community. It encourages local engagement with outdoor spaces and waters responsibly, fostering appreciation for the area’s natural heritage while improving wellbeing. Participants gain agency and voice in shaping the programme, promoting confidence that extends into everyday life, volunteering, and employment.

For Everybody Dance, the grant will strengthen our capacity to deliver inclusive, cross-sector creative health work. It builds on our track record of supporting under-represented groups and enhances Worcestershire’s cultural ecology with distinctive non-competitive physical activity. The legacy will include closer links with local leisure providers, stronger referral networks through community partners, and a model that can be adapted elsewhere in the county.

Ultimately, **Breathe** invests in the mental and physical wellbeing of Malvern’s women, using nature, movement, and artistry to remind each participant that they belong, that they can thrive, and that joy and connection are part of everyday health.

Have you received any grant funding from the Council in previous years? If so, please give details:

£500 received in October 2023 for our ‘Tea Dances’ project

What is the planned delivery date for the project/activity?

May 2026 – May 2027

What arrangements are in place for the delivery and management of this project?

Professional Artist Rachel Freeman will manage and deliver this project. Rachel has over forty years' experience of managing the planning, finance, delivery and evaluation of projects in the community:

EDDY – outdoor swimming, walking and talking for autistic adults 2024 – ongoing – Funded by Sports England & Access Sports.

Sons and Mums – performance project for autistic men and their mums 2023 & 2024 funded by National Lottery Community Fund, Elmley Foundation, The Bailey Thomas Fund.

Our Dance – creative workshops for older women with health issues 2024 & 2025. Funded by Elmley Foundation, Eveson Trust & Worcester County Council Stay Connected Fund.

The project will be overseen by a participant steering group meeting bimonthly and ED Board of Trustees.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

**Breathe** is a new initiative that is informed by ED research, learning gained from past projects, conversations and consultations indicates that target groups are not accessing mainstream provision; barriers are identified as physical access, transport, skills of providers, inadequate information, and participants' lack of self-confidence.

#### 4. Financial information

Total cost of your project:	£3,850
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What funding has been secured to date and from where?

£650 - £1,050 ED investment secured.

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

Participants will be asked for a voluntary donation, it is envisaged that this will be in the range of £800 & £1,200.

	Now	Previous year
Annual income	£17,240	£20,103
Annual expenditure	£18,388	£23,223
Surplus/loss for the year	(£1,148)	(£3,130)
Savings/reserves	£18,445	£19,593
<b>Bank details</b>		
Does your organisation have its own bank account and manage its own funds?	<input checked="" type="radio"/> Yes	
Sort code:	40 52 40	
Account number:	00021776	
Account name:	Everybody Dancing	
<b>5. Supporting information to be included</b>		<b>Attached</b>
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.		✓
A list of those involved in running the organisation, including trustees if appropriate.		✓
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.		✓
A recent bank statement in the name of the organisation.		✓
A business plan or other similar document showing future plans for the organisation.		✓

**6. Declaration**

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	<b>Rachel Freeman</b>
Signature:	
Date:	<b>1<sup>st</sup> March 2026</b>

Please submit your application by emailing it along with required supporting documents to Deborah Powell: [dpowell@malvern-tc.org.uk](mailto:dpowell@malvern-tc.org.uk)

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**MALVERN TOWN COUNCIL  
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Malvern Green Space
Amount Requested:	£1,175
Time of Grant Application:	March 2026

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

<b>CRITERIA</b>	<b>LOW</b>		<b>MED</b>		<b>HIGH</b>
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
<b>SUB TOTAL</b>			<b>15</b>	<b>12</b>	<b>5</b>
<b>OVERALL SCORE (OUT OF 45)</b> A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>32</b>	

**MALVERN TOWN COUNCIL  
LARGE GRANT APPLICATION FORM**

**LARGE GRANTS** are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

<b>1. About your organisation</b>	
Name of organisation:	Malvern Green Space
Address:	45 Wedderburn Road MALVERN Worcestershire WR14 2DF
Nature of organisation:	Malvern Green Space is a community-based organisation that focuses on preserving and enhancing environmental and sustainable activities within the Malvern area. We are collaborative, involving local residents, volunteers, and community groups. Our main regular activities centre around a 'waste' food community cafe, seed swap and an annual 'sustainable fashion' show.
Charity registration number (if applicable):	1199046
VAT registration number (if applicable):	n/a
Date organisation established:	23 May 2022
<b>2. Contact details</b>	
Contact name:	Dibah Farooqui
Position within organisation:	Volunteer Fundraiser
Correspondence address:	

Daytime telephone:	
Email address:	greenspacemalvern@gmail.com

### 3. About your application

Amount requested (if above £2,500 please state specific reason for this):

Briefly outline the reason for your application and how the amount requested will be spent:

#### **Background:**

Malvern Green Space is a small grassroots environmental charity (registered charity number 1199046) whose aim is to be a focal point of change, helping people to gather resources to take action for a sustainable future. We do this by encouraging participatory co-operation and skill sharing.

Malvern Green Space relies heavily on the contribution of volunteers to run all projects and events. The time, energy, ideas and enthusiasm of volunteers is not only vital to our work but is the very definition of what we are trying to achieve.

We run several different projects at various sites across Malvern. Our popular weekly 'waste food' community café, which is run by local volunteers, provides plant based meals cooked from 'waste' food that would otherwise be thrown away. We also run monthly seed swaps at our Sharing Hub for the community to get gardening and composting advice, as well as free plants and seeds to take home.

#### **Our Project - Monthly Craft Club at the Sharing Hub (Saturdays)**

#### **Our wish**

Adult, families and children to be able to enjoy, participate and volunteer at Malvern Green Space's Craft Club

How will the grant benefit Malvern Town residents/the Malvern Town community?

Our Sharing Hub is open to all. We do not charge for our activities but ask for a donation toward our charity.

Malvern Green Space's activities fit well with Malvern Hills District Council's five year plan.

By

- Connecting residents to other community health and wellbeing services and support.
- Lead the district by example, to become carbon neutral as soon as possible and by 2050 at the latest.

How many residents of Malvern Town will benefit?

We held a Sharing Hub on the 7th February 2026 attracting 20 adults and 19 children

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

**Promotes Sustainability:** At our Sharing Hub we offer a light lunch of soup and cake all made from food that would otherwise be thrown in the bin. We compost any left overs in our hot compost bin and use the soil made to grow our own vegetables. We promote this circular system to people who come to Malvern Green Space's activities.

At our Sharing Hub we use as much recycled materials as possible to show people that nothing needs to be wasted; it can be turned into something loved.

**Education and Awareness:** Our craft club will focus on activities that have an environmental and educational focus. We have volunteers with differing skills to offer and a sewing machine to not only repair clothes but to show how to repair clothes.

**Community Engagement:** We aim to ensure that all residents of Malvern are aware of our activities. We achieve this by keeping our social media and website up to date, producing flyers and engaging with other voluntary groups as well as health and social care.

**Affordable Well being and family activities:** We know that a lot of the workshops in the area are financially prohibitive to many. We will be offering a whole series of fun, free workshops to adults and children that can be replicated at home with little or zero cost. Furthermore there is no or little cost to the environment as we will use recycled or gifted items as much as possible.

We offer volunteering opportunities and aim to be as inclusive as possible so that everyone can volunteer with us.

Our activities take place in Rodway Hall which is a level access building with a disabled toilet.

Have you received any grant funding from the Council in previous years? If so, please give details:

£1000 22/Dec/25 MH Town Council Warm Spaces

£480 26/Mar/25 MHDC Grow Bags

£380 14/May/25 MH Town Council Small Grant for Sustainable Fashion Show

£2490 6/May/25 from Household support fund

£525 16/July/25 from Poverty Trust Commission for community meals

What is the planned delivery date for the project/activity?

March 7th and every first Saturday up to January 2027 ( with a summer break in August) as follows:

March 'seed bombs' and seed swap launch

April Egg decorating and spring wreath workshop

May Sun catchers and making natural cleaners

June Treasure Hunt with clues and prizes

July Kindness Rocks - painting stones

August - closed

September - Decorate a pencil case and Jam and chutney making

October - Pumpkin decorating and Autumn Leaf Art

November - Christmas decorations and gift workshop

December - Decorating biscuits and wreath making

What arrangements are in place for the delivery and management of this project?

We run our community meals every Friday at Rodway Hall which are very successful and have attracted over 70 people on occasion. We know from our engagement with those who come to these meals on Friday that they are also interested in coming to the Sharing Hub.

With the funding we will be able to publicise the craft club activities at the Sharing Hub ensuring that all the community are aware of our project.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

We ran the monthly Saturday Sharing Hub last year however we did not have the funds to have materials needed to run different activities. We know from running the Sharing Hub on the 7th February how popular it was and we therefore anticipate that this will be an ongoing success.

#### 4. Financial information

Total cost of your project:

**TOTAL £1175**

**TOTAL £1175**

One off costs to cover the craft club as follows:

Flyers/ posters £100 to advertise the Craft Club

	Sewing Machine £350 Craft items £225 Tea/ coffee, plant milk, cake ingredients £400 Eco cleaning products and washing up liquid £100  <b>TOTAL £1175</b>
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What funding has been secured to date and from where?

We have had Awards for All National Lottery funding from October 2025 to September 2027 to support with our community meals, Sharing Hub and seed swaps. This was a total of £19,480 This amount will not cover the craft club lead/ expenses or items.

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

We can still run our Sharing Hub on a monthly basis but will not be able to hold a craft club there - the activities will therefore not be as varied or of the quality we would like to provide to the community.

	Now	Previous year
Annual income	£11,900	£22,246
Annual expenditure	£14,594	£ 4057
Surplus/loss for the year	£2679 (loss)	£ 18,189 (surplus)
Savings/reserves	£20,000 (as of 10/2/26)	£ 18821

**5. Bank details**

Does your organisation have its own bank account and manage its own funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
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Sort code:	60-83-01
Account number:	20452434
Account name:	Malvern Green Space
<b>6. Supporting information to be included</b>	
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	Y
A list of those involved in running the organisation, including trustees if appropriate.  Dibah Farooqui – Volunteer Fundraiser Nyrees Titchner – Volunteer lead Sue Dakin – Kitchen lead Sarah Bevan – Trustee Debra Lewis Farley – Trustee Margaret St John – Trustee Leo Lewis Farley – Trustee	Y
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	Y
A recent bank statement in the name of the organisation.	Y
A business plan or other similar document showing future plans for the organisation.	Y

**7. Declaration**

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	<b>Dibah Farooqui</b>
Signature:	
Date:	<b>15/2/25</b>

Please submit your application by emailing it along with required supporting documents to Deborah Powell: [dpowell@malvern-tc.org.uk](mailto:dpowell@malvern-tc.org.uk)

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**MALVERN TOWN COUNCIL  
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Malvern Music and Arts Community Interest Company (MMACIC)
Amount Requested:	£2,500
Time of Grant Application:	March 2026

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
<b>SUB TOTAL</b>			6	24	5
<b>OVERALL SCORE (OUT OF 45)</b> A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>35</b>	

**MALVERN TOWN COUNCIL  
LARGE GRANT APPLICATION FORM**

**LARGE GRANTS** are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

<b>1 About your organisation</b>	
Name of organisation:	Malvern Music and Arts Community Interest Company (MMACIC)
Address:	35 Cockshot Road, Malvern, WR14 2TT
Nature of organisation:	Hosting free-to-attend live music events
Charity registration number (if applicable):	N/A
VAT registration number (if applicable):	N/A
Date organisation established:	11 <sup>th</sup> November 2024
<b>2 Contact details</b>	
Contact name:	Stephen FOX
Position within organisation:	Director
Correspondence address:	
Daytime telephone:	
Email address:	stephen.fox@malvern.rocks

### 3 About your application

Amount requested (if above £2,500 please state specific reason for this):

**£2500**

Briefly outline the reason for your application and how the amount requested will be spent:

- Purchase of PA equipment for delivery of music events organised by MMACIC.
- Grant will be used as a contribution towards capital expenditure on PA equipment (total cost £7500). This will enable the CIC to direct more of their fundraising towards paying the artists and technicians.

How will the grant benefit Malvern Town residents/the Malvern Town community?

PA equipment will be used for free-to-attend music events in and around Malvern, hosted by MMACIC, for the benefit of residents and businesses in the town.

The equipment could also be made available for other events hosted by Malvern Town Council.

Further details in statement below.

How many residents of Malvern Town will benefit?

In 2025, the footfall for Malvern Rocks Festival alone, held over 3 days in August, was estimated to be around 5000 people.

This was in addition to a similar, smaller event held at Easter.

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

The principal event is a 3-day music festival held in August. However, the impact of other smaller events will be similar. The provision of the PA equipment will enable more events to be hosted, and more funding will be made available for the artists and technicians.

The positive impacts of the festival include:

- Making live music more accessible to a wide range of Malvern residents
- Providing more opportunities for a greater range of musicians to perform live in the town
- Generating increased footfall around Malvern, resulting in greater revenues for businesses which employ local residents
- Creating a feel-good factor in the town, with greater social interaction for a wide demographic of visitors

It is the intention of MMACIC to recognise and support the contributions made by live music and by small, local businesses to the town of Malvern and its surrounds.

It is worth noting, that many small music venues are struggling to survive in the current economic climate, and that too often, musicians are expected to play for free. For this reason, MMACIC wishes to pay its musicians and technicians as much as possible for their contributions to the Festival events.

Have you received any grant funding from the Council in previous years? If so, please give details:

No.

What is the planned delivery date for the project/activity?

Principle event is Malvern Rocks Festival which will take place between August 21<sup>st</sup> to August 23<sup>rd</sup> 2026.

Planning for this event is on-going.

What arrangements are in place for the delivery and management of this project?

- The 2026 Festival venues have been signed up and have started to contribute towards funding for the artists and technicians.
- Band applications are open and a significant number have already been received.
- A warm-up fund-raising event will be held at Easter.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

- The purchase of the PA equipment is a new initiative, which will support Malvern Rocks in its delivery of free-to-attend music events this year and in future years.
- We believe that this purchase will lead to a more sustainable future for the festival and will allow MMACIC to support a wider range of events.

**4. Financial information**

Total cost of your project:	£7500
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What funding has been secured to date and from where?

No funding for the equipment purchase has been specifically identified but it is the organisation's intention to depreciate the capital value of unfunded equipment over the next 4 years of the Malvern Rocks Festival.

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

Any funding shortfall will be met by an interest free loan provided by a private individual. This loan will be repaid by future fundraising over a 4-year depreciation period.

**Please note: as regards income/expenditure figures for section below, as MMACIC has only recently been established, the festival having previously been run by Malvern Rocks Ltd, we can only provide a current bank statement at present. All future financial activity will be carried out by MMACIC.**

	Now	Previous year
Annual income	£	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£

**5. Bank details**

Does your organisation have its own bank account and manage its own funds?

Yes

Co-operative Bank

Sort code:	08-92-99
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Account number:	67388778
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Account name:	Malvern Music and Arts CIC	
<b>6. Supporting information to be included</b>		<b>Attached</b>
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.		✓
A list of those involved in running the organisation, including trustees if appropriate.		✓
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.		<input type="checkbox"/>
A recent bank statement in the name of the organisation.		✓
A business plan or other similar document showing future plans for the organisation.		✓

## 7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	<b>Stephen Fox</b>
Signature:	
Date:	<b>6<sup>th</sup> February 2026</b>

Please submit your application by emailing it along with required supporting documents to Deborah Powell: [dpowell@malvern-tc.org.uk](mailto:dpowell@malvern-tc.org.uk)

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at [www.malverntowncouncil.org/policies](http://www.malverntowncouncil.org/policies)

**MALVERN TOWN COUNCIL  
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Severn Arts
Amount Requested:	£2,500
Time of Grant Application:	March 2026

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

<b>CRITERIA</b>	<b>LOW</b>		<b>MED</b>		<b>HIGH</b>
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
<b>SUB TOTAL</b>			12	16	5
<b>OVERALL SCORE (OUT OF 45)</b> A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>33</b>	

**MALVERN TOWN COUNCIL  
LARGE GRANT APPLICATION FORM**

**LARGE GRANTS** are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

<b>1. About your organisation</b>	
Name of organisation:	Severn Arts
Address:	Suite 11, Malvern Gate Bromwich Road Worcester WR2 4BN
Nature of organisation:	Charity
Charity registration number (if applicable):	1180335
VAT registration number (if applicable):	n/a
Date organisation established:	Incorporated on 26 October 2017. Became a charity on 16 October 2018
<b>2. Contact details</b>	
Contact name:	Lee Farley
Position within organisation:	Community Arts Coordinator (Malvern Hills)
Correspondence address:	As above
Daytime telephone:	●●●●●●●●
Email address:	l.farley@severnarts.org.uk

### 3. About your application

Amount requested (if above £2,500 please state specific reason for this): £2,500

Briefly outline the reason for your application and how the amount requested will be spent:  
We are planning a Community Arts Festival event for Summer 2026, to take place in Malvern. The event has been created via discussions with Mayor Marilyn Birks, Malvern Hills District Council, and Severn Arts. The event will consist of three community arts workshop projects, where artists connect with local community groups to create performances and artworks to showcase at the final Summer event. We have worked with artists across a range of art forms on community projects including visual arts, drama, film-making, photography, sculpture, and music. This year's project will be an opportunity to make connections, try out ideas, and compile feedback and evaluation with the aim of producing a larger-scale event in 2027 to be funded via national grant organisations.

How will the grant benefit Malvern Town residents/the Malvern Town community?

In three ways;

1. Local artists working with community groups. Artists have the opportunity to develop their practice, and connect with community groups. The community groups have the opportunity to learn new skills, meet new people, and perform / share their work in front of an audience. The workshops will bring people together to form new social connections, enable people to develop new artistic skills but also transferable skills such as teamwork and decision-making, and build confidence and an appetite for more creative activity.
2. The Community Arts Festival will be free to attend for audiences, who will benefit from seeing their local community creating and sharing performance and artworks. Audiences can then potentially get involved in future projects having been inspired by the festival.
3. The festival will bring people from Malvern (and surrounds) together into the town centre, providing an economic benefit to the town. (NB: 70% of visitors to our Line Up festival said they stayed in Malvern and/or used local shops, bars and restaurants during the festival so we have evidence that arts festivals can generate this economic return).

How many residents of Malvern Town will benefit?

1. 3 arts organisations (approx. 6 artists in total), and 3 community groups (approx. 60 people in total)
2. We aim to connect with a larger existing event (e.g Mayor's Bonanza / Bands in the Park), to maximise audiences and footfall. Approx. 200 people.

TOTAL 266

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

Severn Arts have been working closely with Malvern Hills communities and artists since the creation of the Community Arts Coordinator role in 2023. In this time, we have connected artists and communities together, resulting in a range of performance projects, exhibitions, and artworks, such as Line Up festival, Soundscape, Malvern Community Stories. Participants and attendees to our events have said: 'I enjoyed the whole day. It felt like a very positive communal experience' and 'I love it, the calibre of artists performing was really high'. Our workshops, with disability and mental health groups, toddler groups, older people's groups produced fantastic artwork. Participants said: 'I liked that Sarah listened to what interested me and made them part of the artwork – my contribution felt really valued'. The feedback from artists, individuals and community organisations involved in our events and activities strongly favours the idea of more sessions and workshops to benefit the health and wellbeing of participants.

We recognise that there is fantastic, creative work happening in our community, and the idea of the Community Arts Festival is to share and celebrate this work. Severn Arts are keen to collaborate on this with Malvern Hills District Council, and Malvern Town Council. Severn Arts have a wide network of high-quality artists who work well with communities co-creating artwork together, showcasing people's talents.

The grant will be beneficial to our organisation because we will add a new festival to our work in Malvern, engage more artists and have an opportunity to broaden our reach with new groups in the Malvern area. £2,500 will enable us to fully fund the festival, together with match funding from Malvern Hills District Council.

The project will also act as an invaluable consultation opportunity, giving us feedback and ideas from communities so that we can provide a Festival in 2027, and beyond, which genuinely responds to what our local residents want to see.

It will be beneficial to Malvern Town because:

- People from community groups that support those who are isolated, have disabilities, are connected by a shared community purpose will be given opportunities to co-create with professional artists and produce a performance or artwork of which they can be proud, showcased to audiences in a festival. Some examples of groups we have worked with previously; isolated rural communities, refugee groups, children and young people, autistic people, people with learning disabilities, visually impaired / blind people, women's groups (experience of domestic violence), people with experience of poverty. This will generate pride, build confidence, grow social networks and skills such as artistic skills, teamwork, problem solving and develop appetite to take part in further creative activity for their health and wellbeing. Arts projects have proven positive impacts on people – reducing isolation, improved physical and mental wellbeing, and increased confidence
- The town will benefit economically from people coming in to see the performances/art at the festival and shopping/eating in the town centre.
- Artists local to Malvern will have opportunities for work and to develop their skills further co-creating with communities.
- People in Malvern will benefit from being audiences at this new cultural event, enjoying community co-created artwork, learning about community groups and the work they do. We will join our event on to an existing festival in this pilot year, growing the reach of that festival further. Our plan is to connect to an MTC-led event; ideally the Mayor's Bonanza (we understand this will be late July / early August which would be ideal for our timeline) or if not, a Bands in the Park event. This would be arranged in close consultation with the MTC events team.

Have you received any grant funding from the Council in previous years? If so, please give details:

No

What is the planned delivery date for the project/activity?

Workshops May – July 2026

Festival Event July / August 2026

What arrangements are in place for the delivery and management of this project?

The Community Arts Coordinator will project manage the festival event, continuing to liaise closely with Severn Arts, MHDC, MTC, artists, and community groups. We will commission artists and groups we have previously worked with to share and celebrate their connections. We will recruit people to the groups using our existing community channels – MHDC community builders, groups we already have strong connections with etc.

We will offer commissions to a mix of established artists we have worked with in the past, plus one emerging artist, to offer a fantastic opportunity for professional development. We have strong links with local youth and community groups, University of Worcester, schools, colleges, and training programmes.

Severn Arts will provide marketing and admin support in-kind.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

Yes, this is a new initiative created as a direct result of conversations with MHDC, MTC, and our communities. We plan to expand the event in 2027 via a national funding bid.

#### 4. Financial information

Total cost of your project:

£5,000

What funding has been secured to date and from where?

MHDC - £2,500 (secured)

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

No, the project would be fully funded if MTC funding is given.

**NB:**

The below income mainly relates to our Music Hub grant and music tuition, and our reserves have been inherited from the larger part of our business; music provision for young people in Worcestershire. Restricted and planned use of reserves relates predominantly to the music arm of our service. This project we are applying for relates to the arts provision part of Severn Arts, particularly Malvern Hills arts function, which is of a much lower value.

	Now	Previous year
Annual income	£2,826,940	£3,457,927 (NB: This was a 17 month period as we changed our year end)
Annual expenditure	£2,536,804	£3,125,584
Surplus/loss for the year	£290,136	£332,343
Savings/reserves	£1,592,172 (includes non-cash assets plus restricted and designated amounts to cover lease commitments, wind-up costs and cost of obtaining new premises due to be required in next 2 years).	£1,302,036 (some is non-cash and much is restricted to music education activity)

**5. Bank details**

Does your organisation have its own bank account and manage its own funds?	<input type="radio"/> Yes	
Sort code:	30-64-10	
Account number:	37861660	
Account name:	Severn Arts	

**6. Supporting information to be included**

	Attached
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	✓
A list of those involved in running the organisation, including trustees if appropriate.	✓

A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	✓
A recent bank statement in the name of the organisation.	✓
A business plan or other similar document showing future plans for the organisation.	✓

## 7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	<b>Lee Farley</b>
Signature:	<b>Lee Farley</b>
Date:	<b>25/2/26</b>

Please submit your application by emailing it along with required supporting documents to Deborah Powell: [dpowell@malvern-tc.org.uk](mailto:dpowell@malvern-tc.org.uk)

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

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**MALVERN TOWN COUNCIL  
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Time to Play
Amount Requested:	£2,500
Time of Grant Application:	March 2026

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
<b>SUB TOTAL</b>				20	20
<b>OVERALL SCORE (OUT OF 45)</b> A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>40</b>	

**MALVERN TOWN COUNCIL  
LARGE GRANT APPLICATION FORM**

**LARGE GRANTS** are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

<b>1. About your organisation</b>	
Name of organisation:	Time To Play
Address:	23 St Andrews Road Malvern WR14 3PR <a href="https://timetoplay.org.uk">https://timetoplay.org.uk</a>
Nature of organisation:	Time to Play is a registered charity supporting children and families in Malvern and the surrounding area to play their way to positive mental health and well-being. We offer therapeutic services for children; support for parents, carers and professionals; and events at which families can play together.
Charity registration number (if applicable):	1209537
VAT registration number (if applicable):	Not applicable
Date organisation established:	12.08.2024
<b>2. Contact details</b>	
Contact name:	Samantha Craig
Position within organisation:	Trustee
Correspondence address:	23 St Andrews Road Malvern WR14 3PR
Daytime telephone:	07767542653

Email address: office@timetoplay.org.uk

### 3.4 About your application

Amount requested (if above £2,500 please state specific reason for this):

£2,500

Briefly outline the reason for your application and how the amount requested will be spent:

#### **Time To Play – Summer Holidays**

Time To Play seeks to encourage families to play together during the summer holidays. Time To Play proposes a pilot scheme entitled **Time To Play – Summer Holidays** to provide play kits for all children at St Matthias Primary School for use by parents with their children throughout the summer holidays. Provision of the kits will be supported by a workshop for parents at the school which will focus on practical ideas for parents / carers and their children to enable playing together. It will also incorporate some basic parenting skills from our Playful Parenting training. Workshops will be led by Time To Play's professional play and creative arts therapist, Emma Hoyle and Lauren Joyce, Special Educational Needs and Disabilities Co-ordinator at St Matthias Primary School. All overhead costs will be paid by Time To Play and St Matthias Primary School.

Malvern Town Council's grant of £2,500 would allow Time to Play to provide each child at St Matthias Primary School with a quality play kit for use at home during the summer holidays. Each play kit would include:

- colouring pens
- colouring pencils
- a pencil sharpener
- an eraser
- a sketch pad
- clay
- paints and brushes
- mini canvas and easel
- a storage box which children will be able to personalise by decorating
- a guide for parents on playing with their children

The kit has been carefully designed to maximise play potential with quality materials, whilst ensuring cost-effectiveness and an equitable division of the total grant funding between all children in the school. The parent / carer guide is included as a handout for those who have attended the workshop, but also allows the kits to be distributed to those families who have been unable to attend workshops by including guidance for use of the kit at home.

How will the grant benefit Malvern Town residents/the Malvern Town community?

The grant will enable the practical education of the school's entire parent / carer body in how to play with children in ways which promote, support and enhance mental well-being. The family is the fundamental unit of any community. Supporting more than 160 families to play together this summer will yield positives which will benefit the social and academic life of St Matthias Primary School as well as the Malvern community beyond the school gates.

How many residents of Malvern Town will benefit?

Initially, all 164 pupils and their parents, carers and teachers will be the direct beneficiaries of this project. 47% of these children are eligible for pupil premium funding in school. Pupil premium funding is paid by the government to schools to improve educational outcomes for disadvantaged pupils, aiming to close the achievement gap between children from between low-income families and their peers. The headteacher estimates there are many more families (75-80%) whose earnings are marginally above the threshold for pupil premium funding and whose lives have been affected by adverse childhood experience or deprivation.

It is anticipated that those with summer caring responsibilities, the children themselves and their siblings will benefit, as will teachers when pupils return in September with brains and emotional lives which have benefited from creative play over the summer.

If this pilot project is successful, it could be rolled out to other schools in the area, benefitting a significant proportion of the community.

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

### **Benefits to Time To Play**

Since its founding in 2024, Time To Play has focussed on delivering its first charitable goal of relieving the needs of children in Malvern and the surrounding area under the age of 12 who are experiencing developmental, emotional or behavioural difficulties for the public benefit, through the provision of play and creative arts therapy. This is done on a one-to-one basis and at a subsidised rate. **Time To Play – Summer Holidays** will allow the charity to start to realise its second charitable goal of advancing the education of the public (including parents, carers and professionals) in Malvern and the surrounding area in relation to children's developmental, emotional and behavioural issues.

### **Benefits to the Residents of Malvern Town**

Parents and carers are key to a child's experience of play. Playing is the most natural way for parents to connect with their child and help them to develop new skills and to learn about the world. Creative arts play (drawing, painting, clay) is particularly helpful for relaxation, as an outlet for emotional expression and for stress reduction.

However, many families struggle during the summer holidays without the structure and resources that school provides. Some parents and carers find it increasingly difficult to provide attractive alternatives to screen time. This is compounded by the cost-of-living crisis which makes it difficult for families to afford creative arts and play materials for their children.

Strengthening the bonds between parents / carers and children through play fosters the development of emotionally stable, resilient and sociable individuals which reduces future social costs related to crime, mental health and welfare. (NSPCC, 2021).

[https://learning.nspcc.org.uk/child-health-development/attachment-early-years#:~:text=When%20caregivers%20react%20sensitively%20to,\(Howe%2C%202011\)12](https://learning.nspcc.org.uk/child-health-development/attachment-early-years#:~:text=When%20caregivers%20react%20sensitively%20to,(Howe%2C%202011)12).

Article 31 of the UN Convention on the Rights of the Child (UNCRC) recognizes the right of every child to rest, leisure, play, recreational activities appropriate to their age, and free participation in cultural and artistic life. The **Time To Play – Summer Holidays** project directly addresses these rights.

Friedrich Froebel (1782-1852) who invented the kindergarten, considered play to be "the highest expression of human development in childhood for it alone is the free expression of what is in the child's soul." <https://early-education.org.uk/friedrich-froebel/>

A growing body of recent evidence supports the view that playing, throughout childhood, is not only an innate behaviour but also contributes to children's quality of life, their well-being and their physical, social, emotional and cognitive development.

<https://www.playscotland.org/about/the-power-of-play/>

As the Children's Alliance asserts, "[t]here is a simple, inexpensive and joyful way to address many of the major challenges facing society and its children; addressing the alarming mental health crisis and obesity epidemic and helping to prepare children for an ever-changing work force. The solution that is all too often overlooked and neglected is – play."

<https://childrensalliance.org.uk/wp-content/uploads/2025/07/A-PLAN-FOR-PLAY-FINAL-ILLUSTRATED.pdf>

Have you received any grant funding from the Council in previous years? If so, please give details:

No.

What is the planned delivery date for the project/activity?

Time To Play will deliver pupil play kits and a workshop for parents and carers at St Matthias Primary School, Malvern during the last week of the summer term (13-17 July 2026.)

What arrangements are in place for the delivery and management of this project?

The project will be managed by Emma Hoyle, Play and Creative Arts Therapist at Time to Play with support from charity trustees and staff at St Matthias Primary School.

- ✓ A feasibility meeting (Time To Play and St Matthias Primary School) has already taken place to discuss the objectives and delivery of the project.
- ✓ The school team will communicate all aspects of the project through the school newsletter and will provide a sign-up sheet for attendees for the workshop.
- ✓ The Time To Play team will source, purchase and assemble the play kits.
- ✓ Time To Play's Play and Creative Arts Therapist and the school SENDCO will prepare and deliver the proposed workshop in the school hall.
- ✓ School teachers will distribute the play kits
- ✓ The school SENDCO will organise an exhibition of the creative work of children who wish to share how they have used their play kit on return to school in the Autumn term.
- ✓ Time to Play will then explore the possibility of extending the exhibition to the Great Malvern Exhibition Walk opposite Waitrose.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

Yes, this is a new initiative for Time To Play. If this pilot project is successful, we plan to expand the project in Malvern.

#### 4. Financial information

Total cost of your project:	£2,500
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What funding has been secured to date and from where?

No other funding has been secured.

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

No, if Town Council funding were granted, we would have enough to run **Time To Play – Summer Holidays**. The project would also yield evidence for how successful projects like this can be and allow us to make a case for future fundraising.

	Now	Previous year
Annual income	£7350 (to 27.2.26)	£4000
Annual expenditure	£4749 (to 27.2.26)	£893
Surplus/loss for the year	£2601 (to 27.2.26)	£3107
Savings/reserves	Reserve £2000 Savings £3708	£3107

**5. Bank details**

Does your organisation have its own bank account and manage its own funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	089299	
Account number:	67370074	
Account name:	Time to Play	

**6. Supporting information to be included**

**Attached**

A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	<input type="checkbox"/> Yes
A list of those involved in running the organisation, including trustees if appropriate.	<input type="checkbox"/> Yes
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	<input type="checkbox"/> Yes
A recent bank statement in the name of the organisation.	<input type="checkbox"/> Yes

A business plan or other similar document showing future plans for the organisation.

Yes

Email Attachments:

Constitution.

List of those involved in running the organisation, including trustees if appropriate.

Annual report showing accounts for 2024-25.

Income and expenditure records for 2025-26.

Bank statement.

Time to play strategy document.

**7. Declaration**

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:

*Samantha D N. Craig*

Signature

Date:

*27. 2. 2026*

Please submit your application by emailing it along with required supporting documents to Deborah Powell: [dpowell@malvern-tc.org.uk](mailto:dpowell@malvern-tc.org.uk)

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at [www.malverntowncouncil.org/policies](http://www.malverntowncouncil.org/policies)

**MALVERN TOWN COUNCIL  
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	The Theatre of Small Convenience (TOSC)
Amount Requested:	£2,500
Time of Grant Application:	March 2026

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

<b>CRITERIA</b>	<b>LOW</b>		<b>MED</b>		<b>HIGH</b>
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
<b>SUB TOTAL</b>		4	15	4	5
<b>OVERALL SCORE (OUT OF 45)</b> A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>28</b>	

**MALVERN TOWN COUNCIL  
LARGE GRANT APPLICATION FORM**

**LARGE GRANTS** are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

<b>1. About your organisation</b>	
Name of organisation:	The Theatre of Small Convenience (TOSC)
Address:	Theatre of Small Convenience (ToSC) Edith Walk Malvern WR14 4QH
Nature of organisation:	Community Theatre and Arts Venue
Charity registration number (if applicable):	CIC number 15642700
VAT registration number (if applicable):	n/a
Date organisation established:	13/04/24
<b>2. Contact details</b>	
Contact name:	Dibah Farooqui
Position within organisation:	Volunteer Fundraiser
Correspondence address:	Theatre of Small Convenience Edith Walk Malvern WR14 4QH
Daytime telephone:	
Email address:	smallconvenience@gmail.com

### 3. About your application

Amount requested (if above £2,500 please state specific reason for this): £2500

Briefly outline the reason for your application and how the amount requested will be spent:

TOSC opened its doors in October 2024 and has so far brought performance, puppetry, music, a play and a Christmas grotto to Malvern.

As part of Great Malvern's Festival of Stories for Children 2025 TOSC put on two self-out shows on rotation: "Jabberwocky" performed by Grandly Strange puppet theatre and "Stories With A Worm" by local artist Lexi Strauss, reaching 203 audience members.

We know from feedback gained from our audiences that these shows were greatly enjoyed by adults and children alike. Through the extensive festival marketing, we managed to reach a wider audience and swell our database and social media following, which helped us to flourish going forward. We would like to participate in the festival again in 2026.

The money will be spent as follows:

£500 Festival Lead - event manager and volunteer lead

£937 "Beached" - an award-winning magical puppet show from Strange Face Theatre Company  
12 shows in a day reaching approx 144 audience members.

£810 "Designs in air" - a fun inflatable installation with a 'wow factor'. This will be on show on the lead-up to, and during the festival.

This will be outside the theatre and will therefore be seen by Malvern residents. We have an A Board that will be used to advertise the free installation to ensure shoppers etc know where to find us.

£ 200 Publicity

£ 53 volunteer expenses (travelling expenses, refreshments)

The tickets to the indoor show 'Beached' will be only available to those with a Malvern postcode. We use Ticketsource as our ticket platform. These tickets will be given to Malvern residents for free - they will have to supply their postcode.

We will also connect again with WCC care leavers team to offer free tickets.

Designs in Air - is outside the Theatre 24/7 and is free

**Total £2500**

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

How will the grant benefit Malvern Town residents/the Malvern Town community?

- The Great Malvern Festival of Stories for Children is an annual six-day celebration that brings professional storytellers, authors, and puppeteers to various venues across Great Malvern. A highlight of the festival will be the use of ToSC again this year to put on a bigger and braver selection of performances for children and families.
- Our ticket pricing will be an affordable nominal amount to ensure inclusivity.
- We will offer free tickets to care leavers with children (via Worcester County Council Care Leavers Team)
- As part of the UK Town of Culture bid 2026, The Great Malvern Festival of Stories for Children held at ToSC will help to showcase Malvern and celebrate the quiriness and uniqueness of the town. The grant will show the support that the town council gives to grassroots community arts-based venues such as ToSC.
- Cultural Enrichment: The event adds a cultural dimension to Malvern's calendar, providing a creative outlet and offering something different to the usual events in the area. It can also draw visitors from outside Malvern, benefiting the local tourism industry.
- We will offer volunteering opportunities for local young people to get involved with. This will involve learning skills in event management, public and artist liaison and marketing and customer feedback.

Have you received any grant funding from the Council in previous years? If so, please give details:

Malvern Hills Town Council Large Grant £2500 30/10/24 – roof and electrics

What is the planned delivery date for the project/activity?

October half term 2026

What arrangements are in place for the delivery and management of this project?

We have a good working partnership with Boffy Arts Events People, which will help to ensure another successful collaboration with ToSC.

We have already made preliminary enquiries with the artists for their availability in October.

The grant money will ensure that there is a festival coordinator in place to manage not only the project but also the volunteers.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

We know from audience feedback The Great Malvern Festival of Stories for Children at TOSC was greatly received, "*it was really funny*" (child) and "*We loved the worm*" (adult) with families saying that they look forward to visiting again.

We will have new experiences for children this year, building on the success of last year to provide quality creative activities that will inspire and enrich audiences.

#### 4.2 Financial information

Total cost of your project:

£2500

What funding has been secured to date and from where?

None to date

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

Unfortunately we would not be able to participate

	Now	Previous year
Annual income	£ 25,542	£ n/a
Annual expenditure	£16,948	£n/a
Surplus/loss for the year	£	£n/a
Savings/reserves	£9,071	£n/a

#### 5. Bank details

Does your organisation have its own bank account and manage its own funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
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Sort code:	60-83-01
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Account number:	20515290
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Account name:	The Theatre of Small Convenience
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#### 6. Supporting information to be included

#### Attached

A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	✓
A list of those involved in running the organisation, including trustees if appropriate.  Co - directors: Dibah Farooqui Loz Samuels Jan Birtle	✓
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	✓

A recent bank statement in the name of the organisation.	✓
A business plan or other similar document showing future plans for the organisation.	✓

## 7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	<b>Dibah Farooqui</b>
Signature:	
Date:	<b>10-02-26</b>

Please submit your application by emailing it along with required supporting documents to Deborah Powell: [dpowell@malvern-tc.org.uk](mailto:dpowell@malvern-tc.org.uk)

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at [www.malverntowncouncil.org/policies](http://www.malverntowncouncil.org/policies)

**MALVERN TOWN COUNCIL  
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Worcestershire Mums Network CIC
Amount Requested:	£2,500
Time of Grant Application:	March 2026

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

<b>CRITERIA</b>	<b>LOW</b>		<b>MED</b>		<b>HIGH</b>
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
<b>SUB TOTAL</b>		2	6	24	0
<b>OVERALL SCORE (OUT OF 45)</b> A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>32</b>	

**MALVERN TOWN COUNCIL  
LARGE GRANT APPLICATION FORM**

**LARGE GRANTS** are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

<b>1. About your organisation</b>	
Name of organisation:	Worcestershire Mums Network CIC
Address:	42 Michael Crescent, Malvern WR14 1UD
Nature of organisation:	Community Interest Company
Charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	November 2013
<b>2. Contact details</b>	
Contact name:	Siani Driver
Position within organisation:	Director
Correspondence address:	42 Michael Crescent, Malvern WR14 1UD
Daytime telephone:	
Email address:	hello@worcestershiremumsnetwork.org

### 3 About your application

Amount requested (if above £2,500 please state specific reason for this):

£2500

Briefly outline the reason for your application and how the amount requested will be spent:

Worcestershire Mums Network CIC is launching face-to-face groups for mothers and new babies in Malvern and Worcester, starting just after Easter 2026. We have secured some funding to enable us to pay for running costs, (e.g. staffing) but we need some further funding to pay for the website build, refreshments, and Public Liability Insurance to enable us to start activities.

**A grant would be used thusly:**

**£1000: To pay for 50 x hours at £20.00 per hour of website building costs. This is a one-off project which will enable us to receive ongoing funding via advertising, ensuring the longevity of our project and the long-term benefit of our services to the Malvern community.**

**£750: To pay for refreshments for our two Malvern face-to-face groups for a whole year (38 weeks, term time only) at approx. £10 per week from 13<sup>th</sup> April onwards.**

**£300: To pay for our Public Liability Insurance for our first year from 13<sup>th</sup> April onwards.**

**£350: To pay to set up Mini Libraries for our families, so that at each group there was a small book library which could be borrowed from by the parents each week.**

How will the grant benefit Malvern Town residents/the Malvern Town community?

The grant will benefit Malvern town residents by offering face-to-face support groups (2 per week) in Malvern, targeting areas of deprivation and disadvantaged families. We will be supplying well-qualified, experienced staff to facilitate these groups, and we are already trained as West Mercia Women's Aid ambassadors, and we are foodbank referrers as well – so our support goes beyond 'mother and baby' support. The formation of these groups came from the awareness that there are few affordable baby groups in Malvern outside of those in churches – and that not all our community feels comfortable going into churches, for example the Muslim community. We are seeking grant funding to ensure our groups can remain free for families to attend. By providing a Mini Library, we will get parents reading with their young children and promote the town library as well, with the aim of encouraging families to join the library and start a lifelong love of reading and learning.

How many residents of Malvern Town will benefit? We are hoping to run 2 groups, with between 8-12 families attending each week, for 38 weeks of the year (term time). So potentially that's 48 people a week if there are 24 people in each group – 12 parents and 12 babies. We will also be providing employment to three Malvern women who will be running groups, building the website and administrating the whole project.

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

This grant will enable us to complete the website we are building, and ensure that we are able to provide refreshments and a Mini Library at our face to face groups each week. For every term-time week of the year, we intend to run two groups in Malvern – the first with a focus on the very early days of a new baby, and maternal wellbeing; creating a 'village' if you will. We will support new mothers to build a community around themselves through our warm, friendly group.

The second group will be themed around physical movement and parent-child bonding. This group will be led by a dance and Pilates instructor and will help to support families to enjoy movement with their children. Both groups will include time for peer conversation and singing/stories, with book boxes for families to use as a small weekly library to take books home and share them with their babies, encouraging reading from the very first days.

Through the website being completed, we will be able to maintain future activities by raising funds through advertising that don't depend on grant funding. We are aware of the need to have our 'own' source of fundraising, so by building the website and hosting local, recommended services and organisations on there, we help the business and charity sectors locally by advertising their services, at the same time as helping families by providing a reputable trusted local source of information.

We have been running since 2013 and in 2025 became a registered Community Interest Company, with the aim of developing our face-to-face services, and working in collaboration with various other organisations. We want to work across Health and Community sectors, which is why we are often recommended to parents by midwives, doctors and health visitors. Our group is run entirely by volunteers, and for almost 13 years we have been a trusted source of information and support locally.

Have you received any grant funding from the Council in previous years? If so, please give details:

No

What is the planned delivery date for the project/activity?

13<sup>th</sup> April onwards

What arrangements are in place for the delivery and management of this project?

We are at the planning stage now we have obtained the National Lottery funding. This means that we have our facilitators in place; they are planning how their sessions will look. We have been planning this since Summer 2025.

We have three Directors and three Facilitators; the facilitators are going to be the people paid to deliver these services, while one Director is responsible for organisation, one for Finance, and one as an overseer. The final Director is responsible for the administration and website building as this is their area of expertise. The website is in creation at present, with several local businesses already committed to advertising on there. Charities can be hosted on there for free, so we can further support our community.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

Yes it is a new initiative for us to run face-to-face services; we held a few social groups back in 2014/15 but nothing since then aside from online support and operating our Financial Crisis fund, which we established in 2020 due to the cost of living crisis and which has distributed several thousand pounds to local families over the last 5 years. This has been funded from crowdfunding and occasional small grants from local charities e.g. Caring for Communities and People, and the Worcester City Council Household Support Fund.

#### 4. Financial information

Total cost of your project:	£38000 across 2 years
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What funding has been secured to date and from where?

For this specific project, we have just been awarded £19760 from the National Lottery, (a two-year grant) which almost covers half of our projected project costs and is ringfenced specifically for paying facilitators, equipment purchasing, and advertising.

We also currently have a balance of £3562 which is the Household Support Fund from Worcester City Council, which we are using to help families in Worcester City postcodes who are in energy, food or housing crisis. This money is ring-fenced for this specific purpose and cannot be used for our projects elsewhere.

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

Yes, we will need a further £15,740 to enable the project to run successfully across two years – with half of that required solely for Malvern.

**I have not been able to supply our current income and expenditure, because we have only recently started receiving grants and have not yet started running face to face groups. However, as you can see in our business plan, it's all costed, and you can see from our financial information that we have a good balance at present, having received the National Lottery funding.**

	Now	Previous year
Annual income	£	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£

5 Bank details		
Does your organisation have its own bank account and manage its own funds?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Sort code:	08-92-99	
Account number:	6746426500	
Account name:	Worcestershire Mums Network CIC	
6 Supporting information to be included		Attached
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.		✓
A list of those involved in running the organisation, including trustees if appropriate.		✓
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.		✓
A recent bank statement in the name of the organisation.		✓
A business plan or other similar document showing future plans for the organisation.		✓

**7 Declaration**

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	<b>Siani Driver</b>
Signature:	
Date:	<b>25/02/2026</b>

Please submit your application by emailing it along with required supporting documents to Deborah Powell: [dpowell@malvern-tc.org.uk](mailto:dpowell@malvern-tc.org.uk)

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at [www.malverntowncouncil.org/policies](http://www.malverntowncouncil.org/policies)

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
MALVERN TOWN COUNCIL**

**to be held on Wednesday 25 March 2026 at 6.00 pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**REVIEW OF EARMARKED RESERVES**

**1. Purpose of Report**

- 1.1. The purpose of this report is to present to Policy and Resources Committee a summary of the current position of the Council's Earmarked Reserves and to consider any further provisions or revisions which may need to be made in light of the Council's financial and operational position approaching Financial Year End 2025/26.

**2. Recommendation**

- 2.1. The Committee is recommended to review and approve the details of Earmarked Reserves as summarised in Appendix A.

**3. Background**

- 3.1. Malvern Town Council is required to maintain adequate financial reserves to meet the needs of the organisation.
- 3.2. Reserves can be categorised as **General Reserves** which are held to cushion the impact of uneven cash flows or unexpected events, or **Earmarked Reserves** which are held for a specific purpose. Earmarked Reserves are established on a "needs" basis in line with planned or anticipated requirements.
- 3.3. Earmarked Reserves are held by Malvern Town Council for six main reasons:
- 1) As part of a planned programme of Asset Renewal and Refurbishment.
  - 2) To allow the carry forward of budgeted projects that the Council has not been able to complete in the current year due to specific circumstances.
  - 3) To carry forward underspend. Earmarked Reserves can be used to carry forward these resources for specific projects.
  - 4) Perpetuity Funds are held for Townsend Way and Grave Maintenance. The capital sums of these funds cannot be utilised, but interest from investment of these funds is used to contribute towards maintenance costs in these areas.
  - 5) Specifically allocated funding such as community infrastructure levy receipts Section 106 funding or other receipts with restricted usage.
  - 6) Other Earmarked Reserves will be set up from time to time to meet known or predicted liabilities.
- 3.4. A review of Earmarked Reserves shows that the estimated balance of Earmarked Funds at 31 March 2026 is £261,774.
- 3.5. This amount is £7,380 higher than at 31 March 2025.

- 3.6. Officers are proposing the following addition to Earmarked Reserves:
- £10,000 to be added to the Town Council Elections Reserve
  - £6,000 to be earmarked for the refurbishment of the Cemetery Lodge
  - £10,000 of additional funds to be earmarked for the new play area at Victoria Park
- 3.7. There are no other specific Earmarked Reserves allocations that have been agreed or identified as being necessary at this point. However, Committee may wish to make its own suggestions for additions.
- 4. Financial Implications**
- 4.1. The predicted balance on Earmarked Reserves at 31 March 2026 will be £261,774 as set out in Appendix A.
- 4.2. Committee is advised that the Council has enough cash resources to support the Earmarked Reserves.
- 5. Legal Implications**
- 5.1. The requirement as such to set aside Earmarked Reserves is not set out in statute.
- 5.2. However, the Council is required to make arrangements for the proper administration of its financial affairs and to so manage its affairs as to secure economic, efficient and effective use of resources and safeguard its assets.
- 5.3. The setting aside of reserves, and hence the cash to finance the relevant expenditure when incurred, would be deemed prudent.

End

Linda Blake  
Town Clerk

**AGENDA ITEM 6  
APPENDIX A**

Description	Earmarked Funds at 01/04/25	Reserves added / (released) during year	Predicted Earmarked Funds at 31/03/26	Details of movements during the Year	Any further additions or releases
EM Elections	£7,411	(£7,411) / £10,000	£10,000	There was a by-election held for Link Ward in January 2026 and with costs of £15,404, this election reserve has now been emptied.	Proposal for addition of £5,000 to start building funds back up before the next Full Council elections in May 2027 or to cover the costs of any by- elections.
EM Asset Repair and Development	£35,935	(£20,000) / (£3,500) / (£2,984) / £40,000 / £10,000 / £6,000 /	£65,451	Reserves were released during the year for works to install a new toddler play area at Victoria Park, for the balancing amount on the improvement of Adam Lee Play Area and for the new lighting project at Victoria Park.  £40,000 was included in the 2025/26 budget as a contribution towards the larger play area refurbishment project and these funds will be earmarked at 31/3/26 for when works are carried out.	A further £10,000 of funds will need to be earmarked to cover the total costs of the play area refurbishment at Victoria Park, with a confirmed contract cost of £199,000.  The project to refurbish the cemetery lodge and toilets has been slightly delayed and funds will need to be earmarked so that works can be completed in 2026/27.
EM Cemetery Extension / Cemetery Refurbishment Project	£16,659	Nil	£16,659	The cemetery extension has now been completed, with burials now taking place in this area. This Earmarked Fund will therefore remain in place for any additional refurbishment or extension works that may be required in the future.	None proposed

**AGENDA ITEM 6  
APPENDIX A**

<b>Description</b>	<b>Earmarked Funds at 01/04/25</b>	<b>Reserves added / (released) during year</b>	<b>Predicted Earmarked Funds at 31/03/26</b>	<b>Details of movements during the Year</b>	<b>Any further additions or releases</b>
EM Vehicle and Machinery Replacement Fund	£51,938	£25,000 / (£18,758) (£11,500)	£46,680	<p>This fund is to smooth the effect on the precept of purchasing vehicles and machinery and £25,000 of funds has been added during 2025/26.</p> <p>Two releases will be made during the year one of £18,858 for the purchase of a new Kawasaki Buggy and the other for £11,500 for the replacement of the John Deere Tractor.</p>	None proposed
EM Events and Grants	Nil	Nil	Nil	No additions are proposed at this time.	None proposed
Capital Receipts Reserve	£6,500	Nil	£6,500	No additions are proposed at this time.	None proposed
Perpetuity Funds	£66,484	Nil	£66,484	None required	None proposed
Premium Receipt for Adam Lee	£50,000	Nil	£50,000	None required	None proposed
CIL Reserve – Brook Farm Drive	£19,467	(19,467)	Nil	The remaining funds from this reserve were released to cover cost to improve and extend the play area at Adam Lee.	None proposed
<b>Overall Total</b>	<b>£254,394</b>	<b>£91,000 / (£83,620)</b>	<b>£261,774</b>		

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
MALVERN TOWN COUNCIL**

**to be held on Wednesday 25 March 2025**

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

**REVIEW OF INFORMATION TECHNOLOGY USERS' POLICY**

**1. Purpose of Report**

1.1. For review and decision.

**2. Recommendation**

2.1. Policy and Resources Committee is recommended to consider, review and revise as necessary, the Town Council's Information Technology Users' Policy.

**3. Background**

3.1. The last review of the Town Council's IT Users' Policy was approved by Full Council in April 2023.

3.2. Although a review is not officially due until 2027, this has been brought forward due to a change in the Annual Governance and Accountability Return that will need to be submitted as part of the Council's External Audit requirements in June 2026.

3.3. Assertion 10 is a new requirement in the 2025/26 Annual Governance and Accountability Return (AGAR) for English Parish and Town councils, focusing on digital, data protection, and IT security compliance. It requires councils to demonstrate lawful personal data processing, website accessibility and proper IT policies.

3.4. The Town Clerk has compared the model IT Policy provided by Worcestershire CALC with the current MTC policy and made some small amendments to ensure that all sections are fully covered. The draft policy for consideration is attached at Appendix A to this report.

3.5. Members of Policy and Resources Committee are invited to make comments as necessary and recommendations for any updates or changes will go to Full Council for approval and adoption.

**4. Financial Implications**

4.1. None pertaining to this report.

**5. Legal Implications**

5.1. The following laws and code of practice will apply to this policy:

- Data Protection Acts 1998 & 2018
- GDPR
- Freedom of Information Act 2000
- Requirements from External Audit

End  
Linda Blake  
Town Clerk



**MALVERN TOWN COUNCIL**

# **INFORMATION TECHNOLOGY USERS' POLICY**

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Reviewed by:	Policy and Resources Committee -
Adopted:	Full Council –
Next review due:	

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## MALVERN TOWN COUNCIL

## INFORMATION TECHNOLOGY USERS' POLICY

**1. Introduction**

Malvern Town Council henceforth known as “The Council” recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors

**2. Scope**

- 2.1. This policy applies to all individuals who use IT resources, including computers, networks, software, devices, data, and email accounts. The authority endeavours to provide digital devices but acknowledges that some small members may be using their own personal devices. Everyone must adhere to this policy to maintain digital security.

**3. Acceptable Use of Council Provided IT resources and email**

- 3.1. When using IT resources for the Council’s purposes, you must adhere to ethical standards, and respect copyright and intellectual property rights.
- 3.2. To control the use of the Council’s computer equipment the following will apply:
- i. Only authorised employees should have access to the Council’s computer equipment.
  - ii. Employees and councillors are personally responsible for the protection of council data and information which they use and access as part of their roles.
- 3.3. All sensitive and confidential data should be stored and transmitted securely. You must regularly backup any important data to prevent data loss and follow your organisation's data retention policies.
- 3.4. Employees and councillors must be careful about which Wi-Fi networks they join. and make sure they are using a trusted internet connection, which is password protected when carrying out official business
- 3.5. Individuals must not:
- i. leave their user accounts logged in at an unattended and unlocked computer;
  - ii. perform any unauthorised changes to the IT systems or information;
  - iii. access, or attempt to access, data which they are not authorised to use or access;
  - iv. connect any unauthorised device to the council’s network or IT systems;
  - v. store council data on any unauthorised equipment;
  - vi. give or transfer council data or software to any person or organisation outside of the Council without permission from the Town Clerk.

**4. Use of Computer Equipment in the Offices**

- 4.1. Employees are responsible for their own workstations and equipment which should be kept in good condition.
- 4.2. All computers must be password protected by a strong password, consisting of at least eight letters, and must include at least one upper case letter, a number and a special character. Passwords must be kept secure.
- 4.3. Employee-used computer equipment should remain on council premises unless permission is received from the Town Clerk for it to be used elsewhere.

**5. Use of Computer Equipment for Home / Remote Working**

- 5.1. Employees and councillors should ensure that they have authority from the Town Clerk before equipment is removed from the office.
- 5.2. Employees may use computer equipment when working from home as part of their agreed working arrangements or on a one-off basis as agreed with the Town Clerk. Remote working may also be required due to extreme weather, unsuitable conditions within the office or other significant factors and these will be considered and agreed with all staff on an individual basis.
- 5.3. Computer equipment must be securely stowed for transport purposes, should not be visible within the vehicle and must not be left unattended.
- 5.4. Computer equipment should only be retained outside of the office for the agreed period of home / remote working. The remote location will be the employee's home address unless otherwise agreed by the Town Clerk.
- 5.5. Employees working from home must be logged on to the Council's system at all times of their working hours.
- 5.6. This policy must be adhered to when working from home.

**6. Internet access on council-owned equipment**

- 6.1. The Council's employees are provided with internet access to assist with their job roles. The short and occasional use of the council's internet is permitted for personal use by employees if kept to reasonable limits which do not obstruct the productivity of the Council and if carried out during official break times.
- 6.2. The equipment services and technology that employees use as part of their job role are the property of Malvern Town Council. Therefore, the Council reserves the right to monitor how employees use the internet and email.

**7. Use of council emails**

- 7.1. Town Council email addresses are provided to employees and councillors for use in their respective roles.
- 7.2. Town Council emails should be restricted to council-related activities only. All data that is written, sent or received through the Council's computer systems is part of official records and therefore information contained in email messages should be accurate, appropriate, ethical and legal.
- 7.3. Employees and councillors must use their designated Town Council email address for all Town Council business. Private email addresses must not be used for Town Council business.
- 7.4. Employees and councillors must make sure that emails are professional and respectful in tone and must always check that confidential or sensitive information is being sent to the correct recipients.
- 7.5. Be cautious when downloading attachments and opening links to avoid phishing and malware. Before opening any attachments or clicking on links, verify the source by looking at the email it has come from carefully. Do not download and open anything if you are unsure who has sent it.
- 7.6. The Council reserves the right to check email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR. Officers may need to access emails so that they respond to FOI or subject-access requests.
- 7.7. The following are not deemed acceptable:
  - i. distributing, disseminating or storing images, text or materials that are illegal or might be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any employee or other person;
  - ii. forwarding council confidential messages or information to external locations;
  - iii. broadcasting unsolicited personal views on social, political, religious or other non-council related matters.
- 7.8. Employees and councillors should regularly review and delete emails when they are no longer required. Emails should not be kept longer than they are required in line with the Council's Data Retention Policy. All employees and councillors should be alert to the characteristics of spam and phishing emails and should not reply to those emails.
- 7.9. Emails sent must have an appropriate disclaimer relating to the use of the information within the email.

- 7.10. Email messages should only be sent to those for whom they are relevant and must not be used as a substitute for face-to-face communication, or for the exchange of gossip.
- 7.11. All devices used to access the Council's emails should be password-protected and care should be taken so that they are not left unattended or could be read by unauthorised individuals.
- 7.12. Employees may only use non-council owned equipment to access council emails with the express permission of the Town Clerk.

## **8. Use of internet on Council-Owned Equipment**

- 8.1. Employees should not access personal email mailboxes from council-owned equipment.
- 8.2. The following are deemed unacceptable:
  - i. visiting illegal or fraudulent sites;
  - ii. using the internet to send offensive or harassing material to other users;
  - iii. revealing confidential information about the Council in a personal online posting, upload or transmission;
  - iv. publishing defamatory and/or knowingly false information about any aspect of the Council in any format.

## **9. Social media**

- 9.1. Social media posts should be professional and respectful in tone and should only be used in accordance with Malvern Town Council's Social Media Policy.

## **10. General**

- 10.1. Whilst using the council's IT equipment and software, the following is not permitted:
  - i. sending or posting discriminatory, harassing or threatening messages, images or other content;
  - ii. using the organisation's time and resources for personal gain;
  - iii. violating copyright law;
  - iv. failure to observe licensing agreements;
  - v. sending or posting messages or material that could damage the organisation's image or reputation;
  - vi. sending or posting messages that defame or slander other individuals.
- 10.2. Violation of the law or any aspect of Malvern Town Council policy will result in disciplinary action.

## **11. Support and security**

- 11.1. Employees should not interfere with the everyday running of the council's information technology systems, unless asked to do so.

- 11.2. Employees should ensure that all updates are installed regularly and no later than 48 hours after the advisory notice is seen.
- 11.3. Employees or councillors experiencing any problems with Town Council hardware, software or emails should contact the PA to the Town Clerk or in their absence the Operations and Office Co-ordinator, who will refer the issue to the Council's IT support contractors.
- 11.4. All suspected security breaches, including email breaches or incidents should be reported immediately to The Town Clerk.

**12. Training and Awareness**

- 12.1. The Council will source regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. You should engage in regular training on email security and best practices.

**13. Compliance and Consequences**

- 13.1. Breach of this IT and Email Policy may result in the suspension of IT privileges.



**MALVERN TOWN COUNCIL**

**VEXATIOUS BEHAVIOUR AND  
COMPLAINTS POLICY**

Review of Vexatious Behaviour and Complaints Policy  
Policy and Resources meeting  
Wednesday 25 March 2026

## MALVERN TOWN COUNCIL

### VEXATIOUS BEHAVIOUR AND COMPLAINTS POLICY

#### 1. Introduction

- 1.1. This policy sets out Malvern Town Council's approach to vexatious behaviour and unreasonably persistent complaints. Malvern Town Council (hereafter known as 'the Council') aims to deal fairly, honestly, consistently and appropriately with all complainants and requests for information but retains the right to restrict or change access to our services where we consider an individual's actions to be unacceptable.
- 1.2. This policy is consistent with anyone's rights under the Data Protection Act 1998, Freedom of Information Act 2000 and Environmental Information Regulations.

#### 2. Purpose

- 2.1. The purpose of the document is to:
  - Explain what the Council considers to be unreasonable behaviour and how this will be dealt with. (section 1)
  - Define vexatious requests (section 2)
  - Explain what the Council considers to be a vexatious request and how these will be dealt with.
- 2.2. This policy helps employees and councillors to understand what options for action are available, and who can authorise these actions. It also assists employees to manage the expectations and behaviour of complainants while their complaint is addressed and when a request for information can be refused.
- 2.3. This policy applies to all forms of communication, including social media.
- 2.4. The Council welcomes feedback from service users and will always try to resolve any complaint or request for information as quickly as possible and therefore this policy should only be applied where absolutely necessary.
- 2.5. With each complaint the Council must consider whether it is persistent, unreasonably persistent or a new complaint. With each request for information, the Council must consider whether it is manifestly unjustified, inappropriate or improper use of formal procedure.
- 2.6. This policy covers behaviour associated with general service complaints, complaints about the standards of elected members, requests for information and general contact with members of the public.

- 2.7. The Council needs to differentiate between those individuals whose concerns relate to a series of service failures and those whose behaviour is unreasonable. The use of the word “individual” as someone who may be acting unreasonably, refers, within the context of this document, to those who deal directly with the Town Council including members of the public, suppliers, customers and other stakeholders.
- 2.8. Whilst some complaints may relate to serious and distressing incidents, the Council does not tolerate abusive, offensive or threatening behaviour and will take steps to protect employees and town councillors who are subject to unreasonable behaviour.

### **SECTION 1 - UNREASONABLY PERSISTENT COMPLAINTS AND BEHAVIOUR**

#### **3. Definition of unreasonable behaviour**

- 3.1. Individuals may act out of character when under stress and the Council does not view behaviour as unacceptable just because someone is forceful or determined. However, the actions of those who are angry, demanding or persistent may result in unreasonable demands on workloads and behaviour towards employees and town councillors.
- 3.2. Behaviour can be unreasonable and can turn into becoming unreasonably persistent. Unreasonable behaviour may include one or two isolated incidents. Unreasonably persistent behaviour is usually an accumulation of incidents or behaviour over a longer period.
- 3.3. The Council differentiates between ‘persistent’ individuals and ‘unreasonably persistent’ individuals.
- 3.4. Those making a complaint can be ‘persistent’ where they feel the Council has not dealt with their complaint properly and are not prepared to leave the matter there. For example, it is not unreasonable for an individual to criticise how their complaint is being handled when published procedures are not followed.
- 3.5. However, some individuals may have justified complaints or requests but may pursue them in inappropriate ways such as lengthy phone calls, emails expecting immediate responses, detailed letters or emails every few days. Others may pursue complaints or requests which have no substance or which have already been considered and dealt with. Their contacts with the Council may be amicable but still place very heavy demands on employees.
- 3.6. Some examples of the actions and behaviours of unreasonably persistent individuals are as follows; it is by no means an exhaustive list:
- Refusing to specify the grounds of a complaint, despite offers of assistance

- Refusing to co-operate with the complaints investigation process
- Refusing to accept that certain issues are not within the scope of a complaints process
- Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or within good practice
- Making unjustified complaints about the employees dealing with the complaints, and seeking to have them replaced
- Introducing new information, at a late stage, expecting it to be taken into account and commented on, or raising large numbers of detailed, but unimportant, questions and insisting they are all fully answered
- Covertly recording meetings and conversations
- Submitting falsified documents from themselves or others
- Bringing complaints designed to cause disruption or annoyance or lacking any serious purpose or value
- Adopting a 'scattergun' approach: pursuing parallel complaints on the same issue with a variety of organisations
- Making excessive demands on the time and resources of employees and town councillors with lengthy and/or repeated telephone calls, emails to numerous Council officers, or detailed letters every few days and expecting immediate responses
- Causing distress to employees – including use of hostile, abusive or offensive language or an unreasonable fixation on an individual member of employees
- Refusing to accept the outcome decision of a complaint – repeatedly arguing the point and complaining about the decision, with no new evidence
- Behaviour which has a significant and disproportionate adverse effect on the Council's resources and other residents
- Inappropriate behaviour towards Council employees investigating or involved in the complaint such as inappropriate use of language, aggression or violence
- Persistently complaining about town councillors without grounds for complaint

3.7. Care must be taken not to discard new issues which are significantly different from the original issues; however these should be treated as a separate complaint issue.

#### **4. Designating behaviour as unreasonable**

4.1. It is vital that all attempts are made to maintain effective communication and relationships with those individuals who contact with the Council. Prior to taking action under this policy, the investigating officer should ensure that:

- Every reasonable effort has been made to investigate the complaint
- Every reasonable effort has been made to communicate with the individual

##### Prior warning

4.2. When the Council considers that an individual is unreasonably persistent in pursuing complaints or otherwise is acting unreasonably a risk assessment will be completed in line with health and safety policies and, if it is concluded that the behaviour is unacceptable/unreasonable, the Town Clerk will write to tell the individual why they find their behaviour unreasonable and/or unacceptable and ask them to change the behaviour.

##### Decision to restrict or terminate contact with the Council

4.3. If unreasonable behaviour continues, the Town Clerk will call a meeting of the Council's Emergency Decision Making Committee to review the case.

4.4. When making decisions on how to manage the unreasonable behaviour, all relevant factors should be taken into account to ensure that action taken is appropriate and proportionate to the nature and frequency of the contacts with the Town Council at that time.

4.5. Due consideration should be given to the individual's health, including any related illnesses or disabilities that may be impacting on behaviour (for example, dementia, learning disability, mental illnesses etc.).

4.6. If the individual has not responded appropriately to the prior warning letter a decision may be made to restrict contact with the Council. The individual involved will be notified in writing (or an appropriate alternative format) why it is believed their behaviour falls into the category of unreasonably persistent and/or unreasonable behaviour. They will also be notified what action will be taken and the duration of that action, as well as what they can do to have the decision reviewed.

4.7. The following is a list of possible options for managing an individual's involvement with the Council from which one or more might be chosen and applied, if warranted. Any action taken should be appropriate and proportionate. It is not an exhaustive list and often the specific circumstances of the individual case will be relevant in deciding what might be appropriate action:

- Placing limits on the number and duration of contacts with employees per week or month
- Offering a restricted timeslot for necessary calls
- Offering one medium of contact only (telephone, letter, email etc.)
- Requiring the individual concerned to communicate only with one named member of employees
- Requiring any personal contact to take place in the presence of a witness and in a suitable location
- Refusal to register further complaints about the same matter
- Where behaviour is unreasonable and threatens the safety and/or welfare of members, employees, or our partners the Council may decide to terminate contact with the individual.
- Other action may be taken, for example reporting the matter to the police or taking legal action. Where such action is necessary the Council need not give prior warning

4.8. Where a decision on the complaint has been made, the individual can be informed that future correspondence will be read and placed on the file but not acknowledged, unless it contains material new information. The Town Clerk will be identified as the designated officer who will read future correspondence.

4.9. Where following restriction of access being implemented an individual continues to behave in a way that is unacceptable or where the behaviour is so extreme that it threatens the immediate safety and welfare of town councillors, employees or partners, the Council may:

- Terminate contact
- Temporarily or permanently restrict/not allow access to the Council offices
- Report the matter to the police
- Take legal action

Reviewing the decision to restrict contact

4.10. When imposing a restriction on access there will be a specified review date, usually 6 months from the initial decision. The review will be carried out by the Emergency Decision Making Panel in conjunction with the Town Clerk. Restrictions should be lifted and the relationship returned to normal unless there are good grounds to extend the restrictions.

- 4.11. The individual will be informed of the outcome of the review. If the restrictions are to continue, they will be given the reasons and told when the restrictions will next be reviewed.

Referral to the Local Government and Social Care Ombudsman

- 4.12. Relationships between organisations and individuals sometimes break down badly when complaints are under investigation and there is little prospect of achieving a satisfactory outcome. In such circumstances there may be nothing to gain from following through all stages of the Council's Complaints procedure. In these circumstances, the Ombudsman may, exceptionally, be prepared to consider complaints before complaints procedures have been exhausted – if the request is made by both sides to the dispute.
- 4.13. An individual who has been treated as behaving unreasonably may make a complaint to the Ombudsman about it. The Ombudsman is unlikely to be critical of the Council's action if it can show that it acted proportionately, reasonably and in accordance with its adopted policy.

Appeals against decisions

- 4.14. All individuals must be informed in writing when the Council wishes to apply a policy to restrict or terminate contact and must be given information on how to appeal the decision.
- 4.15. The appeal will be heard by a panel of three Town Councillors who have not previously been involved with the case.
- 4.16. An individual who is dealt with under this policy will be informed of their right to contact the Local Government and Social Care Ombudsman if they feel the Council has not acted correctly in the administration of the complaint.

Recording actions and contacts with the customer

- 4.17. Any decision to apply this policy must be recorded on the Council's complaints database and the Council must keep adequate records of all actions and contacts.

**5. Confidentiality**

- 5.1. Complaints made to the Council will be treated in confidence.
- 5.2. The Town Clerk will arrange that the details of unreasonably persistent complainants and/or unreasonable behaviour is only passed to those Council employees, town councillors and partner organisations who need to know in order to implement the policy or to protect employees' safety.
- 5.3. Confidentiality cannot, however, be guaranteed where a vulnerable person is considered to be at risk and safeguarding procedures apply. In these circumstances, the Council may

have to share the information with other external agencies.

- 5.4. Individuals who make their complaints public in the media may forfeit their right to anonymity and the right to confidentiality.

## **SECTION 2 – VEXATIOUS REQUESTS**

### **6. Definition of Vexatious Behaviour**

- 6.1. A vexatious request is: ‘a request that is likely to cause distress, disruption, and irritation without any proper or justified cause’.

- 6.2. A vexatious request may include one or two individual requests for information or may form part of a wider pattern of vexatious behaviour. For example, if there is a wider dispute or it is the latest in a lengthy series of overlapping requests.

- 6.3. Examples of vexatious requests are:

- Abusive or aggressive language used by the requester
- Excessive burden is placed on us in dealing with the request
- Targeted correspondence towards one individual against whom they have some personal enmity
- Unreasonable persistent requests relating to matters which have already been dealt with
- The request makes completely unsubstantiated accusations against the authority or specific individuals
- The requester takes an unreasonably entrenched position, rejecting attempts to assist and advice out of hand and shows no willingness to engage with us.
- The requester makes frequent or overlapping requests
- The requester’s intention and purpose is to deliberately to cause annoyance
- The requester has adopted a “scattergun” approach
- The request relates to a trivial matter and it is not proportionate to deal with the request.
- The requester is abusing their rights of access to information by abusing the legislation to vent anger or harass and annoy members, employees or partners

- The information requested affects the individual and has already been resolved by us or by independent investigation
- The request is made for the sole purpose of the amusement of the requester.

Designation of vexatious and decision to refuse to provide requested information

- 6.4. In some cases, it will be obvious to the Council that a request is vexatious, for instance the tone or content of the request is so objectionable that it would be unreasonable to expect the Council to tolerate it. In these circumstances the Council will consider making a decision to refuse the request under Section 14(1) Freedom of Information Act 2000 (or under the Environmental Information Regulations where relevant).
- 6.5. In other cases, it will not be so obvious then the Council will take into account if the request is likely to cause a disproportionate or unjustified level of disruption, irritation or distress. To assess this, the Council will objectively judge the evidence of the impact and weigh this against any evidence about the purpose and value of the request.
- 6.6. However, the Council will not automatically refuse a request simply because it is made in the context of a dispute or if it forms part of a series of requests.
- 6.7. The Council will consider each request for information on its own merits and will not automatically refuse a request because the individual may have caused problems in the past. The Council will ensure that we consider whether the request (and not the requester) is vexatious
- 6.8. Where the request is considered to be vexatious the Council may make the decision not to provide the information and will issue a refusal notice to the requester.
- 6.9. The decision to classify a request as vexatious and to refuse the request will be taken by the Town Clerk in consultation with the Mayor and Deputy Mayor.
- 6.10. A refusal notice setting out why the Council is refusing the request will be issued, unless the Council has already given the requester a refusal notice for a previous vexatious request, and it would be unreasonable to issue another one.

Application for Review

- 6.11. A Requester may request a review of the decision to classify a request as vexatious and to issue a refusal notice. Such a review will be carried out by the Council's Emergency Decision Making Panel.
- 6.12. A requester who has been dealt with under this policy will be informed of their right to contact the Information Commissioner if they feel the Council has not acted correctly in dealing with

their request.

Recording Actions

- 6.13. Any decisions to apply this policy to the request must be recorded on the Council's information requests data base.

**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 Vexatious Behaviour and Complaints Policy will be carried out at least once every council term as a minimum and any necessary actions taken.

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
MALVERN TOWN COUNCIL**

**to be held on Wednesday 25 March 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	VP	VJB
2945	13647 13648 13649	01/04/2025	DESIGN IN THE SHIRES	460.80	Quarterly web hosting and website support January and February 2025	VP	VJB
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	VP	VJB
2947	13631	01/04/2025	DULUX DECORATOR CENTRE	30.66	Painting materials for play equipment at Jamaica Crescent	VP	VJB
2948	13641	01/04/2025	HEART OF ENGLAND IN BLOOM	165.00	Entry fee for the 2025 Heart of England in Bloom Campaign	VP	VJB
2949	13639	01/04/2025	HOUSEKEEPERS OF MALVERN	96.00	Cleaning contract cemetery 25/2/25 - 11/3/25	VP	VJB
2950	13628	01/04/2025	LEDBURY PLANT HIRE	1944.00	Grave digger hire March, April and May 2025	VP	VJB
2951	13632 13633	01/04/2025	LINK TOOLS	65.61	Screwdriver bit set to repair bus shelters and padlock for Goodwood Road Allotments	VP	VJB
2952	13650	01/04/2025	MALVERN HILLS DISTRICT COUNCIL	100.00	Temporary road closure for the Christmas Festival - 22 November 2025	VP	VJB
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	VP	VJB
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	VP	VJB
2955	13629	01/04/2025	RPM MALVERN	225.00	Electrical repairs to window and door on Ford Transit - WF16 ZHN	VP	VJB
2956	13634	01/04/2025	BLACK COUNTRY METALWORKS LTD	1500.00	5 Lamposts and lanterns to light pathway between the community hub and Pickersleigh Avenue	VP	VJB
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	VP	VJB
2958	13637	01/04/2025	ALL ABOUT LOCAL MAGAZINES LTD	522.72	Half page advert for Park View Community Room in magazines for Malvern	VP	VJB
2959	13661	01/04/2025	EE	85.74	Mobile phone charges March 2025 - admin / events phone and operations Team	VP	VJB
2960	13662	01/04/2025	FIRST DRAINAGE	264.00	Emergency call out to unblock drainage at the community hub, Victoria Park	VP	VJB

*Bank details checked VJB*

*Bank details checked VJB*

*Bank details checked VJB*

**Total Payments: 7,774.61**

**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	OP	KJB
2962	13670	16/04/2025	ALLIANCE PAYROLL SERVICES	137.10	Payroll charges March 2025	OP	KJB
2963	13705	16/04/2025	BIG GREEN CLEANING COMPANY	1092.00	Cleaning contract Community Hub - April 2025	OP	KJB
2964	13702	16/04/2025	BLUE BIRD CATERING	144.00	90 cakes for Mayor's Civic Service	OP	KJB
2965	13700	16/04/2025	BRITISH GAS TRADING	457.38	Gas charges gas lamps 1/1/25 - 31/3/25	OP	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	OP	KJB
2967	13698	16/04/2025	BRITISH GAS	33.26	Electricity charges Link Church clock 8/2/25 - 21/3/25	OP	KJB
2968	13697	16/04/2025	BRITISH GAS	708.34	Electricity charges Lower Howsell 2/2/25 - 1/3/25	OP	KJB
2969	13695	16/04/2025	CHARLES PORTER	58.95	Mileage claim Operations Manager 2/12/24 - 31/3/25	OP	KJB
2970	13704	16/04/2025	FBC MANBY BOWDLER LLP	1900.00	Professional fees up to 28/3/25 regarding land slippage at Rose Bank Gardens	OP	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	OP	KJB
2972	13669	16/04/2025	FURNITURE @ WORK LTD	102.00	Community noticeboard for foyer in the community hub	OP	KJB
2973	13701	16/04/2025	HERON PRESS UK	590.00	Printing of 11,500 Spring MTC Newsletters	OP	KJB
2974	13665 13666 13671	16/04/2025	LEIGH SINTON GARDEN MACHINERY LTD	126.80	Pole saw guide bar and chain, 2 trimmer heads and 5 litres of 2 stroke oil for machinery	OP	KJB
2975	13699	16/04/2025	MHDC-NNDR	4266.45	Business rates for the community hub 25/8/24 - 31/3/25	OP	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	OP	KJB
2977	13703	16/04/2025	NPOWER	73.37	Electricity charges former water feature at Hampden Road - March 2025	OP	KJB
2978	13664	16/04/2025	PURE STAFF LTD	441.70	Temporary grounds worker w/e 6/4/25 - 21.5 hours	OP	KJB
2979	13696	16/04/2025	PCC MALVERN LINK	162.50	Hire of St Matthias Church for the Mayor's Civic Service	OP	KJB
2980	13694	16/04/2025	WFL (UK) LTD	1286.55	953 litres of white diesel for machinery	OP	KJB
2981	13706	16/04/2025	JAMES HALLAM LTD	304.00	Insurance for the Mayor's Peaks Challenge 5/4/25	OP	KJB

*Bank details checked KJB*

*Bank details checked KJB*

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	KJB
2983	2983	16/04/2025	MALVERN MALE VOICE CHOIR	2000.00	Large grant as approved by Full Council 9/4/25	DP	KJB
2984	2984	16/04/2025	THE COACH HOUSE THEATRE	1500.00	Large grant as approved by Full Council 9/4/25	DP	KJB
2985	2985	16/04/2025	MALVERN SPA ASSOCIATION	2500.00	Large grant as approved by Full Council 9/4/25	DP	KJB
2986	2986	16/04/2025	MALVERN CUBE	1475.00	Large grant as approved by Full Council 9/4/25	DP	KJB
2987	2987	16/04/2025	MALVERN COMMUNITY KITCHEN	954.97	Large grant as approved by Full Council 9/4/25	DP	KJB
2988	2988	16/04/2025	1ST MALVERN SCOUT GROUP	2500.00	Large grant as approved by Full Council 9/4/25	DP	KJB
2989	2989	16/04/2025	FRIENDS OF DAME LAURA KNIGHT SOCIETY	500.00	Small grant as approved by Full Council 9/4/25	DP	KJB
<del>2990</del>	<del>2990</del>	<del>16/04/2025</del>	<del>GIRL GUIDING MALVERN</del>	<del>500.00</del>	<del>Small grant as approved by Full Council 9/4/25</del>		
<del>2991</del>	<del>2991</del>	<del>16/04/2025</del>	<del>MALVERN GREEN SPACE</del>	<del>380.00</del>	<del>Small grant as approved by Full Council 9/4/25</del>		
2992	2992	16/04/2025	MALVERN COMMUNITY PARTNERSHIP	500.00	Small grant as approved by Full Council 9/4/25	DP	KJB
2993	2993	16/04/2025	ST RICHARDS HOSPICE	500.00	Small grant as approved by Full Council 9/4/25	DP	KJB

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Total Payments:

~~27,869.41~~

26,980.41

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	PB
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	PB
2997	13722	13/05/2025	BHGS LTD	107.00	20kg of grass seed for the cemetery	DP	PB
2998	13739	13/05/2025	BIG GREEN CLEANING COMPANY	1092.00	Cleaning of Community Hub - May 2025	DP	PB
2999	13746	13/05/2025	BRITISH GAS	43.91	Electricity charges - Lower Howsell 2/3/25 - 1/4/25	DP	PB.
3000	13757	13/05/2025	BRITISH GAS	53.78	Electricity charges - Link Church Clock 22/3/25 - 9/4/25	DP	PB.
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	PB.
<del>3002</del>	<del>13728</del>	<del>13/05/2026</del>	<del>FLEX COURT EUROPE (Play Sport International)</del>	<del>3178.23</del>	<del>Replacement equipment for basketball courts at Victoria Park</del>		
3003	13720	13/05/2025	FUELGENIE BUSINESS ACCOUNT	210.10	Fuel account - March 2025	DP	PB
3004	13723	13/05/2025	GREENBARNES LTD	4624.45	2 x Oak Notice Boards - Victoria Park and Adam Lee	DP	PB
3005	13734	13/05/2025	KITZ UK LTD	2665.00	150 x medals and 150 x t-shirts for the Mayor's Peaks Challenge - 3/5/25 (costs covered by event sponsorship)	DP	PB
3006	13726	13/05/2025	LANDSCAPE SUPPLY COMPANY	56.15	Strimmer Cord	DP	PB
3007	13727	13/05/2025	MALVERN ELECTRICAL WHOLESALE LTD	20.10	Cable ties and electrical equipment for events and general use	DP	PB
3008	13721	13/05/2025	M MIDDLETON WELDING & FABRICATION	230.40	Repairs to grave digger bucket	DP	PB
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	PB
3010	13736	13/05/2025	PARTY PACKS	57.00	150 x table flags for VE Day 80th Anniversary	DP	PB
3011	13741 13742	13/05/2025	PHS GROUP	1726.66	Washroom hygiene services Community Hub and Cemetery 1/4/25 - 31/3/26	DP	PB
3012	13730 13731 13732	13/05/2025	PURE STAFF LTD	2259.84	Temporary Ground Worker - 7/4/25 - 2/5/25	DP	PB

*overseas transaction*

*5mt detail checked vps*

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Descriptio..	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	VB
3014	13729	13/05/2025	SCREWFIX (TRADE UK)	15.96	4 x hi-vis waistcoats for the Operations Team	DP	VB
3015	13755	13/05/2025	WATER PLUS LTD	106.37	Water charges - cemetery lodge 4/3/25 - 4/4/26	DP	VB
3016	13753 13754	13/05/2025	WATER PLUS LTD	42.31	Water charges - cemetery 11/2/25 - 11/4/25	DP	VB
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	VB
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	VB
3019	13724	13/05/2025	THE HELPING HAND COMPANY	80.94	5 x litter pickers for general use	DP	VB
3020	13743	13/05/2025	WORCESTERSHIRE CALC	3104.92	Annual subscription to Worcestershire CALC / NALC as agreed at the Annual Council Meeting	DP	VB
3021	3021	13/05/2025	JOSEPHINE LEIBRANDT	50.00	Printing allowance 2024/25	DP	VB
3022	3022	13/05/2025	GIRLGUIDING MALVERN	500.00	Small grant as agreed at Policy and Resources - 26/3/25	DP	VB
3023	3023	13/05/2025	MALVERN GREEN SPACE	380.00	Small grant as agreed at Policy and Resources - 26/3/25	DP	VB
3024	3024	13/05/2025	KOROSTEN MALVERN TWINNING ASSOCIATION	1500.00	Release of twinning reserve as agreed at Policy & Resources 7/5/25	DP	VB

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Total Payments:

~~27,493.68~~

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	JP	WJB
3026	13760	20/05/2025	FBC MANBY BOWDLER	1560.00	Professional fees regarding land slippage at Rose Bank Gardens up to 29 April 2025	JP	WJB
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	JP	WJB
3028	13737	20/05/2025	SEVERN VALLEY TRAINING	360.00	2 x First Aiders for the Mayor's Peaks Challenge - 3 May 2025	JP	WJB

**Total Payments:** 2,053.02

*Some details checked WJB*

**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	JP	JPB
3030	13810	09/06/2025	A J GAMMOND LTD	84.60	Replacement brass tap for the well room in North Malvern Clock Tower	JP	JPB
3031	13813 13815	09/06/2025	ALLIANCE PAYROLL SERVICES LTD	356.70	Payroll charges April and May 2025	JP	JPB
3032	13785	09/06/2025	BHGS LTD	459.00	75 x 40 litres of peat free compost for planters on Belle Vue Island	JP	JPB
3033	13795	09/06/2025	BLACKWELL CONCERT BAND	285.00	Brass band for VE Day at Victoria Park - 10 May 2025	JP	JPB
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	JP	JPB
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	JP	JPB
3036	13816	09/06/2025	BRITISH GAS	30.41	Electricity charges Lower Howsell 2/4/25 - 1/5/25	JP	JPB
3037	13835	09/06/2025	BRITISH GAS	28.96	Electricity charges Link Church Clock 10/4/25 - 2/5/25	JP	JPB
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	JP	JPB <i>Bank details checked JPB</i>
3039	13811 13812	09/06/2025	DESIGN IN THE SHIRES	298.60	Website support June 2025 and quarterly web hosting	JP	JPB
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	JP	JPB
3041	13787 13788	09/06/2025	DULUX DECORATOR CENTRE	49.11	Painting supplies to cover graffiti in Barnards Green Bus Shelter	JP	JPB
3042	13834	09/06/2025	EE	85.02	Mobile phone charges May 2025 - Operations Team and Events / Admin Phone	JP	JPB
3043	13899	09/06/2025	FBC MANBY BOWDLER LLP	2160.00	Professional fees regarding land slippage at Rose Bank Gardens	JP	JPB
3044	13837	09/06/2025	FIRST DRAINAGE	336.00	Emergency drainage works at Victoria Park due to blockage	JP	JPB
3045	13880	09/06/2025	HARTLEBURY CASTLE PRESERVATION TRUST (CHANTEL SUMMERFIELD)	40.00	Art and Craft workshop at VE Day - Victoria Park - 10 May 2025	JP	JPB <i>Bank details checked JPB</i>
3046	13882	09/06/2025	HERON PRESS UK	330.00	Printing of 11,500 Bands in the Park Leaflets for the All About Magazine	JP	JPB

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3047	13818	09/06/2025	INSTITUTE OF CEMETERY & CREMATORIUM	105.00	Annual subscription to ICCM	DP	KJB
3048	13799	09/06/2025	IMPACT STEEL (MR FAREED SIDDIQUI)	875.00	Bands in the Park 25/5/25	DP	KJB
3049	13791	09/06/2025	LEDBURY PLANT HIRE	1944.00	Grave digger hire June, July and August 2025	DP	KJB
3050	13786	09/06/2025	NOMIX ENVIRO LTD	135.55	4 x Hiltite and 1 x Cleaner for Malvern in Bloom	DP	KJB
3051	13806 13807 13808	09/06/2025	PAPERSTATION LTD	548.44	Stationery, black sacks and cleaning products - May 2025	DP	KJB
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	KJB
3053	13804	09/06/2025	PRINTWASTE RECYCLING	15.30	Collection of recycling papers	DP	KJB
3054	13792 13793 13794	09/06/2025	PURE STAFF LTD	2239.30	Temporary grounds worker - 3 weeks	DP	KJB
3055	13804	09/06/2025	SEVERN ARTS (WORCESTERSHIRE YOUTH CONCERT BAND)	300.00	Bands in the Park 11/5/25	DP	KJB
3056	13830	09/06/2025	WATER PLUS LTD	66.25	Water charges Lower Howsell - 14/12/24 - 14/3/25	DP	KJB
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	KJB
3058	13819	09/06/2025	WATER PLUS LTD	137.46	Water charges Cemetery Office - 4/4/25 - 4/5/25	DP	KJB
3059	13828 13829	09/06/2025	WATER PLUS LTD	15.79	Water charges Dukes Meadow - 15/10/24 - 15/10/25	DP	KJB
3060	13725	09/06/2025	BROXAP (SUNSHINE GYM)	4477.20	Supply of new Childrens exercise equipment at Victoria Park	DP	KJB
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	KJB
3062	13796	09/06/2025	WAITING FOR GARY (MR ELLIOT H NIXON)	300.00	Waiting for Gary 20/5/25	DP	KJB
3063	13838	09/06/2025	ALL ABOUT LOCAL MAGAZINES LTD	483.00	Distribution of 11,500 Bands in the Park Leaflets	DP	KJB

*See details checked KJB*

*See details checked KJB*

**Total Payments: 18,182.55**

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)	<i>RT</i>	<i>RTB</i>
3065	13853	23/06/2025	FUELGENIE BUSINESS ACCOUNT	220.08	Fuel account April 2025	<i>RT</i>	<i>RTB</i>
3066	13854 13855	23/06/2025	NPOWER	108.79	Electricity charges former water feature Hampden Road - April and May 2025	<i>RT</i>	<i>RTB</i>
3067	13836 13850 13851	23/06/2025	PURE STAFF LTD	1705.15	Temporary Operational Staff- 3 weeks	<i>RT</i>	<i>RTB</i>

*Perk Lebed  
Account  
RTB*

**Total Payments:** 84,588.87

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 (OK Edwards)	1790.00	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	137.48	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

*Bank details checked VJB*

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*Bank details checked VJB*

**Total Payments:** 12,075.93

**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	62.73	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 DP	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	8560.00	Management of tender process for landfill 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 DP	27456.00	Victoria Park - Refurbishment of toddlers play area (£21,160) 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 - 23/6/25	DP	VJB
3102	13876	25/07/2025	MALVERN HILLS DISTRICT BRASS BAND DP	280.00	Bands in the Park - 8/6/25	DP	VJB

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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	KJB
3104	13924	25/07/2025	NPOWER	53.44	Electricity charges former water feature Hampden Road - June 2025	DP	KJB
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	KJB
3106	13919	25/07/2025	PAPERSTATION LTD	244.68	Stationery and cleaning products	DP	KJB
3107	13915	25/07/2025	POLLY EDWARDS	270.00	Soloist singer for unveiling of Nick Houghton Memorial in Rose Bank Gardens	DP	KJB
3108	13903	25/07/2025	READY RENT LTD	60.00	Hire of a cement mixer for new gym equipment at Victoria Park	DP	KJB
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	KJB
3110	13909	25/07/2025	ROGER GEE	335.00	Survey checks at Elgar Avenue	DP	KJB
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	KJB
3112	13926 13927	25/07/2025	WATER PLUS LTD	193.53	Water charges cemetery office - 4/5/25 - 4/7/25	DP	KJB
3113	13866	25/07/2025	THE SIGN SHED	148.50	22 x signs for various locations "No Dogs Allowed"	DP	KJB
3114	13902	25/07/2025	YARD HOUSE PLANTS	8211.00	Summer bedding and hanging baskets for Malvern in Bloom	DP	KJB
3115	13567 13668	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	KJB
3116	13885	25/07/2025	WORCESTERSHIRE CALC	42.00	Breakthrough training for the Town Clerk	DP	KJB
3117	13803	25/07/2025	YORKSHIRE LOCAL COUNCILS	27.40	Allotment management webinar 21/5/25	DP	KJB
3118	13908	25/07/2025	SH LANDSCAPES & GROUNDWORKS	6000.00	Extension of patio area on western side of the Community Hub	DP	KJB
3119	13867 13856	25/07/2025	KIDZ & KITZ UK	505.19	Clothing for the Operations Team and Office Staff	DP	KJB
3120		25/07/2025	MALVERN WELLS PARISH COUNCIL	4630.00	Payment of funeral income collected on behalf of Malvern Wells Parish Council	DP	KJB
3121		25/07/2025	EVA DEAN	23.17	Refund of allotment deposit less rent owing - end of contract	DP	KJB

Bank details checked KJB

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Total Payments: 67,080.82

**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	86.02	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

*Font missing  
Corrected VJB.*

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	BP	VJB.
3141	13975	15/08/2025	SOLO BOUTIQUE	81.00	Refund of money for hanging baskets as unable to fix brackets to building	BP	VJB. <i>Box details added VJB</i>
3142	13956	15/08/2025	THE BARFLYS (J HULLAND)	230.00	Bands in the Park - 20/7/25	BP	VJB
3143	13957	15/08/2025	THE RETROS (PAUL AITKEN)	400.00	Bands in the Park - 13/7/25	BP	VJB.
3144	13954	15/08/2025	TOTALLY STU'D (STUART SPIERS)	300.00	Bands in the Park - 3/8/25	BP	VJB <i>Ent details added VJB</i>
3145	13942	15/08/2025	WFL LTD	1363.08	1,000 litres of white diesel for machinery	BP	VJB
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	BP	VJB <i>Ent details added VJB</i>
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	BP	VJB
3148	13972 13976	15/08/2025	WATER PLUS LTD	113.56	Water charges Knapp Way Allotments - 10/6/25 - 10/8/25	BP	VJB
3149	13965	15/08/2025	PAPERSTATION LTD	32.36	3 reams of white copier paper	BP	VJB

**Total Payments:** 30,337.65

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	JP	VJB
3151	13989	22/08/2025	EAT & SIP CAFÉ	36.00	Cakes for Heart of England in Bloom Judging Day - 17/7/25	JP	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	JP	VJB
3153	13982	22/08/2025	FUELGENIE BUSINESS ACCOUNT	250.03	Fuel account - June 2025	JP	VJB
3154	13991	22/08/2025	HERON PRESS UK	590.00	Printing of 11,500 Newsletters for July 2025	JP	VJB
3155	13937 13986 13987	22/08/2025	JERRY WIDDAS	7000.00	Supply and installation of fencing and gateway at Adam Lee, discounted due to delays on job completion, and 1 bucket seal for Jamaica Crescent	JP	VJB
3156	13988	22/08/2025	LESTER ALDRIDGE	1762.32	Professional fees to prepare eviction notice to travellers at Victoria Park	JP	VJB
3157	13990	22/08/2025	NPOWER	57.40	Electricity charges former water feature Hampden Road - July 2025	JP	VJB
3158	13985	22/08/2025	POLLY EDWARDS	450.00	Duo performance at VJ Day Event at the Community Hub 15/8/25	JP	VJB
3159	13983	22/08/2025	SPECSAVERS	102.00	6 x VDU eyecare vouchers for MTC Staff	JP	VJB

*Bank details checked VJB*

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*Bank details checked VJB*

**Total Payments:** 13,968.47

**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	JP	KB
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	JP	KB
3162	13949	01/09/2025	BRADFORDS BUILDING SUPPLIES LTD	14.69	1 x chisel for general use	JP	KB
3163	14000	01/09/2025	FORTE ENTERTAINMENT LTD	765.00	Hire of inflatables for the Mayor's Bonanza 23/8/25 (50% final payment)	JP	KB
3164	14005	01/09/2025	FUELGÉNIE BUSINESS ACCOUNT	250.11	Fuel account July 2025	JP	KB
3165	13998	01/09/2025	ALL ABOUT FUN	1704.90	Hire of inflatables for the Mayor's Bonanza 23/8/25 (final payment deposit already paid)	JP	KB
3166	14003	01/09/2025	KAREN JOHNS DESIGNS	225.00	Face painting at the Mayor's Bonanza 23/8/25	JP	KB
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	JP	KB
3168	14001	01/09/2025	NEWSQUEST MEDIA GROUP	264.00	Advertising of the Mayor's Bonanza in the Malvern Gazette 15/8/25	JP	KB
3169	14009 14010 14011 14012	01/09/2025	WATER PLUS LTD	119.93	Water charges cemetery 11/4/25 - 11/8/25	JP	KB
3170	14008	01/09/2025	WATER PLUS LTD	104.51	Water charges cemetery office 4/7/25 - 4/8/25	JP	KB
3171	14013	01/09/2025	WATER PLUS LTD	234.96	Water charges Lower Howsell 14/3/25 - 14/6/25	JP	KB
3172	14007	01/09/2025	WATER PLUS LTD	252.97	Water charges Knapp Way Allotments 10/7/25 - 10/8/25	JP	KB
3173	14096	01/09/2025	THE INSTITUTIONS (MR BL PAGE)	300.00	Band performance at the Mayor's Bonanza 23/8/25	JP	KB
3174	13943	01/09/2025	WICKSTEED LEISURE LIMITED	47580.00	Refurbishment / enhancement of play equipment at Adam Lee	JP	KB
3175		01/09/2025	AMELIA K ACADEMY	50.00	Donation for dance performances at the Mayor's Bonanza	JP	KB
3176		01/09/2025	DANCE IN MOTION	50.00	Donation for dance performances at the Mayor's Bonanza	JP	KB

*Bank details checked KB*

*Bank details checked KB*

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*Bank details checked KB*

**Total Payments:** 53,209.47

**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	PP	VTB
3178	14028	10/09/2025	BOURBON ALLEY BAND (MR M S ARCHER)	300.00	Bands in the Park 31/8/25	PP	VTB
3179	14018 14019	10/09/2025	BROADLEAF TREE CARE	1710.00	Tree works at Townsend Way, Yates Hay and the Cemetery	PP	VTB
3180	14026	10/09/2025	CANDY AND THE SOUND (NICOLA SAUNDERS)	300.00	Live music performance for the Mayor's Bonanza - 23/8/25	PP	VTB
3181	14029	10/09/2025	FLAT TONIC (SHARON MASON)	350.00	Bands in the Park 7/9/25	PP	VTB
3182	14023	10/09/2025	KILNWORX (G Sandhu)	417.00	50% final payment for the hire of climbing wall at The Mayor's Bonanza 23/8/25	PP	VTB
3183	14025	10/09/2025	LEDBURY PLANT HIRE	1944.00	Grave digger hire September, October and November 2025	PP	VTB
3184	14024	10/09/2025	LEE RICHARDSON	400.00	Bands in the Park 24/8/25	PP	VTB
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	PP	VTB Bank details checked VTB
3186	14015 14016	10/09/2025	RPM MALVERN	89.95	MOT of the Ford Transit - WF16 ZHN and MOT of the Isuzu - VU17 JKY	PP	VTB
3187	14035 to 14042 - (8 x invoices)	10/09/2025	WATER PLUS LTD	3886.23	Water charges Community Hub Victoria Park for the period after the fitting of the new meter - 27/11/24 - 27/8/25	PP	VTB Bank details checked VTB
3188	14032	10/09/2025	WORCESTERSHIRE CALC	168.00	Councillors "Chair" training x 4	PP	VTB
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	PP	VTB
3190		10/09/2025	MALVERN CUBE PROJECTS	3561.91	Charity money raised in the Mayoral year 2024/25	PP	VTB Bank details checked VTB
3191		10/09/2025	HEARTSTART MALVERN	2727.59	Charity money raised in the Mayoral year 2024/25	PP	VTB Bank details checked VTB

**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	VJB
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	VJB
3194	14058	30/09/2025	BRITISH GAS	29.00	Electricity charges Link Church Clock 12/7/25 - 21/8/25	DP	VJB
3195	14057	30/09/2025	BRITISH GAS	34.07	Electricity charges Lower Howsell 2/8/25 - 1/9/25	DP	VJB
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	VJB
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	VJB
3198	14014	30/09/2025	DH PHILLIPS SAND & GRAVEL	32.64	Sand & Gravel for fixing flag pole at Victoria Park Community Hub	DP	VJB
3199	14066	30/09/2025	EE	85.02	Mobile phone charges August 2025 - Operations Team and Admin / Events phone	DP	VJB
3200	14049	30/09/2025	FUELGENIE BUSINESS ACCOUNT	299.99	Fuel account August 2025	DP	VJB
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	VJB
3202	14060	30/09/2025	CITIZENS ADVICE SOUTH WORCESTERSHIRE	9500.00	Community support grant July to December 2025 (first instalment of two)	DP	VJB
3203	14048	30/09/2025	MALVERN ELECTRICAL WHOLESALE LTD	32.16	4 packs of cable ties for general use	DP	VJB
3204	14055	30/09/2025	NOTHIN' BUT DUST (LIAM P KILLEEN)	285.00	Bands in the Park 10/8/25	DP	VJB
3205	14059	30/09/2025	NPOWER	57.40	Electricity charges August 2025 - former water feature - Hampden Road	DP	VJB
3206	14061	30/09/2025	PKF LITTLEJOHN LLP	2520.00	External Auditor fee for Limited assurance review year ended 31 March 2025	DP	VJB

*Some details checked VJB*

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 whacker plate for Adam Lee Pump Track	DP	KJB
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	KJB
3210	14072	30/09/2025	WATER PLUS LTD	104.52	Water charges Cemetery 4/8/25 - 4/9/25	DP	KJB
3211	14051	30/09/2025	SEVERN VALLEY TRAINING SERVICES	660.00	First Aid at Work & Forrestry 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	KJB
3213	14053	30/09/2025	TEWKESBURY TOWN BAND	250.00	Bands in the Park 17/8/25	DP	KJB
3214	14067 14068 14069	30/09/2025	WORLDPAY (UK) LTD	126.00	Bank charges June, July and August 2025	DP	KJB
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	VJB

*Bank details cleared VJB*

*Bank details cleared VJB*

**Total Payments: 22,360.35**

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	<i>KB</i>	<i>KB</i>
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	<i>KB</i>	<i>KB</i>
3219	14102 14103	17/10/2025	ALLIANCE PAYROLL SERVICES LTD	310.24	Payroll charges August and September 2025	<i>KB</i>	<i>KB</i>
3220	14099	17/10/2025	BIG GREEN CLEANING COMPANY	1222.00	Cleaning contract Community Hub - October 2025	<i>KB</i>	<i>KB</i>
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	<i>KB</i>	<i>KB</i>
3222	14108	17/10/2025	BRITISH GAS	21.51	Electricity charges Link Church Clock 22/8/25 - 20/9/25	<i>KB</i>	<i>KB</i>
3223	14056	17/10/2025	WORCESTER CONCERT BRASS	300.00	Bands in the Park 14/9/25	<i>KB</i>	<i>KB</i>
3224	14095	17/10/2025	DAC BEACHCROFT CLAIMS LIMITED	239.58	Vat payable in respect of damage to the gateway at Great Malvern Cemetery	<i>KB</i>	<i>KB</i>
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	<i>KB</i>	<i>KB</i>
3226	14098	17/10/2025	FBC MANBY BOWDLER LLP	2340.00	Professional fees - Rose Bank Gardens up to 29/9/25	<i>KB</i>	<i>KB</i>
3227	14113	17/10/2025	HERON PRESS UK	590.00	Printing of 11,500 Autumn Newsletters	<i>KB</i>	<i>KB</i>
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	<i>KB</i>	<i>KB</i>
3229	14097	17/10/2025	JBA CONSULTING	3600.00	Hydraulic modelling and post development modelling for land at Elgar Avenue	<i>KB</i>	<i>KB</i>
3230	14066	17/10/2025	PARALLEL LINES (MARKING) LTD	2340.00	Marking of parking bays Pickersleigh Road Car Park at Victoria Park	<i>KB</i>	<i>KB</i>

*Bank details checked from*

*Bank details checked  
KB*

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	VP	KJB
3232	14087	17/10/2025	RPM MALVERN LTD	532.80	Supply and fit 6 replacement tyres for the Ford Transit WF16 ZHN	VP	KJB
3233	14092 14093	17/10/2025	SCREWFIX (TRADE UK)	92.07	1 mega phone for events and a chisel set for general use	VP	KJB
3234	14115	17/10/2025	WATER PLUS LTD	65.61	Water charges cemetery - 11/9/25 - 12/10/25	VP	KJB
3235	14096	17/10/2025	THE HELPING HAND COMPANY	43.80	2 litter pickers and 1 litter bag hoop	VP	KJB
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)	VP	KJB
3237		17/10/2025	LISA KELLY	22.72	Refund of allotment deposit less rent owing end of tenancy	VP	KJB

Bank details checked KJB

Bank details checked KJB

Bank details checked KJB

Total Payments:

24,409.87

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	<i>JP</i>	<i>KB</i>
3239	14139	31/10/2025	BROADLEAF TREE CARE SPECIALISTS	200.00	Removal of one dead Willow Tree overhanging boundary at Maybank Estate	<i>JP</i>	<i>KB</i>
3240	14116	31/10/2025	AMY BROMAGE	15.21	Mileage claim - Events & Communications Officer	<i>JP</i>	<i>KB</i>
3241	14147	31/10/2025	BRITISH GAS	33.12	Electricity charges Lower Howsell 2/9/25 - 30/9/25	<i>JP</i>	<i>KB</i>
3242	14149 14150	31/10/2025	CHARLES PORTER	134.55	Mileage claim - Operations Manager - May to September 2025	<i>JP</i>	<i>KB</i>
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	<i>JP</i>	<i>KB</i>
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	<i>JP</i>	<i>KB</i>
3245	14138	31/10/2025	FUELGENIE BUSINESS ACCOUNT	176.81	Fuel account - September 2025	<i>JP</i>	<i>KB</i>
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	<i>JP</i>	<i>KB</i>
3247	14100 14101	31/10/2025	PAPERSTATION LTD	342.54	Stationery, coffee and cleaning products	<i>JP</i>	<i>KB</i>
3248	14146	31/10/2025	RBL POPPY APPEAL	55.00	2 x type c wreaths for Remembrance Sunday and the Poppy to Paddington Train	<i>JP</i>	<i>KB</i>
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)	<i>JP</i>	<i>KB</i>
3250	14148	31/10/2025	VIKING OFFICE UK	206.35	4 x packs of tork toilet rolls for the disabled toilet at the Community Hub	<i>JP</i>	<i>KB</i>
3251	14151	31/10/2025	EE	85.02	Mobile phone charges Operations Team and Events / Admin phone - September 2025	<i>JP</i>	<i>KB</i>

*Bank details checked KB*

*Bank details checked KB*

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	By	KJB
3253		31/10/2025	STRANGE FUTURES THEATRE	2000.00	Large Grant as approved at Policy & Resources - 8/10/25	By	KJB
3254		31/10/2025	ST MARY'S CHURCH	1367.28	Large Grant as approved at Policy & Resources - 8/10/25	By	KJB
3255		31/10/2025	WE ARE MEN UNITED	2422.00	Large Grant as approved at Policy & Resources - 8/10/25	By	KJB
3256		31/10/2025	MALVERN HILLS WELLBEING HUB	1000.00	Large Grant as approved at Policy & Resources - 8/10/25	By	KJB
3257		31/10/2025	COMMUNITY ACTION	1590.00	Large Grant as approved at Policy & Resources - 8/10/25	By	KJB
3258		31/10/2025	THE COACH HOUSE THEATRE	540.00	Large Grant (part) as approved at Policy & Resources - 8/10/25	By	KJB
3259		31/10/2025	1ST MALVERN COMPANY BOYS BRIGADE & GIRLS ASSOCIATION	500.00	Small Grant as approved at Policy & Resources - 8/10/25	By	KJB
3260	14096	31/10/2025	THE HELPING HAND COMPANY LTD <i>End Payment - bank details updated.</i>	43.80	1 standard litter picker and 1 picker with hoop (paid previously - money returned as bank account changed)	By	KJB

*Bank details checked KJB*

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**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	JP	VB
3262	14161	21/11/2025	A J GRIFFITHS ENGINEERING LTD	840.00	Impact Miling at Victoria Park for 50mm solid ducting as part of new lighting project	JP	VB
3263	14176	21/11/2025	ALLIANCE PAYROLL SERVICES LTD	153.42	Payroll charges October 2025	JP	VB
3264	14168	21/11/2025	BRADFORDS BUILDING SUPPLIES LTD	23.08	19 piece drill bit set for general use	JP	VB
3265	14171	21/11/2025	BRITISH GAS	22.49	Electricity charges Link Church Clock 21/9/25 - 21/10/25	JP	VB
3266	14165	21/11/2025	COLCARDS	120.00	200 x Charity Christmas Cards to be sold at the Christmas Light Switch on event	JP	VB
3267	14154	21/11/2025	COLWALL STONE (Andrew Cameron)	3600.00	Repairs to brick planter and bench in Barnards Green following damage from a car (all costs paid by insurance)	JP	VB
3268	14166	21/11/2025	COMMUNITY ACTION	420.00	Donation from the Mayor towards the Warm spaces project (as agreed by Council)	JP	VB
3269	14177	21/11/2025	EE	85.02	Mobile phone charges October 2025 - Events / Admin phone and Operations Team	JP	VB
3270	14157	21/11/2025	ELLIS DAWE & SON LTD	25.73	Hydraulic hose for the John Deere Mower	JP	VB
3271	14174	21/11/2025	GRAHAME GIBBINS	29.70	Mileage claim for the Operations Supervisor	JP	VB
3272	14164	21/11/2025	I P SKIPP AGRICULTURAL ENGINEERS LTD	1144.80	Repairs to John Deere Mower and John Deere Tractor	JP	VB
3273	14162	21/11/2025	LEIGH SINTON FARM & NURSERIES LTD	273.00	2 x 14ft Norway Spruce trees for Malvern Link and Barnards Green	JP	VB
3274	14094	21/11/2025	LINK TOOLS	30.36	Socket set and adapters for repair garage door at the cemetery	JP	VB

*Bank details cleared VB*

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	JP	KJB
3276	14175	21/11/2025	P & R ALARMS LTD	120.00	Six monthly fire alarm testing at the Community Hub	JP	KJB
3277	14167 14170	21/11/2025	PAPERSTATION LTD	618.95	Stationery, cleaning products and black sacks	JP	KJB
3278	14172	21/11/2025	RPM MALVERN	30.00	Puncture repair on the Corvus electric vehicle	JP	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	JP	KJB
3280	14173	21/11/2025	JAMES HALLAM LTD	631.95	Insurance for the Christmas Event 22/11/25	JP	KJB
3281	14169	21/11/2025	FURNITURE @ WORK	322.80	Whiteboard / magnetic projection for the Community room at Victoria Park	JP	KJB

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**Total Payments: 15,452.90**

**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	<i>FB</i>	<i>FB</i>
3283	14207	05/12/2025	A L B SERVICES	16200.00	Erection of Christmas Lights 2025	<i>FB</i>	<i>FB</i>
3284	14231 14232	05/12/2025	BIG GREEN CLEANING COMPANY	2288.40	Clearing contract for Community Hub November and December 2025	<i>FB</i>	<i>FB</i>
3285	14227	05/12/2025	BLUE BIRD CATERING	213.30	Supply of buffet for 20 people as farewell to Parade Marshal on Remembrance Sunday	<i>FB</i>	<i>FB</i>
3286	14227	05/12/2025	BRADFORD'S BUILDING SUPPLIES LTD	23.39	2 drill bit sets for general use	<i>FB</i>	<i>FB</i>
3287	14234	05/12/2025	AMY BROMAGE	19.98	Mileage claim - November 2025	<i>FB</i>	<i>FB</i>
3288	14239	05/12/2025	BRITISH GAS	34.28	Electricity charges Lower Howsell - 14/3/25 - 14/9/25	<i>FB</i>	<i>FB</i>
3289	14220	05/12/2025	MALVERN CHASE BRASS BAND	85.00	2 x band performances at the Christmas Event - 22/11/25	<i>FB</i>	<i>FB</i>
3290	14221	05/12/2025	CJS EVENTS WARWICKSHIRE LTD	564.00	Hire of 10 x market stalls for the Christmas Event - 22/11/25	<i>FB</i>	<i>FB</i>
3291	14230	05/12/2025	COLCARDS	120.00	200 x Christmas Cards for the Mayor	<i>FB</i>	<i>FB</i>
3292	14235 - 14238	05/12/2025	DESIGN IN THE SHIRES	622.80	Website support - September, October and November 2025 and quarterly web hosting	<i>FB</i>	<i>FB</i>
3293	14240	05/12/2025	EE	85.02	Mobile phone charges November 2025	<i>FB</i>	<i>FB</i>
3294	14091 14223	05/12/2025	FLEET (LINE MARKERS) LTD	1323.65	32 x tins of white line marking paint for football pitches	<i>FB</i>	<i>FB</i>
3295	14204	05/12/2025	FUELGENIE BUSINESS ACCOUNT	302.08	Fuelgenie business account - October 2025	<i>FB</i>	<i>FB</i>
3296	14217	05/12/2025	LEDBURY PLANT HIRE	1944.00	Grave digger hire - December 2025, January and February 2026	<i>FB</i>	<i>FB</i>
3297	14222	05/12/2025	MALVERN HILLS DISTRICT BRASS BAND	150.00	Band performance for Remembrance Sunday 9/11/25	<i>FB</i>	<i>FB</i>
3298	14211 14212 14229	05/12/2025	MALVERN ELECTRICAL WHOLESALE LTD	58.88	Insulation tape, connectors, plugs and cable ties for Christmas Lights	<i>FB</i>	<i>FB</i>
3299	14224	05/12/2025	NOTHIN BUT DUST (L P KILLEEN)	150.00	Band performance at the Christmas Event - 22/11/25	<i>FB</i>	<i>FB</i>
3300	14218	05/12/2025	R J PHILPOTTS	510.00	Hedge trimming at Victoria Park Bowling Club, Lower Howsell, Townsend Way and Yates Hay	<i>FB</i>	<i>FB</i>

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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	VP	KJB
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	VP	KJB
3303	14199	05/12/2025	WATER PLUS LTD	68.12	Water charges Cemetery office - 11/10/25 - 11/11/25	VP	KJB
3304	14202 14203	05/12/2025	WATER PLUS LTD	119.97	Water charges Knapp Way - 10/9/25 - 10/11/25	VP	KJB
3305	14195 - 14197	05/12/2025	WATER PLUS LTD	1667.87	Water charges Victoria Park - 27/10/25 - 27/11/25	VP	KJB
3306	14198	05/12/2025	WATER PLUS LTD	33.22	Water charges Lower Howsell - 14/3/25 - 14/9/25	VP	KJB
3307	14219	05/12/2025	SIGNS CENTRAL	228.00	3 x banners and selfie station for Christmas Event	VP	KJB
3308	14225	05/12/2025	SOLO CIRCUS (MARK RUSSELL)	425.00	Circus workshops and performances at the Christmas Event 22/11/25	VP	KJB
3309	14226	05/12/2025	SOUTH WORCESTERSHIRE LIFEGUARDS & LIFESAVING	360.00	5 x First Aiders for the Christmas Event 22/11/25	VP	KJB
3310	14206	05/12/2025	SPORTY-CO	401.88	1 x set of replacement tennis posts with steel sockets for Victoria Park	VP	KJB
3311	14215	05/12/2025	TRADE ROOTS HORTICULTURAL SALES LTD	99.60	40 x Beech Saplings for the Cemetery	VP	KJB
3312	14216	05/12/2025	TRAVIS PERKINS TRADING COMPANY LTD	50.32	Sandbags and a digging spade for the cemetery	VP	KJB
3313	14228	05/12/2025	UNITED REFORM CHURCH	25.00	Hire of room for staffing committee meeting - 27/11/25	VP	KJB
3314	14241 - 14243	05/12/2025	WORLDPAY (UK) LTD	126.00	Bank charges - September, October and November 2025	VP	KJB
3315		05/12/2025	CLIVE HOOPER	50.00	Annual printing claim 2025/26	VP	KJB
<del>3316</del>	<del>14156</del>	<del>05/12/2025</del>	<del>SHEILA FELLOWS</del>	<del>10.00</del>	<del>Refund of money paid for Farmer Christmas tickets - overpayment</del>		
3317	14200 14201	05/12/2025	WATER PLUS LTD	206.21	Water charges Cemetery 4/9/25 - 4/11/25	VP	KJB

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Total Payments: 20,244.00

**£20,761.55**

**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)	<i>df</i>	<i>VJB</i>
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	<i>df</i>	<i>VJB</i>
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	<i>df</i>	<i>VJB</i>
3321	14254	22/12/2025	BRITISH GAS	37.01	Electricity charges Lower Howsell 2/11/25 - 26/11/25	<i>df</i>	<i>VJB</i>
3322	14263	22/12/2025	COMMUNITY ACTION	300.00	Transport costs for the Warm Spaces Initiative funded from the Mayor's Allowance	<i>df</i>	<i>VJB</i>
3323	14246	22/12/2025	FUELGENIE BUSINESS ACCOUNT	214.08	Fuel account - November 2025	<i>df</i>	<i>VJB</i>
3324	14264	22/12/2025	MALVERN GREEN SPACE	1000.00	Hall hire, food and staffing costs for Warm Spaces Initiative	<i>df</i>	<i>VJB</i>
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	<i>df</i>	<i>VJB</i>
3326	14047 14250	22/12/2025	LEIGH SINTON GARDEN MACHINERY	29.20	Chainsaw file and 5 litres of oil	<i>df</i>	<i>VJB</i>
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	<i>df</i>	<i>VJB</i>
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)	<i>df</i>	<i>VJB</i>
3329	14262	22/12/2025	PAPERSTATION LTD	487.96	Stationery, cleaning products, printer cartridges, tea and coffee	<i>df</i>	<i>VJB</i>
3330	14260 14261	22/12/2025	PHS GROUP LTD	170.98	Annual Duty of Care hygiene certificates for the Cemetery and Community Hub	<i>df</i>	<i>VJB</i>
3331	10227	22/12/2025	PLAYSAFETY LTD	1046.64	Annual Rospa play ground inspections 13 sites	<i>df</i>	<i>VJB</i>
3332	14251	22/12/2025	READY RENT LTD	18.00	Hire of a cement mixer for Victoria Park	<i>df</i>	<i>VJB</i>
3333	14244	22/12/2025	RPM MALVERN	1516.50	Repairs to Ford Transit - WF 16 ZHN	<i>df</i>	<i>VJB</i>
3334	14252	22/12/2025	MALVERN SAMBA BAND (SCRAP TO INSTRUMENTS)	300.00	Band performance and parade at the Christmas Event - 22/11/25	<i>df</i>	<i>VJB</i>

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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	DP	VJB
3336		22/12/2025	MALVERN WELLS PARISH COUNCIL	2235.00	Payment of cemetery income collected on behalf of Malvern Wells Parish Council	DP	VJB
3337		22/12/2025	ARCOS	354.16	Payment of 25% of monies raised at Christmas Light Switch on Event - 22/11/25	DP	VJB
3338		22/12/2025	LEGACY MOTO	354.16	Payment of 25% of monies raised at Christmas Light Switch on Event - 22/11/25	DP	VJB
3339		22/12/2025	MALVERN COMMUNITY FOREST	354.16	Payment of 25% of monies raised at Christmas Light Switch on Event - 22/11/25	DP	VJB
3340		22/12/2025	MALVERN WELCOMES	354.16	Payment of 25% of monies raised at Christmas Light Switch on Event - 22/11/25	DP	VJB

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**Total Payments: 11,524.65**