

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

**held in the Community Hub Meeting Room, Victoria Park  
on Wednesday 25 March 2026 at 6pm**

**Councillors**

I Dawson (Chair)  
C Fletcher  
Ronan McLaverty-Head  
K Newbigging  
Sean Austin  
D Ward  
H Clements (6.01pm)  
C Hooper (6.03pm)

**Absent**

M Jones (Apologies)  
L Lowton

**Also in attendance**

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

**38. APOLOGIES FOR ABSENCE**

Apologies for absence were **NOTED** from Cllr Mel Jones. Cllr Austin substituted for Cllr Jones.

**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 4 February 2026.

**PUBLIC PARTICIPATION**

The Chair welcomed all the applicants to the meeting.

There were representatives from all of the organisations who had applied for a large grant.

### Amy Goff – ARCOS

Amy Goff was in attendance on behalf of ARCOS and gave a report on the provision of age-appropriate resources to help service users develop coding and digital art skills. The monies would be used to purchase equipment applicable to young people aged from 4 to 16 years old and potentially up to 24-year-olds too.

### Time to Play

Samantha Craig and Emma Hoyle were in attendance representing 'Time to Play'. The committee were presented with 3 role play scenarios demonstrating the reasoning behind the pilot scheme and examples of the items that would be included in the craft box were shown to Councillors.

The provision would support 164 families linked with St Matthias School, Malvern and enable them to each have a craft box for the summer holidays, as these resources are not readily available to all families.

### Malvern Music and Arts CIC

Steve Fox and Ralph Tittley (Festival Director of Malvern Rocks) were in attendance.

The CIC would like to purchase PA equipment for use at a festival taking place during August 2026. Following the festival, they would be able to use the equipment to generate further income for the CIC.

### Worcestershire Mums Network CIC

Siani Driver, Director and Founder of Worcestershire Mums Network presented a report to the Committee. The CIC would like to provide 2 weekly sessions in Malvern targeting disadvantaged families. The session would run in 12-week blocks to enable the mums to grow in confidence to take forward in the next stage of their motherhood.

### Everybody Dancing

Rachel Freeman, Programme Development Manager gave a brief report regarding the project '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.

### Severn Arts

Debbie Birch was in attendance in place of Lee Farley of Severn Arts who was unable to attend, and she gave a small presentation outlining 3 new Arts Workshop Projects where community groups would be matched with professional artists and there would be a showcase of the final performances and artwork at a summer event.

### Malvern Greenspace

Dibah Farooqui, Volunteer Fundraiser presented a report to the Committee. Funding is sought for a monthly craft club at the Sharing Hub on Saturdays and would cover advertisement flyers, sewing machine, craft items, refreshments and cleaning supplies.

### Theatre of Small Convenience

Loz Samuels gave a report about the forthcoming Great Malvern's Festival of Stories for Children 2026 and detailed that the monies from the grant would be spent on festival lead, a puppet show, a fun inflatable installation, publicity and volunteer expenses.

In addition to the aforementioned groups, Sarah Rouse from Malvern Hills Wellbeing Hub attended the meeting and spoke briefly regarding their small grant application and passed on her thanks for the previous year's grant award which had benefitted

All of the public participants left the meeting at 7.22pm.

Cllr Karen Newbigging left the room at 7.22pm and returned at 7.24pm. The meeting was still quorate.

**41. SMALL GRANTS SCHEME – 2<sup>ND</sup> ROUND 2025/26**

Report PR01/25 was received and accepted.

The committee were asked to consider three small grant scheme applications from the following groups:

- 1) Cube Youth for £500

It was **AGREED** that Cube Youth be awarded £500.

- 2) Malvern Hills Wellbeing Hub for £500

It was **AGREED** that Malvern Hills Wellbeing Hub be awarded £500.

- 3) Friends of Malvern Library for £240

It was **AGREED** that Friends of Malvern Library be awarded £240.

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

Report PR02/25 was received and accepted.

It was **AGREED** to discuss the eight applications in score order from lowest to highest.

- 1) Theatre of Small Convenience - £2,500

Following a discussion between Councillors, it was **AGREED** that Malvern Town Council give a part grant award of £937 towards the Puppet Show which is due to take place during Great Malvern's Festival of Stories for Children 2026.

- 2) Malvern Greenspace - £1,175

Following a discussion between Councillors, it was **AGREED** that Malvern Town Council give a part grant award of £350 for the purchase of a Sewing Machine to be used at their monthly Repair Café sessions.

**Under Standing Order 3X, the Chair of Policy and Resources Committee, Councillor Iain Dawson, proposed that the meeting be extended until 8.30pm. A vote was taken and the extension agreed.**

3) Worcestershire Mums Network CIC - £2,500

Following discussion, committee **AGREED** that a grant would not be awarded on this occasion as there were concerns relating to duplication of work covered by other groups and how widely the project would reach.

It was further **AGREED** that the Town Council would arrange a meeting to discuss the project with the applicant in the near future.

4) Severn Arts - £2,500

Following discussion, Committee **AGREED** a grant would not be awarded as with available Town Council funds being limited, it was felt that Severn Arts were in a stronger financial position than many applicants.

5) Everybody Dancing - £2,000

Following a discussion between Councillors, it was **AGREED** a grant would not be awarded as committee felt the benefits for Malvern Residents were not wide enough.

The Town Clerk left the room at 8.09pm and returned at 8.10pm.

6) Malvern Music Arts CIC - £2,500

It was **AGREED** that £2,500 be awarded to Malvern Music Arts CIC.

7) ARCOS - £2,470

Following discussion, committee **AGREED** to award £2,470 to ARCOS.

It was further **AGREED** for Cllrs Newbigging and Clements to contact the group and have a meeting to find out more how they are going to develop the project.

8) Time to Play - £2,500

Councillors discussed this application and it was **AGREED** to award £2,500 to Time to Play along with the condition that the group meet with Malvern Town Council to talk through their costings and discuss how the project will progress forward along with the potential of adding further craft resources in the box.

**43. REVIEW OF EARMARKED RESERVES**

Report PR03/25 was received and accepted.

It was **RECOMMENDED** to approve the details of Earmarked Reserves as summarised in the Policy and Resources report.

**44. REVIEW OF INFORMATION TECHNOLOGY USERS' POLICY**

It was **AGREED** to defer this item to the next meeting of P & R Committee.

45. **REVIEW OF VEXATIOUS BEHAVIOUR AND COMPLAINTS POLICY**

It was **AGREED** to defer this item to the next meeting of P & R Committee.

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

It was **AGREED** to defer this item to the next meeting of P & R Committee.

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

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

The meeting finished at 8.30pm.

.....(Chair)

DRAFT