

UNADOPTED

MALVERN TOWN COUNCIL MINUTES OF FULL COUNCIL MEETING

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

held on Wednesday 8 April 2026 at 6pm

Councillors

Present

M Birks (Chair)
S Austin
A Cherry
H Clements
I Dawson
C Fletcher
C Hooper
J Leibrandt
J MacLusky
D Mead
K Newbigging
D Watkins
W Whittaker

Absent

C Bovey (apologies)
E Green (apologies)
M Jones (apologies)
R McLaverty-Head (apologies)
N Wanklin (apologies)
D Ward (apologies)
L Lowton

Also in attendance

L Blake, Town Clerk
J Winkworth, Minute Clerk
Malvern Gazette Reporter
Malvern Hills District Cllr John Raine
PCSO Collette Carpenter (6.10pm)

The Mayor welcomed everyone to the Full Council meeting.

185. APOLOGIES FOR ABSENCE

Apologies for absence from Councillors Bovey, Green, Jones, McLaverty-Head, Wanklin and Ward were **NOTED**.

186. DECLARATIONS OF INTEREST

None.

187. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes from the meeting noted below are approved and adopted as a correct record of the proceedings:

➤ 4 March 2026

The Chair left the meeting at 6.02pm, returning at 6.03pm and the Deputy Mayor oversaw the approval of the minutes during this time.

PUBLIC PARTICIPATION

None.

PCSO Collette Carpenter arrived during this agenda item.

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188. POLICING IN MALVERN

PCSO Collette Carpenter was in attendance and read out a report written by Sgt Jason Maiden.

Malvern Town is policed by 24-hour patrol unit and the SNT made up of Priory, Link and Dyson, Pickersleigh and Chase and is manned by 4 Safer Neighbourhood Officers and 6 Community Support Officer's.

Between 1 January and 31 March 2026 there have been 978 incident reports recorded by the police in Malvern Town. Not all are crimes and not all incidents have an impact on the wider community. Data for this period includes:

- 62 shoplifting
- 12 residential burglaries
- 7 thefts of vehicles
- 97 ASBO incidents

The focus continues with retail shop theft, safer roads, safer streets, anti-social behaviour, safer neighbourhoods and crimes relating to drugs.

The recent vandalism of the basketball courts had been investigated but unfortunately there was no evidence to identify the culprits.

PCSO Carpenter stressed that it was important for any member of the community to report any concerns/intelligence from different sources that would be of relevance.

189. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

The Town Clerk gave a verbal report with regards to the following items:

House of Lords

The Town Clerk and the Mayor had attended the House of Lords with regards to the Malvern Hills Bill. The Town Clerk highlighted the amount of work carried out by the Mayor which was undertaken on the Town Council's behalf and should be noted.

Community Development Officer

The Job advert for this position has now gone live and the closing date for this position is Monday 27 April with interviews scheduled for 11 May 2026, with a view to a potential start date of mid to late June.

HR Training

An email has been forwarded to all Councillors for HR training with 6 responses so far. A reminder was given to Councillors to reply so that the Town Clerk can finalise accordingly.

Play Area Refurbishment

The Contractor had informed Officers that the work schedule has been bought forward to 20 April 2026 for a period of 6 weeks installation time. The Park will be closed for this period with the toddler part remaining open.

Designs and 3D graphics will be displayed nearer the time so the community can see the new features and equipment.

Local Government Reorganisation

Response submitted ahead of the deadline.

NPPF

Response submitted ahead of the deadline.

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Events - Mayors Peaks Challenge

Volunteers are required for the event and early bird entry will close on Sunday 12 April at midnight for walkers.

Music in the Park

The much-loved Music in the Park is returning on Sundays in May 2026. Volunteers are requested to please sign up for Councillor's Surgeries.

Basketball Courts

Both backboards have been damaged which means that no basketball games can take place. This is not the first time this has happened. A meeting is being arranged with the contacts from the Basketball Community, to speak with them regarding replacement boards using a different type of material (polycarbonate material possibility) that meets their required standards.

The Police were very responsive to the report and following the damage they put on extra patrols within the area.

The courts were closed for a short time but reopened over the Easter holiday time although they are currently not useable for games, only for shooting practice. Dependent on the replacement backboards chosen, repairs could take up to 6 weeks to action.

CCTV will be investigated for the future with the possibility of extending it over the wider area of Victoria Park.

190. MAYORS ANNOUNCEMENTS

The Mayor gave a verbal update regarding her recent engagements.

The Mayor has attended a number of engagements since the last Full Council meeting which concluded in Rose Bank Gardens, where 5 men were walking the Worcestershire Way with an 85kg wooden log in aid of the charity of MIND.

There are a few events taking place in the next few months including a blossom trail at Three Counties Showground in aid of the Mayor's charity. The trail will take place on 22 April from 2 til 3.30pm.

The Mayor also addressed attendance at committee meetings noting that it would be helpful for officers to receive apologies prior to the meetings via email or telephone to avoid meetings not reaching quorum.

Town of Culture – An expression of interest has been submitted for the Town of Culture. The expression of interest will be judged by a panel, with the successful towns being forwarded to the next round.

191. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE

There were no County Councillors reporting at the meeting although Councillor McSweeney had sent his apologies and clarified that the road closure on British Camp was being extended by a month as previously notified.

Cllr John Raine was present and had nothing to report.

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192. **TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES**

Cllr Newbigging had recently attended a Children and Young Persons meeting and informed Full Council that she would circulate the minutes accordingly.

Cllr Hooper chaired the recent meeting of Malvern Hills CALC on 2 April and informed Full Council of a training/networking session at Worcestershire County Council – Strengthening Communications which is due to take place on 14 May 2026.

Cllr Hooper also reported on the recent CALC executive meeting which took place on 16 April. The following points were noted:

- Executive has written to Government regarding the consultation exercise
- 7-point plan in place
- Charter for Worcestershire involving CALC, Town and Parish Councils in working together, structure and results of involvement

193. **MEMBERS QUESTIONS**

None.

194. **RECOMMENDATIONS FROM AUDIT COMMITTEE**

Report CL01/25 was received and accepted.

Minute 34 – Review of Audit Committee Terms of Reference

Full Council **RESOLVED** to approve and adopt the Terms of Reference for the renamed Audit and Scrutiny Committee.

195. **RECOMMENDATIONS FROM COMMUNITY ENGAGEMENT SUB-COMMITTEE**

Report CL02/25 was received and accepted.

Minute 22 – Terms of Reference for the Community Engagement Sub-Committee

Full Council **RESOLVED** to adopt the Terms of Reference for Community Engagement and further **RESOLVED** to accept the renaming of the current Community Engagement Sub-Committee to Community Engagement Committee.

Minute 23 – Councillors Surgeries

Full Council **RESOLVED** to have two Councillor representatives present at each Bands in the Park event to run a Councillor Surgery and engage with the public.

Minute 25 – Mayor's Awards

Full Council **RESOLVED** to run the Mayor's awards scheme in 2026 as a pilot scheme initially with a review of the scheme to inform future years.

Cllr Austin left the room at 7.04pm and returned shortly afterwards.

196. **RECOMMENDATIONS FROM POLICY AND RESOURCES COMMITTEE**

Report CL03/25 was received and accepted.

Minute 43 – Review of Earmarked Reserves

Full Council **RESOLVED** to approve the Earmarked Reserves as summarised in the Policy and Resources report from 25 March 2026.

Cllr Cherry left the room at 7.08pm, prior to the vote taking place and returned shortly after at 7.09pm.

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197. RECOMMENDATIONS FROM OPERATIONS AND PLANNING COMMITTEE

Report CL04/25 was received and accepted.

Minute 89 – Replacement John Deere Mower 2026/27 Budget

Committee **RESOLVED** to approve the purchase of a replacement John Deere mower X949 from Company A.

Minute 90 – Replacement Event for Mayor’s Bonanza

Following a brief discussion, Council **RESOLVED** to replace Mayor’s Bonanza in 2026 with a new event called ‘Malvern in Bloom: Community in Colour’ which would be held on Saturday 11 July 2026.

198. RECOMMENDATIONS FROM STAFFING COMMITTEE

Report CL05/25 was received and accepted.

Minute 1 – Benchmarking

Full Council **RESOLVED** to include three factors with the scope of the benchmarking exercise as below:

- Salary
- Terms and Conditions
- Training and Development

Information on staffing structure would also be gathered to help to contextualise the data.

Minute 25 – Review of progress against Terms of Reference

Following a brief discussion, Full Council **RESOLVED** that the Staff Appraisal for the Town Clerk would be carried out by the Chair and Vice-Chair of Staffing Committee, along with the Executive Officer of Worcestershire CALC (with due regard to equality considerations).

It was further **NOTED** that equality considerations would be addressed on a case-by-case basis to ensure that all parties are happy with the makeup of the panel.

Minute 26 – Funding and Appointment of an Independent Minute Taker for Staffing Committee

Full Council **RESOLVED** that an independent minute taker would be appointed for the Staffing Committee.

199. PUBLIC HEALTH GRANT TO MALVERN TOWN COUNCIL

Report CL06/25 was distributed at the meeting.

Following an online meeting with Public Health, the Mayor gave a brief history of the process that has resulted in a grant offer for Full Council to consider in principle.

Following a lengthy discussion and questions from Councillors, Cllr Dawson proposed an amendment to point 2.1 as follows:

*Full Council agrees in principle to be the recipient of a Public Health Grant of £60,000 for the project entitled Sherrards Green Community Hub and Wellbeing Initiatives, **subject to the creation of a plan that is demonstrably, resourceable, and sustainable.***

This was **APPROVED** and subsequently it was **RESOLVED** that:

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- 1) Full Council agrees in principle to be the recipient of a Public Health Grant of £60,000 for the project entitled Sherrards Green Community Hub and Wellbeing Initiatives, subject to the creation of a plan that is demonstrably, resourceable, and sustainable.
- 2) A working group to be formed to develop a project plan including full resource implications. This group to consist of between 3 and 5 members including the Town Clerk and the Chair of Community Engagement.

200. NOTICE OF MOTION – QUORUM FOR MEETINGS

Report CL07/25 was received and accepted.

Cllr Cherry gave a brief report on the Notice of Motion with regards to quorum numbers at committee meetings.

Following discussion, it was **RESOLVED** that Council reduces the number of councillors required for committee meetings to be quorate as follows:

Operations and Planning Committee – 5

Policy and Resources Committee – 4

All other Committees, Sub-Committees and Working Parties – 3

Under Standing Order 3X, Councillor Josephine Leibrandt proposed that the meeting be extended until 8.30pm. A vote was taken and the extension agreed.

201. COMMUNITY GOVERNANCE REVIEW – MADRESFIELD PARISH AND GUARLFORD PARISH

Report CL08/25 was received and accepted.

It was **RESOLVED** that the Town Council would not send a response and allow the two parishes to decide amongst themselves.

202. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting would be Wednesday 29 April 2026 at 6.00pm for an Extraordinary meeting of Full Council called by the Mayor.

Cllr Cherry left the room at 8.08pm and returned shortly thereafter.

EXCLUSION OF THE PRESS AND PUBLIC

To resolve pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

203. REPORT FROM EMERGENCY DECISION MAKING GROUP RE: CODE OF CONDUCT COMPLAINT

The Mayor gave a verbal report regarding a Code of Conduct Complaint.

204. ROSE BANK GARDENS UPDATE

The Town Clerk gave a verbal update regarding Rose Bank Gardens.

The meeting finished at 8.30pm.

.....(Chair)