

UNADOPTED

**MALVERN TOWN COUNCIL**  
**COMMUNITY ENGAGEMENT SUB-COMMITTEE**  
**NOTES OF MEETING HELD ON WEDNESDAY 18 MARCH 2026 AT 6PM**  
**IN THE PARK VIEW MEETING ROOM, COMMUNITY HUB, VICTORIA PARK ROAD**

**Present:**

Councillors Karen Newbigging (Chair), Nathan Wanklin, Wayne Whittaker, Helen Clements, Josie Leibrandt (6.03pm) and Emma Green

**Apologies:** Councillors Sean Austin

**In attendance:**

Linda Blake, Town Clerk & Minute Clerk  
Lucy Bird, Worcestershire CALC Health  
and Wellbeing Officer  
Cllr Clive Hooper  
Cllr Marilyn Birks (arrived 6.05pm)

The Chair welcomed everyone to the meeting and as there was a new Councillor and an external visitor in attendance, felt it would be appropriate for everyone to introduce themselves.

**18. Apologies for Absence**

Apologies were noted from Cllr Sean Austin who had substituted Cllr Helen Clements.

**19. Declarations of Interest**

None.

**20. Notes of previous meeting held on Wednesday 28 January 2026**

It was **AGREED** that the notes of the previous meeting held on Wednesday 28 January 2026 be approved as a correct record of the proceedings.

Cllr Josie Leibrandt arrived at 6.03pm.

**21. Update on actions from the last meeting**

Recognition of key dates

LGBTQ & Life Stories feedback - Cllr Austin had forwarded a verbal report. The film was a great success with 4 Town Councillors in attendance. It reached 693 accounts and was viewed by 2659 people.

Mental Health awareness week takes place in May. Cllr Wanklin and Cllr Newbigging registered their interest to be involved. Amanda Smith from MHDC has also been approached. Lucy Bird agreed to see if there is anything from Public Health that would be of assistance.

Refugee Week – Cllr Green and the chair are involved with planning this awareness week. An initial discussion has taken place with Malvern Welcomes, MHDC and Cllr

## UNADOPTED

Natalie McVey. Local Businesses will be contacted in due course to discuss the positives of employing people from outside the country. The plan also includes working with local schools and holding a 'business breakfast'.

Cllr Marilyn Birks arrived at 6.05pm.

### Sherrards Green

Following a recent meeting of project partners, the Primary Care Networkers are due to contact residents within Sherrards Green.

Lucy Bird will be arranging a focus group with local schools and groups to establish the engagement that is offered to families already.

### Free Meals

Cllr Birks has been in talks with The Priory and Lyttleton Well regarding this initiative and also with St Mary's in Pickersleigh and Eden Church opposite Aldi. There is interest around sustaining this project, although funding and volunteers needs to be looked at.

Malvern Greenspace have confirmed that they only have funding until April and therefore other sources of funding will be required. It was noted that sustainability is a key issue for any funding.

### Community Workshop

The Chair suggested that this workshop should be deferred until the Community Development Officer is in place which will hopefully be mid-summer. Other members agreed with this.

### Community Development Officer

The Town Clerk confirmed that a meeting had taken place to agree the final Job Description and the advertisement process will be commenced soon. The interview panel will include the Town Clerk, Chair of Community Engagement Sub-Committee and hopefully Matt White from CAB.

### Tzu Chi Foundation

A group of Councillors represented the Town Council at a recent event celebrating Chinese New (Lunar) Year.

The Foundation leader has expressed an interest in working with the Town Council to raise awareness. It was agreed that the Chair of Community Engagement Sub-Committee would contact the leader to arrange an initial meeting with this group.

**Under Standing order 18, the Chair proposed to discuss Agenda item 6, Terms of Reference for the Community Engagement Sub-Committee next.**

## **22. Terms of Reference for the Community Engagement Sub-Committee**

Report CE02/25 was received and accepted.

The Chair welcomed any comments after Councillors were given the opportunity to read the attached Terms of Reference.

A discussion took place regarding the wording of item 1.4 of the Draft Terms of Reference.

It was **AGREED** that point 1.4 should be amended to read:

**UNADOPTED**

*'Sub-committee meetings will be held in public and all Town Councillors, District Councillors and representatives from CALC and other partner organisations.....'*

Subject to this amendment, it was **RECOMMENDED** that the Terms of Reference for Community Engagement be adopted.

A further discussion took place regarding the nature of the group and its status. It was **RECOMMENDED** that the Community Engagement Sub-Committee should be renamed Community Engagement Committee.

**23. Councillor's Surgeries**

Report CE01/25 was received and accepted.

It was felt that Councillor's Surgeries should continue to take place within Bands in the Park 2026 following feedback obtained from Councillors.

It was **RECOMMENDED** that two Councillor representatives would be present at each Bands in the Park event to run a Councillor Surgery and engage with the public.

Lucy Bird from CALC suggested ways of capturing data from the surgeries for example:

- age range,
- Malvern resident or not,
- what are the issues raised.

Cllr Green informed members that she had developed a form for this purpose.

Furthermore, it was **AGREED** that the Sub-Committee would liaise with the Council's Communications Officer regarding a form to be used at the Surgeries, via social media as well as a banner to promote Town Council Surgeries.

**24. Notice of Motion – Resident Housing Support**

Report CE03/25 was received and accepted.

Cllrs Wanklin and Whittaker gave a brief overview of the proposal to consider and develop a Resident Housing Support and Signposting Initiative locally.

There was concern that the initiative was duplicating services already offered by partnerships within Malvern and Cllr Birks confirmed that the District Council already provide advice, along with CAB and Platform Housing.

Platform Housing also run the Help Centre, which provides a multi-agency approach to support local residents.

It was **AGREED** that a task and finish group consisting of Councillors Wanklin, Whittaker and Green would develop a draft information resource to assist members of the public and would report back to a future Community Engagement Sub-Committee meeting with a draft proposal for further discussion.

Lucy Bird, Worcestershire CALC, informed the meeting of the Worcestershire Advice Network (WAN), which consists of a number of trusted providers. She agreed to contact them regarding a presentation focused on the tools and information to effectively signpost Malvern residents to local resources and support.

Cllr Leibrandt and Whittaker left the meeting a 7.25pm.

Cllr Birks also left the room during this item and returned shortly after.

UNADOPTED

25. **Mayor's Awards**

Report CE04/25 was received and accepted.

The Sub-Committee was asked to consider the draft guidelines for the inaugural 'Mayor of Malvern's Awards' and to make any recommendations for additions/changes as necessary.

Following Councillors' brief discussions regarding the possible duplication of recipients with Malvern Hills District Council having recently run an awards evening, it was **RECOMMENDED** to run the Mayor's awards scheme in 2026 as a pilot scheme initially with a review of the scheme to inform future years.

26. **Date and Time of Next meeting**

The date of the next meeting is planned for Wednesday 15 July 2026 at 6pm.

The meeting finished at 7.35pm.

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(Chair)

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