



# **MALVERN TOWN COUNCIL**

## **FULL COUNCIL**

### **REPORTS**

**For meeting on Wednesday 8 April 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  
Tel: 01684 566667

31 March 2026



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## MEETING OPEN TO MEMBERS OF THE PUBLIC

### To all Members of Malvern Town Council:

You are hereby summoned to attend a meeting of Malvern Town Council to be held on Wednesday 8 April 2026 in the Park View Meeting Room, Community Hub, Victoria Park Road, Malvern Link, WR14 2JY commencing at 6.00 pm 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 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 Council meeting as noted below: <ul style="list-style-type: none"><li>➤ 4 March 2026</li></ul>
<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>Policing in Malvern</b> <ul style="list-style-type: none"><li>➤ Verbal update from PCSO Collette Carpenter</li></ul>
5.	<b>Update on Town Council Operations and Activities</b> <ul style="list-style-type: none"><li>➤ Verbal update by the Town Clerk</li></ul>
6.	<b>Mayor's Announcements</b> <ul style="list-style-type: none"><li>➤ The Mayor to make any relevant announcements/written report</li></ul>
7.	<b>Reports by County and District Council Representatives in Attendance</b> <ul style="list-style-type: none"><li>➤ Verbal reports or written submissions as appropriate</li></ul>

8.	<p><b>Town Council Ward Reports/Representatives on outside bodies</b></p> <ul style="list-style-type: none"> <li>➤ Verbal reports or written submissions as appropriate</li> </ul>
9.	<p><b>Members Questions</b></p> <ul style="list-style-type: none"> <li>➤ The Chair will invite members who have written in with questions to present them to Council</li> </ul>
10.	<p><b>Recommendations from Audit Committee</b></p> <p>The Chair of Audit Committee to present any recommendations for approval by Council from the meeting held on Tuesday 17 March 2026</p> <ul style="list-style-type: none"> <li>➤ Report CL01/25 to follow</li> </ul>
11.	<p><b>Recommendations from Community Engagement Sub-Committee</b></p> <p>The Chair of Community Engagement Sub-Committee to present any recommendations for approval by Council from the meeting held on Wednesday 18 March 2026</p> <ul style="list-style-type: none"> <li>➤ Report CL02/25 to follow</li> </ul>
12.	<p><b>Recommendations from Policy and Resources Committee</b></p> <p>The Chair of Policy and Resources Committee to present any recommendations for approval by Council from the meeting held on Wednesday 25 March 2026</p> <ul style="list-style-type: none"> <li>➤ Report CL03/25 to follow</li> </ul>
13.	<p><b>Recommendations from Operations and Planning Committee</b></p> <p>The Chair of Operations and Planning Committee to present any recommendations for approval by Council from the meeting held on Wednesday 1 April 2026</p> <ul style="list-style-type: none"> <li>➤ Report CL04/25 to follow</li> </ul>
14.	<p><b>Recommendations from Staffing Committee</b></p> <p>The Chair of Staffing Committee to present any recommendations for approval by Council from the meeting held on Wednesday 21 January 2026.</p> <ul style="list-style-type: none"> <li>➤ Report CL05/25 to follow</li> </ul>
15.	<p><b>Public Health Grant to Malvern Town Council</b></p> <ul style="list-style-type: none"> <li>➤ Report CL06/25 to follow</li> </ul>
16.	<p><b>Notice of Motion - Quorum for Meetings</b></p> <ul style="list-style-type: none"> <li>➤ Report CL07/25 to follow</li> </ul>
17.	<p><b>Community Governance Review – Madresfield Parish and Guarlford Parish</b></p> <ul style="list-style-type: none"> <li>➤ Report CL08/25 to follow</li> </ul>
18.	<p><b>Date and Time of Next meeting</b></p> <ul style="list-style-type: none"> <li>➤ Annual Council on Wednesday 13 May 2026 at 6.00pm</li> </ul>
<p><b>Exclusion of the Press and Public</b></p> <p><i>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.</i></p>	
19.	<p><b>Report from Emergency Decision Making Group re: Code of Conduct complaint</b></p> <ul style="list-style-type: none"> <li>➤ To be distributed at the meeting</li> </ul>
20.	<p><b>Rose Bank Gardens Update</b></p> <ul style="list-style-type: none"> <li>➤ Verbal update</li> </ul>

**ADOPTED**

**MALVERN TOWN COUNCIL  
MINUTES OF FULL COUNCIL MEETING**

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

**Councillors**

Present

M Birks (Chair)  
S Austin  
C Bovey  
A Cherry  
H Clements  
I Dawson  
C Fletcher  
E Green  
C Hooper  
J Leibrandt  
L Lowton  
J MacLusky  
R McLaverty-Head  
D Mead  
K Newbigging  
N Wanklin  
D Watkins  
W Whittaker  
D Ward  
M Jones (6.32pm)

Absent

None

**Also in attendance**

L Blake, Town Clerk  
J Winkworth, Minute Clerk  
Malvern Gazette Reporter  
Councillor C McSweeny, WCC  
Councillor N McVey, MHDC & WCC  
6 members of the public

The Mayor welcomed everyone to the Full Council meeting and informed those present that Agenda item 15 had been withdrawn prior to the meeting.

**168. APOLOGIES FOR ABSENCE**

None.

It was **NOTED** that Cllr Mel Jones would be arriving late to the meeting.

**169. DECLARATIONS OF INTEREST**

None.

**170. MINUTES OF PREVIOUS MEETING**

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

- Extraordinary Meeting 14 January 2026
- 11 February 2026

## ADOPTED

### PUBLIC PARTICIPATION

The Mayor welcomed the members of Victoria Park Bowling Club present and explained they would have up to five minutes per speaker to address Council.

#### Captain Don Handy

Mr Handy was unhappy that Victoria Park Bowling Club had not been consulted about the location of the new Skatepark and made the following points.

- He felt that there should have been more consultation regarding the location of the skatepark, particularly as the proposed location was 15m from the bowls club boundary.
- He stated that they had been informed that a planning application would be required, yet the local papers had said planning permission was not required
- He stressed that the bowls club are not against the skatepark, but their objection is the location as it was too close to their facility. They feel that there will be noise from the skateboarders hitting the concrete as well as a visual impact from the skateboarders being able to look in whilst they are bowling
- Mr Handy also expressed concerns about the safety of the access Road which is used frequently during the summer. The bowling club are concerned that young children on scooters would access the path and not consider any cars

#### Colin Lowe

Mr Lowe, a member of the Bowling Club had recently attended the consultation meeting held at the Community Hub and was surprised to find that it wasn't a consultation meeting it was a design meeting with the contractor. Mr Lowe felt that the location was a 'done deal'.

He informed Councillors that he had been told at the consultation meeting that the club's comments would be taken away and that a meeting would be scheduled to discuss these further. Mr Lowe felt a meeting was required to express the clubs concerns fully and are awaiting a date for said meeting.

In response, Cllr Cherry thanked Mr Lowe and Mr Handy for coming along to the Full Council meeting and as Chair of the Skatepark Focus Group, she would be happy to meet with the members of the Bowling Club to discuss the matter further.

Cllr Newbigging supported this suggestion and would be happy to attend the meeting too, but felt it would be more productive once the Town Council are in receipt of a design from the successful contractor.

#### Mr Peter Storey

Mr Storey, also a member of the Bowling Club, concurred with his fellow Bowling Club members.

Mr Storey pointed out that on previous occasions, there had been items thrown into the Bowling Club area whilst their games were taking place, and this posed safety concerns.

Cllr Marilyn Birks thanked them all for attending the meeting.

## ADOPTED

### 171. **MAYORS ANNOUNCEMENTS**

The Mayor informed committee that there had been many 'nonchain' events taking place including:

- Lyttleton Well – Project for free meals
- Chinese New Year in the Community
- Town of Culture – an online survey is now available on MHDC website with a closing date of 18 March as the Expression of Interest involving the town's "story" needs to be lodged by 31 March.
- Joint Councillors meeting – Devolution issues were discussed
- High Sheriff Awards – local community members received awards at the recent celebratory event at Malvern Theatres. An award was given to Steve Tyrrell who was nominated by the Town Clerk having volunteered for the Town Council for many years.
- Mayor and Town Clerk are due to attend The House of Lords, Tuesday 10 March 2026 at 2pm
- Cllr Satinder Bell, Portfolio Holder for Health and Wellbeing will be visiting on Friday 13 March 2026 for a tour of assets and to meet with key partners afterwards

### 172. **UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES**

#### Victoria Park Play Area Refurbishment

The order has been placed for the play area refurbishment at Victoria Park, and confirmation of the Legacy Grant Funding for the project has also been received. Timescales for the work are due soon with some works commencing before the end of March. The build period should be around 6 weeks, and no works will take place during the Easter period. A 3D plan will be circulated in due course.

#### Skatepark

Following feedback from the design consultation evening, the contractors are due to submit a design in due course. Once this has been received the Town Clerk and Councillors will meet with the Bowling Club and communicate the proposal accordingly.

#### Malvern in Bloom

Following an initial online bloom seminar, we can confirm that the first judging session will take place on 22 July 2026.

National Finals – a seminar to meet the National judges will take place in the week commencing 9 March. Confirmation of the 2<sup>nd</sup> stage judging date won't be issued until mid-April.

With demands for the National Finals being much higher, the Town Council are looking to attract volunteers and local groups to take part in the event this year. There will be a steering group meeting taking place at the Community Hub from 7pm on Wednesday 11 March 2026.

Cllr Mel Jones arrived at 6.32pm.

## ADOPTED

### 173. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE

Cllr Chris McSweeney reported that at a recent County Council meeting there were discussions regarding the budget and in particular Council Tax. WCC are in a difficult financial position and to balance the budget, an increase of 8.98% was voted on and approved.

Cllr McSweeney has met with Safer Neighbourhood teams regarding community matters.

Cllr Birks thanked Cllr McSweeney for the offer of funds from his divisional funds towards Town Council initiatives. It is much appreciated.

#### Cllr Natalie McVey

##### MHDC

Cllr McVey reported the following

- The House Martin Tower at End Hill Way on Malvern Vale has been installed and there will be a community launch at 3pm on Friday 13 March.
- Following a successful pilot, a plan is being worked on to allow children and families access to the sports pitch at Malvern Vale during the Easter Holiday.
- Cllr McVey has met with MHDC Officers from Planning, Urban Design and National Landscapes and developers, Barrett Wilson about the Cales Farm development to make sure it's the best it can be.
- At the MHDC Council meeting last Friday, as well as agreeing the council tax freeze, the NPPF was discussed. Cllr McVey reported that she had a range of concerns about the 'build, build, build' narrative coming from government and in the framework itself not least because no Environmental Assessment of the impact of this policy change has been made available.

##### WCC

- The main issue from the County Council is the 9 hour meeting during which the proposed 8.98% Council Tax increase was approved. Cllr McVey has been responding to residents' concerns about how they will manage financially, and signposting to relevant charities and third sector organisations.
- Since the meeting, it has transpired that the Liberal Democrats have submitted a vote of no confidence in the Reform Leader which will be debated at the next council meeting in May.
- Osborne Court, a specialist facility for adults with additional needs, is threatened with closure and it appears that Herefordshire and Worcestershire Health and Care Trust, who operate the facility, have made the decision to withdraw funding. It is understood that the immediate plan is for a retendering process to be undertaken by WCC so that a new provider can be commissioned to run the service.

##### Highways issues.

- Later this year, a section of Worcester Road will be sided out, so that footway works can be completed in a couple of phases. There are no dates for this yet, but this is an early warning from the WCC Highways Liaison Officer.
- Residents have reported considerable damage to grass verges on Knapp Way, caused by vans and lorries. This has been reported and Natalie has enquired about a solution to help prevent this.

## ADOPTED

### SEND

- Cllr McVey supported the Cabinet Members recommendation to turn down £5.4m from government to be allocated across mainstream schools in favour of building the new Malvern Free SEND school. She believes this is the best option for children and young people who cannot be educated in mainstream education.
- The SEND White Paper, which was due to be published in the Autumn, was published last week. It emphasises “Right Support, Right Place, Right Time” outlining a vision of consistent national standards, earlier intervention, and clearer expectations for parents and schools.
- Finally, Cllr McVey has funded 3 ‘Cut It Out’ Domestic Violence awareness sessions:  
Thursday 19 March 10-12 at Malvern Vale Community Centre  
Monday 13 April 10-12 Salvation Army / Newtown Club  
Wednesday 22 April 10-12 West Malvern Village Hall

Cllrs Chris McSweeney and Natalie McVey left the meeting at 6.46pm

### **174. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES**

Cllr David Mead updated the Council regarding the development at Old Barracks Street Store is beginning to move forward, hence the road closure at Court Road.

There were no further reports from outside bodies.

Cllr Watkins expressed his disappointment that the Town Council had not received any reports from those councillors representing outside bodies where a fee is paid for membership.

### **175. MEMBERS QUESTIONS**

None.

*Under Standing Order 1a, the Chair changed the order of business so that Agenda Item 14 was brought forward as the next item for discussion.*

### **176. NOTICE OF MOTION – STAFFING COMMITTEE**

Report CL06/25 was received and accepted.

Cllr Whittaker led the discussion on his Notice of Motion relating to the Staffing Committee.

Cllr Wanklin supported the notice of motion and had nothing further to add to the motion and the information already submitted by Cllr Whittaker.

There followed a lengthy debate amongst councillors.

Cllr Whittaker put forward an amendment to Part 2 of the Notice of Motion as follows:

That Council will elect 5 Staffing Committee members from the 7 existing members.

This amendment fell.

Further discussions took place around the number of members and the timing of the election of new members and whether this should take place at Annual Council.

The Chair then moved the committee to make a decision on the first point of the proposed resolution

Full Council **RESOLVED** to reduce the number of members serving on the Staffing Committee from 7 members to 5 members.

## **ADOPTED**

There followed further discussions amongst Councillors.

Cllr Mead proposed an alternative amendment to Part 2 of the motion 'That the newly constituted Staffing Committee will start from the new Council year in May 2026 when a new committee of 5 members will be selected at Annual Council. This amendment was seconded by Cllr McLaverty-Head.

Full Council **AGREED** to approve this amendment, and it was therefore **RESOLVED** that the newly constituted Staffing Committee will start from the new Council year in May 2026 when a new committee of 5 members will be selected at Annual Council

For clarification the Town Clerk confirmed that each committee is determined annually in May, as per the Terms of Reference.

Cllr Whittaker left the meeting at 7.30pm

Cllr MacLusky left the room at 7.31pm.

The Council resumed discussion of business at Agenda Item 9.

### **177. CALENDAR OF MEETINGS**

Report CL01/25 was received and accepted.

Cllr Green left the room at 7.32pm.

Following a review of the calendar of meetings, Full Council **RESOLVED** to accept the meeting dates for 2026/2027.

It was **NOTED** that Cllr MacLusky and Cllr Green were not present for the vote.

### **178. RECOMMENDATIONS FROM AUDIT COMMITTEE**

Report CL02/25 was received and accepted.

#### **MINUTE 26 - REVIEW OF TENDERING PROCESS**

Following a review of the Tendering process, Full Council **RESOLVED** to accept the that:

- i) Electronic Submission would be allowed for all tenders

And

- ii) When deciding evaluation criteria, equality and inclusion would be considered and included where relevant

Following a request for an amendment to remove the word 'by' from the third recommendation point below, Full Council **RESOLVED** that:

- iii) Two references should be requested for all those submitting a tender

#### **MINUTE 27 - REVIEW OF CONTROLS TO MEASURE WHETHER AIMS AND OBJECTIVES ARE BEING COMPLETED**

Full Council **RESOLVED** to note and approve the review of controls to measure whether aims and objectives are being completed, as carried out by Audit Committee.

**ADOPTED**  
**MINUTE 28 - REVIEW OF ANNUAL GOVERNANCE STATEMENTS AND THE SUPPORTING EVIDENCE BEHIND THESE**

Full Council **RESOLVED** that the supporting evidence behind the annual governance statements would continue to be reviewed annually.

**MINUTE 29 - REVIEW OF AUDIT COMMITTEE TERMS AND REFERENCE**

Full Council **RESOLVED** that:

- i) Audit Committee should be renamed Audit and Scrutiny Committee and should incorporate scrutiny work within its remit.
- ii) Membership of the Audit Committee should remain at 5 members, but this should be a mix of members from both Policy and Resources and Operations and Planning with at least two members from each committee.
- iii) Members of the Audit Committee should revise the current Terms of Reference to include work relating to both Audit and Scrutiny and make a recommendation for consideration by Full Council on 8 April 2026.

It was noted that following the resolutions above, the Terms of Reference for Policy and Resources Committee would need amending, and this will be brought forward to the April meeting of Full Council.

**179. ENGAGEMENT OF COMMUNITY DEVELOPMENT OFFICER**

Report CL03/25 was received and accepted.

It was suggested that an additional clause should be added to the Job Description at point 8, and all other points would move down, to read as follows:

- To work with the Community Engagement Sub Committee to facilitate, develop and implement an ongoing work programme in line with the Council's Strategic aims. This work may include, but is not limited to, the warm spaces free meals project, provision of facilities for young people, best use of development of Town Council assets and properties, community needs relating to health and wellbeing and the Sherrard's Green project.

Following the addition of this clause, Full Council **RESOLVED** to note the approval received from MHDC for Section 106 funding to employ and manage a part time Community Development Officer and to give approval for the recruitment and appointment of a suitable person to fill this role.

Cllr Austin left the room at 7.52pm and returned at 7.54pm.

**Under Standing Order 3X, Councillor Josephine Leibrandt proposed that the meeting be extended until 8.15pm. A vote was taken and the extension agreed.**

**180. LOCAL GOVERNMENT REORGANISATION CONSULTATION**

Report CL04/25 was received and accepted.

Full Council **AGREED** to delegate the Local Government Reorganisation Consultation to Cllrs Cherry, Hooper and Clements who would work alongside the Town Clerk to answer the questions and submit a response by 26 March 2026.

Cllr Newbigging left the room and returned shortly thereafter at 7.56pm.

**181. NPPF CONSULTATION**

Report CL05/25 was received and accepted.

**ADOPTED**

Full Council **RESOLVED** to delegate the NPPF Consultation to a smaller group of Councillors to answer and submit the Town Council response by the deadline of 10 March 2026.

Cllr Cherry left the room at 8pm.

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

It was **AGREED** that the date of the next meeting of Full Council would be Wednesday 8 April 2026 at 6.00pm.

Cllrs Green and Lowton left the meeting at 8pm, along with the remaining member of public.

**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.

**183. MINUTES FROM PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the private session of the meeting held on 11 February 2026 be accepted as an accurate record.

**184. ROSE BANK GARDENS UPDATE**

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

The meeting finished at 8.08pm.

.....(Chair)

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL**

**to be held on Wednesday 8 April 2026 at 6.00pm**

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

**AUDIT COMMITTEE RECOMMENDATIONS**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Full Council is asked to consider the recommendations from the meeting of Audit Committee held on Tuesday 17 March 2026 as listed below.

**MINUTE 34 - REVIEW OF AUDIT COMMITTEE TERMS AND REFERENCE**

It was **RECOMMENDED** that the Terms of Reference for the renamed Audit and Scrutiny Committee and attached at Appendix A to this report should be approved and adopted.

**3. Background**

3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.

3.2. Full Council is therefore asked to consider the recommendation(s) listed in 2.1 above and to approve, amend or refer back to committee as appropriate.

3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.

3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chairman of Committee before the Council meeting.

**4. Financial Implications**

4.1. Please see individual committee reports.

**5. Legal Implications**

5.1. Please see individual committee reports for specific details.

5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End  
Linda Blake  
Town Clerk

**AUDIT AND SCRUTINY COMMITTEE  
TERMS OF REFERENCE**

**1.0 CONSTITUTION**

- 1.1 The committee will consist of five councillors made up of a mix of members from both Policy & Resources and Operations & Planning Committees with at least two members from each committee, appointed by Full Council at the Annual Council Meeting. Committee meetings will be arranged by the Town Clerk.
- 1.2 Membership will be determined at Annual Council each year.

**2.0 ELIGIBILITY**

- 2.1 Members of the committee involved in undertaking any financial audit of the Council will withdraw from being cheque signatories for the period of the audit.

**3.0 PURPOSE**

Effective scrutiny and overview should -

- Provide constructive 'critical friend' challenge
- Amplify the voices and concerns of the public
- Drive improvements in public services and strategic decision making

**4.0 RESPONSIBILITIES**

- 4.1 At its first meeting of each council year, to set a flexible annual work plan to act as a guideline for the year.
- 4.2 Actions required pursuant to the annual audit by the internal and external auditors and arising from the Annual Governance and Accountancy Return.
- 4.3 To ensure that any new systems introduced by Council have adequate controls and provide appropriate audit trails.
- 4.4 To implement internal audits within the parameters required by statute.
- 4.5 To review the annual internal audit report on the Council's activities for further consideration by Council and make recommendations.
- 4.6 To receive the report of the external auditor and make recommendations as necessary.
- 4.7 To scrutinise decisions implemented by Council including if the decisions provided value for money.
- 4.8 To scrutinise standing orders, policies and practices.
- 4.9 To scrutinise responses to public concerns, proposed developments and increases to the Council's roles and responsibilities.
- 4.10 Make any recommendations to Full Council resulting from 4.7, 4.8 and 4.9
- 4.11. To review risks to the Council and the effectiveness of the control measures in place to manage these risks. This task is carried out annually during the third quarter of the year (Oct-Dec).

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL**

**to be held on Wednesday 8 April 2026 at 6.00pm**

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**COMMUNITY ENGAGEMENT SUB-COMMITTEE RECOMMENDATIONS**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Full Council is asked to consider the recommendations from the meeting of the Community Engagement Sub-Committee held on Wednesday 18 March 2026 and listed below.

**MINUTE 22 - TERMS OF REFERENCE FOR THE COMMUNITY ENGAGEMENT SUB-COMMITTEE**

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

*'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 it was **RECOMMENDED** that the Community Engagement Sub-Committee should be renamed Community Engagement Committee.

**MINUTE 23 - COUNCILLOR'S SURGERIES**

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.

**MINUTE 25 - MAYOR'S AWARDS**

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.

**3. Background**

3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.

3.2. Full Council is therefore asked to consider the recommendation(s) listed in 2.1 above and to approve, amend or refer back to committee as appropriate.

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3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chair of Committee before the Council meeting.

**4. Financial Implications**

4.1. Please see individual committee reports.

**5. Legal Implications**

5.1. Please see individual committee reports for specific details.

5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End

Linda Blake

Town Clerk

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**POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Full Council is asked to consider the recommendations from the meeting of Policy and Resources Committee held on 25 March 2026 and listed below.

**MINUTE 43 – REVIEW OF EARMARKED RESERVES**

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

**3. Background**

3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.

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End

Linda Blake

Town Clerk

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL**

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**OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Full Council is asked to consider the recommendations from the meeting of Operations and Planning Committee which took place on Wednesday 1 April 2026, as listed below.

**MINUTE 89 - REPLACEMENT JOHN DEERE MOWER 2026/27 BUDGET**

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

**MINUTE 90 - REPLACEMENT EVENT FOR MAYOR'S BONANZA**

It was **RECOMMENDED** to replace the Mayor's Bonanza in 2026 with a new event called "Malvern in Bloom: Community in Colour" to be held on Saturday 11 July 2026.

**3. Background**

3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.

3.2. Full Council is therefore asked to consider the recommendation(s) listed in 2.1 above and to approve, amend or refer back to committee as appropriate.

3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.

3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chairman of Committee before the Council meeting.

**4. Financial Implications**

4.1. Please see individual committee reports.

**5. Legal Implications**

5.1. Please see individual committee reports for specific details.

5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End  
Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL**

**to be held on Wednesday 8 April 2026 at 6.00pm**

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

**STAFFING COMMITTEE RECOMMENDATIONS**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Full Council is asked to consider the recommendations from the meeting of the Staffing Committee held on Wednesday 21 January 2026 and listed below.

**MINUTE 1 - BENCHMARKING**

It was **RECOMMENDED** that the scope of the benchmarking exercise should include three factors: Salary, Terms and Conditions and 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**

It was **RECOMMENDED** under 2.4. that the Staff Appraisal for the Town Clerk should 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)

**MINUTE 26 FUNDING AND APPOINTMENT OF AN INDEPENDENT MINUTE TAKER FOR STAFFING COMMITTEE**

It was **RECOMMENDED** that an independent minute taker should be appointed for the Staffing Committee.

**3. Background**

3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.

3.2. Full Council is therefore asked to consider the recommendation(s) listed in 2.1 above and to approve, amend or refer back to committee as appropriate.

3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.

3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chair of Committee before the Council meeting.

**4. Financial Implications**

4.1. Please see individual committee reports.

**5. Legal Implications**

5.1. Please see individual committee reports for specific details.

- 5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End

Linda Blake

Town Clerk



**RESOLUTION MOVED ON NOTICE  
A Meeting of Malvern Town Council  
to be held on Wednesday 8 April 2026 at 6.00pm  
in the Park View Meeting Room, Community Hub, Victoria Park Road,  
Malvern Link, WR14 2JY**

**NOTICE OF MOTION – QUORUM AT COMMITTEE MEETINGS**

**Proposed Resolution**

That the 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

**Background**

In the last twelve months, there have been 6 meetings that have been cancelled due to failure to achieve quorum, with cancellations occurring on the day of the meeting either when apologies have been received or at the meeting itself when there are simply not enough members present to transact business.

There have also been a number of occasions, when officers have needed to encourage councillors to make last minute substitutions to achieve quorum or when meetings have not started until a few minutes after their official start time because the number of those present is insufficient.

Cancellation of meetings delays Council business, wastes officer and councillor time and gives a requirement for the business to be rescheduled either with an extra meeting of that committee or via the Emergency Decision Making Group if the business is urgent.

Although Committees have some delegated authority, most decisions go to Full Council for ratification. This means that all recommendations are reviewed and are open to discussion and scrutiny by all members of the Council.

Proposed – Cllr Cherry (Link Ward)

Seconded – Cllr Mead (Chase Ward)

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL**

to be held on Wednesday 8 April 2026 at 6.00pm

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

**COMMUNITY GOVERNANCE REVIEW – MADRESFIELD PARISH AND  
GUARLFORD PARISH**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Full Council is asked to consider a response to the Community Governance Review on a possible merger of Guarlford and Madresfield Parish Councils.

**3. Background**

3.1. Malvern Hills District Council are conducting a Community Governance Review in Guarlford and Madresfield to consider merging the two parish councils.

3.2. As a neighbouring Parish, Malvern Town may wish to consider a response to this online consultation, with this first stage closing on Monday 4 May 2026.

3.3. The seven questions which make up the online consultation are attached at Appendix A.

**4. Financial Implications**

4.1. None pertaining to this report.

**5. Legal Implications**

5.1. None pertaining to this report.

End

Linda Blake  
Town Clerk



## Community Governance Review - Madresfield Parish and Guarlford Parish

This review will consider whether to amalgamate Guarlford Parish Council and Madresfield Parish Council to create a new, single parish council for the area.

Parish councils are the most local level of government. They represent a small community, such as a village, town or rural area. They manage local facilities, comment on planning applications and raise a small council tax precept.

Information about the Community Governance Review process and background information about both parish councils, including the Terms of Reference for the review, can be read on our [Consultation webpage](https://www.malvernhills.gov.uk/about-your-council/public-notices-and-consultations). (<https://www.malvernhills.gov.uk/about-your-council/public-notices-and-consultations>).

We would like to hear your views. The deadline for responding to this consultation is midnight on **Monday 4th May 2026**.

**Please note that Consultation responses will be anonymised and published for public inspection. Malvern Hills District Council's privacy notice is available from [Privacy Policy](https://www.malvernhills.gov.uk/privacy-policy) (<https://www.malvernhills.gov.uk/privacy-policy>).**

### 1. About you:

Your name:

Your address:

Your postcode

**2. In what capacity are you completing the consultation?:**

- Parish resident
- Councillor
- Business
- Local organisation (e.g. school/church)
- Other (please specify):

**3. Your organisation name (if applicable):**

**4. Guarlford and Madresfield are currently two independent parish councils. The parish councils have requested that a review is undertaken to see if there is a case for merging the parishes to create one single, new parish council covering both areas. Parish councils should reflect local identities and interests in the community and should be effective and convenient local governance. Which option would you support?**

- Keep two separate parish councils
- Merge (amalgamate) two parish councils to create a single parish
- Other (please specify):

5. Please add any comments on your preferred option. You may wish to include comments on community cohesion, local identities, the geography of the local area or how your preferred option will deliver effective and convenient local governance.

6. If the parish councils were merged, how many parish councillors should the new parish have? The legal minimum is 5, there is no maximum. The National Association of Local Councils suggest a working minimum of 7. There are currently 5 parish councillors in Madresfield and 7 in Guarlford.

5

7

12

Other (please specify):

7. Is there anything else you would like to add about your parish, community, or local governance?