



MALVERN TOWN COUNCIL

ANNUAL COUNCIL MEETING

REPORTS

**For meeting on Wednesday 13 May 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



7 May 2026

townclerk@malvern-tc.org.uk
www.malverntowncouncil.org

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 13 May 2026 in the Park View Meeting Room, 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. J. Blake'.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Appointment of Mayor To elect the Mayor of Malvern Town Council for the 2026/27 council year. ➤ Nominations to follow
2.	Mayor's Declaration of Office To witness and receive the Mayor's formal Declaration of Acceptance of Office.
3.	Appointment of Deputy Mayor To elect the Deputy Mayor of Malvern Town Council for the 2026/27 council year. ➤ Nominations to follow
4.	Deputy Mayor's Declaration of Office To witness and receive the Deputy Mayor's formal Declaration of Acceptance of Office.
5.	Apologies for Absence To note apologies for absence.
6.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests.
7.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Full Council and Extraordinary meetings: ➤ Full Council - 8 April 2026 to follow

<p>Public Participation</p> <p><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></p>	
8.	<p>Mayor's Announcements</p> <p>➤ The Mayor will make any relevant announcements.</p>
9.	<p>Town Clerk's Report</p> <p>➤ Verbal update on Town Council operations and activities.</p>
10.	<p>Review of Committees/Sub-Committees/Task and Finish Groups and Appointment of Members for the 2026/27 Council Year</p> <p>➤ Report AC01/26 to follow</p>
11.	<p>Appointment of Representatives on Outside Bodies</p> <p>➤ Report AC02/26 to follow</p>
12.	<p>Bank Mandate and Payment Signatories</p> <p>➤ Report AC03/26 to follow</p>
13.	<p>Payment of Annual Subscriptions, Membership of Organisations</p> <p>➤ Report AC04/26 to follow</p>
14.	<p>Annual Review Process</p> <p>➤ Report AC05/26 to follow</p>
15.	<p>Staffing Committee Recommendations</p> <p>Recommendations for approval by Council from the meeting held on 15 April 2026</p> <p>➤ Report AC06/26 to follow</p>
16.	<p>Operations and Planning Committee Recommendations</p> <p>Recommendations for approval by Council from the meeting held on 29 April 2026</p> <p>➤ Report AC07/26 to follow</p>
17.	<p>Policy and Resources Committee Recommendations</p> <p>Recommendations for approval by Council from the meeting held on 6 May 2026</p> <p>➤ Report AC08/26 to follow</p>
18.	<p>Review of Reports submitted by Grant-receiving Bodies October 2024 and March 2025</p> <p>➤ Report AC09/26 to follow</p>
19.	<p>Date and Time of Next Meeting</p> <p>➤ Wednesday 17 June 2026 at 6.00 pm</p>
<p>Exclusion of the Press and Public</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>	
20.	<p>Rose Bank Gardens Update</p> <p>➤ Verbal update</p>

APPOINTMENT OF MAYOR AND DEPUTY MAYOR
FOR THE 2026/27 COUNCIL YEAR

Agenda item 1 – Appointment of Mayor

There have been two nominations received in respect of Mayor:

Councillor Iain Dawson	Proposed by Cllr Melanie Jones
	Seconded by Cllr Karen Newbigging

Councillor David Mead	Proposed by Cllr Clive Fletcher
	Seconded by Cllr David Watkins

Agenda item 3 – Appointment of Deputy Mayor

There have been three nominations received in respect of Deputy Mayor:

Councillor Anne Cherry	Proposed by Cllr Helen Clements
	Seconded by Cllr Ronan McLaverty-Head

Councillor Clive Hooper	Proposed by Cllr Iain Dawson
	Seconded by Cllr Wayne Whittaker

Councillor Josephine Leibrandt	Proposed by Cllr Melanie Jones
	Seconded by Cllr Emma Green

Note: nominees will be asked to give a two-minute speech in support of their nomination.

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.

UNADOPTED

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.

UNADOPTED

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.

UNADOPTED

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.

UNADOPTED

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:

UNADOPTED

- 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)

**A REPORT OF THE TOWN CLERK TO
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 13 May 2026 at 6.00 pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**REVIEW OF COMMITTEES/SUB-COMMITTEES/TASK AND FINISH GROUPS AND
APPOINTMENT OF MEMBERS FOR THE 2026/27 COUNCIL YEAR**

1. Purpose of Report

1.1. For decision.

2. Recommendations

2.1. Council is recommended to consider and approve the following Committees and Task and Finish Groups:

2.2. Policy and Resources Committee

- Confirm membership of Policy and Resources Committee as either nine or ten members dependent on whether a Councillor with a preference of Policy and Resources Committee has been elected as Mayor.

Ten Councillors have put their names forward to serve on Policy and Resources Committee as below.

1. **Cllr Deb Ward**
2. **Cllr Josie Leibrandt**
3. **Cllr Clive Hooper**
4. **Cllr Iain Dawson**
5. **Cllr Clive Fletcher**
6. **Cllr Lou Lowton**
7. **Cllr Nathan Wanklin**
8. **Cllr Karen Newbigging**
9. **Cllr Ronan McLaverty-Head**
10. **Cllr Mel Jones**

2.3. Operations and Planning Committee

- Confirm membership of Operations and Planning Committee as either nine or ten members dependent on whether a Councillor with a preference for Operations and Planning Committee has been elected as Mayor.

Ten Councillors have put their names forward to serve on Operations and Planning Committee as below:

1. **Cllr Helen Clements**
2. **Cllr David Watkins**
3. **Cllr David Mead**

4. **Cllr Anne Cherry**
5. **Cllr Emma Green**
6. **Cllr Sean Austin**
7. **Cllr Marilyn Birks**
8. **Cllr Caroline Bovey**
9. **Cllr Wayne Whittaker**
10. **Cllr Julie MacLusky**

2.4. Audit and Scrutiny Committee

- Confirm membership of Audit and Scrutiny Committee at five members.
 1. **Cllr Clive Hooper**
 2. **Cllr Nathan Wanklin**
 3. **Cllr David Watkins**
 4. **Cllr David Mead**
 5. **Cllr Anne Cherry**
 6. **Cllr Marilyn Birks**

A ballot will be held to select five members to serve on Audit and Scrutiny Committee.

2.5. Emergency Decision Making Group

- Confirm membership of the Council's Emergency Decision Making Group as:
 1. Mayor
 2. Deputy Mayor
 3. Chair of Policy and Resources Committee
 4. Vice-Chair of Policy and Resources Committee
 5. Chair of Operations and Planning Committee
 6. Vice-Chair of Operations and Planning Committee

The Emergency Decision Making group (EDMG) will be called on if an urgent and time sensitive decision needs to be made and cannot be done within the normal meeting timetable.

The EDMG will also consider urgent and/or confidential matters where discussion within Full Council may be considered prejudicial and consider complaints as forwarded under the Town Council's Complaints Policy.

2.6. Staffing Committee

- Confirm membership of the Staffing Committee at five members as agreed by Full Council in March 2026.
 1. **Cllr Josie Leibrandt**
 2. **Cllr Clive Hooper**
 3. **Cllr Lou Lowton**
 4. **Cllr David Mead**

5. **Cllr Anne Cherry**
6. **Cllr Karen Newbigging**
7. **Cllr Wayne Whittaker**
8. **Cllr Helen Clements**
9. **Cllr Mel Jones**
10. **Cllr Ronan McLaverty-Head**

A ballot will be held to select five members to serve on the Staffing Committee. All Councillors listed have completed the bespoke HR Training and have provided an expression of interest form as attached at Appendix A

2.7. Community Engagement Committee

- Confirm membership of the Community Engagement committee at six members.

Members of the Community Engagement committee to be agreed as:

1. **Cllr Deb Ward**
2. **Cllr Josie Leibrandt**
3. **Cllr Helen Clements**
4. **Cllr Nathan Wanklin**
5. **Cllr Emma Green**
6. **Cllr Karen Newbigging**
7. **Cllr Marilyn Birks**
8. **Cllr Wayne Whittaker**

A ballot will be held to select six members to serve on the Community Engagement Committee.

2.8. Devolution – Sub-Committee

- Confirm membership of the Devolution sub-committee as:

1. **Mayor**
2. **Deputy Mayor**
3. **Chair of Policy and Resources Committee**
4. **Vice Chair of Policy and Resources**
5. **Chair of Operations and Planning Committee**
6. **Vice Chair of Operations and Planning Committee**

2.9. Environmental Task and Finish Group

- Confirm membership of the Environmental Task and Finish Group as:

1. **Cllr Lou Lowton**
2. **Cllr Wayne Whittaker**
3. **Cllr Josephine Leibrandt**
4. **Cllr Mel Jones**

2.10. Other

- Approve the suspension of all other task and finish groups and sub-committees, although it should be noted that these can be set up at any time during the year either by Council or a committee, to carry out a specific task and report back.

2.11. Chairpersonship

- All committees, sub-committees and task and finish groups will be required to elect a Chair and Vice-Chair at the first meeting of the new council year. Members are reminded that following a council decision, training for Chairs and Vice-Chairs is mandatory and must be completed as soon as is reasonable. Training is only required once in every council term and therefore all members who wish to be a Chair or Vice-Chair of a Committee will only need to attend training if not already completed in the past three years.

3. Background

- 3.1. A Town Council may arrange to discharge any of its functions through a committee, of the council. The only powers that cannot be transferred to a committee are those of issuing a precept or approving the Annual Return.
- 3.2. All committees have specific terms of reference which are reviewed at least once per council term and certain decisions are delegated to these committees, with other matters returning as committee recommendations for Full Council approval.
- 3.3. Task and finish groups are formed to carry out a specific task under an agreed remit and then are disbanded once the work has been completed.
- 3.4. The Chair of any meeting of a committee, sub-committee or task and finish group has a second casting vote, should they choose to use it.
- 3.5. The Mayor is an ex-officio non-voting member of all committees, sub-committee and task and finish groups.

4. Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

- 5.1. The Town Council has adopted a set of standing orders to regulate its business and proceedings, and these include rules governing meetings.
- 5.2. The Local Government Act 1972 schedule 12 covers meetings and proceedings of local authorities.
- 5.3. Councillors are asked to note Standing Order 8b in respect of voting on appointments.

Where more than one position is to be filled:

Where there are more nominations than positions available to be filled, each councillor at the meeting shall have the same number of votes as vacancies. A councillor can choose to place fewer votes than vacancies but cannot place more. A councillor may also only vote for each candidate once. If there is a tie in votes, which does not allow for the election of the required number of candidates, then the name of the person having the least number of votes shall be struck off the list and

a fresh vote taken. This process shall continue until a majority of votes are given in favour of the required number of people to fill the vacancies.

End

Linda Blake
Town Clerk

Malvern Town Council



Staffing Committee Membership Expression of Interest

Name: Josephine Leibrandt

Outline of Interest in Staffing Committee (max. of 50 words):

I am committed to supporting a strong and effective workforce, with a focus on wellbeing, job satisfaction, and development. Having chaired this committee through its early challenges, I bring continuity, experience, and a clear understanding of its current priorities.

Statement to Council on experience, skills and suitability for a position on the Staffing Committee (max. of 300 words):

I bring strong, relevant experience from both my council role and professional background.

I have served on the council for seven years, during which time committee numbers, workload, and staffing demands have grown significantly. This gives me a clear understanding of the current pressures and the need for effective, forward-looking workforce planning.

As Chair of the Staffing Committee over the past year, I have led it through its formative stages, establishing processes and addressing early challenges. Having also completed Staffing Training twice in the last two years, I am well placed to provide continuity and support its ongoing development.

Professionally, I am a qualified counsellor and psychotherapist with a Master's degree in Integrative Counselling and Psychotherapy. My work requires careful judgement, discretion, and the ability to balance analytical

thinking with empathy—skills directly relevant to staffing matters, particularly in relation to staff wellbeing and sensitive situations.

I also bring leadership and governance experience from my time as Director of an environmental education programme with the Jane Goodall Institute, working with staff and volunteers and contributing at board level. This developed my skills in oversight, decision-making, and collaborative working.

Earlier experience as a recruitment consultant provides practical insight into attracting and selecting suitable candidates.

I am able to contribute with confidence, sound judgement, and continuity to the effective work of the Staffing Committee.

Please return by email to the Town Clerk lblake@malvern-tc.org.uk no later than 12 Noon on Friday 1 May 2026.



Malvern Town Council



Staffing Committee Membership Expression of Interest

Name: Clive Hooper

Outline of Interest in Staffing Committee (max. of 50 words):

Having originally proposed the establishment of the Staffing Committee in line with NALC and LACSAB advice, and as a current member of the Committee, I am keen to continue to support its work, which is now beginning to be felt, for the benefit of MTC staff.

Statement to Council on experience, skills and suitability for a position on the Staffing Committee (max. of 300 words):

I have had extensive experience in my professional career in all HR matters, having been head of personnel and development for a local education authority (with HR responsibility for over 2000 employees) and subsequently for the film regulator, the BBFC. This spanned in total a period of over 20 years. During that time, the CIPD (The Chartered Institute of Personnel and Development) elected me to be a Chartered Fellow of the Chartered Institute.

Please return by email to the Town Clerk lblake@malvern-tc.org.uk no later than 12 Noon on Friday 1 May 2026.

Malvern Town Council



Staffing Committee Membership Expression of Interest

Name: Lou Lowton

Outline of Interest in Staffing Committee (max. of 50 words):

See below

Statement to Council on experience, skills and suitability for a position on the Staffing Committee (max. of 300 words):

My interest in joining the Staffing Committee stems from concerns around staff welfare, pay and conditions, as well as training, development, and the Council's potential legal exposure. This developed during P&R meetings, particularly through discussions on hardship payments, benchmarking, and cost-of-living support.

I bring experience as a Union Representative and Case Worker, where I have supported employees through grievance and disciplinary procedures, and contributed to reviewing and updating workplace policies in line with ACAS guidance and the Employment Rights Act.

I aim to support the Town Council and the Staffing Committee in maintaining compliance across all employment policies and practices, while also helping to modernise HR approaches to strengthen staff support, training, and development. I believe it is essential that committee members remain independent of key stakeholders and are accessible to all staff.

I understand the importance of strong governance, accountability, and clear processes within a staffing function. I am committed to maintaining high standards, ensuring that decisions are well-documented, transparent, and protect the Council from unnecessary risk.

Above all, I am committed to fostering a fair, supportive, and well-managed working environment where staff feel valued and are able to perform at their best, while ensuring the Council meets its obligations as a responsible employer.

Having chaired the Staffing Committee Task and Finish Group, and maintained a strong involvement in staffing matters since its inception, I understand the committee's background, objectives, and intended direction. I would therefore offer valuable continuity as the new committee moves forward.

Please return by email to the Town Clerk lblake@malvern-tc.org.uk no later than 12 Noon on Friday 1 May 2026.

Malvern Town Council



Staffing Committee Membership Expression of Interest

Name: David Mead

Outline of Interest in Staffing Committee (max. of 50 words):

The wellbeing and working environment of staff, both paid and volunteer are crucial to the performance and efficiency of an organisation. The staffing committee has the potential to help in achieving this. Through out my working life when managing people their welfare and development has always been important to me.

Statement to Council on experience, skills and suitability for a position on the Staffing Committee (max. of 300 words):

I have managed departments of multi skilled staff of a various discipline, with multi-million-pound budgets. Their skills were wide ranging up to highly skilled engineers and craftsmen. One post had both paid and volunteer staff, this posed new challenges as there needs can be quite different and there can be friction between to two groups when working together. In all cases working well with HR staff is necessary. There are many pitfalls to avoid with legislation and their advice on handling situations is necessary. Areas of involvement for me included recruitment, disciplinary, redundance, salaries, terms and condition, drug related issues along with general staffing issues. Over the years I have attended management courses that included HR and staffing, most recently the course arranged by MTC.

Please return by email to the Town Clerk lblake@malvern-tc.org.uk no later than 12 Noon on Friday 1 May 2026.

Malvern Town Council



Staffing Committee Membership Expression of Interest

Name: Cllr Anne Cherry

Outline of Interest in Staffing Committee (max. of 50 words):

I believe staffing resources are one of the key elements and strengths of our organisation. I would like to continue to build and cement the relationship between staff and councillors, to update and format current working policies and to support the current structures whilst looking at how they can be improved in the future.

Statement to Council on experience, skills and suitability for a position on the Staffing Committee (max. of 300 words):

I have spent my working life working offices, being a manager or being managed so I understand both sides of the structure.

I have spent the last year building good relationships with members of both the admin and operational staff, indeed two members of admin and one from Ops have contacted me on occasion and I have been able to support them with the issues they have raised.

I am pleased that the benchmarking process has begun, but we do need to continue and finalise this.

I believe that a relationship of trust between staff and councillors is essential and the insight I can bring to the committee from meetings with the staff is invaluable. I look forward to serving the council in this way.

Please return by email to the Town Clerk lblake@malvern-tc.org.uk no

later than 12 Noon on Friday 1 May 2026.

Malvern Town Council



Staffing Committee Membership Expression of Interest

Name: Cllr Karen Newbigging

Outline of Interest in Staffing Committee (max. of 50 words):

I am keen to continue to contribute to securing the role of the Committee because I am committed to ensuring MTC is a good employer, in line with good practice. The Committee is beginning to have an impact, and I am interested in building on this and the recent training.

Statement to Council on experience, skills and suitability for a position on the Staffing Committee (max. of 300 words):

I have held clinical, managerial and academic positions at senior level, in the NHS, the third sector and Universities. These have involved recruiting, managing, supervising staff and undertaking appraisals. My approach is a developmental one, recognising that people have different interests, skills, and circumstances that influence their job satisfaction and performance. I have held Trustee positions, which have responsibility for good governance, and is similar in that respect to the Staffing Committee member role. I also have relevant skills in policy analysis and development. Furthermore, I have a strong commitment and experience relevant to equality and diversity, and a good understanding of the steps to achieve this. Furthermore, my background in mental health has underlined the importance of a positive work environment and organisational culture. These skills and experience provide a good foundation for the role of a Staffing Committee member.

I have been a member since the member of the Staffing Committee, since its inception. The first year, has been a challenging one, but the Committee is beginning to have an impact. I can obviously be evaluated by my contribution, and I have proffered interventions to facilitate progress, for example in relation to benchmarking. I think that some continuity in membership, alongside training, will prove helpful in building on the progress to date.

Please return by email to the Town Clerk lblake@malvern-tc.org.uk no later than 12 Noon on Friday 1 May 2026.

Malvern Town Council



Staffing Committee Membership Expression of Interest

Name: Wayne Whittaker

Outline of Interest in Staffing Committee (max. of 50 words):

I have a keen interest to be on the Staffing Committee as I feel this is a vitally important role for the Town Council as the staff are the bedrock of the council's frontline operations and public perception. So for me ensuring the staffs happiness and co-operation is imperative.

Statement to Council on experience, skills and suitability for a position on the Staffing Committee (max. of 300 words):

I was the manager of a large Care Home in Malvern with a staff of around 50 people including agency workers. I was also responsible for meeting all parents, social services, social workers, health workers and anyone else involved in the care of the people who lived within that home. This was across areas such as recruitment, induction, training, supervision, appraisal, budgeting, purchasing, auditing, planning of services, service delivery, maintenance and any other duties required therein. This gave me a very personable approach to dealing with individuals and also allowed me to be extremely person centred when dealing with personal or difficult issues. My head office was in Birmingham and I was the only home in this part of the country and due to this the company I worked for put me on H/R Training for managers to ensure that I could make very safe and legal decisions for the company without the delay of waiting for head office support or approval. In the care sector I was required by law to complete 1 supervision for staff every month and an appraisal on a yearly basis. Therefore the volume and frequency of these meetings made me extremely competent in the completion of these in a timely and supportive manner.

I feel the need to be sensitive and supportive towards the staff of the council is crucially important as to not to overwhelm or cause unnecessary anxiety for the staff involved in any 1:1 interaction with the Councillors on the Staffing Committee. I therefore think that the training and experience that I have lends perfectly towards the needs of the individuals who make up the Staffing Committee.

Please return by email to the Town Clerk lblake@malvern-tc.org.uk no later than 12 Noon on Friday 1 May 2026.

Malvern Town Council



Staffing Committee Membership Expression of Interest

Name: Helen Clements

Outline of Interest in Staffing Committee (max. of 50 words):

Since becoming a Councillor in January 26, I believe that my skills and experience would be useful and relevant on the staffing committee.

Statement to Council on experience, skills and suitability for a position on the Staffing Committee (max. of 300 words):

Throughout my working life I have held a number of managerial roles with hiring, rota setting, staffing level and appraisal responsibilities.

These experiences were gained from numerous employments such as the following:

- I was a unit housekeeper in a district general hospital, where I was responsible for line managing thirty staff over 6 surgical wards, with the support of the HR Dept.
- I managed a contract supplying cleaning services to a Ministry of Defence site, where I was responsible for the day-to-day HR management of over 20 cleaning staff.
- I was part of the management team opening a 200 bedded hotel , where I was involved with the recruitment and operational management of all housekeeping staff.

Please return by email to the Town Clerk iblake@malvern-tc.org.uk no later than 12 Noon on Friday 1 May 2026.

Malvern Town Council



Staffing Committee Membership Expression of Interest

Name: Mel Jones

Outline of Interest in Staffing Committee (max. of 50 words):

I would like to be considered for the staffing committee, as I would like to be part of ensuring the relationship between counsellors and staff move forward from a position of trust. I would enjoy getting to understand the work of the staff and support every development opportunity .

Statement to Council on experience, skills and suitability for a position on the Staffing Committee (max. of 300 words):

I ran a performing arts specialism as an Assistant Head in a school in London line managing several staff. I then moved on to be head of inclusion with a responsibility to ensure staff followed inclusion practice within the school. I was a union rep for 3 years in Gloucester part of my role involved supporting 2 members of staff through disciplinary processes .

Please return by email to the Town Clerk lblake@malvern-tc.org.uk no later than 12 Noon on Friday 1 May 2026.

Malvern Town Council



Staffing Committee Membership Expression of Interest

Name: Ronan McLaverty-Head

Outline of Interest in Staffing Committee (max. of 50 words):

I am interested in supporting the committee as it tries to fulfil its remit within the law and according to the principles of best practice in HR.

Statement to Council on experience, skills and suitability for a position on the Staffing Committee (max. of 300 words):

As a workplace rep for the National Education Union, I have developed a good understanding of HR issues and the sensitivity that they require. My focus is on the Council staff and their wellbeing, recognising that any support and guidance from councillors should respect their professionalism. I believe I have the empathy and skill needed to help do this.

Please return by email to the Town Clerk lblake@malvern-tc.org.uk no later than 12 Noon on Friday 1 May 2026.

**A REPORT OF THE TOWN CLERK TO
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 13 May 2026 at 6.00 pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Council is asked to consider whether it wishes to continue appointing Town Councillors to each of the outside bodies as listed in Appendix A to this report.
- 2.2. If Council wishes to continue to appoint members to an outside body, a representative – or representatives – must be chosen.

3. Background

- 3.1. Each year at the Annual Council Meeting, the Town Council appoints representatives to outside bodies as listed at Appendix A to this report.
- 3.2. Members are asked to report back to Council on the activities of the organisations at least once during the year. These reports should be submitted under Agenda Item 'Town Council Reports/Reports from Representatives on Outside Bodies'.

4. Financial Implications

- 4.1. There are no financial implications to this report.

5. Legal Implications

- 5.1. Although no longer required as part of the Register of Interests, if a member is appointed as a representative on an outside body, they must consider this as a declaration of interest at any meeting containing business relating to this body.
- 5.2. Standing Orders state that any one Councillor should not act on behalf of the Council unless authorised by resolution. Any matters relating to Outside Bodies which require a decision will need to be debated by Full Council as an Agenda item.

End

Linda Blake
Town Clerk

TOWN COUNCIL REPRESENTATION ON OUTSIDE BODIES 2026/27

Outside Body	Number of Representatives required for 2026/27
Malvern Hills Council for Community Action	One
Malvern Hills CAB Management Committee	One
Malvern Town Council/Malvern Hills District Council Liaison Group <i>(Mayor and Deputy Mayor)</i>	Two
County Association of Local Councils (CALC)	One for executive committee Two for local area committee
Malvern-Mariánské Lázně Community Partnership (MLCP)	One
Malvern-Bagnères de Bigorre Twinning Association (MBTA)	One
Korosten Community Twinning Steering Group	Two
Malvern Twinning Steering Group <i>(Mayor and Deputy Mayor)</i>	Two
Malvern Hills District Children and Young People's Partnership	Two
Poolbrook Village Hall	One

**A REPORT OF THE TOWN CLERK TO
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 13 May 2026 at 6.00 pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

BANK MANDATE AND PAYMENT SIGNATORIES

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Council is recommended to approve the following signatories for the management of the Town Council's bank account in accordance with legal and operational requirements AND to sign any cheques, direct debit mandates or other payment authorisations if they are required.

- Mayor and Deputy Mayor of Malvern Town Council
- Three other Town Councillors with availability during Town Council working hours (to be nominated at the meeting)

2.2. Council is asked to note and confirm the following ongoing resolutions with respect to its bank accounts:

- a) Two from the approved signatories in 2.1 above are required to issue instructions for any changes, modifications or additions to the Council's bank accounts.
- b) The key contact for managing the bank account and allocating user permissions is the Town Clerk.
- c) The Town Clerk (or in their absence, the Operations Manager) is fully empowered to act on behalf of the Council to ensure the smooth running of the Council's bank accounts, subject to all previous authorisation permissions being adhered to.
- d) Two from the five members agreed at 2.1 above are required to sign and approve cheques, direct debit mandates and any other payment authorisations as required.
- e) Councillors should note that online banking payments are no longer approved in person by two agreed Councillor signatories. These payments are paid with dual authorisation from the Finance/Admin Officer and the Town Clerk, and sample tested by the Chair and Vice-Chair of Policy and Resources Committee.

3. Background

3.1. The Council holds a current bank account with Unity Trust Bank. This bank account allows internet banking with the appropriate security arrangements in place.

3.2. Malvern Town Council also holds two further accounts:

- Public Sector Deposit Fund held with CCLA which allows the daily transfer of funds with yield currently sitting at 3.76% which is a decrease from last year.

- Local Authority Property Fund held with CCLA which is for longer term deposits and currently pays dividends of approximately £750 per quarter.

- 3.3. Although the Town Clerk is authorised to manage the day-to-day running of the Council's bank accounts and transfers between accounts, two councillor signatories are required to make any changes, modifications or additions to the Council banking arrangements with Unity Trust Bank Ltd and the CCLA.
- 3.4. Further to the requirement in 3.3 above, these signatories are also required for cheques (when used), direct debit mandates and other payment authorisations.
- 3.5. Previously all online banking payments were approved in person by two agreed councillor signatories, however it was felt that this process was too onerous and following a change in financial regulations, the following has been agreed.

"The Responsible Financial 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 will select three invoices from each schedule to be checked against the bank statement. A record of the cheque will be made and any issues identified will be reported to the meeting"

Therefore, payment signatories are no longer required for this purpose and payments are made with dual authorisation from Officers.

4. Financial Implications

- 4.1. The Council's Financial Regulations lay down procedures to enforce robust financial controls.

5. Legal Implications

- 5.1. The Council is required to make arrangements for the proper administration of its financial affairs, and this is subject to both internal and external audit.

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 13 May 2026 at 6.00 pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**PAYMENT OF ANNUAL SUBSCRIPTIONS/
MEMBERSHIP OF ORGANISATIONS**

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is recommended to:

- Review and authorise subscriptions as set out in Appendix A to this report, making any amendments as required.
- Authorise the Town Clerk to pay the subscriptions.

3. Background

3.1. The Town Council's current Standing Orders, 5j (xv) require a review of the Council's and/or Staff Subscriptions to other bodies (Appendix A), to be determined at the Annual Meeting.

3.2. The first four organisations listed provide advice, support and updates on statutory guidelines relating to town and parish councils, local authority finance and accounting, green book terms and conditions and management of the cemetery.

4. Financial Implications

4.1. The cost to renew the subscriptions is £4,183 as set out in Appendix A to this report. This can be contained within the Council's 2026/27 budget.

5. Legal Implications

5.1. There are no direct legal implications, but the advice and updates received from many of these organisations assist Officers in complying with legal and accounting guidelines.

End
Linda Blake
Town Clerk

**AGENDA ITEM 13
APPENDIX A**

<u>Organisation</u>	<u>Cost 2025/26</u>	<u>Estimated Cost 2026/27</u>
Worcestershire CALC/NALC	£2,915	£3,083
Chartered Institute of Public Finance and Accountancy	£391	£405
Local Government Employers	£468	£480
Institute of Cemetery Management	£105	£110
Caring for God's Acre	£100	£105
Total	<u>£3,979</u>	<u>£4,183</u>

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

to be held on Wednesday 13 May 2026 at 6.00 pm

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

ANNUAL REVIEW PROCESS

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Council delegates a review of the following items, with any recommendations to come back to Full Council for ratification:

- a) Review of delegation arrangements to committees, subcommittees, staff and other local authorities – Policy and Resources Committee.
- b) Review of the Terms of Reference for Committees - Policy and Resources Committee.
- c) Review and adoption of appropriate standing orders and financial regulations - Policy and Resources Committee.
- d) Review of inventory of land and assets including buildings and office equipment – Operations and Planning Committee.
- e) Review and confirmation of arrangements for insurance cover in respect of all insured risks - Policy and Resources Committee.
- f) Review of the Council's Complaints Procedure - Policy and Resources Committee.
- g) Review of the Council's policies, procedures and practices in respect of obligations under Freedom of Information and Data Protection legislation - Policy and Resources Committee.
- h) Review of the Council's policy for dealing with the press/media - Policy and Resources Committee.
- i) Review of the Council's Employment policies and procedures – Staffing Committee.
- j) Review of the Council's expenditure incurred under s137 of the Local Government Act 1972 or the General Power of Competence – Policy and Resources Committee as part of the Annual Accounts.
- k) Determining the time and place of ordinary meetings of the Council up to and including the next meeting of Annual Council. Times already agreed by Full Council.

3. Background

3.1. Standing Order 5j states the business to be considered at the Annual Council meeting. These are the legal requirements for Annual Council to consider as detailed within Standing Orders. Some of the items listed are covered as individual

items within the agenda for Annual Council but the remaining reviews are included with this report for delegation.

- 3.2. Due to the detail involved in the review process and the fact that some of the items are considered as a matter of course during each year, it is sensible to delegate these reviews to Committees/Task and Finish Groups during the year with any recommendations returning to Full Council for ratification.

4. Financial Implications

- 4.1. There are no financial implications to this report.

5. Legal Implications

- 5.1. The Local Government Act 1972 Section 15 states that the Chair (Mayor) must be elected as the first business transacted at the Annual Meeting. This is the only legal requirement. Standing Orders list routine matters that must be considered as business at Annual Council, but it is permissible for Council to ask Committees/Task and Finish Groups to consider these and then report back to Full Council.

End
Linda Blake
Town Clerk

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

to be held on Wednesday 13 May 2026 at 6.00 pm

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 Staffing Committee held on 15 April 2026 and listed below.

Minute 32

It was **RECOMMENDED** that the draft Staffing Overview Report would be piloted subject to point 7, Key Tasks completion date being removed. This would be reviewed in three meetings time.

Minute 34

It was **RECOMMENDED** that a Staff Liaison Group should be formed to comprise:

- Two members of the Staffing Committee (to be agreed at the first meeting of the 2026/27 Council year)
- Two Staff representatives - ideally one member from each of the administration and operational staff (excluding the Town Clerk and Operations Manager)

It was **FURTHER RECOMMENDED** that this group would provide two-way communication for feedback and exchange of ideas between staff and the Staffing Committee. The group should meet quarterly at least three weeks before the scheduled Staffing Committee meeting and would be open to development.

Minute 36

It was **RECOMMENDED** that the new Staffing Committee should review progress against the recommendations to date and the Terms of Reference by looking at past minutes and identifying any outstanding actions.

Minute 37

It was **RECOMMENDED** that the Employee Dress Code Policy should be adopted in its current format.

Due to some overlaps in policy content, it was **FURTHER RECOMMENDED** that Policy and Resources Committee should look at the list of all current Policies and specify Committee responsibility to either Policy and Resources, Operations and Planning or Staffing committee and what the review dates should be.

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.

**AGENDA ITEM 15
REPORT AC06/26**

- 3.2. Full Council is therefore asked to consider the recommendations listed above as presented by the Chair or Vice Chair of Operations and Planning Committee 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
THE MEETING OF ANNUAL COUNCIL**

to be held on Wednesday 13 May 2026 at 6.00 pm

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

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 held on 29 April 2026 and listed below.

MINUTE 103 - JUNIOR PARK RUN PLANS

It was **RECOMMENDED** in principle to allow Parkrun to use the land within Victoria Park for their weekly Parkrun sessions on a Sunday morning provided the event was fully self-sustaining and run by volunteers through the Parkrun Structure and that funding is in place from Public Health Grant monies.

MINUTE 104 – REVIEW OF CHARGES FOR PARK VIEW COMMUNITY ROOM

It was **RECOMMENDED** that the Park View meeting room pricing structure should be as follows:

To increase the Private use charge by £2 per hour to £17 per hour plus VAT

The Community Group/Charity Use should remain the same at £12 per hour plus VAT

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 recommendations listed above as presented by the Chair or Vice Chair of Operations and Planning Committee 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
THE MEETING OF ANNUAL COUNCIL**

to be held on Wednesday 13 May 2026 at 6.00 pm

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

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 6 May 2026 and listed below.

Minute 52 - Social Media Policy

It was **RECOMMENDED** that the draft Social Media Policy as updated by the Council's Communications Officer should be approved and adopted.

Minute 53 - Review of Information Technology Users' Policy

It was **RECOMMENDED** that the Information Technology Users' Policy as presented at the meeting should be approved and adopted subject to an addition in the introduction that this policy should be read in conjunction with the Council's Data Protection and GDPR policies.

Minute 54 - Review of Vexatious Behaviour and Complaints Policy

It was **RECOMMENDED** that this policy should be adopted in its current format.

Minute 55 - Councillor Induction/Training Policy

It was **RECOMMENDED** to adopt the Wiltshire Association of Local Council's New Councillor Induction Guide. This would be reviewed in one year ahead of Town Council elections and would also include the Councillor's signature to say that the induction process had been carried out.

Minute 56 - Review of Flag Flying Policy

Committee **RECOMMENDED** to fly the Worcestershire Flag on flagpoles outside commercial properties during Summer 2026. The total number of flags being flown should be reduced to Great Malvern – 10, Barnards Green – 5 and Malvern Link – 5.

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 recommendations listed above as presented by the Chair or Vice Chair of Operations and Planning Committee 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.

**AGENDA ITEM 17
REPORT AC08/26**

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
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL**

to be held on Wednesday 13 May 2026 at 6.00 pm

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

REVIEW OF REPORTS SUBMITTED BY GRANT-RECEIVING BODIES

1. Purpose of Report

1.1. For noting. A copy of the reports is included at Appendix A.

2. Recommendations

2.1. Council is asked to review and note the reports received from groups and organisations who were awarded a grant from the Town Council in October 2024 and March 2025.

3. Background

3.1. The Town Council runs an annual grants scheme, advertised twice a year, in January and July for small grants up to £500 and large grants of over £500, which provide a significant benefit to the community.

3.2. The Town Council's grants scheme rules state that all groups are expected to provide written evidence of how the money has been spent and the benefit it has brought to the people of Malvern.

3.3. There are seven grant reports still outstanding which Officers will chase.

4. Financial Implications

4.1. The 2024/25 budgets and expenditure were as follows:

	Annual Budget	Expenditure	Under/(Over) Spend
Small grants	£5,000	£3,630	£1,370
Large grants	£18,000	£19,830	(£1,830)
TOTAL	£23,000	£23,460	(£460)

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

Grant Reports from Organisations

Small Grants

Malvern Art Therapy - £500 (October 2024)

See attached pdf.

Monksfield Lane Allotments - £750 (October 2024)

Small grant (£750) awarded to Monksfield Allotment Association in October 2024 for development of wellbeing garden and replacement event cover

The Association was extremely grateful for the award of £750. This has enabled us to:

- Purchase a replacement event cover for our outside seating area (£150). The previous cover was destroyed by storms in August 2024. We've been able to have social and committee meetings outside with protection from showers. The cover is now in storage for the winter.
- Make a start on the well-being garden. We have purchased and are in process of installing, plus compost and some bark:
 - Pallet collars for six raised beds (£104)
 - A raised bed (240x60x60 cm) for wheelchair access (£139)
 - Scaffolding boards to retain soil along one side of the wellbeing plot (£45) plus soil conditioner
 - Sand, sub base and paving stones for an area approx. 6.5 square metres for wheelchair access (£286)

We have looked for other sources of funding as indicated in our application to MTC, and in October 2025 applied for a Community Garden Grant from the National Garden Scheme. We are waiting to find out if the application has been accepted and if so will not find out if it has been successful until April 2026. The application was for funding for a field shelter and wheelchair accessible table and seating and materials for constructing the pathways plus specific sensory planting and trees.

We are building links with other local organisations including Elgar Court Care home which we are assisting in the development of a garden for residents and through Community Action. Our aim is to complete the basic structure of the garden in Spring 2026. The current challenge is the human resources and expertise to level the ground, dig out the paved area and lay the paving stones. We are investigating the possibility of voluntary help with this and would appreciate advice from Malvern town council.

Dame Laura Knight Society - £500 (March2025)

We would like to say thank you to the Town Council for the generous £500 grant towards our commemorative sculpture of Dame Laura Knight in Malvern. We have just instructed the sculptor, Andrew Findlay, to start work on the metal structure to be installed in the extended Malvern Theatre. The £500 is a part of the initial £2500 downpayment for his work which will be completed later this year. We anticipate the work will be installed in 2027 when the new section opens and there will be a plaque beneath with credits to all donors. When completed it will be a reminder to local people, theatre lovers and visitors of the significance of Laura Knight's stay in and her work in the town and the theatre.

We appreciate your belief and support of the arts and for allowing us finally to give proper local recognition to DLK, a nationally and internationally important artist.
Best wishes Heather Whatley lead Sculpture Group.

Malvern Green Space - £380 (March 2025)



SUSTAINABLE
FASHION
SHOW



🌿 Striking a Pose for the Planet:
Our 4th Annual Fashion Show was a Sell-Out! With thanks to our funders - Malvern
Town Council - we used the grant towards the hall hire at The Cube.



What a night!

On Saturday, October 11th, we were excited to host our 4th Annual Sustainable Fashion Show at The Cube. Once again, the event was a sold-out sensation, and the energy in the room was incredible.

This event is always a highlight of our calendar, serving as a crucial platform to raise awareness about the heavy environmental and human cost of the fast fashion industry. Together, we championed a powerful message that is close to our hearts: **Reduce, Recycle, Reuse.**



Pandemonium on the Catwalk

Fifty enthusiastic models from Malvern volunteered from all walks of life and of all ages - they all took to the catwalk, proving that sustainability and high style go hand-in-hand. The show was produced by our dynamic Sue Dakin under the theme of "Pandemonium," weaving together music, dance, and drama. Every inventive costume showcased was meticulously crafted from scratch, generously donated, or expertly upcycled.



Community Spirit in Action

We loved seeing so much local participation this year! It was a joy to see young people from the Cube Youth program having such a great time modelling and supporting the movement. We even added a touch of civic flair with one of our new models—Malvern's Mayor, Marilyn Birks—highlighting just how important community leadership is in sustainable initiatives.



Our Message

As a representative from our team shared on the night:

"We aim to show people that you don't need to waste money and resources on fast fashion clothing. You can look absolutely amazing when you choose second-hand clothing, or by simply repairing and reinventing what you already have in your wardrobe."



For more [show & rehearsal pics](#) by Dave Provis, follow this link.



*Copyright (C) 2025 Malvern Green Space. All rights reserved.
You are receiving this email because you previously opted in.*

Our mailing address is:
Malvern Green Space Redland Road Malvern, Worcestershire WR14 1LY United Kingdom

St Richard's Hospice - £500 (March 2025)

See attached pdf.

Large Grants

Malvern Cube

Malvern Cube – Malvern Town Council Large Grants Scheme March 2025

End of Project Funding Summary

Garden area (Outside areas near new orchard and raised beds)

We're very pleased to share that the planned improvements have been completed, and we're incredibly grateful for the support that made this possible.

A new bench has been installed at the rear of the Cube within the memorial orchard for Wendy. This is proving to be a popular place for people to sit and relax with a view of the Malvern Hills. At the front of the centre, the two raised beds have been replaced.

We've also installed a retractable long-length hose, which means watering the beds is now much easier and removes the need to carry heavy watering cans—something that is making a difference.

Summary of completed works, photos overleaf:

- Bench (including supply, delivery, and tamper-proof secure ground installation)
- Two raised beds
- Retractable long-length hose

Thank you again for providing the funding.

Michelle Newell

Malvern Cube Centre Manager

Malvern Male Voice Choir

As requested here is my report on the use of the £2000 grant MHTC gave to MMVC for 2025/6.

The grant was split into 3 parts, for uniforms, music and two concerts.

We purchased the new uniforms, which consisted of jackets, ties and new badges. The new badge logo reflects the Malvern Hills in that it has images of a gas light, bluebells and the hills silhouette. This can be seen on our website <https://www.malvernmalevoicechoir.org..> We chose green for the jackets as a reflection of the nature of the hills and surrounding area. The jackets are made from recycled drinks bottles to be as environmentally friendly as we can. I've attached the bill for the jackets for which your grant of £1100 covered roughly 50% of the cost, the rest was covered by donations from the choir. I've also attached a picture of the choir at the recent St. David's Day concert at Cradley so you can see how smart the new uniform is.

We purchased five pieces of music which the £400 you granted helped to cover. We purchased Skyfall, Somewhere Only We Know, John Miles, a Sinatra medley and As Torrents in Summer. I've attached receipts for those five pieces. There are some extra photocopying costs involved too, as these days you buy some in digital form with the right to produce a number of copies. I've not attached those as they are small amounts, around £35 in total but that puts the total over the £400.

We had two excellent concerts: one at Christ Church for Christmas and more recently at Malvern Cube for St. David's Day. You gave us a grant of £250 for each towards the hire charge and I attach the invoices for those two venues. Part of the agreement for these grants was that proceeds would assist with charitable concerts at care homes, and similar places, where they are not in a position to cover our costs to perform. We maintain a fund for such scenarios and before these two concerts the fund was depleted and well into the red. The concert at Christ Church was the most well attended concert the choir has done on its own in the last ten years that I've been Treasurer and consequently a considerable amount was added to the fund. The fund now stands at £880. So this was money well spent. We should be able to do at least 8 concerts at care homes in the future. We have several already lined up and we always get many requests at Christmas. We annually do a concert at a dementia clinic for example. This will greatly help us not worry about being able to afford to do them.

The choir took a little of the profits from those two concerts and it will be put toward the considerable expense of putting on our Spectacular Three Choir concert at The Priory next month. This is bringing in two choirs from South Wales and Luton so helping publicise the town further afield. I hope you don't find this cheeky but I hope you can distribute the attached concert poster (Priory 2026.pdf) to colleagues. It will be a spectacular event. Pun intended.

So thank you for this grant. It has greatly assisted the choir by giving us a new uniform, having new songs for the local people to enjoy; and those who we will bring joy to by performing at their care home or event that we may not have been able to without your assistance.

I hope you see what a difference the grant has made and hope you think it is money well spent.

Thank you again.

Best
Graham
MMVC Treasurer

Regards
Purcocks



Malvern Spa Association



malvern spa association

*“With the community, protecting, enhancing, and promoting knowledge of,
Malvern’s natural and cultural spring water heritage”*

3rd March 2026

Dear Sir / Madam,

MTC Large Grants Scheme Expenditure Report

In March 2025, the MSA was delighted and very grateful to Malvern Town Council to have been awarded a Large Grant of £2,500, to help fund the first of our ambitious Malvern Water Community Projects, which we have called ‘*Testing the Waters*’.

We are glad to say that with your support and encouragement, two of the three projects have been completed successfully, and the third will be ready in time for the 2026 May Day Malvern Water and Well Dressing Festival, as per the proposed schedule.

As per your monitoring and reporting requirements, below is a short report explaining how the money was spent (essentially, on professional fees, event hire and associated costs), and the benefits we believe it has brought to the people of Malvern (which are as set out in detail in our application form). We can supply posters and / or photographs if needs be.

Project 1: Malvern Water Film

In 2025, the MSA commissioned experienced professional local film-maker Geoff Broadway to make what will be the first of a number of films about Malvern Water. This is currently a work-in-progress: the film will be premièred at the Malvern Water and Well Dressing Festival in late April / early May 2026.

The aim of the project is, with members of the community, to explore and present Malvern's spring water heritage, celebrating the central role it plays in the health, well-being, and spiritual life of people not only in Malvern, but much further afield. The film will show how water is a vital part of Malvern's past, present, and future, featuring recorded oral histories and contemporary perspectives from individuals, communities, organisations, and special-interest groups.

The benefits to the town include generating pride in and respect for the water resource and associated environment; skills-sharing; and drawing in visitors, thus increasing trade.

Project 2: Malvern Water Drama Workshop

In 2025, the MSA commissioned experienced local drama facilitator ImaginEllie to create and lead a three-day intergenerational Malvern Water Drama Community Workshop, called *Make A Play in 3 Days*.

The aim was to entertain children (and adults!) of various ages and backgrounds, exploring their creativity while building relationships with other community members and learning about and taking an interest in their local natural and cultural heritage.

The workshops were held in August 2025 and were very well-attended. Using water as inspiration, alongside drama and storytelling, music, song and dance, the group developed the play. At the end of Day 3, the performance was shown to family, friends, and other invitees.

The play was an instant hit with the audience. All those involved said it had been an extremely enjoyable and rewarding experience, and asked us to do more. One of the main benefits to the town was that the event was free, appreciated as it was an opportunity to partake in a special event that would normally be out-of-reach for many.

Project 3: Malvern Water Music

In 2025, the MSA commissioned a new piece of Malvern Water Music for the 21st century, to be created with and for the community, bringing people together to celebrate Malvern Water through a passion for music. The composer is Liz Dilnot Johnson, Malvern-based but her music is played worldwide. She works with local groups and artists, encouraging and inspiring talent and creativity.

We organised a free community workshop at the Octagon Centre – a very successful creative experience, collaborating on ideas for music through song, dance, poetry, and discussion, sharing diverse backgrounds and experiences. Several music verses were created, inspired by the Hills, springs and wells.

In July 2025, as part of Midsummer Malvern Festival, Liz and her musical team joined Malvern Hills Singers at Malvern Theatres, and the new Malvern Water Music was performed publicly for the first time.

This project is inspiring others to create their own Malvern Water / Malvern-themed music, which brings benefits to those who create and experience it, and which we believe is good for the town as a whole.

We very much appreciate MTC's ongoing support for all our work, and look forward to the next stage when new projects will be developed, some of which could have far-reaching benefits for the area. In the meantime, we would welcome the opportunity of presenting some of the above works to MTC / the public: if that would be of interest, please let us know.

Many thanks and kind regards,

Carly

Carly Tinkler CMLI FRSA MIALE
MSA President

Octagon Malvern Community Kitchen

See attached pdf.

The Coach House Theatre

Malvern Ink and Curtain Festival

SEASON REPORT

1. Background

- 1.1 The possibility to hold a Festival of performing and visual arts was realised by the unexpected but very welcome offer of funding from a private individual (angel), a regular visitor to the Coach House Theatre. We had been discussing ways of bringing more events to the Theatre and this seemed to be an excellent way of finding and staging a series of plays and other events with the emphasis on new work. The substantial core private funding encouraged the provision of addition grants from Malvern Town Council, Malvern Hills District Council and Autumn in Malvern.
- 1.2 The Festival also provided an opportunity for local artists to use the Sir Barry Jackson Room gallery space for the whole of the Festival thereby ensuring that their work would be seen by a large number of people. The newly extended courtyard provided space for demonstrations of the artists' work, some of which allowed members of the public to take part in the creative process. The exhibition was mounted and curated by the Artstrands group of local artists.
- 1.3 The dates chosen for the Festival were driven by the need to avoid clashes with other Malvern Town Centre events. The Festival covered some of the Worcester Festival dates and this was an initial concern. However as it turned out this worked in our favour as the Worcester Festival organisers included our programme in the Festival brochure and website.

2. Funding

2.1 Grants - the total of funding was :-

Private	- £6000
MHDC	- £1000
MTC	- £1500
AIM	- £ 250 (to support John Garth / Tolkien talk
<u>TOTAL</u>	<u>£8750</u>

3. Business model / management

3.1 Theatre use – free

3.2 Energy – free

3.3 Theatre staff – free

3.4 Due diligence (Priory Park events) - free

3.5 Marketing

- all users to be included in Festival brochure and posters
- all users to provide flyer / poster design
- all users to provide and pay for publicity print
- all users to publicise via social media, local press etc
- all marketing material to include Festival logos

3.6 Box office - all users encouraged to use Malvern Theatres box office (Rain or Shine Theatre made other arrangements. Artstrands did not need a box office). Users to pay box office fees.

3.7 Income - all users to retain box office income

4. Participating creatives

4.1 Once it was known that a Festival was in prospect, it was not difficult to fill the possible performance dates with a mixture of professional and amateur / community individuals and groups encouraged by the free use of the Coach House Theatre. These included established theatre companies together with first timers including new playwrights, actors, directors and technicians. Some required rehearsal space in addition to their performance slots and, in this way, the Coach House Theatre was used intensely during the six weeks of the Festival and all participants were assisted by Coach House Theatre volunteer staff.

4.2 Events :-

“You’re Bard”	- Play - 1 perf* (cancelled)
“The Unwanted”	- Play - 1 perf – new writing
“Long John’s Treasure”	- Play for children - 2 perfs
“Treasure Island”	- Play - 2 perfs* (cancelled)
“Tales of Drake”	- Play - 7 perfs – new writing
“A War Story”	- Play - 2 perfs – new writing
“My Shadow and Me”	- Play – 2 perfs (cancelled)
“The Second Best Bed”	- Play - 1 perf
“Mrs Churchill – My Life With Winston”	- Play - 1 perf
“The Secret Life Of Enid Blyton”	- Play - 1 perf
“Where is Mrs Christie?”	- Play - 1 perf
“The Last Free Rave”	- Play - 2 perfs
“The Worlds of JJR Tolkien”	- Talk - 1 perf
“150 Years of Theatre in Malvern”	- Talk - 1 perf
“Writing Malvern”	- Talk - 1 perf
“Saint Joan”	- Play - 6 perfs
“Behind The Door”	- Play - 5 perfs – new writing
“The Rivals”	- Play - 1 perf**
“Artstrands”	- Exhibition – 5 weeks

* = Priory Park perfs; ** = Priory Park perfs moved into Theatre due to bad weather

4.3 Outcomes :-

4.3.1	Total planned performances	- 38
4.3.2	Total completed performances	- 33
4.3.3	Total attendance	- 1500 (inc door sales)
4.3.4	Average attendance	- 70%
4.3.5	Best attendance	- 105%
4.3.6	Worst attendance	- 15%
4.3.7	Artstrands attendance	- est 300 + show audiences
4.3.8	Artstrands workshops	- 10
4.3.9	Artstrands community weaving	- 60 makers
4.3.10	Gross box office income	- c£18000 (MTs and other + door sales)

4.4 Event reviews

4.4.1 Not all events were reviewed. However, those that received a review, either in the local press or online, were without exception, positive.

4.4.2 Similarly, comments received from audience members polled on exit were equally positive, enthusiastic and keen that the Festival should be repeated in future years.

5. Costs

5.1 In – house costs :-

5.1.1	Venue hire revenue (6 weeks @ £950 / week)	£5700-00
5.1.2	Energy (1293 kWh @ 50p / kWh)	£ 646-50
5.1.3	Marketing (brochure, posters, flyers)	£1757-82

5.2 External spend :-

5.1.4	Events (Tolkien talk)	£ 515-34
5.1.5	Technician	£ 150-00

TOTAL £8769-66

5.3 Financial impact

5.3.1 Loss to Coach House Theatre **£ 19-66**

5.3.2 Benefit to participants **£18000-00**

6. Conclusions

6.1 The Festival was assessed by participants and audiences to have been a worthwhile project that brought to together a wide range and variety of community and professional performing and visual arts practitioners.

6.2 Festival events made full use of the unique facilities of the Coach House Theatre, in particular giving inexperienced writers and performers an opportunity to present their work in a fully resourced theatre environment.

6.3 The intensive nature of the Festival stress - tested the physical and technical aspects of the Coach House Theatre. Although very labour – intensive in the backstage and front of house departments, the predominately volunteer teams coped admirably.

6.4 The Festival represented excellent value for money and fully justified the generous financial contributions made by the private and local authority funders.

6.5 It was encouraging that some members of the Festival audience came to several events. It may in future be advantageous to offer a multiple event ticket deal, although this might be difficult to implement if the participants make their own box office arrangements.

6.6 Without doubt the most successful (in attendance terms) were local practitioners, both amateur and professional. If future Festivals are to attract participants from outside the WR postcode areas it will be necessary to provide more help with marketing. Even with free use of the Theatre some companies will find it difficult to justify their outgoings and unless the Festival can subsidise their costs and / or guarantee good attendance, such groups are unlikely to take part.

6.7 The Artstrands exhibition in the Barry Jackson Room and Theatre courtyard was a notable success and a contrast to the mainly performance – led Festival events and the creatives taking part reported significant interest in their work and subsequent increases in

social media posts. The event has demonstrated that there is a need for a gallery space available free to local artists and arrangements are in hand to mount regular exhibitions.

6.8 Disappointingly the Festival failed to attract music events even though this was an initial aim of the project. It is thought that the lead time was too short to allow for local musicians to prepare work and this must be addressed in future planning.

7. Thanks

7.1 The Coach House Theatre and the Festival management group are grateful to the following individuals and organisations for their valued help without which the Festival could not have taken place :-

- Funding – Angels, Malvern Hills District Council, Malvern Town Council, Autumn in Malvern
 - Staffing – Coach House Theatre and Malvern Theatre Players
 - Festival logo and poster design - MalvernBard
-
- Marketing / publicity / social media – Malvern Tourist Information Centre, Malvern Theatre Players members, Worcester Festival
 - Box office – Malvern Theatres

8. The future

8.1 Everyone involved in the Festival seems keen that it should become an annual event. However, this will depend upon a number of factors including, most importantly funding, and whether there is a continuing need for a predominately performing arts based series of events. The organising group will canvass opinions and make recommendations before the end of the year.

Chris Bassett
Executive Trustee
The Coach House Theatre

The Coach House Theatre, Grange Road, Malvern WR14 3HA
01684 569011 chrisb_mtp@yahoo.co.uk
Charity # 1169603

Malvern Community Art Therapy

Malvern Town Small Grant 2024

Grant Report

In Oct 2025 we were granted £500 towards the costs of setting up our new art therapy studio in the old council chamber. This welcome support was put towards:

Studio set-up costs since Oct 2024

Double sink area with shelves Bespoke sink unit and shelves to fit curved wall	
	Labour £600
Wood, sink, taps, varnish, brackets, splashback	£294
Card reader	£71
Kettle, fridge, and coffee maker	donated
Plywood	donated
Total	£965

Developments at the studio since Oct 2024

International Women's Day community art project

With the help of a MHDC community arts grant we worked with women with experience of gender-based violence and women from the Joy Project, to create artworks and banners, displayed at Reclaim the Night in Worcester and on Belle Vue Island on 8th March.

Launch event

Our landlord hosted an event to celebrate the range of arts and therapeutic services now based at 28-30 Belle Vue Terrace. Attended by Mayor Cllr Marilyn Birks, Deputy Mayor Cllr David Mead, County Council chairman Cllr Tracey Onslow, and Cllr Malcolm Victory.

<https://www.malverngazette.co.uk/news/24977851.belle-vue-terrace-transformed-art-therapy-hub/>

Anxiety Art Club Cafe

Our small peer-led group of people who have or still use mental health services was formed and supported for many months before the studio opened. With increasing confidence, they are now experimenting with a monthly meet-up project to invite in new members, starting this month.

Art Therapy Groups

We are currently promoting three new groups to start after Easter: Women's Trauma & Recovery group; Grief & Loss group; Art & Soul for creative self-development group (pdf attached). We were very grateful to receive a donation from Cllr Malcolm Victory which will be used to substantially reduce the fee for people on a low income.

In April we are meeting with Malvern Town Primacy Care Network to discuss setting up a new Art Space art therapy group for referred patients, and any public funding possibilities to support this.

www.malvernarttherapy.co.uk
hello@malvernarttherapy.co.uk

28-30 Belle Vue Terrace, Malvern, Worcs

MCAT is a project of Art Therapy Collaborative Community Interest Company



Signage

With the help of a Town Centre Support Grant, the art therapy studio plus neighbouring small business, Coach House Studios are in the process of installing street signage to lead clients from the street to our front doors at the back of 28-30 Belle Vue Terrace.

Promotional leaflets

We have finalised and printed the first batch of leaflets to describe what the art therapy studio is offering the community (pdf attached). A basic website is up and in development.

Next steps

We are taking part in this year's Well Dressing Festival in May, looking after Lady Foley's basin in the grounds of Mount Pleasant Hotel.

We hope to offer at least one public workshop as part of the national The Big Draw project in June.

We will be promoting the studio as a venue for hire by artists and therapists and building up our income to cover basic outgoings.

Genevieve Collier
Art Psychotherapist
Malvern Community Art Therapy
26th March 2025

www.malvernarttherapy.co.uk
hello@malvernarttherapy.co.uk

28-30 Belle Vue Terrace, Malvern, Worcs
MCAT is a project of Art Therapy Collaborative Community Interest Company



By Email.

Julia Winkworth
Malvern Town Council
Community Hub
Victoria Park Road
Malvern
Worcs, WR14 2JY



**St Richard's
Hospice**
Caring for life

8th January 2026

Dear Julia,

Thank you for your generous donation of £500 received on 16th April. I can confirm that this was used towards the purchase of new mattresses for the In Patient unit as outlined in our application.

Caitlyn Adkins, Head of the In Patient Unit sends her thanks to all at Malvern Town Council for your generous support which has allowed us to continue to provide excellent care for our patients. Last year we cared for 288 patients on our In Patient Unit.



Our Lights of Love services held in November remembered the lives of cherished loved ones. Among the loved ones remembered this year was Jenny Robson, a beloved mum-of-two and wife, who died last November. Jenny, 50, was cared for by our In-patient Unit Team following news her cancer had returned. ***“That last week with Jenny at St Richard’s was, bizarrely, a nice week,”*** remembers her husband, Andy, who lives with their daughter, Holly. ***“I remember the hospice being peaceful and calm. Nothing was too much effort. The first day she was at the hospice, I left feeling happy that she was in a good place and she was safe.”***

With your support we are delighted that St Richard’s has been awarded the overall rating of ‘Outstanding’ by the CQC for the first time in our history. This rating marks a significant milestone for our hospice, the people we care for and our wider community. This achievement is one shared by our whole community and we thank Malvern Town Council for playing your part to enable outstanding hospice care for people in Worcestershire and during some of the hardest months the hospice sector has ever faced nationally.

As always, we extend a warm welcome to you and the Trustees if you would like to visit us at the hospice to see the work we are doing.

Best wishes,
Yours sincerely

Julia Wolff
Trust Administrator

St Richard’s Hospice Foundation

Wildwood Drive, Worcester WR5 2QT
Telephone: 01905 763963 • Website: www.strichards.org.uk
Charity Number: 515668

St Richard’s Hospice largely relies on voluntary donations and gifts in Wills.

Malvern Community Kitchen

A project of
The Octagon Community Centre Malvern
Registered Charity Number 1197948



Annual Report for Major Sponsors 2025/26

Can I start by extending a huge thank you for your invaluable support: without your help, I could never have put this vision into practice. My special thanks to those businesses and local individuals who are supporting our ongoing work by making a monthly contribution by standing order: your continued support will secure the future of this valuable project. A particular thank you to Cox of Malvern, currently our most generous regular standing order donor by some margin!

Julia Needham

Founder, Lead fundraiser & Project Manager, Malvern Community Kitchen

For the avoidance of doubt, I am a volunteer: all my time working on this project has been, and will remain, entirely unpaid!

Executive Summary: What we have achieved 2025/26

1 Freshly cooked, nutritious, tasty suppers

We have produced approximately 1,720¹ portions of freshly cooked, nutritious, tasty meals (without preservatives or additives) over the past year. Some food has been enjoyed by families attending for a sit-down meal on Monday evenings at The Octagon Centre, some has been given to families who have asked for a take-away meal at our Monday evening sessions, and some food has been delivered to a local client with disabilities who is not always able to attend.

2 Top quality, nutritious tasty food for the Community Pantry project

The remaining food has been portioned up, labelled, frozen and given to local people through the Community Pantry which is also run at The Octagon Centre. Feedback from the volunteers that run the Pantry sessions is that their clients

¹ Having little if any experience of running a project such as this, I did not keep accurate weekly records of the exact number of sit down meals / takeaways / portions of food donated to the Community Pantry each week. This number is based on the approximate number of portions of food that we have prepared each week. I have 'reality-checked' these figures with the number of takeaway boxes we have used (for food donated to the Pantry or given as take-aways). We are now keeping accurate weekly records, so will be able to produce a more accurate breakdown for 2026/27.

now ask “*Is there anything from the Community Kitchen this week?*” - which is wonderful to hear. There is never any Community Kitchen food left at the Pantry at the end of each week!

3 Providing local employment opportunities

After some ‘teething’ difficulties, we now have a team of 3 local people working part-time to deliver our Community Kitchen project. We do not use zero hours contracts and pay all our staff more than the ‘living wage’, further supporting our local community.

4 Getting Young people into Work

Two of our staff are under 21. One is a full-time higher education student, and one - now our chef - had been unemployed prior to their involvement in our Community Kitchen. It has been wonderful to see how they are developing in confidence and skills over the past months. I am delighted to say that our chef will also be taking on the Project Co-ordinator role when our other young employee leaves to study away from Malvern in July of this year.

5 Staff Training / Improving future employability

We have provided free training for all our staff: everyone who works at the Community Kitchen has undertaken additional Food Safety, Allergy awareness and Child Safeguarding and Vulnerable Adult Safeguarding training (including myself!).

6 Local Volunteering Opportunities

We have established a substantial bank of ‘Chopping Volunteers’, 1 or 2 of whom attend for around an hour in the afternoon each week to help slice/dice/grate our copious quantities of fresh veg each session. We believe that this additional community engagement is of great value in itself, and it also provides essential help for our chef in preparing such large quantities of food each week!

7 Exciting News for April 2026

On 22nd April 20206 we opened our doors for a second Community Kitchen evening, on Wednesdays at St Mary’s Pickersleigh. By providing family suppers at this additional location, we intend to extend our reach to those in need who live in the Pickersleigh and Malvern Link areas as in addition to our existing provision at The Octagon Centre, Poolbrook.

If you have any questions, know anybody who would like to join our ‘chopping volunteers’ rota, or have any fundraising ideas, please do get in touch:
malverncommunitykitchen@theoctagoncentre.org.uk

a big Thank You, once again!

Alone we can do so little; together we can do so much