

UNADOPTED

MALVERN TOWN COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING

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

held on Wednesday 13 May 2026 at 6pm

Councillors

Present

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

Absent

Also in attendance

L Blake – Town Clerk
C Porter – Operations Manager
J Winkworth – Minute Clerk
Cllr McSweeny, WCC

The Mayor for the 2025/26 council year, Cllr Marilyn Birks, welcomed everyone to the meeting and thanked fellow Councillors for voting for her as Mayor for two years. She had valued the experience and opportunity of being able to meet the Malvern Community as this has opened up new interests for the future.

1. APPOINTMENT OF MAYOR

A proposal was received for a named vote for this appointment but following Councillors discussions and clear opposition of this proposal, the Councillor withdrew their proposal.

The outgoing Mayor also informed Committee that she wouldn't be using her casting vote for this appointment.

Two nominations had been received for the position of Mayor of Malvern Town Council, and it was **AGREED** that voting would take place by way of a secret ballot.

Each Councillor was given the opportunity to read out a nomination statement prior to voting via ballot sheet. Cllr Iain Dawson spoke first followed by Cllr David Mead.

Following two rounds of voting; it was **RESOLVED** that Cllr Iain Dawson be appointed Mayor of Malvern Town Council for 2026/27.

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Cllr Birks left the room at 6.23pm followed by the Minute Clerk at 6.24pm.

2. **MAYOR'S DECLARATION OF OFFICE**

The Mayor, Cllr Iain Dawson, signed the Declaration of Office, witnessed by the Town Clerk.

Cllr Birks returned shortly afterwards at 6.25pm.

3. **APPOINTMENT OF DEPUTY MAYOR**

Three nominations had been received for the position of Deputy Mayor of Malvern Town Council. Cllr Josephine Leibrandt withdrew her nomination for Deputy Mayor at the start of this item.

It was **AGREED** that voting would take place by way of a secret ballot.

Councillors Anne Cherry and Clive Hooper were given the opportunity to read out their nomination statement for the position of Deputy Mayor prior to a paper ballot taking place.

It was **RESOLVED** that Cllr Anne Cherry be appointed Deputy Mayor of Malvern Town Council for 2026/27.

Cllr Chris McSweeney left the meeting at 6.30pm.

4. **DEPUTY MAYOR'S DECLARATION OF OFFICE**

The Deputy Mayor, Cllr Anne Cherry, signed the Declaration of Office, witnessed by the Town Clerk.

5. **APOLOGIES FOR ABSENCE**

None.

Cllr Austin left the meeting at 6.35pm.

6. **DECLARATIONS OF INTEREST**

None.

7. **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:

- Full Council meeting 8 April 2026

PUBLIC PARTICIPATION

None.

8. **MAYOR'S ANNOUNCEMENTS**

Cllr Iain Dawson thanked the outgoing Mayor, Cllr Marilyn Birks for her wonderful commitment over the last two years. He also thanked his fellow Councillors for voting him into the Mayoral position for the upcoming year.

9. **TOWN CLERK'S REPORT**

The Town Clerk reported as follows:

Victoria Park Play Area

The start date is now confirmed as 19 May 2026.

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Skatepark

The final design and location is now agreed. Maverick will liaise with the planning department at Malvern Hills District Council on the Town Council's behalf.

Music in the Park

These weekly music sessions have now commenced. Councillors need to be aware that the seating area has been reduced significantly within Priory Park. Briefing notes will be given to all volunteers each week and Councillors are asked to be aware of these. A member of staff has been appointed for the Sunday hours and will commence duties Sunday 24 May.

Basketball

A meeting has taken place between the Town Council and Malvern Hoops with regards to the replacement of material within the back boards and Polycarbonate back boards will be used to reduce any future damage. The Town Council are also working with Malvern Hoops to replace the pads within the basketball courts ready in time for a future summer charity tournament in August 2026.

Audit and Scrutiny Committee

Due to unforeseen circumstances, the date of the first meeting of this committee has been changed from Wednesday 3 June to 7.15pm on Wednesday 27 May after the Operations and Planning meeting.

Operations Team

The team are grateful for the new machinery and are flat out with mowing in all the park areas.

The Bloom route has been confirmed, and volunteers are coming forward to assist with painting of benches etc. If anyone sees any graffiti, please let the Operations Manager know as soon as possible.

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

Report AC01/26 was received and accepted.

Policy and Resources Committee

It was **RESOLVED** that membership of the Policy and Resources Committee be confirmed at 9 members with membership as follows:

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

Operations and Planning Committee

It was **RESOLVED** that membership of the Operations and Planning Committee be confirmed at 10 members with membership as follows:

1. Cllr Helen Clements
2. Cllr David Watkins

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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

Audit and Scrutiny Committee

After a secret ballot, it was **RESOLVED** that membership of the Audit and Scrutiny Committee would be confirmed at 5 members as follows:

1. Cllr Clive Hooper
2. Cllr David Watkins
3. Cllr David Mead
4. Cllr Anne Cherry
5. Cllr Marilyn Birks

Emergency Decision Making Group

A discussion took place regarding membership and whether the makeup of this group should be changed for the future. It was agreed that further discussion was required on this matter and it was **RESOLVED** that membership of the Emergency Decision Making Group would be as below and be reviewed at the next Full Council meeting.

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

Staffing Committee

After a secret ballot, it was **RESOLVED** that membership of the Staffing Committee be confirmed at 5 members with membership as follows:

1. Cllr Josie Leibrandt
2. Cllr Clive Hooper
3. Cllr Karen Newbigging
4. Cllr Wayne Whittaker
5. Cllr Mel Jones

Community Engagement Committee

After a secret ballot, it was **RESOLVED** that membership of the Community Engagement Committee be confirmed at 6 members with membership as follows:

1. Cllr Deb Ward
2. Cllr Josie Leibrandt
3. Cllr Emma Green
4. Cllr Karen Newbigging
5. Cllr Marilyn Birks
6. Cllr Wayne Whittaker

Cllr Lou Lowton left the meeting at 7.11pm, shortly followed by Cllrs Emma Green, Nathan Wanklin and Josephine Leibrandt at 7.13pm.

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The Minute Clerk also left the room prior to the result being published and returned at 7.13pm.

Devolution Panel

It was **RESOLVED** that membership of the Devolution Panel be confirmed as follows:

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

Environmental Task and Finish Group

It was **RESOLVED** that membership of the Environmental Task and Finish Group be confirmed as follows:

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

Other

It was **RESOLVED** that all other task and finish groups be suspended, although it was noted that these could be set up at any time during the year either by Council or a committee, to carry out a specific task and report back.

Chairpersonship

It was **RESOLVED** that all committees, sub-committees and focus groups will elect a chair and vice-chair at the first meeting of the new council year.

Members were 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 need to repeat this even if already undertaken.

11. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

Report AC02/26 was received and accepted.

It was **RESOLVED** that the appointment of representatives to outside bodies for 2026/27 be agreed as overleaf:

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Outside Body	Number of representatives required for 2026/27
Malvern Hills Council for Community Action	Cllr Helen Clements
Malvern Hills CAB Management Committee	Cllr David Mead
Malvern Town Council/Malvern Hills District Council Liaison Group <i>(Mayor and Deputy Mayor)</i>	Cllr Iain Dawson Cllr Anne Cherry
County Association of Local Councils (CALC)	Cllr Clive Hooper for executive committee Cllr Clive Hooper & Cllr David Mead for local area committee
Malvern-Mariánské Lázně Community Partnership (MLCP)	No representative Liaise via the Steering Committee
Malvern-Bagnères de Bigorre Twinning Association (MBTA)	No representative Liaise via the Steering Committee
Korosten Community Twinning Steering Group	Cllr Emma Green Cllr Lou Lowton
Malvern Twinning Steering Group <i>(Mayor and Deputy Mayor)</i>	Cllr Iain Dawson Cllr Anne Cherry
Malvern Hills District Children and Young People's Partnership	Cllr Karen Newbigging Cllr Clive Fletcher
Poolbrook Village Hall	Cllr David Mead

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12. **BANK MANDATE AND PAYMENT SIGNATORIES**

Report AC03/26 was received and accepted.

It was **RESOLVED** 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:

1. Cllr Iain Dawson Mayor of Malvern
2. Cllr Anne Cherry, Deputy Mayor of Malvern
3. Cllr Helen Clements
4. Cllr Marilyn Birks
5. Cllr Wayne Whittaker

The following ongoing resolutions with respect to its bank accounts were **CONFIRMED**.

- a. Two from the approved signatories 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 above are required to sign and approve cheques, direct debit mandates and any other payment authorisations as required.
- e. Councillors should note that within the new financial regulations, changes have been made to the way in which online banking payments are checked and approved, and these are no longer approved in person by two agreed Councillor signatories.

13. **PAYMENT OF ANNUAL SUBSCRIPTIONS, MEMBERSHIP OF ORGANISATIONS**

Report AC04/26 was received and accepted.

The Town Council **RESOLVED** to approve the subscriptions as listed below:

<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	£3,979	£4,183

14. **ANNUAL REVIEW PROCESS**

Report AC05/26 was received and accepted.

It was **RESOLVED** to delegate a review of the following items, with any recommendations to come back to Full Council for ratification:

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- 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.

15. **STAFFING COMMITTEE RECOMMENDATIONS**

Report AC06/26 was received and accepted.

The Chair and Vice-chair of Staffing Committee had left the Annual Council meeting at the point of this agenda item and therefore the Mayor presented the recommendations on the committee's behalf.

Minute 32

It was **RESOLVED** that the draft Staffing Overview Report would be piloted subject to point 7, Key Tasks completion date being removed and then reviewed after three meetings.

Minute 34

It was **RESOLVED** that a Staff Liaison Group would 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)

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Minute 36

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

Minute 37

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

Due to some overlaps in policy content, it was **FURTHER RESOLVED** that Policy and Resources Committee would 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.

16. OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS

Report AC07/26 was received and accepted.

The Chair of Operations and Planning Committee, Cllr David Mead, presented the recommendations from the meeting held on 29 April 2026.

Minute 103 – Junior Park Run Plans

It was **RESOLVED** in principle to allow Parkrun to use the land within Victoria Park for their weekly Parkrun session 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 **RESOLVED** 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

Community Group/Charity use would remain the same at £12 per hour plus VAT

17. POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS

Report AC08/26 was received and accepted.

Minute 52 – Social Media Policy

It was **RESOLVED** that the draft Social media Policy as updated by the Council's Communications Officer would be approved and adopted.

Minute 53 – Review of Information Technology Users' Policy

It was **RESOLVED** 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 **RESOLVED** that this policy would be adopted in its current format.

Minute 55 – Councillor Induction/Training Policy

It was **RESOLVED** to adopt the Wiltshire Association of Local Council's New Councillor Induction Guide. This should be reviewed in one year, ahead of Town Council elections

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and should also include the Councillor’s signature to say that the induction process had been carried out.

Minute 56 – Review of Flag Flying Policy

It was **RESOLVED** to fly the Worcestershire Flag on flagpoles outside commercial properties during Summer 2026. The total number of flags being flown would be reduced to 10 for Great Malvern, 5 for Barnards Green and 5 for Malvern Link.

18. REVIEW OF REPORTS SUBMITTED BY GRANT-RECEIVING BODIES OCTOBER 204 AND MARCH 2025

Report AC09/26 was received and noted.

Committee were 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.

19. DATE AND TIME OF NEXT MEETING

It was agreed that the date of the next meeting would be Wednesday 17 June 2026 at 6.00pm, in the Park View Meeting Room.

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.

20. ROSE BANK GARDENS UPDATE

The Town Clerk gave an update on Rose Bank Gardens.

The meeting finished at 7.47pm.

.....(Chairman)