



# **MALVERN TOWN COUNCIL**

## **FULL COUNCIL**

### **REPORTS**

**For meeting on Wednesday 17 June 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



10 June 2026

[townclerk@malvern-tc.org.uk](mailto:townclerk@malvern-tc.org.uk)  
[www.malverntowncouncil.org](http://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 17 June 2026 in the Park View Meeting Room, Community Hub, Victoria Park Road, Malvern Link, WR14 2JY commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

A handwritten signature in black ink, appearing to read 'L. J. Blake'.

**Linda Blake**  
**Town Clerk**

No.	Agenda Item
1.	<b>Apologies for Absence</b> To note apologies for absence.
2.	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests.
3.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the Minutes of previous Council meetings as noted below: <ul style="list-style-type: none"><li>➤ Extraordinary meeting – Tuesday 12 May 2026</li><li>➤ Annual Council – Wednesday 13 May 2026</li></ul>
<b>Public Participation</b> <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	<b>Mayor's Announcements</b> <ul style="list-style-type: none"><li>➤ The Mayor to make any relevant announcements/written report</li></ul>
5.	<b>Update on Town Council Operations and Activities</b> <ul style="list-style-type: none"><li>➤ Verbal update</li></ul>
6.	<b>Reports by County and District Council Representatives in Attendance</b> <ul style="list-style-type: none"><li>➤ Verbal reports or written submissions as appropriate</li></ul>
7.	<b>Town Council Ward Reports/Representatives on outside bodies</b> <ul style="list-style-type: none"><li>➤ Verbal reports or written submissions as appropriate</li></ul>

8.	<b>Members Questions</b> <ul style="list-style-type: none"> <li>➤ The Chair will invite members who have written in with questions to present them to Council</li> </ul>
9.	<b>Recommendations from Audit &amp; Scrutiny Committee</b> The Chair of Audit & Scrutiny Committee to present any recommendations for approval by Council from the meeting held on Wednesday 27 May 2026 <ul style="list-style-type: none"> <li>➤ Report CL01/26 to follow</li> </ul>
10.	<b>Year End Accounts 2025/26</b> <ul style="list-style-type: none"> <li>➤ Report CL02/26 to follow</li> </ul>
11.	<b>Annual Governance and Accountability Return 2025/26</b> <ul style="list-style-type: none"> <li>➤ Section 1 Annual Governance Statement 2025/26</li> <li>➤ Section 2 Accounting Statement 2025/26</li> <li>➤ Annual Internal Audit Report 2025/26</li> <li>➤ Report CL03/26 to follow</li> </ul>
12.	<b>Recommendations from Operations and Planning Committee</b> The Chair of Operations and Planning Committee to present any recommendations for approval by Council from the meeting held on Wednesday 27 May 2026 <ul style="list-style-type: none"> <li>➤ Report CL04/26</li> </ul>
13.	<b>Recommendations from Policy and Resources Committee</b> The Chair of Policy and Resources Committee to present any recommendations for approval by Council from the meeting held on Wednesday 10 June 2026 <ul style="list-style-type: none"> <li>➤ Report CL05/26 to follow</li> </ul>
14.	<b>Public Health Grant to Malvern Town Council</b> <ul style="list-style-type: none"> <li>➤ Report CL06/26 to follow</li> </ul>
15.	<b>Emergency Decision Making Committee</b> <ul style="list-style-type: none"> <li>➤ Report CL07/26 to follow</li> </ul>
16.	<b>Rent Concession - Bilberry Café at Victoria Park</b> <ul style="list-style-type: none"> <li>➤ Report CL08/26 to follow</li> </ul>
17.	<b>Mayor's Cadet Scheme</b> <ul style="list-style-type: none"> <li>➤ Report CL9/26 to follow</li> </ul>
18.	<b>Notice of Motion – Reported Closure of Malvern St James School</b> <ul style="list-style-type: none"> <li>➤ Report CL10/26 to follow</li> </ul>
19.	<b>Notice of Motion – Introduction of Ethical Implications Reporting on Council Decision-making</b> <ul style="list-style-type: none"> <li>➤ Report CL11/26 to follow</li> </ul>
20.	<b>Date and Time of Next meeting</b> <ul style="list-style-type: none"> <li>➤ Wednesday 30 September 2026 at 6.00pm</li> </ul>
<b>Exclusion of the Press and Public</b> <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>	
21.	<b>Special Motion – Reconsideration of Council resolution on benchmarking payments</b> <ul style="list-style-type: none"> <li>➤ Report CL12/26 to follow</li> </ul>
22.	<b>Rose Bank Gardens Update</b> <ul style="list-style-type: none"> <li>➤ Verbal update</li> </ul>

UNADOPTED  
**MALVERN TOWN COUNCIL**

**MINUTES OF EXTRA-ORDINARY COUNCIL MEETING**  
**in The Link Room, St Matthias Church, Church Road, Malvern Link**  
**held on Tuesday 12 May 2026 at 6pm**

**Councillors**

Present

M Birks (Chair)  
C Bovey  
A Cherry  
H Clements  
I Dawson  
C Hooper  
K Newbigging  
J Leibrandt  
D Watkins  
N Wanklin  
M Jones  
L Lowton (6.04pm)  
D Mead (6.45pm)

Absent

C Fletcher (apologies)  
E Green (apologies)  
R McLaverty-Head (apologies)  
S Austin (apologies)  
D Ward (apologies)  
W Whittaker (apologies)  
J MacLusky

**Also in attendance**

L Blake, Town Clerk  
J Winkworth, Minute Clerk

The Mayor briefed the Councillors on the purpose of and background to the meeting which commenced at the slightly later time of 6.05pm.

**205. APOLOGIES FOR ABSENCE**

Apologies for absence from Councillors Fletcher, Green, McLaverty-Head, Austin, Ward, and Whittaker were **NOTED**.

**206. DECLARATIONS OF INTEREST**

None.

**PUBLIC PARTICIPATION**

None.

**207. CODE OF CONDUCT COMPLAINT**

Report CL01/25 was received and accepted.

The Mayor gave Councillors time to read the report and offered the opportunity for questions and further discussion.

**Recommendation 2.1**

Clarity was sought regarding the wording of recommendation 2.1 and it was **AGREED** to change the word 'findings' to 'report'.

Subject to this amendment it was therefore **RESOLVED** that Malvern Town Council considered and accepted the report from Malvern Hills District Council in respect of the Code of Conduct Complaint made against Cllr Nathan Wanklin.

Recommendation 2.2 (i)

It was **RESOLVED** that Councillor Wanklin should undertake one to one training as detailed in points 101 to 103 of the investigation report and taking into account neurodiversity needs.

Recommendation 2.2 (ii)

It was **RESOLVED** that Councillor Wanklin would have no role on the School Streets initiative as detailed in point 104 of the investigation report.

Recommendation 2.2 (iii)

It was **RESOLVED** that the Town Council would review its induction procedures, communications policy and councillor conduct procedures with due regard to The Equality Act 2010 and subsequent legislation.

Recommendation 2.2 (iv)

It was **RESOLVED** that the Town Council would introduce a Social Media Policy for all members.

Recommendation 2.2 (v)

It was noted that this policy was in place and had recently been reviewed.

It was therefore **RESOLVED** that the Town Council are committed to reviewing the Information Technology Usage Policy for all members.

Recommendation 2.2 (vi)

There was a lengthy discussion on the reasons for and details of this recommendation.

It was **RESOLVED** that Councillor Wanklin’s email address would be limited to being used for internal purposes only until such time as the training required in 2.2 (i) had been completed. Access to the Town Council offices and to Town Council Staff should be by appointment only with one named point of contact, being the Deputy Town Clerk, again until the training has been completed.

Recommendation 2.2 (vii)

Councillors expressed differing views on this recommendation from the Audit and Standards Committee and after discussion, it was **RESOLVED NOT** to accept this recommendation.

Recommendation 2.3

Following discussions and an offer of mentorship from Cllr Jones, it was **RESOLVED** Cllr Jones would act as a mentor to Cllr Wanklin providing any necessary support for a period of 3 months or until training has been completed.

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

It was **AGREED** that the date of the next meeting would be on Wednesday 13 May 2026 at 6pm, of the Annual Council, in the Park View meeting room.

The meeting closed at 7.35pm

.....(Chair)

# 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.

## UNADOPTED

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.

## UNADOPTED

### 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

## UNADOPTED

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.

## UNADOPTED

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:

## UNADOPTED

<b>Outside Body</b>	<b>Number of representatives required for 2026/27</b>
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

## UNADOPTED

### 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:

<b><u>Organisation</u></b>	<b><u>Cost 2025/26</u></b>	<b><u>Estimated Cost 2026/27</u></b>
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
<b>Total</b>	<b>£3,979</b>	<b>£4,183</b>

### 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:

## UNADOPTED

- 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)

## UNADOPTED

### 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

**UNADOPTED**

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 2024 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)

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

**to be held on Wednesday 17 June 2026 at 6.00pm**

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

**AUDIT & SCRUTINY COMMITTEE RECOMMENDATIONS**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Full Council is asked to consider the recommendations from the meeting of Audit Committee held on Wednesday 27 May 2026 as listed below.

**MINUTE ITEM 6 - ANNUAL INTERNAL AUDIT REPORT – FINANCIAL YEAR  
ENDING 31 MARCH 2026**

The committee **RECOMMENDED** that the Internal Audit work that has been undertaken during the 2025/26 financial year is noted and that Full Council receive and accept the report of the Council's Internal Auditor.

**MINUTE ITEM 7 - REVIEW OF EFFECTIVENESS OF THE SYSTEM OF  
INTERNAL CONTROLS**

The committee **NOTED** the work carried out and **RECOMMENDED** that Council agree a satisfactory review of the system of internal control had been completed during 2025/26.

**3. Background**

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

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

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

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

**4. Financial Implications**

4.1. Please see individual committee reports.

**5. Legal Implications**

5.1. Please see individual committee reports for specific details.

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

End  
Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 17 June 2026 at 6.00pm  
in the Park View Meeting Room, Community Hub, Victoria Park Road,  
Malvern Link, Worcester WR14 2JY**

**YEAR END ACCOUNTS 2025/26**

**1. Purpose of Report**

- 1.1. The purpose of this report is to present to Full Council the Year End Accounts for the Financial Year 2025/26 for approval and adoption.

**2. Recommendation**

- 2.1. Council is recommended to approve and adopt the Year End Accounts for 2025/26 as attached at Appendix A.

**3. Background**

- 3.1. Although not a statutory requirement, the Town Council adopted the current year end accounts format in April 2010 to detail the Council's activities in a more user friendly format and in line with its quarterly management accounts. These accounts allow Councillors to see more detailed income and expenditure headings than those on the Annual Governance and Accountability Return (AGAR). It also ensures that full and complete year end records are kept and that year end accounts are produced in a format more consistent with the quarterly format.
- 3.2. The Accounts and Audit Regulations 2015 state that a Council with gross income or gross expenditure over £200,000 but less than £12 million per annum is subject to an Intermediate Level Review by the External Auditor.
- 3.3. As part of the AGAR the Council is required to prepare accounting statements for the year ending 31 March 2026, along with supporting papers and must certify that these statements have been approved by Full Council.
- 3.4. The Year End Accounts consist of a Summary Actual/Budget Comparison for the year, an Income and Expenditure Account, Balance Sheet and notes to the Accounts. The details from these accounts are then used to calculate the figures required to complete section 2 of the AGAR.
- 3.5. A meeting of the full authority must be held to consider, approve and sign the Annual Governance Statement and Accounting Statements (Sections 1 and 2 of the Annual Governance and Accountability Return). The AGAR along with all other information requested must be submitted to the external auditors, PKF Littlejohn LLP by 1 July 2026.
- 4. Key Financial Implications**
- 4.1. The budget for 2025/26 forecast a small surplus of £232. The actual surplus for the financial year ending 31 March 2025 is £42,325.

- 4.2. It is important to note that the original budget for 2025/26 was set in January 2026 and that there have been changes, delays and additions to planned expenditure since this time which have affected expenditure against budget. It is also important to note that the year-end accounts contain adjustments to fixed assets, special expenditure and reserves that are not included within the management accounts. This most notably includes additions to and disposals from fixed assets.

For the financial year ending on 31 March 2026, there has been a surplus against budget of £42,325. Councillors will note that the table below shows the variances by service after figures for depreciation, loans and deferred grants have been removed and therefore adds correctly to the year-end variance of £42,093 under budget for the financial year.

Income	(£202,282) surplus
Administration	£19,666 overspend
Operations	£24,683 overspend
Discretionary Costs	(£1,154) underspend
Special Expenditure	(£203,944) underspend
Earmarked Reserves	£320,938 overspend
<b><u>Total Variance</u></b>	<b><u>£42,093 surplus</u></b> <b><u>against budget</u></b>

- 4.3. Income has been well above budget during the year due to the receipt of Legacy Funding for the play area refurbishment at Victoria Park as well as Section 106 Funding for the pump track at Adam Lee. In addition, cemetery income has been approximately £25,000 above the budgeted amount, at nearly £100,000 for the 2025/26 financial year.
- 4.4. An overspend of £19,666 has occurred against administration costs. Small underspends against salaries and business rates have been offset by the level of professional fees incurred during the period. Planning fees and surveys in connection with the sale of land at Elgar Avenue have caused expenditure to be above the budgeted level, and there have been some additional legal costs incurred in connection with Rose Bank Gardens.
- 4.5. Operational expenditure is nearly £25,000 over budget for the year. Salary costs have been higher than expected due to two new members of staff joining the pension scheme, business rates have been higher than expected and a large water bill has been received for the old pavilion at Victoria Park, following resolution of a long-standing metering issue. There have also been essential works to repair town council vehicles.
- 4.6. Special Expenditure is £203,944 under spent for the year. This is due to the delay in building the new skatepark at Victoria Park, the annual contingency fund of £20,000 not being used during the year and the capitalisation of the John Deere Mower.

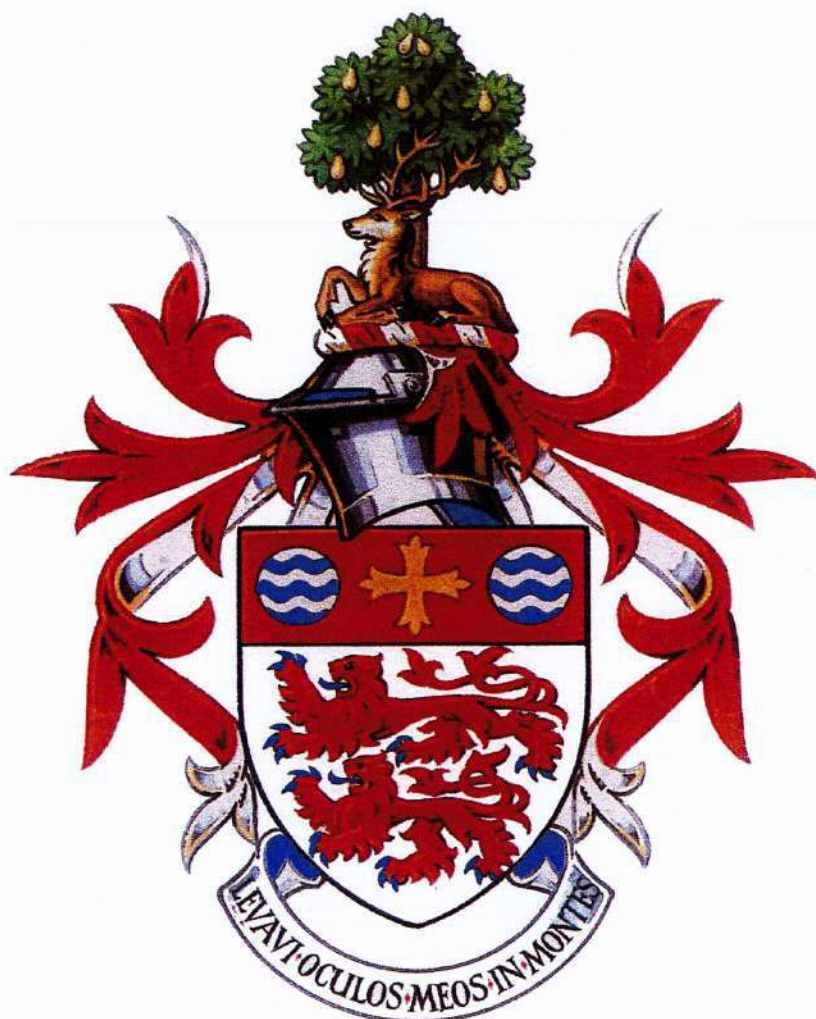
- 4.7. The financial year has seen a lower than anticipated release of Earmarked Reserves due to a number of factors. External funding will be placed in reserves as received and used to fund the Skatepark project at Victoria Park, but this has been delayed whilst the design and location for this facility has been agreed. There have been additions to the play area reserve to build funds for the refurbishment of Victoria Park in 2026/27 and there has also been year-end additions to Earmarked Reserves of £26,000.
- 4.8. The surplus for the year has increased the balance on the Council's Income and Expenditure Account from £737,417 at 31 March 2025 to £779,742 at 31 March 2026.
- 4.9. General Reserves at the Year End should equate to some 25% of the following year's annual precept in order to provide sufficient reserves pending receipt of the first instalment of that year's precept. In the Council's case, the precept for 2026/27 was increased to £948,459 and 25% of this amount is £237,115. General Reserves at 31 March 2026 were just above this level at £257,689.
- 4.10. Earmarked and Special Reserves at the year-end stood at £378,331, an increase of £123,937 from 31 March 2025. Funds have been received and added during the year to build up a play area reserve for works at Victoria Park and releases have been made to cover works at Adam Lee and the new Toddler play area at Victoria Park. There were also additions to reserves made at year end to cover works at Victoria Park, carrying forward of the project to refurbish the cemetery lodge and toilets, as well as building up a reserve for the next Town Council elections.
- 4.11. Cash in hand and at bank amounted to £636,032, which is an increase of £89,951 from 2025 and reflects the receipt of legacy grant funding which has not yet been utilised.
- 4.12. The level of long-term investment remains at £66,484 in the Local Authorities Properties Fund.

## **5. Legal Implications**

- 5.1. There is no statutory requirement for the Town Council to produce financial accounts in the full format that it does, only to submit Accounting Statements in the form required by proper practices and now known as the Annual Governance and Accountability Return. However, it is considered good practice for year-end financial accounts to be produced and submitted as these support the statutory returns required by the external audit regulations.

End.  
Linda Blake  
Town Clerk

**MALVERN TOWN COUNCIL**



**STATEMENT OF ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2026**

**MALVERN TOWN COUNCIL**  
**STATEMENT OF ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2026**

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# MALVERN TOWN COUNCIL

2025/2026

## COUNCIL INFORMATION

The following schedule sets out details of Members of the Council during the year ended 31 March 2026.

**Mayor:** Cllr M Birks (appointed 14/05/25)  
**Deputy Mayor:** Cllr J Leibrandt (appointed 14/05/25)

### Members of the Council 2025/26

Cllr S Austin	Cllr L Lowton
Cllr Birks	Cllr J Leibrandt
Cllr C Bovey	Cllr J Maclusky
Cllr A Cherry	Cllr R McLaverty-Head
Cllr H Clements (Elected Jan 2026)	Cllr D Mead
Cllr I Dawson	Cllr K Newbigging
Cllr C Fletcher	Cllr N Wankling (Co-opted Apr 2025)
Cllr E Green	Cllr D Ward (Co-opted Sep 2025)
Cllr J Green (resigned Oct 2025)	Cllr D Watkins
Cllr C Hooper	Cllr W Whittaker (Co-opted Sep 2025)
Cllr M Jones	

**MALVERN TOWN COUNCIL**

**2025/2026**

**COUNCIL INFORMATION**

**Accounts Prepared by**

Linda Blake ACMA CGMA CPFA

**Internal Auditor**

Duncan Edwards – DKE Audit Services

**External Auditor**

PFK Littlejohn LLP

## MALVERN TOWN COUNCIL

### STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

#### EXPLANATORY FOREWORD

The Accounts and Audit Regulations 2015 state that a Council with gross income and/or gross expenditure over £200,000 but less than £12 million per annum is subject to an Intermediate Level Review by the External Auditor and must complete the Annual Governance and Accountability Return 2025/26 Form 3.

As a smaller authority, Malvern Town Council is required by law to:

- a) Complete the Annual Governance and Accountability Return 2025/26 Form 3. This comprises:
  - Annual Internal Audit Report 2025/26, page 3 which is completed by the Council's Internal Auditor, Duncan Edwards.
  - Section 1 – Annual Governance Statement (AGS) 2025/26, page 4
  - Section 2 – Accounting Statements 2025/26, page 5
  - Section 3 – External Auditor Report and Certificate 2025/26, page 6Sections 1 and 2 must be completed and approved by the authority.
- b) To prepare Accounting Statements for the year ended 31 March 2026 in the form required by proper practice.
- c) Certify the Accounting Statements.
- d) Consider and approve the Internal Audit work which has been carried out during the year and ensure the Internal Auditor completes page 3 of the AGAR.
- e) Review the effectiveness of the Council's system of Internal Control and prepare the Annual Governance Statement.
- f) Consider the findings of the Council's review of the effectiveness of the system of Internal Control.
- g) At a meeting of Full Council, sign and approve the AGAR Sections 1 and 2. At the meeting where these are approved, the Council must in the following order:
  - Approve Section 1 of the AGAR, the Annual Governance Statement.
  - Ensure that the Annual Governance Statement is signed by the Chair and Clerk at the meeting at which the approval is given.
  - Consider the Accounting Statements.
  - Approve Section 2 of the AGAR, the Accounting Statements by Resolution.
  - Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which the approval is given.
- h) Make arrangements for the exercise of public rights and publish on a public website the approved sections of the AGAR and the completed notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return along with its accompanying notes, the day before the statutory 30-day period for the public to inspect the accounts begins.

- i) Ensure arrangements are in place for the exercise of public rights with an inspection period of 30 working days. The period for local government electors to inspect, object and question will be Monday 29 June until Friday 7 August 2026.
- j) Submit the approved and signed AGAR along with the list of items required for an intermediate level review to the External Auditor no later than Wednesday 1 July 2026.
- k) Publish or display the certified Governance and Accountability Return by 30 September 2026, including the signed external auditor report.

The Town Council still publishes its own format of accounts in addition to the AGAR. These accounts are in line with the format of the quarterly accounts subject to Year End Financial Reporting adjustments and allow councillors to see more detail in the Council's Year End Accounting Statements.

Council approved a simplified format for its statement of accounts in April 2010 and Malvern Town Council's financial statements for the year ended 31 March 2026 are set out in the following pages.

**Summary Budget / Actual Comparison for the Year**

This compares current year income and expenditure with the previous year and also with the current year's budget. Explanations of the major variances are explained within the accounts.

**The Income and Expenditure Account**

This illustrates the Council's revenue account, covering income and expenditure and allocating them across the departmental headings. Movements on the general fund are detailed at the bottom of the Consolidated Revenue Account in order to reconcile the net surplus or deficit from expenditure against services to the Council's spending against council tax raised, taking into account the use of reserves built up in the past and contributions to funds and reserves.

**The Balance Sheet**

This sets out the financial position of the Council at 31 March 2026 i.e. its assets and liabilities at that date. Local authorities are required to include capital reserves on their balance sheet which are used to account for the financing of fixed assets. These reserves do not have equivalents in other sectors.

**Notes to the Financial Statements**

These include supporting notes on:

Fixed Assets	Stocks, Debtors and Cash in Hand and at Bank
Creditors	Borrowings
Movements in Reserves	Earmarked and Special Reserves
Staffing Structure	Section 137 Expenditure
Publicity	

**MALVERN TOWN COUNCIL 2025/26 ACCOUNTS**

**SUMMARY BUDGET / ACTUAL COMPARISON FOR THE YEAR 2025/26**

	2025/26 Budget	2025/26 Actual	2024/25 Actual
<b><u>Gross Income</u></b>			
Rental Income	25,360	23,188	8,605
Other Administration / Event related	3,400	9,047	4,900
Allotments	5,988	6,430	6,039
Cemetery	74,409	99,379	66,988
Grounds Maintenance	10,750	3,238	26,398
Leisure and Recreation	9,999	194,223	9,263
Loan Income	-	-	310,000
Interest Receivable	17,000	13,683	14,241
Deferred Grants *	-	8,893	8,893
	<u>146,906</u>	<u>358,081</u>	<u>455,327</u>
<b><u>Administration</u></b>			
Paycost	272,628	268,834	242,815
Utilities	13,400	15,108	3,668
Rates	10,000	7,111	8,646
Maintenance of Buildings	15,570	15,778	13,762
Rental Cost	-	-	10,646
Communication Costs	10,830	10,678	17,828
Insurance	21,500	21,863	21,032
Professional and Consultancy Fees	25,850	49,242	23,543
IT Expenses	13,500	13,842	14,559
Leasing	1,296	1,295	1,293
Depreciation *	-	48,209	48,009
Miscellaneous	15,750	16,239	23,737
	<u>400,324</u>	<u>468,199</u>	<u>429,538</u>
<b><u>Operations</u></b>			
Paycost	315,214	330,242	287,648
Utilities	11,731	16,382	11,707
Rates	7,212	10,754	9,703
Maintenance of Buildings	3,036	2,039	2,696
Communication Costs	1,350	2,717	2,039
Maintenance of Grounds	33,485	30,863	20,691
Equipment and Vehicle Running Costs	15,700	19,490	15,930
Depreciation *	-	77,862	81,579
Miscellaneous	2,260	2,184	1,713
	<u>389,988</u>	<u>492,533</u>	<u>433,706</u>
<b><u>Discretionary Costs</u></b>			
Grants, Donations and Community Projects	41,400	39,540	41,866
Events	48,086	48,792	46,192
Depreciation *	-	(3,501)	2,750
	<u>89,486</u>	<u>84,831</u>	<u>90,808</u>

\* These items are not currently included within the budget, but form part of the year end financial reporting adjustments.

**MALVERN TOWN COUNCIL 2025/26 ACCOUNTS**

**SUMMARY BUDGET / ACTUAL COMPARISON FOR THE YEAR 2025/26**

	2025/26 Budget	2025/26 Actual	2024/25 Actual
<b><u>Asset Renewal and Refurbishment</u></b>			
Litter Bins		-	3,080
Skatepark Project at Victoria Park	204,000	-	-
New Pump Track at Adam Lee	-	-	17,199
Improvement of Play Area at Adam Lee	-	-	-
New Toddler Area in Victoria Park Play Area	-	-	-
Childrens Fitness Equipment Victoria Park Play	-	3,731	15,520
Transfer of Money to Reserves - Victoria Park Play Area	40,000	40,000	2,574
Landscaping and Associated Works - Community Hub	8,000	11,128	-
New Lighting Project Victoria Park	-	1,924	-
Adam Lee Car Park and Fencing	-	5,900	-
Refurbishment of Ground Floor Cemetery Lodge and Toilets	6,000	-	-
Works to investigate land slippage	-	7,150	4,540
John Deere Tractor	22,000	-	-
Replacement Vehicle	-	-	-
Electric Bike	-	-	-
Contingency Fund	20,000	-	25,562
<b><u>Special Expenditure</u></b>			
Early Retirement Costs	9,250	9,231	9,068
Loan Repayments	22,476	16,124	22,476
Special Expenditure Total	<u>331,726</u>	<u>95,188</u>	<u>100,019</u>
Gross Expenditure Total	<u>1,211,524</u>	<u>1,140,751</u>	<u>1,054,071</u>
Net Cost of Services	<u>1,064,618</u>	<u>782,670</u>	<u>598,744</u>
Add Movements to Reserves	25,000	196,315	55,000
Less Movements from Reserves	(222,000)	(72,378)	(65,119)
Reversal of Depreciation	-	(122,569)	(132,338)
Reversal of Deferred Contributions	-	8,893	8,893
Capital Financed from Revenue	-	32,594	8,405
Removal of Loan Income	-	-	310,000
Adjusted Net Expenditure for the Year	<u>867,618</u>	<u>825,525</u>	<u>783,585</u>
Precept on the District Council	867,850	867,850	828,500
<b>(Surplus) / Deficit for the year</b>	<u><b>(232)</b></u>	<u><b>(42,325)</b></u>	<u><b>(44,915)</b></u>

MALVERN TOWN COUNCIL 2025/26 ACCOUNTS

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR  
ENDED 31 MARCH 2026

Cost of Services	-----2026-----			2025
	Gross expend- iture £	Gross income £	Net expend- iture £	Net expend- iture £
Cemetery	128,602	99,379	29,223	58,550
Allotments	20,416	6,430	13,986	11,648
Maintenance of other Town Council grounds	170,333	3,238	167,095	105,464
Leisure and recreation services	205,171	194,223	10,948	155,827
Miscellaneous services	38,874	-	38,874	36,374
Other services provided to the public	147,024	7,598	139,426	141,430
Administration - Corporate and democratic support	331,017	24,637	306,380	339,452
Administration - Professional support	66,126	-	66,126	41,267
Grants to local bodies	39,540	-	39,540	41,866
<b>NET COST OF SERVICES</b>	<b><u>1,147,103</u></b>	<b><u>335,505</u></b>	<b><u>811,598</u></b>	<b><u>931,878</u></b>
Interest, deferred grants, loan and investment income			(28,928)	(333,134)
<b>NET OPERATING EXPENDITURE</b>			<b><u>782,670</u></b>	<b><u>598,744</u></b>
<b>Precept on District Council</b>			(867,850)	(828,500)
<b>(SURPLUS) / DEFICIT FOR THE YEAR</b>			<b><u>(85,180)</u></b>	<b><u>(229,756)</u></b>
<u>Reconciliation of Items for Movement on General Fund</u>				
Removal of depreciation and deferred contributions to avoid impact on precept			(113,676)	(123,445)
Movement on Earmarked Reserves			123,937	(10,119)
Capital Financed from Revenue			32,594	8,405
Removal of Loan Income			-	310,000
Surplus for the Year Ended 31 March 2026 after movements on General Fund			<b><u>(42,325)</u></b>	<b><u>(44,915)</u></b>

**MALVERN TOWN COUNCIL 2025/26 ACCOUNTS**  
**CONSOLIDATED BALANCE SHEET AS AT 31 MARCH 2026**

	Notes	2026 £	2025 £
<b>FIXED ASSETS</b>	<b>1</b>		
Operational assets			
Land and buildings		1,688,784	1,721,588
Plant, vehicles and equipment		139,160	89,576
Infrastructure		-	-
Non-operational assets		-	-
		<u>1,827,944</u>	<u>1,811,164</u>
Long Term Investments	2	66,484	66,484
<b>CURRENT ASSETS</b>			
Stocks	3	-	-
VAT recoverable		10,294	5,781
Debtors	4	9,432	11,228
Payments in advance		8,957	10,643
Cash in hand and at bank	5	636,032	546,081
		<u>664,715</u>	<u>573,733</u>
<b>CURRENT LIABILITIES</b>			
Creditors	6	(82,729)	(75,797)
Receipts in advance		(5,597)	(5,387)
Short term borrowing	7	-	-
		<u>(88,326)</u>	<u>(81,184)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		2,470,817	2,370,197
<b>LONG TERM BORROWING</b>	7	(300,594)	(306,946)
<b>DEFERRED GRANTS AND CONTRIBUTIONS</b>		(68,999)	(77,892)
<b>TOTAL ASSETS LESS LIABILITIES</b>		<u>2,101,225</u>	<u>1,985,360</u>
<b>REPRESENTED BY:</b>			
Fixed asset restatement account	8	919,461	919,461
Capital financing account	8	23,691	74,088
Earmarked and special reserves	9	378,331	254,394
Balance on income and expenditure account		779,742	737,417
		<u>2,101,225</u>	<u>1,985,360</u>

These financial statements were approved by the Council on 17 June 2026 and signed on its behalf:

.....  
Town Mayor

.....  
Town Clerk

MALVERN TOWN COUNCIL 2025/26 ACCOUNTS

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2026

1. FIXED ASSETS

1.1 Movements in fixed assets

	Operational property £	Vehicles, plant & machinery £	Infra- structure £	Totals	
				2026 £	2025 £
<b>Cost</b>					
At 1 April 2025	1,978,501	748,667	8,608	2,735,775	2,435,796
Additions	85,995	106,760	-	192,755	325,979
Revaluation	-	-	-	-	-
Disposals	(44,565)	(53,800)	-	(98,365)	(26,000)
At 31 March 2026	<u>2,019,931</u>	<u>801,626</u>	<u>8,608</u>	<u>2,830,165</u>	<u>2,735,775</u>
<b>Depreciation</b>					
At 1 April 2025	256,913	659,091	8,608	924,612	818,273
Charge in year	89,089	33,481	-	122,569	132,339
Revaluation	-	-	-	-	-
Eliminated on disposals / revaluation	(14,855)	(30,105)	-	(44,960)	(26,000)
At 31 March 2026	<u>331,147</u>	<u>662,466</u>	<u>8,608</u>	<u>1,002,221</u>	<u>924,612</u>
<b>Net Book Value</b>					
At 31 March 2026	<u>1,688,784</u>	<u>139,160</u>	<u>-</u>	<u>1,827,944</u>	<u>1,811,164</u>
At 31 March 2025	<u>1,721,588</u>	<u>89,576</u>	<u>-</u>	<u>1,811,164</u>	<u>1,617,523</u>

1.2. Valuation of fixed assets

The Code of Practice on Local Authority Accounting in Great Britain requires that all assets are re-valued at least once every five years.

The Council's Operational Properties were valued as at 1 April 2021 by the Valuation Agency. These properties therefore next become due for valuation on 1 April 2026.

1.3. Note on Rose Bank Gardens

The Council began a 99 year lease of Rose Bank Gardens on 15 February 2012. CIPFA SORP states that Community Assets should be included at their historical cost which is nil as the gardens were gifted to Malvern Hills District Council (the lessor) and are being leased on a peppercorn rent. Therefore a nil value has been assumed. Following a land slippage within the gardens the Town Council have sought contractors to carry out remedial works, but costs have been higher than anticipated. This is recognised by the Council as a possible liability for the Financial Year 2026/27.

2. LONG TERM INVESTMENTS

Long term investments represent the funds held by the Council in a Local Authorities Property Fund.

	2026	2025
Local Authorities Property Fund	66,484	66,484
	<u>66,484</u>	<u>66,484</u>

3. STOCKS

The Council has resolved that stocks with a value of less than £2,500 are not material to the accounts. There is, accordingly, no stock shown in the balance sheet.

4. DEBTORS

An analysis of debtors is as follows:

	2026	2025
Interest receivable on investments and bank accounts	1,470	1,575
Sundry debtors	7,962	9,653
	<u>9,432</u>	<u>11,228</u>

5. CASH IN HAND AND AT BANK

	2026	2025
Current Account	407,504	317,177
Public Sector Deposit Account	228,516	228,516
Petty Cash	12	388
	<u>636,032</u>	<u>546,081</u>

MALVERN TOWN COUNCIL 2025/26 ACCOUNTS

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2026

6. CREDITORS	2026	2025
An analysis of creditors is as follows:		
HM Revenue & Customs	15,839	11,863
Creditors	44,688	35,751
Accruals	22,202	28,183
	<u>82,729</u>	<u>75,797</u>

7. **BORROWINGS** On 9 April 2024, the Town Council drew down a PWLB Loan of £310,000 at a rate of 5.280% over taken over a period of 25 years.

7.1 Borrowing analysis

Balance at 1 April 2025	306,946	310,000
Loan principal repaid during the year	(6,352)	3,054
Balance at 31 March 2026	<u>300,594</u>	<u>306,946</u>

All loans are annuity loans from the Public Works Loans Board

8. STATEMENT OF TOTAL MOVEMENT IN RESERVES

	Capital accounts		Revenue reserves		Totals	
	Fixed asset restatement	Capital financing	General	Earmarked and special	2026	2025
	£	£	£	£	£	£
Balance at 1 April 2025	(919,461)	(74,088)	(737,417)	(254,394)	(1,985,360)	(2,052,101)
Net (surplus)/deficit for year	-	-	(42,325)	-	(42,325)	(44,915)
Disposal of fixed assets	-	-	-	-	-	-
Revaluation / Impairment	-	(42,120)	-	-	(42,120)	-
Release of retentions	-	8,893	-	-	8,893	8,973
Movements on EM reserves	-	-	-	(123,937)	(123,937)	10,119
Net depreciation of fixed assets	-	122,569	-	-	122,569	123,445
Financing of fixed assets	-	(32,594)	-	-	(32,594)	(8,405)
Loan Repayments	-	(6,352)	-	-	(6,352)	(22,476)
Balance at 31 March 2026	<u>(919,461)</u>	<u>(23,691)</u>	<u>(779,742)</u>	<u>(378,331)</u>	<u>(2,101,225)</u>	<u>(1,985,360)</u>

9. EARMARKED AND SPECIAL RESERVES

The Council has adopted, as a key element of its financial strategy, a policy of developing reserve funds against future known or anticipated commitments. The policy includes a recognition of the need to maintain assets in a fit and proper condition such that their value, both operational and financial, will remain the same over time.

The reserves also include two perpetuity funds: that is funds where the capital amount is required to be maintained intact and invested with the income generated being applied for maintenance purposes. In one case, the fund is in respect of a section 106 payment from Malvern Hills District Council.

A Vehicle and Machinery Reserve also exists to smooth the impact of the purchase of these larger items against the annual precept. Funds are built up annually and then released only when Vehicles and or Machinery are required.

A further reserve was created in the 2022/23 financial year with funds received alongside the transfer of land at Adam Lea being set aside for future maintenance.

Funds have been put into a Play Area Reserve in 2025/26 to build funds for the refurbishment of Victoria Park Play Area.

Details of movements on individual reserves are set out below:

Name of Reserve	Year ended 31 March 2026			
	Balance as at 31 March 2025	Addition to reserves	Contributions from reserves	Balance as at 31 March 2026
	£	£	£	£
Elections	7,411	10,000	(7,411)	10,000
Cemetery extension	16,659	-	-	16,659
Asset Repair and Development Reserve	35,935	6,000	(23,500)	18,435
Vehicle and Machinery Replacement Fund	51,938	25,000	(22,000)	54,938
Play Area Reserve	-	150,000	-	150,000
Capital Receipts Reserve	6,500	-	-	6,500
CIL Reserve - Brookfarm Drive	19,467	5,315	(19,467)	5,315
Premium for Land at Mill Lane	50,000	-	-	50,000
Graves perpetuity	5,284	-	-	5,284
Townsend Way - s106 perpetuity	61,200	-	-	61,200
	<u>254,394</u>	<u>196,315</u>	<u>(72,378)</u>	<u>378,331</u>

MALVERN TOWN COUNCIL 2025/26 ACCOUNTS

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2026

10. STAFFING STRUCTURE

The Council's approved and actual establishment at the year end was:	2026	2025
Operations management	1.0	1.0
Operations Staff	8.0	8.0
Total Operations Staff	9.0	9.0
Administrative and Corporate support	4.5	4.5
Town Clerk	1.0	1.0
Total numbers:	14.5	14.5
Full time equivalents	14.5	14.5

11 SECTION 137 EXPENDITURE

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend, in any single year, up to a specified product per head for each registered elector in Malvern Town, on activities and projects which are not authorised specifically by any other statute. All such expenditure must be declared by the Council to be for the benefit of all or some of the inhabitants of the Town.

	2026	2025
Annual product per head	11.10	10.81
Number of registered electors	22,864	22,864
Maximum permissible amount under section 137	253,790	247,160
Expenditure during the year comprised the following:		
Remembrance Observation	418	61
Other grants and donations	20,120	23,460
Citizen's Advice Bureau Grant	19,000	18,000
Twinning Grant	1,500	-
	41,038	41,521

12. PUBLICITY

The Local Government Act 1986 requires the Council to disclose expenditure on publicity. Gross expenditure on publicity and advertising during the year was as follows:

	2026	2025
Public consultation	-	-
Council Newsletter	4,703	3,389
Statutory and public notices	244	-
Availability of grants	420	366
Events Publicity	168	545
Display Boards	-	85
Advertisement of Community Hub	250	436
Employment Vacancies	-	20
	5,785	7,576

## MALVERN TOWN COUNCIL

### SUMMARY OF MAJOR VARIANCES - FINANCIAL YEAR 2025/26

A Summary of the major points contributing to the variance of actual from budget for the YEAR, is as follows:

*Comments have been made where variances are greater than 10% of the budgeted amount*

#### INCOME - surplus income is shown in brackets

##### **Rental Income**

Income from the Park View Meeting room has been steadily increasing throughout the year and is above budget for the year as a whole, but monies received from the recharge of utilities and from the PV panels electricity generation has been lower than anticipated in the budget and linked to the lower than expected electricity usage. 2,822

##### **Other Administration income / event related**

A grant has been received towards the cost of new Christmas Lights for Priory Walk. This was not anticipated in the original budget but offset costs in full. (5,140)

##### **Cemetery Income**

Cemetery income for 2025/26 has been nearly £100,000 which is £25,000 more than expected. There were a very high number of bookings particularly in the final quarter of the year, prior to the cemetery charges being increased on 1 April 2026. (24,970)

##### **Grounds Maintenance Income**

During the year, income was received from the sale of three vehicles. There was a profit made on two of these when sold, Mitsubishi Van and the John Deere Mower (approximately £12,500) but unfortunately a loss was made on the Corvus Electric Truck (approximately £16,000) as it was just over two years old when sold. 4,192

Due to pressure on staffing resources and lack of interest there has been no roundabout sponsorship income received during this financial year. 3,000

##### **Leisure and Recreation Income**

Grant Legacy Funding has been received during the year as a contribution towards the play area refurbishment at Victoria Park. Works did not commence until May 2026, so these funds have been transferred to reserves. (100,000)

Section 106 Funding for the pump track at Adam Lee was received during 2025/26 with funds being used to offset costs incurred. This project had been delayed from the previous financial year whilst planning permission was awaited. (85,995)

The level of football income from the hire of pitches and changing rooms has been well under budget for the second consecutive year. 1,420

##### **Interest Receivable**

The fall in interest rates have resulted in a lower than expected interest income. 3,317

##### **Deferred Grants**

This item is not included in the annual budget and is an adjustment required in the Year End Accounts. (8,893)

#### COSTS - Expenditure below budget and therefore causing a surplus is shown in brackets

#### ADMINISTRATION

##### **Utility Charges at the Community Hub**

Although electricity usage and therefore electricity charges have been lower than expected, some issues relating to a water meter changeover have resulted in backdated charges as well as there being slightly higher water charges than initially expected. The future budget has been adjusted to allow for this increase. (3,289)  
4,449

##### **Business Rates**

When the 2025-26 budget was agreed, the final business rates charge for the Community Hub had not been set. The rateable value and therefore ongoing NNDR charges incurred by the Town Council are now known to be lower than expected by approximately £3,000 per annum, resulting in budget savings. (2,889)

##### **Professional - Planning Fees**

There has been an overspend in respect of fees for flood risk assessment reports needed to pursue planning permission at Elgar Avenue. The Council has made a decision to sell this land and this expenditure was agreed by Council for this project. 5,350

##### **Professional - Legal Fees**

Higher legal costs have been incurred in connection with the land slippage in Rose Bank Gardens 2,128

##### **Depreciation**

This item is currently not included in the budget and forms part of the year end adjustments. 48,209

## MALVERN TOWN COUNCIL

### SUMMARY OF MAJOR VARIANCES - FINANCIAL YEAR 2025/26

*COSTS - Expenditure below budget and therefore causing a surplus is shown in brackets*

#### OPERATIONS

##### **Utilities**

A long standing billing issue in relation to water charges and associated drainage charges for the old pavilion at Victoria Park was settled during the year resulting in a large overspend against budget. 7,792  
Electricity Charges for bus shelters on Belle Vue Terrace and in Barnards Green have been lower than expected as a result of MPAN credits on this year's charges. (2,661)

##### **Business Rates**

Business rates at Great Malvern Cemetery have increased by 15% rather than the 7.5% forecast. 718  
Business rates for Victoria Park Car Park were omitted from the budget in error, with costs seen as an overspend against budget. 2,595

##### **Maintenance of Buildings - Cleaning**

Cleaning costs at the cemetery have been lower than anticipated as the council have been trying to recruit a new cleaner to replace the previous contractor who retired. (997)

##### **Communication Costs**

A number of ongoing issues with telephone charges have resulted in costs being higher than budgeted for during the 25/26 financial year. The charges and contract have been reviewed by officers and lower charges will be seen in 2026/27. 1,269

##### **Maintenance of Grounds**

With a budget of £33,485 there have been a number of underspends and overspends against this cost heading. (2,622)  
Expenditure on play area maintenance has seen only 30% of budget spent, but there were refurbishment works carried out at Victoria Park and Adam Lee with further works planned for the next financial year.  
Skip Hire and Rubbish Removal costs have been very low due to less being collected and the delay of removal of grave spoil and there has been limited works required on gas lamps with a release of accrued funds needed at year end.  
These underspends have been slightly offset by the purchase of a new dog walkers bench at Victoria Park, tree works, sports equipment requirements and works to repair clocks.

##### **Vehicle Running Costs**

Repairs have been necessary to the Ford Transit twice during the year and also to the Corvus Electric Vehicle. 4,587  
Operatives carry out maintenance as far as possible but on these occasions, a mechanic was required.

##### **Depreciation**

This item is currently not included in the budget and forms part of the year end adjustments. 77,862

#### DISCRETIONARY COSTS

##### **Grants Costs**

There has been an underspend against small grants awarded in 2025/26 due to the low number of applications received. (3,260)

The award to South Worcestershire CAB was increased by £1,000 after the 2025/26 budget was set resulting in an overspend. 1,000

##### **Depreciation**

This item is currently not included in the budget and forms part of the year end adjustments. (3,501)

#### ASSET REFURBISHMENT / RENEWAL

##### **Skatepark at Victoria Park**

This project has been delayed into the 2026/27 financial year due to the need to finalise the design and location of the new skatepark. (204,000)

##### **Children's Fitness Equipment at Victoria Park**

Council decided to install children's fitness equipment at Victoria Park to complement the adult equipment provided as part of the project to install the new building. This was not included in the original budget. 3,731

##### **Landscaping Works at Community Hub**

There has been an overspend against this project due to some additional works required including an extension of the patio and additional planting. 3,128

## MALVERN TOWN COUNCIL

### SUMMARY OF MAJOR VARIANCES - FINANCIAL YEAR 2025/26

*COSTS - Expenditure below budget and therefore causing a surplus is shown in brackets*

#### **New Lighting Project in Victoria Park**

This project was agreed as an overspend in the 2024/25 financial year but due to delays in laying the electric supply, work was not actually finished until 2025/26. 1,925

#### **Adam Lee Car Park and Fencing**

This project was completed in late summer 2025, which was behind the original schedule due to the delays in completing the pump track. 5,900

#### **Refurbishment of Ground Floor of Cemetery Lodge and Toilets**

This project has been delayed due to contractor availability and an earmarked reserve has been created to carry forward funding into the next financial year. (6,000)

#### **Works to investigate land slippage in Rose Bank Gardens**

Tender works in Rose Bank Gardens did not have a specific budget allocation, but all works have been agreed by Full Council. 7,150

#### **John Deere Tractor**

Although included in the budget for 2025/26, the cost of the new Kubota tractor was capitalised as part of the Year End Accounting Process. (22,000)

#### **Contingency Fund**

No funds have been taken from the contingency fund during 2025/26. (20,000)

#### **Loan Repayments**

The budget accounts for loan repayment amounts in full, but year end accounts allocate payments in relation to interest to the income and expenditure account and capital payments to the balance sheet. (6,352)

#### **Earmarked Reserves**

There has been £26,000 of additions to Earmarked Reserves at Year End, not included in the original budget. These were agreed by Full Council in April 2026. 26,000

A transfer of reserves was required to allocate funding to the Victoria Park Play Area Refurbishment project due to be completed Summer 2026. 150,000

The delay in the Skatepark Project at Victoria Park is the largest contributing factor to a lower than anticipated release of funds from Earmarked Reserves (204,000)

<b>Budget 2025/26</b>	<b>(232)</b>
<b>Year End Surplus</b>	<b>(42,325)</b>
<b>Variance against Budget</b>	<b>(42,093)</b>

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 17 June 2026 at 6.00pm  
in the Park View Meeting Room, Community Hub, Victoria Park Road,  
Malvern Link**

**ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26**

**1. Purpose of Report**

- 1.1. The purpose of this report is to present to Full Council the Statutory Annual Governance and Accountability Return Form 3 (AGAR) for 2025/26, as attached.

**2. Recommendation**

- 2.1. Council is recommended to consider and approve Section 1 of the AGAR – Annual Governance Statement 2025/26 and ensure it is signed and dated by the Chair and Town Clerk.
- 2.2. Council is recommended to consider and approve Section 2 of the AGAR – Accounting Statements 2025/26, approve the Accounting Statements by resolution and ensure they are signed and dated by the Chair.
- 2.3. Council is recommended to note the Annual Internal Audit Report 2025/26 as page 3 of the AGAR.
- 2.4. Council should agree that the fully completed AGAR for 2025/26 will be submitted with the appropriate supporting information to the external auditor no later than Wednesday 1 July 2026. Sections 1 and 2 of the AGAR along with the Notice of the period for the exercise of public rights and a declaration that the accounts are as yet unaudited must also be published on the Town Council website before Monday 29 June 2026.

**3. Background**

- 3.1. Malvern Town Council has gross income or gross expenditure over £200,000 but less than £12 million per annum and is therefore subject to an Intermediate Level Review by the External Auditor. PKF Littlejohn LLP has been appointed by Public Sector Audit Appointments Limited as the Town Council's Auditors under the Local Audit and Accountability Act 2014 to carry out the external audit review.
- 3.2. Malvern Town Council is required to prepare Accounting Statements for the year ended 31 March 2026 in the form required by proper practices and a meeting of the Full Authority must be held to consider, approve and sign the Annual Governance Statement and the Accounting Statements in order (sections 1 and 2 of the Annual Return).
- 3.3. The Town Clerk has agreed with PKF Littlejohn LLP that the AGAR and list of required intermediate level review documents will be submitted no later than Wednesday 1 July 2026.
- 3.4. Arrangements are also in place for the exercise of public rights and accounts inspection period and the Town Clerk will make the appropriate arrangements to ensure that this takes place in the period 29 June until 7 August 2026.

3.5. The publication date for final audited accounts which must be published on the Town Council website is Wednesday 30 September 2026.

**4. Key Financial Implications**

4.1. As per Section 2 of the AGAR, Accounting Statements 2025/26.

**5. Legal Implications**

5.1. The Accounts and Audit Regulations state that all smaller authorities, where either the higher of gross income or gross expenditure exceeded £200,000 but did not exceed £12 million per annum, are subject to a Smaller Authorities Limited Assurance Review by the External Auditor and must submit an Annual Governance and Accountability Return – Part 3.

5.2. As a smaller authority, the Town Council is required by law to:

- a) Carry out a review of the effectiveness of the Council's system of internal control and prepare the Annual Governance Statement, Section 1 of the AGAR. The Annual Governance Statement should be approved by resolution and signed in advance of approving the accounting statements.
- b) Prepare Accounting Statements for the year ended 31 March 2026 in the form required by proper practices. In the case of Malvern Town Council, this is the AGAR, Section 2.
- c) At a meeting of Full Council, to sign and approve the AGAR Section 2. At the meeting where these are approved, the Council must in the following order:
  - Consider the Accounting Statements
  - Approve the Accounting Statements by Resolution
  - Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which the approval is given
- d) Consider the Internal Audit work that has been done during the year and ensure the Internal Auditor completes page 3 of the AGAR. This has been done under Agenda Item 10 at this meeting.
- e) Publish on a public website the approved sections of the AGAR and the completed notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return along with its accompanying notes.
- f) Make arrangements for the exercise of public rights and publish the Notice of Public Rights and Publication of unaudited Annual Governance and Accountability return and sections one and two of the Annual Return the day before the statutory 30-day period for the public to inspect the accounts begins. The chosen period for the Exercise of Public Rights will be Monday 29 June until Friday 7 August 2026 providing that the AGAR has been approved by Council before this period.
- g) Submit the approved and signed AGAR along with the list of items required for an intermediate level review to the External Auditor no later than Wednesday 1 July 2026.
- h) Publish or display the certified Annual Return by 30 September 2026 including the signed external auditor report.

# Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2026
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection ( this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2026</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2025/26

Malvern Town Council

<https://www.malverntowncouncil.org/>

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
	A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

20/01/2026

04/03/2026

Duncan Edwards (DKE Audit Services)

Signature of person who carried out the internal audit



Date

13/05/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

MALVERN TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

17/05/2026

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC ADDRESS <https://www.malverntowncouncil.org/> ADDRESS

## Section 2 – Accounting Statements 2025/26 for

### MALVERN TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.</i>
1. Balances brought forward	454,878	492,549	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	828,500	867,850	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	456,679	325,942	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	534,139	600,478	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	19,422	22,476	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	693,947	486,998	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	492,549	576,389	<i>Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	546,081	636,032	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	3,033,455	3,122,410	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	306,946	300,594	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>For Local Councils Only</b>	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**



Date 15/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

17/06/2026

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

MALVERN TOWN COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2025/26

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

**to be held on Wednesday 17 June 2026 at 6.00pm**

**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 which took place on Wednesday 27 May 2026, as listed below.

**MINUTE 6 - CHARITY FUNDRAISING AT THE CHRISTMAS LIGHT SWITCH-ON EVENT**

The Committee **RECOMMENDED** that four smaller Malvern based charities should be recipients of the monies raised at the Christmas Light Switch-on on Saturday 21 November 2026 following selection by Councillor short listing and a public poll.

**MINUTE 8 - SECTION 106 FUNDING**

Committee **RECOMMENDED** the following actions to be taken with regards to Section 106 contributions that are available for public open spaces owned by the Town Council as follows:

- a) The funding of £23,869.19 for Lower Howsell Road would be used for replacement play equipment to include:
  - 1 x 4 seat seesaw (one side with back support)
  - 1 bay nest swing (accessible)
  - 1 x 2 bay swing & with two flat swings
  - 1 cradle swing and one accessible seat
- b) Adam Lee
  - i) To earmark approximately £20k of monies to tarmac the car park, which in turn will improve the play facility and its accessibility
  - ii) To gain further information from the community via public consultation for the use of any remaining funds

**3. Background**

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

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

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

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

**4. Financial Implications**

4.1. Please see individual committee reports.

**5. Legal Implications**

5.1. Please see individual committee reports for specific details.

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

End

Linda Blake  
Town Clerk

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

**to be held on Wednesday 17 June 2026 at 6.00pm**

**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 Wednesday 10 June 2026 and listed below.

**MINUTE 7 - SOCIAL MEDIA POLICY FOR COUNCILLORS**

It was **RECOMMENDED** that Town Councillors should have a second and different profile or page for Social Media platforms if they choose to comment or post in their role as a Town Councillor.

It was **RECOMMENDED** that Social Media Guidance Notes for Councillors should be drafted by Officers to be presented to the next Policy and Resources meeting and that this should include items from the sample documents as follows:

- Do's and Don'ts/Stop and Think
- Legal Framework
  - Copyright
  - Data Protection
  - Legal Framework
- Definitions
  - What is Social Media?
  - Why use Social Media as a Councillor?

It was further **RECOMMENDED** that the current Social Media policy would then be reviewed to see if additions for Councillor specific matters should be added or if a separate policy is needed.

**MINUTE 8 - QUARTERLY ACCOUNTS - FOURTH AND FINAL QUARTER 2025/26**

The Town Clerk answered several queries on the accounts, and it was **RECOMMENDED** that Full Council approve the quarterly accounts for the quarter ending 31 March 2026.

**MINUTE 10 - REVIEW OF ELECTRONIC PAYMENTS POLICY**

It was **RECOMMENDED** that this policy should be adopted subject to the addition of the following point:

- When supplier or customer bank details change, any changes should be received in writing by post or email with these being confirmed by Officers via telephone.

**3. Background**

- 3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.
- 3.2. Full Council is therefore asked to consider the recommendation(s) listed in 2.1 above and to approve, amend or refer back to committee as appropriate.
- 3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.
- 3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chairman of Committee before the Council meeting.

**4. Financial Implications**

- 4.1. Please see individual committee reports.

**5. Legal Implications**

- 5.1. Please see individual committee reports for specific details.
- 5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End  
Linda Blake  
Town Clerk

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

**to be held on Wednesday 17 June 2026 at 6.00pm**

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

**PUBLIC HEALTH GRANT**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Full Council agrees to be the recipient of a Public Health Grant of £60,000 for the project entitled Sherrards Green Community Hub and Wellbeing Initiative.

**3. Background**

3.1. Following discussions with Lisa McNally, Worcestershire County Council's Director of Public Health, funding of £60,000 available for a twelve-month project entitled Sherrards Green Community Hub and Wellbeing Initiative has been offered to the Town Council.

3.2. The final project plan must be sustainable beyond the period of Public Health funding, and the grant is designed to pump prime the development of a Community Hub rather than creating ongoing dependency on grant funding.

3.3. The previous Mayor, Cllr Birks and Town Clerk have had several meetings with Caroline Kingston from Worcestershire County Council, and it has been explained that this Public Health funding is slightly different in nature to the more traditional grant funding. Whilst some monies can be specifically allocated, such as that towards the development of Dukes Meadow Pavilion, the remaining funds are to be kept "loosely allocated" with the exact details to be decided by a Community Partnership Steering Group so they go where they are most needed.

3.4. At the Council meeting held in April, a working group was set up to develop a project plan including full resource implications. This group has now met and consisted of The Town Clerk and Councillors Birks, Newbigging, Mead and Whittaker.

3.5. The project plan created is attached to this report.

**4. Financial Implications**

4.1 The grant award proposal is £60,000.

**5. Legal Implications**

5.1 In administering the grant Council will need to have due regard to its Standing Orders and Financial Regulations.

End  
Linda Blake  
Town Clerk

## OUTLINE PLAN FOR PUBLIC HEALTH GRANT

### SHERRARDS GREEN COMMUNITY HUB AND WELLBEING INITIATIVES

#### Project Description and Outcomes

This grant will enable the Town Council, working with local partners and key stakeholders, to develop a Community Hub in Sherrards Green and will support food, fitness and creative health activities, build the local volunteer capacity and ensure continued and growing partnership working, addressing food poverty, social isolation and health inequalities through a sustainable, place-based approach.

In Malvern, the Primary Care Networks have identified multiple priority neighbourhoods including Sherrards Green and the surrounding Poolbrook Road and Orford Way areas, where there are significant unmet needs and limited access to community infrastructure. The benefits of this grant are to be directed to the Sherrards Green area of Malvern, but funding can also be utilised in other areas providing that residents of Sherrards Green can benefit from any projects or initiatives.

At present, Sherrards Green has very limited physical community assets, with the church hall being the only available space for engagement. The Town Council owns Dukes Meadow Pavilion located on a large green space off Pickersleigh Road, and this asset could be developed it into a focal community hub for the benefit of the local community.

#### Grant Delivery and Expenditure

The planned outcomes of this Public Health grant differ in their nature from the more traditional grant funding rules, where every item of expenditure is planned, detailed and approved before funding is given. Within the £60,000 of funding, several projects and amounts listed below are fixed, but other funds remain unspecific and unallocated to be used as a development fund. This development fund is to be designed and shaped by the community themselves for place based and asset-based projects that will provide sustainable benefits to address unmet needs. The outline below gives a very general purpose and direction for these unspecific funds, but their exact nature and amounts are to be agreed as part of the development and progress of this project.

#### Funding Breakdown

**Grant funding of £60,000 is available and the planned bid breakdown is as follows:**

- 1) **£20,000** for the renovation and development of Dukes Meadow Pavilion as a community hub within the Sherrards Green Area.
- 2) **£10,000** for development of the external areas of Dukes Meadow Playing Fields, this to include possibilities such as fitness equipment, table tennis table, community gardening areas.

- 3) **£4,000** for the introduction of a junior park run at Victoria Park
- 4) **£1,000** for a listening event to engage with residents over possible plans and initiatives.
- 5) **£25,000** as a development fund for initiatives such as a community food group, creative health activities, building local volunteering capacities and developing the skills of young people.

It should be noted that this represents a split of £35,000 of specific and designated expenditure and £25,000 as a development fund where community partners and residents will be able to identify, agree and develop initiatives to ensure that they are responsive to local needs.

The Town Council will work with community partners and residents throughout the Sherrards Green place-based partnership as a steering group to co-produce place-based wellbeing initiatives and to build and strengthen wider community engagement. The development fund initiatives will be identified and agreed through the partnership to ensure that they are responsive to local needs.

It is suggested that three members of the Community Engagement Committee should be a part of the partnership meetings and offer a light touch overview as well as reporting back to Committee / Council on any progress.

Council could agree delegations of an amount for individual funding amounts of up to £500 per initiative that could be agreed by the Sherrards Green place-based partnership group with any larger amounts being referred back to the Town Clerk.

### **Sustainability**

The proposal should be sustainable beyond the period of one-year public health funding.

Community Hub – Malvern Town Council already own the pavilion in Dukes Meadow and are responsible for its ongoing maintenance. The funding would help to give the building a much-needed refurbishment as well as to make it more suitable for community use. The Council will then continue to maintain this as a long-term community asset with more activities running from the site and being delivered by a mix of volunteers, partners and existing community organisations.

Park Run – Junior parkrun is designed to be sustainable as is demonstrated by the numerous events throughout the UK. A volunteer base within this well-developed organisation means that once the initial funding, landowner permission and a core of committed volunteers has been established, this event is self-sustaining.

Development Fund – Initiatives from this funding will need to have sustainability as a major element in the criteria. For example, paying to train someone as a run leader who will then lead run groups or coach to 5k programmes as a volunteer is sustainable, but paying for exercise classes to be hosted is not sustainable as when the funding runs out, these will stop, unless more funding can be raised.

Seeking other grant funding sources could also be a major part of making this project sustainable.

### **Resources**

Whilst the Town Council have some staffing resources that can be used for some elements of this project such as creating a specification for the refurbishment of Victoria Park Pavilion and overseeing the work (Operations Manager) setting up the Park Run (Health and Wellbeing Officer, Worcestershire CALC) and running a listening event (MTC Events Staff and CDO) there will be a need to recruit volunteers, councillor time and utilise resources from other community organisations.

### **Outcomes**

The planned outcomes of this project are

- Reducing social isolation
- Improving access to nutritious food
- Creating safe, welcoming spaces for community connection
- Strengthen social cohesion
- Improve mental wellbeing
- Contribute to reducing health inequalities

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

**to be held on Wednesday 17 June 2026 at 6.00pm**

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

**EMERGENCY DECISION MAKING GROUP**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Council are asked to consider and agree the makeup of the Emergency Decision Making Group for the 2026/27 Council Year.

**3. Background**

3.1. Historically the Emergency Decision Making Group (EDMG) has been made up of:

- (i) Mayor
- (ii) Deputy Mayor
- (iii) Chair of Policy and Resources Committee
- (iv) Vice-chair of Policy and Resources Committee
- (v) Chair of Operations and Planning Committee
- (vi) Vice-chair of Operations and Planning Committee

3.2. The EDMG is called upon if an urgent and time sensitive decision needs to be made and cannot be considered within the normal meeting timetable. This group 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.

3.3. The membership of the EDMG is usually agreed at Annual Council each year. At Annual Council held on 13 May 2026, a point was raised as to whether the makeup of this group should be changed given the increase in the number of Council Committees. It was also noted that any changes should consider and allow for a democratic selection of members.

3.4. It is suggested that membership should ideally be between five and six members.

**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.

End  
Linda Blake  
Town Clerk

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

**to be held on Wednesday 17 June 2026 at 6.00pm**

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

**RENT CONCESSION AT VICTORIA PARK**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Council are asked to consider the request from the tenant of the Café at Victoria Park for a rent reduction in June in view of the reduced business caused by the closure of the play area for refurbishment.

**3. Background**

3.1. The Play Area in Victoria Park is currently being refurbished and extended at a cost of £200,000. This is a major works project and most of the play area, except the Toddlers section, zipwire and set of swings has been closed since Monday 18 May 2026.

3.2. The owner of Bilberry Café has written to the Town Clerk to ask for a rent reduction of £462.97 plus VAT or two thirds of the monthly rent for June. The reason stated is that the closure of the play area has had a significant impact on the business and costs are being incurred to stay open despite reduced visitor numbers and trading opportunities.

3.3. When asked by Officers, the tenant has estimated that daily income has dropped to as little as £90 when the average is £250-£300.

3.4. The new play area equipment is due to be officially opened on Saturday 11 July 2026, in time for the school holidays.

**4. Financial Implications**

4.1 Any rent reduction would be a loss of income to the Town Council and therefore increase the net costs of the budget.

**5. Legal Implications**

5.1 A ten-year lease for the café has been agreed between Malvern Town Council and Eat and Sip Café Ltd (Bilberry Café).

End  
Linda Blake  
Town Clerk

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

**to be held on Wednesday 17 June 2026 at 6.00pm**

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

**MAYOR'S CADET SCHEME**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Council are asked to consider the implementation of a Mayor's Cadet Scheme as a pilot for 2026/27 with a review after 12 months ahead of a possible permanent scheme.

**3. Background**

3.1. Malvern Town Council have been approached by Alex Malm, Lieutenant, Malvern Sea Cadets, who has proposed a Mayor's Cadet Scheme which would run annually and incorporate all the forces, Malvern Sea Cadets, Army Cadets and Air Force Cadets.

3.2. Three cadets would be chosen from each of the forces, Malvern Sea Cadets, Army Cadets and Air Force Cadets, based on merit, service, and leadership and other criteria to be agreed and these cadets would hold the title of "Mayors Cadets" for a twelve-month period.

3.3. Each of the cadets selected would attend either the Mayor's Civic Service or other similar ceremonial service to confirm their appointment, upon which they would be presented with a Mayor's Cadet Scheme appointment badge of office and a certificate.

3.4. The main role of these Cadets would be to support the Mayor at certain events/activities, and they would be required to wear full cadet uniform along with their Cadet Scheme Badge.

3.5. To ensure fairness the three chosen cadets would rotate as the Mayor's Cadets, depending on the activity/event at that given event, and when more than one cadet is required, all would be invited to support as the Mayor's Cadets for that event.

3.6. The initiative would give local recognition, providing pride, morale and public awareness within the community.

3.7. The cadets would assist/support the Mayor at a number of events. These are yet to be confirmed and may change annually. Discussions will take place with the Armed Forces Cadet groups to select appropriate events, however initial events discussed are Remembrance, Armed Forces Day events, Parades and Community events.

**4. Financial Implications**

4.1 The badges and certificates would be financed through the Mayor's Allowance, at an approximate cost of £50.

**5. Legal Implications**

5.1 The Cadet Groups form part of national organisations who have appropriate insurance, policies, risk assessments and welfare schemes. The Town Council will ensure all planned events comply with these policies.

End  
Linda Blake  
Town Clerk



**RESOLUTION MOVED ON NOTICE  
A Meeting of Malvern Town Council  
to be held on Wednesday 17 June 2026 at 6.00pm  
in the Park View Meeting Room, Community Hub, Victoria Park Road,  
Malvern Link, WR14 2JY**

**NOTICE OF MOTION – REPORTED CLOSURE OF MALVERN ST JAMES SCHOOL**

**Proposed Resolution**

Malvern Town Council resolves to identify and take whatever steps it may consider appropriate to support any local initiatives to secure the future of Malvern St. James as a viable educational establishment and ensure its buildings and grounds are not relinquished. With this in mind, the Council further resolves to nominate three of its members to engage on its behalf with others as appropriate and to report back on any proposals for consideration which might be put forward.

**Background**

Many residents of Malvern and others elsewhere are very concerned to learn about the proposed closure of Malvern St. James and hope that arrangements can be put in place to keep the school.

The school has played an important role in providing widely known high quality boarding and day school education, as well as in the life of Malvern generally — and there is a significant history and heritage associated with it. Its closure would be a major loss to educational provision, and to the town itself in many other ways. Alarm has been expressed that it would appear that some quantities of silver have been removed from the school in the last few weeks and we should seek assurances that these and other important and valuable assets are not stripped from the buildings: they play a significant part in the school's history and the town's heritage, and should be kept here.

It is particularly pleasing to learn that initiatives are being taken by MHDC to keep the school, and it is hoped that the Town Council would be able to lend whatever support to those initiatives, and others, which may be considered appropriate and feasible.

**Financial and Resource Implications**

There are no financial, staffing or other resource implications anticipated.

Proposed – Cllr Clive Hooper

Seconded – Cllr Josie Leibrandt



**RESOLUTION MOVED ON NOTICE  
A Meeting of Malvern Town Council  
to be held on Wednesday 17 June 2026 at 6.00pm  
in the Park View Meeting Room, Community Hub, Victoria Park Road,  
Malvern Link, WR14 2JY**

**NOTICE OF MOTION – INTRODUCTION OF ETHICAL IMPLICATIONS REPORTING  
ON COUNCIL DECISION-MAKING**

**Proposed Resolution**

Council resolves that all reports, proposals, procurement decisions, partnership agreements, sponsorship arrangements, planning applications, and other matters brought before Full Council, Committees, and Sub-Committees shall include a dedicated section entitled "Ethical Implications", alongside the existing sections for Financial Implications and Legal Implications.

Council further resolves that the Policy and Resources Committee develop a draft Ethical Decision-Making Framework for consideration and approval by Full Council. The framework should provide guidance on the identification and assessment of ethical, community, and reputational considerations to support transparent and consistent decision-making.

**Background**

The Council currently considers the financial and legal implications of its decisions but has no formal requirement to consider ethical implications.

The absence of a formal ethical assessment process may expose the Council to reputational risk and undermine public confidence in decision-making. Whilst councillors are expected to exercise individual judgement, there is currently no structured mechanism to ensure ethical considerations are explicitly identified and evaluated as part of the decision-making process.

The need for such a process was highlighted following discussions arising from a decision taken by the Operations and Planning Committee in April 2026 concerning a proposed externally sponsored project within the municipal cemetery. The proposed sponsor was a company involved in the manufacture of weapons systems and military technologies.

Following the committee's decision, wider discussion took place regarding the ethical implications of associating a company connected with the arms industry with a public space dedicated to remembrance, reflection, and mourning. The discussion highlighted questions that extended beyond financial cost, legal compliance, or planning considerations, including

the appropriateness of the sponsorship in light of the nature of the location and the potential impact on public perception.

Regardless of individual viewpoints, these discussions highlighted a gap within the Council's current decision-making framework. While financial costs and legal considerations are routinely assessed, there is currently no formal mechanism for identifying and considering ethical implications before decisions are taken.

The introduction of an Ethical Implications section, supported by an agreed Council framework, would:

- Promote transparency, accountability, and good governance.
- Ensure ethical and reputational considerations are identified and discussed before decisions are made.
- Provide councillors with fuller information when evaluating partnerships, sponsorships, procurement opportunities, planning proposals, and other Council business.
- Improve public confidence in the Council's decision-making processes.
- Encourage consideration of whether proposals align with community values and the Council's wider responsibilities to residents.
- Assist the Council in identifying potential reputational risks at an early stage.

The purpose of this motion is not to predetermine future decisions or prohibit engagement with lawful organisations. Rather, it is to ensure that councillors and members of the public are fully informed of the ethical implications of proposals before decisions are taken, allowing decisions to be made on the basis of complete and balanced information.

Proposed – Cllr Josephine Leibrandt

Seconded – Cllr Emma Green