



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

**For meeting to be held on Wednesday 10 June 2026 at 6 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



4 June 2026

townclerk@malvern-tc.org.uk
Tel: 01684 566667

MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Policy and Resources Committee (Quorum 4):

Councillors Clive Fletcher, Clive Hooper, Mel Jones, Josie Leibrandt, Lou Lowton, Ronan McLaverty-Head, Karen Newbigging, Nathan Wanklin and Deb Ward

All other Members of the Town Council for information only.

You are hereby invited to attend a meeting of the Policy and Resources Committee to be held in the Park View Community Room, Victoria Park Road, Malvern Link on Wednesday 10 June 2026, commencing at 6.00pm 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.	Election of Chair To elect a Chair of the Policy and Resources Committee for 2026/27
2.	Election of Vice-chair To elect a Vice-chair of Policy and Resources Committee for 2026/27
3.	Apologies for Absence To receive and note apologies for absence
4.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests
5.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Policy and Resources Committee meeting: <ul style="list-style-type: none">➤ Wednesday 6 May 2026 (previously circulated)
Public Participation <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>	
6.	Grants Sub-Committee <ul style="list-style-type: none">➤ To agree membership
7.	Social Media Policy for Councillors <ul style="list-style-type: none">➤ Report PR01/26 to follow

8.	Quarterly Accounts – Fourth and Final Quarter 2025/26 ➤ Report 02/26 to follow
9.	Online Banking Payment Schedules – April to December 2025 ➤ Report 03/26 to follow
10.	Review of Electronic Payments Policy ➤ Report 04/26 to follow
11.	Date and Time of Next Meeting ➤ Wednesday 23 September 2026 at 6pm

**MINUTES OF A MEETING OF
THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**held in the Community Hub Meeting Room, Victoria Park
on Wednesday 6 May 2026 at 6pm**

Councillors

I Dawson (Chair)
C Fletcher
K Newbigging
Sean Austin
D Ward
H Clements
C Hooper
M Jones (6.07pm)

Absent

R McLaverty-Head (apologies)
L Lowton

Also in attendance

Linda Blake - Town Clerk
Julia Winkworth – Minute Clerk
Amy Bromage – Communications and
Events Officer
Cllr D Watkins
Cllr D Mead (6.07pm)
Mr and Mrs Phelps representing
Malvern Museum of Fashion

48. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Cllr Ronan McLaverty-Head. Cllr McLaverty-Head had substituted Cllr Austin.

49. DECLARATIONS OF INTEREST

None.

50. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings, and these were signed by the Chair:

- Policy and Resources Committee meeting Wednesday 25 March 2026.

PUBLIC PARTICIPATION

None.

51. LARGE GRANTS SCHEME 25/26, ADDITIONAL ITEM OMITTED FROM 2ND ROUND – MUSEUM OF FASHION MALVERN CIC

Report PR01/25 was received and accepted.

Mrs Wendy Phelps was in attendance to answer questions following receipt of the large grants application from Museum of Fashion Malvern CIC.

Following questions from a few Councillors, it was **AGREED** that a grant award of £704.69 would be made to utilise the remaining funds from the 2025/26 budget. This award would cover the following

Really Useful Boxes	£544.50
Acid Free Tissue Paper	<u>£160.19</u>
	<u>£704.69</u>

It was further **AGREED** that the Museum of Fashion Malvern would be encouraged to reapply for the remaining elements of their grant bid when the next grant window opens in August 2026.

Cllrs Mel Jones and David Mead arrived at 6.07pm.

52. SOCIAL MEDIA POLICY

Report PR02/25 was received and accepted.

Following a brief discussion and Councillor questions, it was **RECOMMENDED** that the draft Social Media Policy as updated by the Council's Communications Officer should be forwarded to Full Council.

Amy Bromage, Communications and Events Officer left the meeting at 6.12pm.

53. REVIEW OF INFORMATION TECHNOLOGY USERS' POLICY

Report PR03/25 was received and accepted.

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

54. REVIEW OF VEXATIOUS BEHAVIOUR AND COMPLAINTS POLICY

Report PR04/25 was received and accepted.

It was **RECOMMENDED** that the Council's Vexatious Behaviour and Complaints Policy be adopted in its current format.

55. COUNCILLOR INDUCTION/TRAINING POLICY

Report PR05/25 was received and accepted.

The Town Clerk gave a brief update on what the Town Council's current process involved when a new Councillor was elected on to the Town Council and suggested that the Council may wish to consider implementing a formal policy to cover this area.

Worcestershire CALC had been approached for a template policy and are looking at preparing one ahead of May 2027 elections.

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

56. REVIEW OF FLAG FLYING POLICY

Report PR06/25 was received and accepted.

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



Cllr Clive Hooper left the meeting during this agenda item at 6.55pm.

57. ONLINE BANKING PAYMENT SCHEDULES – APRIL TO DECEMBER 2025

Report PR07/25 was received and accepted.

Due to the Vice-Chair not being present to report on any issues arising from the reporting back of the Online Banking Payment Schedules for April to December 2025 at the meeting, it was **AGREED** to defer this item again.

The Town Clerk felt that the 'reporting' element of the process for Online Banking Payment Schedules was not working effectively and committee discussed the practicalities and reporting requirements of the new procedure.

Committee **AGREED** the Chair and Vice-Chair should continue to sample check the payments schedules but that only errors or omissions raised should be reported back, not the schedules in full.

58. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting would be Wednesday 10 June 2026 at 6pm.

The meeting finished at 7.18pm.

.....(Chair)

DRAFT

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 10 June 2026 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

SOCIAL MEDIA POLICY FOR COUNCILLORS

1. Purpose of report

- 1.1. For discussion and recommendation to Full Council.

2. Recommendation

Committee are asked to consider the format of a Social Media Policy for Councillors and to make any recommendations to Full Council for a policy document to be adopted.

3. Background

- 3.1. Historically the Town Council have had a single Social Media policy covering the practicalities of using social media by employees and use of social media by councillors has been governed by the Code of Conduct.

- 3.2. At the Extraordinary Council meeting held on 12 May 2026, it was Resolved that the Town Council would introduce a Social Media Policy for all members. This followed a recommendation from a Standards Sub-Committee of the Malvern Hills District Council Audit and Standards Committee held on 7 May 2026, which had considered a code of conduct complaint.

- 3.3. Officers contacted the Monitoring Officer at Malvern Hills District Council to ask if they held a Social Media Policy for members and a document that can be used as guidance has been provided and attached at Appendix A.

- 3.4. Further research has identified two further sources of information that could be used to draft Malvern Town Council's policy.

- i) Social Media Advice for Councillors from Breakthrough Communications (Appendix B)
- ii) Overview of Social Media for Councillors from the Local Government Association (Appendix C)

- 3.5. Committee members are asked to review the sample policies and information alongside any specific needs or requirements for Malvern Town Council and to agree the format for this policy.

- 3.6. Committee may wish to consider a requirement for all Councillors to have separate Social Media accounts to be held in their role as a Councillor, should they hold such accounts. This maintains appropriate professional boundaries between personal accounts and the role of a Town Councillor, thus reducing any grey areas or confusion.

4 Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

- 5.1. In respect of Social Media, Councillors are governed by the Code of Conduct for members as well as other laws including GDPR, defamation, copyright etc.

End

Linda Blake
Town Clerk

WYCHAVON

Social Media Guidance

for members



2024

Purpose of this guidance

Councillors should be encouraged to use new technology, including social media, to help engage with their communities. This guidance is to provide you with greater clarity as to what is and is not acceptable usage of social media. It is intended to help you use social media in a way that avoids legal and reputational risk and complements the general rules under the Code of Conduct.

The Monitoring Officer and the Member Support team are happy to help you by providing additional advice and guidance as appropriate.

The Code of Conduct applies to all forms of member communication which includes the use of social media. If comments on social media refer to your official role in any way, or any comments made are clearly related to that official role, then it is likely that the Code will apply to those comments.

It is not a requirement for you to have a Facebook or X (formerly Twitter) account or to use other forms of social media to fulfil your job as a councillor. However, if you are using, or planning to use, social media in connection with your work as a councillor or are already using such media in your private capacity, these guidelines will be relevant.

What is social media?

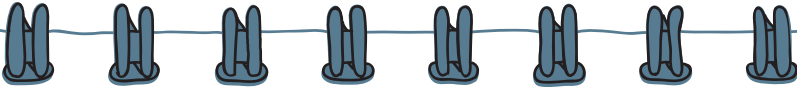
Social media is the term to describe online tools which allow people to interact with each other. This could, for example, be blogs, and postings on a wide range of social media platforms including (but not limited to) Facebook, X (formerly Twitter), LinkedIn, Snapchat, Instagram, etc.

On many social media sites users share information, give opinions, and may create interest groups or pages leading to longer exchanges. Ultimately people use these sites and tools to build online communities and networks which encourage participation and engagement.

Social media can be used:

- To support councillors in performing their community leadership role.
- To keep in touch with or obtain local views and opinions.
- For political campaigning.
- For campaigning on local issues.





Types of social media

- **Blogging and micro blogging – online journals – X (formerly Twitter)** is an example of micro blogging, where entries are limited to 280 characters.
- **Video and photo publishing** and sharing videos and photographs worldwide – YouTube is an example.
- **Online forums** – people with similar interests sharing information and opinions.
- **Social networking sites** – these facilitate connections between those who already know each other, often in a social context, but are increasingly used by businesses to promote their products or services – Facebook is an example.

Things to bear in mind

- Any communication is capable of being misinterpreted. While the use of social media should not be more susceptible to this than any other form of communication, something about the immediacy and widespread distribution of social media seems to magnify the problem.
- By the nature of social media, misinterpretation, or misrepresentation, particularly with regard to something that is perceived as being more controversial than it was expected to be, is likely to lead to rapid and wide dissemination of that apparently 'controversial' item.
- There are no special, additional legal or ethical burdens relating to the use of social media. The same rules apply here that govern the rest of your behaviour as a councillor – you just need to think about them in this new context – their immediacy and ease of dissemination.
- Although the best use of social media is conversational in tone, publishing to the internet is still publishing. What you've said online is recorded, instant and it is permanent. Even if you later delete it, most people now take a screenshot.
- Most pitfalls will be avoided if your online content is accurate, informative and thought through. Think of it as speaking in public. Think before you commit each word.



- Be especially careful when you 'like', re-tweet or forward something, because in doing so, it may be suggested that you are supportive, associate yourself with, or agree with what is being said.
- As a public figure, users of social media will see you as 'fair game' and may make controversial or abusive comments to or about you. Try not to respond to this type of content unless it is to correct an inaccuracy which you would not like to prevail.
- If you are receiving online abuse – also referred to as 'trolling', please speak to the Monitoring Officer who will be able to provide you with guidance.



- This doesn't mean that members cannot, in the appropriate context, communicate politically and you are given enhanced protection in terms of freedom of expression. This is expected of a councillor, but you should be careful not to say anything that you wouldn't be comfortable repeating or justifying, for example, at a public meeting or indeed seeing repeated on the front page of the local newspaper.

Legal issues

Defamation

Defamation is a civil wrong that includes **libel** – the written word, and **slander** – the spoken word. Regarding defamation and social media, a complainant would need to prove that comments actually caused damage to a Member's reputation. This may be very difficult to quantify, and generally, the Council is unable to commit resources to an action for defamation by an individual or group of members but would provide supporting evidence to those wishing to take such action.

The Communications Team monitor local social media channels but they cannot police every single comment that is made about the Council or councillors. The Communications

Team can directly remove postings on social media channels which the Council owns but not those on third party sites. Some sites are private or closed for which the team has no access to comment or report offending postings. Comments can be reported to some sites, for example to Facebook, if they are distasteful, illustrate use of drugs, guns or products of harm or if it is a comment based on race, gender, sexual orientation or disability. It is then in the hands of the social media channel to decide on the removal of the comment.

If you publish an untrue statement about a person which is damaging to their reputation, they may consider



it as defamatory and consider legal action. The same thing may happen if, for example, someone else publishes something defamatory on your social media or webpages; you know about it and don't take swift action to remove it. A successful legal claim could result in the award of damages and costs against you.

Copyright

Placing images or text on your site/channel from a copyrighted source (for example extracts from publications or photos), without obtaining permission, is likely to breach copyright laws. Don't publish anything you are unsure about, or make sure you obtain prior permission. Again, a successful claim for breach of copyright would be likely to lead to an award of damages and costs against you.

Data Protection

Do not publish the personal data of individuals unless you have their express permission to do so for that purpose. Personal information in an email or personal exchange cannot be presumed to imply any consent to pass it on to others. If you place personal information on a public forum, you should expect it to be published by others.

Bias and Predetermination

If you are involved in making any decisions, but particularly planning, licensing or other quasi-judicial decisions, do not say anything through social media (or indeed anywhere) that suggests you have made your mind up on an issue that is due to be formally decided.

Your likely view on a particular application (predisposition) may be well known, you need to be able to show that you attended the committee or hearing prepared to take on board and weigh all the evidence, and were genuinely persuadable to a different view, otherwise, the decision may be later challenged as invalid. If a person has suffered some sort of detriment as a result of such an invalid decision, they may have a claim against the council for damages.

Electoral periods

Be mindful that when you are using social media for campaigning during election periods you will need to provide a return of expenditure on any advertising or campaign literature, including web advertising and the design and website costs of downloadable material. You should never use Council resources (such as email) to promote a political party.

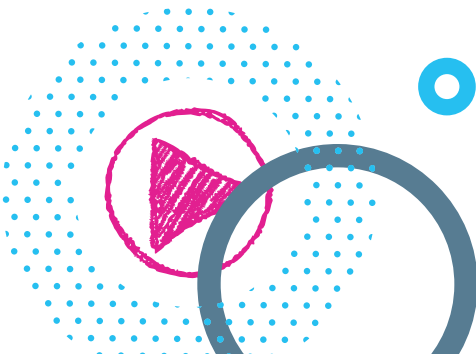
Social media and the Code of Conduct for Members generally

Aspects of the Code of Conduct for Members will apply to your online activity in the same way as they do to any other communication you may use. The key to whether your online activity is subject to the Code is whether you are, or appear to be, acting in your capacity as a councillor rather than as a private individual. If you have a Facebook or X (formerly Twitter) account which includes your role as a councillor, you should keep this separate from your personal accounts or you risk being subject to the Code of Conduct.

There is a perception amongst the public that you are constantly 'on duty' and that you are therefore presumed by others to be speaking as a councillor. This can happen where you have a social media account where you comment both as a councillor and as an individual. Although you may be clear in your mind that you are acting in a private capacity it may be less clear to others, particularly when you refer to information which you can only have accessed in your role as a councillor. This can also mean that your views can be taken as representing those of your organisation or party (rather than you personally) when this may not be the case.

The presumption can arise simply because you are commenting on council business, because you are known to be a councillor or use party political symbols or references in the text. To avoid this, and perhaps avoiding some of the potential problems related to the Code of Conduct, you should keep your online official account separate from those where you communicate in a personal capacity.

Another is to spell it out in the text (e.g. "speaking entirely personally..."). This is a decision for each member and some members may find the convenience of having one account outweighs the advantages of separate accounts. The Monitoring Officer can help you with more specific advice if needed.





Code of Conduct considerations relevant to social media

You must treat others with respect:

- Do not use social media to make personal attacks or indulge in rude, disrespectful, or offensive comments, whilst politicians have enhanced protection under freedom of expression this would not apply if you are acting unlawfully.
- Comply with equality laws and the public sector equality duty, so do not publish anything that might be seen as racist, sexist, ageist, homophobic or anti-faith or which may give the impression that you are treating anyone with a protected characteristic less favourably. This applies to jokes, cartoons and photographs for example.
- Do not say anything, particularly if it is part of a series of similar comments about a person or on a theme that might be construed as bullying or intimidation.

You must not conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct of members

– you should not publish anything that could reasonably be perceived as reflecting badly upon or lowering the reputation of your office as a councillor.

You must not disclose confidential information – you must not, in your use of social media, just as in any other circumstances, disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature.

Inadvertent leaks of the Council's confidential information are more likely to take place when a councillor is using social media, rather than, say, when they are carefully drafting a letter for publication in the local paper. This may be because of the more immediate, conversational, off-the cuff nature of much social media communication.

In short, you must be careful to apply exactly the same standards to your social media communications as you would to statements made in a more formal context.

Staying out of trouble

Some do's and don'ts

Do

- set appropriate privacy and security settings for your blog or networking site – especially if you have a private, non-political blog.
- keep an eye out for defamatory or obscene posts from others on your social media and remove them as soon as possible to avoid the perception that you condone such views.
- be aware that the higher your profile as an elected member, the more likely it is you will be seen as acting in your official capacity when you blog or network.
- consider keeping your personal and elected member profile on social networking sites separate and maintain appropriate professional boundaries.
- make political points – but be careful about being too specific or personal if referring to individuals. An attack on individuals may be seen as disrespectful or unlawful and not within the protection of freedom of expression, whereas general comments about another party or comments on policy are less likely to be viewed as disrespect on the basis that politicians are expected to have 'thicker skins'.
- ensure you use Council facilities appropriately; if you use a Council provided blog site or social networking area, any posts you make will be viewed as made in your official capacity.
- be aware that you will be seen as acting in your official capacity if you publish information that you could only have accessed by your being an elected member.

Don't

- blog in haste, particularly in circumstances where your judgement might be impaired, for example if you are tired, upset or have consumed alcohol.
- post comments that you would not be prepared to make on paper or face to face.
- request or accept a Council employee or contractor providing services to the Council as a "friend" on a social networking site as this suggests close personal association. For the avoidance of doubt, this does not apply to sites which are intended as a neutral, professional connections platform (such as LinkedIn).

- use social media in any way to attack, insult, abuse, defame or otherwise make negative, offensive, or discriminatory comments about the Council, its staff, service users, their family or friends, colleagues, other professionals, other organisations.
- publish confidential information that you may have learned or had access to as part of your role as an elected member. This includes personal information about service users, their families or friends or others e.g., contractors, Council staff as well as Council related information.
- represent your personal views, or those of any political party or interest group you belong to, as being those of the Council.
- browse, download, upload or distribute any material that could be considered inappropriate, offensive, defamatory, illegal, or discriminatory.
- make conspicuous or excessive use of social media technology during the course of a Council or committee meeting so that you give the impression to the public of not being respectful of the proceedings, not paying attention and listening to the debate and, more seriously, taking decisions that are not based on full engagement and understanding with the facts and arguments.

Further information

Read the
Local Government Association Social Media Dos and Don'ts
 guidance



Wychavon District Council
 Civic Centre, Queen Elizabeth Drive,
 Pershore, Worcestershire, WR10 1PT

www.wychavon.gov.uk



General social media advice for councillors

What is social media?

Social media is applications or websites that encourage and enable users to network. Such applications and websites allow users to easily generate, post and share content.

Put simply - there are a huge amount of social media platforms and there are more every day. Some might use the following:

- Facebook
- Twitter
- Instagram
- YouTube
- WhatsApp

Tip: Different platforms will allow you to speak to different ‘audiences’ or parts of your community. Instagram is popular with younger people. Twitter is popular with organisations. Think carefully about who you want or need to speak to.

Why use social media as a councillor?

Social media is a simple, quick and effective way of communicating. It’s also cheap and allows a user to reach whole communities at the click of a button.

More than that, social media is built for community engagement. Councils and councillors can have 2-way conversations rather than simply broadcasting information.

Tip: Some people aren’t on social media at all. Not everyone on social media will be on the platform that you are using. Remember both of these things when seeking feedback or opinions from your community.

New to social media as a councillor?

If you have never used social media as a councillor, start with small steps. Take advice, don't rush into things. Start off on one platform and master it before moving on to another.

Setting up a Facebook Page is a good place to start. It is easy to do and most people are familiar with it. Lots of people are still active Facebook users - despite it now being considered 'traditional' social media.

Once you have yourself set up, start with a simple 'Hello'. Try to post engaging content. Ask questions, take feedback and build a two-way conversation. Build a community by trying to grow the number of followers or subscribers you have.

Tip: Sharing content with local groups on social media is an easy way of growing the number of followers you have. But be careful not to share too much with groups and ensure the content is relevant to them.

How do I manage my social media security and safety?

It is really easy to share information about yourself. That is indeed the whole point of social media. So as a councillor you need to think carefully about what you put out there and how much of it.

Before you start posting it is worthwhile thinking about not only what is safe to post, but what you are comfortable with posting. As a general rule, don't share personal information, such as your personal phone number, date of birth, or home address.

Remember that you need to also consider the personal data of others around you. You might be comfortable living your life in the public glare, but you need to ask yourself: "Are my family, friends, neighbours and work colleagues?"

From a security point of view, think carefully before you post. Once something is on social media you lose nearly all control as to how it will be used.

As with emails you will need to watch out for phishing scams, cons and malicious software.

Finally, there are trolls who post content that is designed to upset, elicit a response or to further their own goals.

A troll is often someone who posts just to get an emotional reaction or to manipulate others' perceptions. The posts can be offensive, off-topic, inflammatory, purposefully inaccurate or insincere. Trolls often do this for their own amusement or in aid of goals such as disrupting the democratic process.

It is important 'not to feed the trolls'. Stay focused on what's important and try not to respond to content that is purposefully offensive, off-topic, inflammatory, inaccurate or insincere

Tip: Every social media platform has a slightly different set of privacy options and controls. Do your research and set them correctly BEFORE you start to post content and not after.

What are my responsibilities as a councillor on social media?

Golden Rule - If you are unsure about posting something, stop and ask for advice first before doing anything else.

Social media almost always operates in the public domain. Once something is published it is often out there for everyone to see. Social media content can:

- Go 'viral' - meaning it can be seen by a large number of people
- Be altered or changed without your consent
- Be taken out of context
- Shared around the world

Using social media as the elected (or co-opted) member of a council is very different from using it as someone who isn't a councillor. Councillors have additional responsibilities because of the position they are in.

Councillors are personally responsible for the social media content they create, publish and share. Being a councillor will not prevent someone else from pursuing legal action following the publication of an untrue statement. In such a situation you will likely be held personally liable.

Councillors should be mindful of the difference between fact and opinion. You also play a central role in preventing the spread of disinformation. Think twice before you press 'share' or 'retweet'!

On social media, councillors should also keep in mind their responsibility in relation to confidential information, copyright, data protection, the pre-election period and exempt reports.

Councillors are still subject to the Code of Conduct on social media. If you refer to your role as a councillor it is likely that you may be considered to be acting in an "official capacity".

When posting to social media you should remember:

- You are an elected representative of the council
- What you post can affect the reputation of the council
- The council is a corporate decision-making body. You cannot independently make decisions for the council over social media
- Some issues and communications are best left to the council's official social media accounts, which is usually managed by officers
- Having a single voice or message can be critical in some situations - for instance in the event of major flooding
- You don't have to respond or comment to everything on social media - sometimes it's best not to

Tip: Think before you press ‘publish’! There is a simple test. If you would be reluctant to say something face-to-face to a group of strangers in the street, then you probably shouldn’t say it on social media.

Do I need to manage my social media profiles and pages?

You should consider having a separate social media page or profile for council use. This will help to avoid confusion, both for yourself and others. On Facebook, this can be done by setting up a Facebook Page.

Please keep in mind that even information posted to a private social media account can quickly find its way into the public domain. Regardless of the social media platform used, it can be useful to indicate the purpose of your profile or page. This will help to make clear that it is a public page or profile you are using in your capacity as a councillor.

It is your responsibility to manage whatever you set up on social media. It is likely over time that others will contribute and comment. There are some basic things you should consider, such as how you will handle abusive language or harassment.

Social media platforms provide administrators with lots of tools and settings to help with management and moderation. Make sure you know how they work and use them appropriately. This will save you time and stop problems from happening.

Civility and respect social media guide for councillors

When councillors use social media, the Code of Conduct may apply. Under the Localism Act 2011, the Code of Conduct will only likely apply when acting in the role of councillor and is unlikely to affect councillors using social media in a private capacity.

Councillors who wish to use social media in their capacity as a councillor should consider having separate social media accounts. This will help to avoid confusion, both for yourself and others. For example, on Facebook, this can be done by setting up a public Facebook Page where you use the ‘Councillor’ label before your name.

Regardless of the platform councillors use, it can be useful to indicate what the purpose of your profile or page is. This will help to make clear that it is a public page or profile you are using in your capacity as a councillor.

It is the responsibility of councillors to manage their social media. Councillors should consider, for example, how you will handle the moderation of comments and messages.

The Council suggests that councillors consider the following guidance when using social media in their councillor role:

- Be as open, inclusive and professional as possible when using social media.
- Get and give support. Where you feel able, provide support to fellow councillors online, and reach out to colleagues and your council for support where needed.
- If you are unsure about posting something, stop and ask for advice from an appropriate source first, before doing anything else.
- Bear in mind that what you post can affect the reputation of the council
- The council is a corporate decision-making body. Councillors cannot independently make decisions for the council over social media.
- You should make clear you are expressing personal views and opinions, and not speaking on behalf of the council unless authorised by the council to do so.
- For some issues and communications, responses may need to come from the council's official social media, rather than individual councillors responding.
- Councillors should be mindful of the difference between fact and opinion.
- Elected members play a central role in preventing the spread of disinformation.
- Don't leave your social media to take care of itself. Social media doesn't stop - it keeps going all day every day.
- Don't dismiss or ignore advice and guidance, particularly legal advice.
- Don't assume that a disclaimer or excuses will prevent someone from taking legal action against you.

- Make sure that your social media accounts are safe and protected with strong passwords and multiple-factor authentication where possible.
- Understand privacy settings. There is a range of settings to help you manage who can see or comment on your posts.
- Consider personal mental health and well-being. Taking a break from social media from time to time can be beneficial.

Suggested social media rules of engagement for individual councillors

Clear rules of engagement can help a councillor or council to set out what their aims are, how they will behave and how they expect users on their account to behave.

These rules of engagement have been created specifically with issues of civility and respect in mind. However, they are wider reaching.

These suggested rules of engagement could be used on either a councillor's social media account or a council's account. They could be posted to social media in the account description, a pinned post/tweet or a link to a page on a website.

Welcome!

Hello and welcome to my/our social media page. I/we want to create a safe space for everyone in our community to engage on (insert social media platform). These rules of engagement have been created to set out what you can expect from me/us. They also set out what I/we expect of you if you wish to join in the discussion.

Rule 1: Be responsible and respectful

- Be open and honest.
- Be civil and respectful.
- Do not post anonymously or use a false name.
- Debate is fine, so long as it is carried out in a civil and respectful way.

Rule 2: Engage in positive conversations

- Actively participate in positive discussions.
- Be open to different points of view and others opinions.

- Share good news and success from our area.
- Share posts or content from other local organisations, groups and individuals where it is appropriate to do so.

Rule 3: Address poor conduct

- Do not spread false information or unsubstantiated accusations.
- Posts must not contain abuse, harassment, intimidation or threats of any form.
- Posts must not contain any form of discrimination – including racism, sexism, ageism, ableism, homophobia, transphobia or religious intolerance.
- No social media user should have to put up with abusive or threatening behaviour. I/we reserve the right to delete content, block individuals or report individuals to social media platforms when necessary.

Overview of social media for councillors

This is an introduction for councillors on the use of social media. It includes an overview of how and why councillors should use it, their responsibilities, ways to stay safe and approaches to handling negativity.

Objectives:

Getting started on social media

- Why should councillors use social media?
- Communicating on social media
- Prioritise what social media platform you use

Staying safe and secure online

- How to set yourself up to stay safe using social media
- Steps you can take to separate your councillor role and family life online

Your responsibilities as a councillor

- The golden rule to follow
- Understand what you can and can't post online, including legally

How to deal with negativity and online abuse

- Learn not to feed social media 'trolls'
- LGA Digital citizenship 'rules of engagement' infographics
- Be confident to block and delete followers
- Taking a break from social media

Getting started on social media

Why should councillors use social media?

Effective communication is at the heart of success for any councillor. Over the last few years, social media has transformed how elected representatives communicate with their communities. For some, their first time using social media happens after their election as a councillor, whereas others are already experienced at using social media. This guide offers support and guidance to all.

There are many key benefits to using social media as a councillor. Using social media, in particular highly used platforms like Facebook, enables councillors to engage regularly with many residents across all age groups and demographics, including local residents who are much less likely to read leaflets or attend council meetings. This has been demonstrated in the COVID-19 pandemic. With face-to-

face meetings impossible for a long time, social media enabled people to stay in touch with their elected representatives (and vice versa) in a period in which community support and engagement were vital.

Using social media enables councillors to engage regularly with residents across all age groups and demographics

Communicating on social media

Social media communication is not only useful for sharing information, although that is a key part of it. There are many other advantages of using social media, including that it enables councillors to have a digital 'listening ear' on online conversations about what's going on in your local community whether they are happening on Facebook pages or groups, X hashtags for your town, or on Nextdoor – a networking service for neighbourhoods.

Social media platforms also offer councillors a cost-effective and speedy way to report back to residents about issues, the work of the council and what you're doing as their councillor. While traditional communication methods like leaflets and local media coverage are still important, posts on social media are immediate and offer you the opportunity to respond to what's going on in your local area swiftly and with impact.

Prioritise what social media platform you use

There are many, many social media platforms available to use. Some are much more used than others, however. Statista estimates that in 2024, the total number of social media users in the United Kingdom stood at 52.7 million. WhatsApp was the most used social media service in the UK in 2023, with almost eight percent of the country using the instant messaging app. Facebook ranked closely in second position, followed by Facebook Messenger, Instagram and then X (formerly Twitter) respectively. Bluesky is also now rising in popularity.

Different social media platforms will give you the opportunity to speak with different audiences – different members of your local community. Instagram is a highly visual platform – it's all about photos and videos.

As a councillor, you need to use your time effectively – you're a busy person! Our advice is to start by prioritising one key social media platform and become confident and impactful on it before deciding to move on to others.

You may wish to start with Facebook because it has the widest reach across all audiences in the UK. Facebook is the main social media platform that residents in your area will be looking at for information. There are other options, though.

Many Councillors are now using Nextdoor which is a highly locally focused platform which can be very useful to reach people who you know live in your community.

Staying safe and secure online

How to set yourself up to stay safe using social media

While there are many advantages to having an active and engaging presence on social media, it is really important for you to stay safe and secure as a user. There are key actions you can take to protect yourself online, whatever social media platform you use.

The first is to make sure you use a secure login email and password. We'd suggest you:

- don't use your councillor email address which is likely to be well known
- different passwords for each account.

You should set up two-factor authentication on your accounts on all the social media platforms you use. This offers you extra security for your accounts. Two-factor authentication (or multi-factor authentication) means that, when you log in to your account, you'll need to not just add your password but also either:

- enter a code which is sent to your mobile phone number or email
- or, alternatively, authorise your login on an app on your phone.

Keeping your personal and family life private

Make sure you maintain a divide between your personal and family life, and your public profile. On Facebook, we strongly recommend you use a Facebook 'Page' rather than a 'profile' for your councillor role. This can help you maintain separation and balance. Other social media platforms, such as Instagram, X and Bluesky have similar options too. Make sure you also set up the privacy control settings offered on each platform.

Be aware that councillors are personally responsible for the content they publish on any form of social media, whether it's published on a personal account or not. It's highly recommended that you never post or share anything online, or on any social media account, that you would not be comfortable saying or sharing in a public meeting.

It is easy to share information about yourself online. As a councillor, you need to think carefully about what, and how much, content you put out in the public domain. Before you start posting, it is worthwhile thinking not only about what is safe to post, but also about what you are comfortable with posting and what you want to be available long into the future.

As a rule, don't share personal information such as your personal phone number, date of birth, home address – or photos that make any of these obvious. Remember that you also need to consider the personal data of others around you. You might be

comfortable living your life in the public glare, but you need to ask yourself: “Are my family, friends, neighbours and work colleagues also comfortable to do so?”

From a security point of view, think carefully before you post. Once a piece of content is on social media, you lose nearly all control about how it will be used. As with emails, you will need to watch out for phishing scams, cons, and malicious software.

Your responsibilities as a councillor

The golden rule to follow

There’s a golden rule for using social media, which is: if you are unsure about posting something, stop and ask for advice first before doing anything else.

Social media works in the public domain. Once something is published it is ‘out there’ for everyone to see and very easily it can:

- go viral
- be altered or changed without your consent
- be taken out of context
- be shared around the world.

Using social media as an elected (or co-opted) member of a council is very different from using it as someone who isn’t. Councillors have additional responsibilities because of their position.

If you are unsure about posting something, stop and ask for advice first.

Understand what you can and can’t post online, including legally

Councillors are personally responsible for the social media content they create, publish and share. Being a councillor will not prevent someone else pursuing legal action following the publication of an untrue statement. In such a situation, it is likely that you will be held personally liable.

Councillors should be mindful of the difference between fact and opinion. They also play a central role in preventing the spread of disinformation. Think twice before you press ‘share’ or ‘retweet’!

On social media, councillors should also keep in mind their responsibility in relation to confidential information, copyright, data protection, the pre-election period and exempt reports. Councillors are still subject to the Code of Conduct on social media where there is an explicit link between the content posted and council business or your role as councillor. As a general rule, councillors should demonstrate good conduct at all times and so should act as though their public engagement on social media falls in scope of the Code of Conduct.

When posting to social media you should remember that:

- you are an elected representative of your council
- what you post can affect the reputation of your council
- your council is a corporate decision-making body – you can't, independently, make decisions for the council on social media
- some issues and communications are best left to your council's official social media channels, which are usually managed by officers
- having a single voice or message can be critical in some situations – for example, in the event of major flooding
- you don't have to respond to or comment on everything on social media – and sometimes it's best not to.

Think before you press 'publish'! There is a simple test. If you would be reluctant to say something face-to-face to a group of strangers in the street, then you probably shouldn't say it on social media.

How to deal with negativity and abuse online

Learn not to feed social media 'trolls'

Unfortunately, on every social media platform, there can be other users who are negative and abusive. Such people are often referred to as 'trolls'. Trolls are not easy to deal with – the best way is 'not to feed them'. By this, we mean don't respond to what they post, which is designed to upset, elicit a response or to further their own goals. Your best response is to either to ignore what they have posted, or (if it's on your own page or profile) to delete or hide their comment, so your other followers don't see it either.

Digital citizenship 'rules of engagement'

The LGA has produced [digital citizenship 'rules of engagement' infographics](#) for councillors, which you can add to your social media profile. These set out the social media code you will follow on social media and how you expect your followers to behave.

Be confident to block and delete followers

It is easy to delete, block followers, and report individuals who are persistently abusive to you, including to the police. It is sensible and reasonable to block some people – not just to protect yourself, but also to protect others who follow you who may also feel threatened by what they write in comments.

Taking a break from social media

AGENDA ITEM 7
APPENDIX C

Don't be afraid of taking a break from social media if you feel you need to – to protect your mental health and wellbeing. You can easily temporarily unpublish your account and give yourself some 'time offline'.

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 10 June 2026 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**REPORT ON ONLINE BANKING PAYMENT SCHEDULES
APRIL 2025 TO DECEMBER 2025**

1. Purpose of report

- 1.1. For noting and comment, as necessary.

2. Recommendation

Policy and Resources Committee should note the online banking payments as attached to this report and to note any issues that have arisen with control checks.

3. Background

- 3.1. Malvern Town Council recently reviewed its Financial Regulations with a new version being adopted by Full Council on 13 November 2024.
- 3.2. Within the new Financial Regulations, changes have been made to the way in which online banking payments are processed, checked, and approved.
- 3.3. Previously all online banking payments were approved in person by two approved Councillor signatories, however, it was felt that this process was both too onerous, particularly for small amounts and in most cases could not stop the need for payment when goods and services had already been delivered. Members of Policy and Resources Committee decided it was more important to check amounts paid for accuracy against bank statements and orders and thus amendments were made.
- 3.4. The new Financial Regulations state that:
“The Responsible Finance Officer will present schedules of online banking payments to the next scheduled meeting of Policy and Resources Committee. Prior to this meeting, the Chair and Vice-Chair of this Committee will randomly select three invoices to be checked against the bank statement. A record of the check will be made and any issues identified will be reported at the meeting.”
- 3.5. There are payment schedules from April through to December 2025 to be considered at this meeting of Policy and Resources Committee.

4. Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

- 5.1. The Town Council adopted the current Financial Regulations in November 2024.
- 5.2. As part of the annual audit process, the Town Council must ensure it has an effective system of internal control in place, this includes arrangements for bank payments.

End

Linda Blake
Town Clerk

Malvern Town Council
Online Banking Payment Schedule
1 APRIL 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2944	13651	01/04/2025	DAC BEACHCROFT CLAIMS LTD	160.00	Vat payable in respect of insurance claim for damage to gas lamp on Peachfield Common	df	KJB
2945	13647 13648 13649	01/04/2025	DESIGN IN THE SHIRES	460.80	Quarterly web hosting and website support January and February 2025	df	KJB
2946	13652 13653	01/04/2025	DOLPHINTEC	80.73	February phone call charges and photocopy charges 5/2/25 - 13/3/25 at the community hub	df	KJB
2947	13631	01/04/2025	DULUX DECORATOR CENTRE	30.66	Painting materials for play equipment at Jamaica Crescent	df	KJB
2948	13641	01/04/2025	HEART OF ENGLAND IN BLOOM	165.00	Entry fee for the 2025 Heart of England in Bloom Campaign	df	KJB
2949	13639	01/04/2025	HOUSEKEEPERS OF MALVERN	96.00	Cleaning contract cemetery 25/2/25 - 11/3/25	df	KJB
2950	13628	01/04/2025	LEDBURY PLANT HIRE	1944.00	Grave digger hire March, April and May 2025	df	KJB
2951	13632 13633	01/04/2025	LINK TOOLS	65.61	Screwdriver bit set to repair bus shelters and padlock for Goodwood Road Allotments	df	KJB
2952	13650	01/04/2025	MALVERN HILLS DISTRICT COUNCIL	100.00	Temporary road closure for the Christmas Festival - 22 November 2025	df	KJB
2953	13642 13643 13644 13645 13646	01/04/2025	NPOWER	278.82	Electricity charges former water feature Hampden Road 1 October 2024 - 28 February 2025	df	KJB
2954	13635 13636	01/04/2025	P&R ALARMS LTD	590.40	Intruder alarm maintenance and monitoring at the cemetery 17/1/25 - 6/1/26 and 2 extra alarm fobs for the café at the community hub	df	KJB
2955	13629	01/04/2025	RPM MALVERN	225.00	Electrical repairs to window and door on Ford Transit - WF16 ZHN	df	KJB
2956	13634	01/04/2025	BLACK COUNTRY METALWORKS LTD	1900.00	5 Lamposts and lanterns to light pathway between the community hub and Pickersleigh Avenue	df	KJB
2957	13630	01/04/2025	I P SKIPP AGRICULTURAL ENGINEERS LTD	805.13	Service and repairs to the Kubota Tractor and service kits for 4 John Deere Mowers	df	KJB
2958	13637	01/04/2025	ALL ABOUT LOCAL MAGAZINES LTD	522.72	Half page advert for Park View Community Room in magazines for Malvern	df	KJB
2959	13661	01/04/2025	EE	85.74	Mobile phone charges March 2025 - admin / events phone and operations Team	df	KJB
2960	13662	01/04/2025	FIRST DRAINAGE	264.00	Emergency call out to unblock drainage at the community hub, Victoria Park	df	KJB

Bank details checked KJB

Bank details checked KJB

Bank details checked KJB

Total Payments: 7,774.61

Malvern Town Council
Online Banking Payment Schedule
16 APRIL 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2961	13668 13679 13681	16/04/2025	A J GAMMOND	199.18	Pipe wrench, water fittings and Knapsack sprayer for the cemetery. Trailer plug and jockey wheel for the trailer. Shut off valve and fittings for Tank Quarry Clock	DP	KJB
2962	13670	16/04/2025	ALLIANCE PAYROLL SERVICES	137.10	Payroll charges March 2025	DP	KJB
2963	13705	16/04/2025	BIG GREEN CLEANING COMPANY	1092.00	Cleaning contract Community Hub - April 2025	DP	KJB
2964	13702	16/04/2025	BLUE BIRD CATERING	144.00	90 cakes for Mayor's Civic Service	DP	KJB
2965	13700	16/04/2025	BRITISH GAS TRADING	457.38	Gas charges gas lamps 1/1/25 - 31/3/25	DP	KJB
2966	13677 13678	16/04/2025	BROADLEAF TREE CARE	740.00	Removal of one large conifer tree in decline near graves at the cemetery and removal of one dead Oak tree in hedgerow at Craig Lea play area	DP	KJB
2967	13698	16/04/2025	BRITISH GAS	33.26	Electricity charges Link Church clock 8/2/25 - 21/3/25	DP	KJB
2968	13697	16/04/2025	BRITISH GAS	708.34	Electricity charges Lower Howsell 2/2/25 - 1/3/25	DP	KJB
2969	13695	16/04/2025	CHARLES PORTER	58.95	Mileage claim Operations Manager 2/12/24 - 31/3/25	DP	KJB
2970	13704	16/04/2025	FBC MANBY BOWDLER LLP	1800.00	Professional fees up to 28/3/25 regarding land slippage at Rose Bank Gardens	DP	KJB
2971	13680	16/04/2025	FLEET LINE MARKERS LTD	203.10	5 x 10 litre cans of white line marking paint for football pitches	DP	KJB
2972	13669	16/04/2025	FURNITURE @ WORK LTD	102.00	Community noticeboard for foyer in the community hub	DP	KJB
2973	13701	16/04/2025	HERON PRESS UK	590.00	Printing of 11,500 Spring MTC Newsletters	DP	KJB
2974	13665 13666 13671	16/04/2025	LEIGH SINTON GARDEN MACHINERY LTD	126.80	Pole saw guide bar and chain, 2 strimmer heads and 5 litres of 2 stroke oil for machinery	DP	KJB
2975	13699	16/04/2025	MHDC-NNDR	4266.45	Business rates for the community hub 25/8/24 - 31/3/25	DP	KJB
2976	13667	16/04/2025	NOMIX ENVIRO LTD	473.76	2 x 5 litres of Dual and 3 litres of Synero for Malvern in Bloom and the cemetery	DP	KJB
2977	13703	16/04/2025	NPOWER	73.37	Electricity charges former water feature at Hampden Road - March 2025	DP	KJB
2978	13664	16/04/2025	PURE STAFF LTD	441.70	Temporary grounds worker w/e 6/4/25 - 21.5 hours	DP	KJB
2979	13696	16/04/2025	PCC MALVERN LINK	162.50	Hire of St Matthias Church for the Mayor's Civic Service	DP	KJB
2980	13694	16/04/2025	WFL (UK) LTD	1286.55	953 litres of white diesel for machinery	DP	KJB
2981	13706	16/04/2025	JAMES HALLAM LTD	304.00	Insurance for the Mayor's Peaks Challenge 5/4/25	DP	KJB

Bank details checked KJB

Bank details checked KJB

Malvern Town Council
Cheque Payment Schedule
30 May 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
300036	Payment requisition	30/05/2025	POST OFFICE LTD	345.00	12 months tax for the Isuzu - VU17 JKY	JP	KB

Total Payments: 345.00

Malvern Town Council
Online Banking Payment Schedule
13 May 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2994	13638	13/05/2025	ALL ABOUT LOCAL MAGAZINES LTD	483.00	Delivery of 11,500 MTC Newsletters March / April edition	DP	PB
2995	13715 13716	13/05/2025	A L B SERVICES	2772.00	Installation of new heaters in the cemetery chapel and a vehicle charging socket. Installation of new lights outside the Community Hub and lighting control in the meeting room	DP	PB
2996	13735	13/05/2025	ASTONS COACHES LTD	530.00	2 x 57 seater coaches for the Mayor's Peaks challenge 3/5/25	DP	PB
2997	13722	13/05/2025	BHGS LTD	107.00	20kg of grass seed for the cemetery	DP	PB
2998	13739	13/05/2025	BIG GREEN CLEANING COMPANY	1092.00	Cleaning of Community Hub - May 2025	DP	PB
2999	13746	13/05/2025	BRITISH GAS	43.91	Electricity charges - Lower Howsell 2/3/25 - 1/4/25	DP	PB.
3000	13757	13/05/2025	BRITISH GAS	13.78	Electricity charges - Link Church Clock 22/3/25 - 9/4/25	DP	PB.
3001	13748 13749 13750 13751	13/05/2025	DESIGN IN THE SHIRES	622.80	Website support March, April and May 2025 and quarterly web hosting	DP	PB.
3002	13728	13/05/2025	FLEX COURT EUROPE (Play Sport International)	3178.23	Replacement equipment for basketball courts at Victoria Park		
3003	13720	13/05/2025	FUELGENIE BUSINESS ACCOUNT	210.10	Fuel account - March 2025	DP	PB
3004	13723	13/05/2025	GREENBARNES LTD	4624.45	2 x Oak Notice Boards - Victoria Park and Adam Lee	DP	PB
3005	13734	13/05/2025	KITZ UK LTD	2565.00	150 x medals and 150 x t-shirts for the Mayor's Peaks Challenge - 3/5/25 (costs covered by event sponsorship)	DP	PB
3006	13726	13/05/2025	LANDSCAPE SUPPLY COMPANY	56.15	Strimmer Cord	DP	PB
3007	13727	13/05/2025	MALVERN ELECTRICAL WHOLESALE LTD	20.10	Cable ties and electrical equipment for events and general use	DP	PB
3008	13721	13/05/2025	M MIDDLETON WELDING & FABRICATION	230.40	Repairs to grave digger bucket	DP	PB
3009	13733	13/05/2025	ONE STOP PROMOTIONS LTD	256.74	25 x Union Jack flags and 25 x St George flags for Malvern in Bloom	DP	PB
3010	13736	13/05/2025	PARTY PACKS	57.00	150 x table flags for VE Day 80th Anniversary	DP	PB
3011	13741 13742	13/05/2025	PHS GROUP	1726.66	Washroom hygiene services Community Hub and Cemetery 1/4/25 - 31/3/26	DP	PB
3012	13730 13731 13732	13/05/2025	PURE STAFF LTD	2259.84	Temporary Ground Worker - 7/4/25 - 2/5/25	DP	PB

*overseas
transac fidu*

*Bank detail
checked 1/5/25*

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description.	Payment Posted (initials)	Authorisation Given (initials)
3013	13747	13/05/2025	RURAL SERVICES PARTNERSHIP LTD	172.62	Subscription - Market Town Group 1/4/25 - 31/3/26 as agreed at the Annual Council Meeting	DP	KB
3014	13729	13/05/2025	SCREWFIX (TRADE UK)	15.96	4 x hi-vis waistcoats for the Operations Team	DP	KB
3015	13755	13/05/2025	WATER PLUS LTD	106.37	Water charges - cemetery lodge 4/3/25 - 4/4/26	DP	KB
3016	13753 13754	13/05/2025	WATER PLUS LTD	42.31	Water charges - cemetery 11/2/25 - 11/4/25	DP	KB
3017	13752	13/05/2025	LINDA BLAKE	391.40	Reimbursement of Cipta Membership 1/1/25 - 31/12/25 as agreed as part of Annual Subscriptions at Annual Council Meeting	DP	KB
3018	13738	13/05/2025	THE FANDANGOS (MISS A R GILL)	300.00	Band performance in Priory Park for the Mayor's Peaks Challenge 3/5/25	DP	KB
3019	13724	13/05/2025	THE HELPING HAND COMPANY	80.94	5 x litter pickers for general use	DP	KB
3020	13743	13/05/2025	WORCESTERSHIRE CALC	3104.92	Annual subscription to Worcestershire CALC / NALC as agreed at the Annual Council Meeting	DP	KB
3021	3021	13/05/2025	JOSEPHINE LEIBRANDT	50.00	Printing allowance 2024/25	DP	KB
3022	3022	13/05/2025	GIRLGUIDING MALVERN	500.00	Small grant as agreed at Policy and Resources - 26/3/25	DP	KB
3023	3023	13/05/2025	MALVERN GREEN SPACE	380.00	Small grant as agreed at Policy and Resources - 26/3/25	DP	KB
3024	3024	13/05/2025	KOROSTEN MALVERN TWINNING ASSOCIATION	1500.00	Release of twinning reserve as agreed at Policy & Resources 7/5/25	DP	KB

Bank details checked KB

Bank details checked KB

Bank details checked KB

Bank details checked KB

Total Payments:

~~27,493.68~~

24,315.45

Malvern Town Council
Online Banking Payment Schedule
20 May 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3025	13759	20/05/2025	EE	85.02	Mobile phone charges Operations Team and Events / Admin phone - April 2025	OP	KJB
3026	13760	20/05/2025	FBC MANBY BOWDLER	1560.00	Professional fees regarding land slippage at Rose Bank Gardens up to 29 April 2025	OP	KJB
3027	13761	20/05/2025	SIGNS CENTRAL	48.00	Supply of a start and finish banner for the Mayor's Peaks Challenge 3 May 2025	OP	KJB
3028	13737	20/05/2025	SEVERN VALLEY TRAINING	360.00	2 x First Aiders for the Mayor's Peaks Challenge - 3 May 2025	OP	KJB

Total Payments: 2,053.02

Bank details checked KJB

Malvern Town Council
Online Banking Payment Schedule
9 June 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3029	13784	09/06/2025	ACE ATV & EQUIPMENT	382.37	Supply and fit front brakes to Corvus All Terrain Vehicle - VU73 ZTK	JP	JPB
3030	13810	09/06/2025	A J GAMMOND LTD	84.60	Replacement brass tap for the well room in North Malvern Clock Tower	JP	JPB
3031	13813 13815	09/06/2025	ALLIANCE PAYROLL SERVICES LTD	356.70	Payroll charges April and May 2025	JP	JPB
3032	13785	09/06/2025	BHGS LTD	459.00	75 x 40 litres of peat free compost for planters on Belle Vue Island	JP	JPB
3033	13795	09/06/2025	BLACKWELL CONCERT BAND	285.00	Brass band for VE Day at Victoria Park - 10 May 2025	JP	JPB
3034	13798	09/06/2025	BLUE BIRD CATERING	350.00	30 x breakfast boxes for veterans and 50 x bite size cakes for VE day at Victoria Park - 10 May 2025	JP	JPB
3035	13789 13790	09/06/2025	BRADFORDS BUILDING SUPPLIES LTD	22.38	1 x tin of WD40 and 8 x pairs of safety gloves for the Operations Team	JP	JPB
3036	13816	09/06/2025	BRITISH GAS	30.41	Electricity charges Lower Howsell 2/4/25 - 1/5/25	JP	JPB
3037	13835	09/06/2025	BRITISH GAS	28.96	Electricity charges Link Church Clock 10/4/25 - 21/5/25	JP	JPB
3038	13797	09/06/2025	THE DEMD QUARTET (MD DAVISON / T PREDOTA)	250.00	Jazz Quartet for VE Day at Victoria Park - 10 May 2025	JP	JPB <i>Bank details checked JPB</i>
3039	13811 13812	09/06/2025	DESIGN IN THE SHIRES	298.80	Website support June 2025 and quarterly web hosting	JP	JPB
3040	13744 13745 13814	09/06/2025	DOLPHINTEC	142.47	March and April 2025 call charges and photocopy charges 12/3/25 - 11/4/25	JP	JPB
3041	13787 13788	09/06/2025	DULUX DECORATOR CENTRE	49.11	Painting supplies to cover graffiti in Barnards Green Bus Shelter	JP	JPB
3042	13834	09/06/2025	EE	85.02	Mobile phone charges May 2025 - Operations Team and Events / Admin Phone	JP	JPB
3043	13809	09/06/2025	FBC MANBY BOWDLER LLP	2160.00	Professional fees regarding land slippage at Rose Bank Gardens	JP	JPB
3044	13837	09/06/2025	FIRST DRAINAGE	336.00	Emergency drainage works at Victoria Park due to blockage	JP	JPB
3045	13800	09/06/2025	HARTLEBURY CASTLE PRESERVATION TRUST (CHANTEL SUMMERFIELD)	40.00	Art and Craft workshop at VE Day - Victoria Park - 10 May 2025	JP	JPB <i>Bank details checked JPB</i>
3046	13802	09/06/2025	HERON PRESS UK	330.00	Printing of 11,500 Bands in the Park Leaflets for the All About Magazine	JP	JPB

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3047	13818	09/06/2025	INSTITUTE OF CEMETERY & CREMATORIUM	105.00	Annual subscription to ICCM	DP	VB
3048	13799	09/06/2025	IMPACT STEEL (MR FAREED SIDDIQUI)	875.00	Bands in the Park 25/5/25	DP	VB
3049	13791	09/06/2025	LEDBURY PLANT HIRE	1944.00	Grave digger hire June, July and August 2025	DP	VB
3050	13786	09/06/2025	NOMIX ENVIRO LTD	135.55	4 x Hillie and 1 x Cleaner for Malvern in Bloom	DP	VB
3051	13806 13807 13808	09/06/2025	PAPERSTATION LTD	548.44	Stationery, black sacks and cleaning products - May 2025	DP	VB
3052	13805	09/06/2025	PERSONNEL ADVICE & SOLUTIONS LTD	600.00	Staffing Committee training for all members of Staffing Committee - 1 and 7 May 2025	DP	VB
3053	13804	09/06/2025	PRINTWASTE RECYCLING	15.30	Collection of recycling papers	DP	VB
3054	13792 13793 13794	09/06/2025	PURE STAFF LTD	2239.30	Temporary grounds worker - 3 weeks	DP	VB
3055	13801	09/06/2025	SEVERN ARTS (WORCESTERSHIRE YOUTH CONCERT BAND)	300.00	Bands in the Park 11/5/25	DP	VB
3056	13830	09/06/2025	WATER PLUS LTD	66.25	Water charges Lower Howsell - 14/12/24 - 14/3/25	DP	VB
3057	13820 13821 13822 13823	09/06/2025	WATER PLUS LTD	128.11	Water charges Knapp Way Allotments - 10/01/25 - 10/05/25	DP	VB
3058	13819	09/06/2025	WATER PLUS LTD	137.46	Water charges Cemetery Office - 4/4/25 - 4/5/25	DP	VB
3059	13828 13829	09/06/2025	WATER PLUS LTD	15.79	Water charges Dukes Meadow - 15/10/24 - 15/10/25	DP	VB
3060	13725	09/06/2025	BROXAP (SUNSHINE GYM)	4477.20	Supply of new Childrens exercise equipment at Victoria Park	DP	VB
3061	13740	09/06/2025	VIKING OFFICE UK	206.35	4 x packs of Tork Toilet Rolls for public toilet in the entrance way of the Community Hub	DP	VB
3062	13796	09/06/2025	WAITING FOR GARY (MR ELLIOT H NIXON)	300.00	Waiting for Gary 20/5/25	DP	VB
3063	13838	09/06/2025	ALL ABOUT LOCAL MAGAZINES LTD	483.00	Distribution of 11,500 Bands in the Park Leaflets	DP	VB

See details checked VB

See details checked VB

Total Payments:

18,182.55

Malvern Town Council
Online Banking Payment Schedule
23 June 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3064	13852	23/06/2025	CLARK & KENT CONTRACTORS	82554.85	Design and construction of bike pump track at Adam Lea - final invoice (80% of costs)	<i>RT</i>	<i>RTB</i>
3065	13853	23/06/2025	FUELGENIE BUSINESS ACCOUNT	220.08	Fuel account April 2025	<i>RT</i>	<i>RTB</i>
3066	13854 13855	23/06/2025	NPOWER	108.79	Electricity charges former water feature Hampden Road - April and May 2025	<i>RT</i>	<i>RTB</i>
3067	13836 13850 13851	23/06/2025	PURE STAFF LTD	1705.15	Temporary Operational Staff- 3 weeks	<i>RT</i>	<i>RTB</i>

Bank details added RTB

Total Payments: 84,588.87

Malvern Town Council
Online Banking Payment Schedule
4 July 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3068	13878	04/07/2025	APPELBY STONE (PINDROP EVENTS LTD)	400.00	Bands in the Park - 1/6/25	DP	KJB
3069	13888	04/07/2025	BIG GREEN CLEANING COMPANY	1092.00	Cleaning contract - June 2025	DP	KJB
3070	13883	04/07/2025	BRITISH GAS	31.12	Electricity charges Lower Howsell 2/5/25 - 27/5/25	DP	KJB
3071	13884	04/07/2025	DKE AUDIT SERVICES (DK Edwards)	1750.00	Internal audit 2024/25	DP	KJB
3072	13890	04/07/2025	EE	85.02	Mobile phone charges June 2025 - Events / Admin phone and Operations Team	DP	KJB
3073	13887	04/07/2025	ENFORCEMENT BAILIFFS LTD	594.00	Risk assessment & serving of Notices on unauthorised encampment at Victoria Park - 2/7/25	DP	KJB
3074	13891	04/07/2025	FUELGENIE BUSINESS ACCOUNT	283.94	Fuel account May 2025	DP	KJB
3075	13867	04/07/2025	FUSION WINDOWS	330.00	Supply and fit toughened glass unit into patio door caused by accidental damage by operatives working at Malvern Cube	DP	KJB
3076	13877	04/07/2025	SUNSET LEVELS (MR CURTIS L FUDGE)	385.00	Bands in the Park - 15/6/25	DP	KJB
3077	13873	04/07/2025	JBA CONSULTING	5220.00	50% final payment - hydraulic modelling and risk assessment at Elgar Avenue	DP	KJB
3078	13881	04/07/2025	IDEA	561.60	Employer Link Subscription 1/4/25 - 31/3/26	DP	KJB
3079	13886	04/07/2025	NPOWER	55.28	Electricity charges former water feature Hampden Road - May 2025	DP	KJB
3080	13882	04/07/2025	PURE STAFF LTD	677.95	Temporary grounds worker week ended - 22/6/25	DP	KJB
3081	13860	04/07/2025	RPM MALVERN	172.56	Supply and fit 2 rear tyres to the Isuzu Truck - VU17 JKY	DP	KJB
3082	13889	04/07/2025	WATER PLUS LTD	137.46	Water charges cemetery office 4/4/25 - 4/5/25	DP	KJB
3083	13879	04/07/2025	WEST COAST SOUND (ROBIN MILLER)	300.00	Bands in the Park - 22/6/25	DP	KJB

Bank details checked KJB

Bank details checked KJB

Bank details checked KJB

Total Payments: 12,075.93

Malvern Town Council
Online Banking Payment Schedule
25 July 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3084	13861 13862	25/07/2025	A J GAMMOND LTD	366.94	Drainage pipes for Adam Lee	DP	VJB
3085	13918	25/07/2025	ALL ABOUT LOCAL MAGAZINES LTD	483.00	Delivery of 11,500 MTC Summer Newsletters	DP	VJB
3086	13923	25/07/2025	ALLIANCE PAYROLL SERVICES LTD	132.30	Payroll charges July 2025	DP	VJB
3087	13859	25/07/2025	ALPHA AGGREGATES LTD	552.96	19.2 ton of 20mm stone for access area at Adam Lee Pump Track	DP	VJB
3088	13912	25/07/2025	BIG GREEN CLEANING COMPANY	1041.60	Cleaning contract Community Hub - July 2025	DP	VJB
3089	13880	25/07/2025	BLUE FUSION WEB	30.00	Annual registration renewal - malverntowncouncil.org	DP	VJB
3090	13916	25/07/2025	COMMUNITY ACTION	73.20	Hire of a mini bus for the Mayor's Peaks Challenge	DP	VJB
3091	13865 13910 13911	25/07/2025	DH PHILLIPS SAND & GRAVEL	391.68	2 ton of pea gravel for Station Gardens, sand and gravel for new Children's fitness equipment at Victoria Park and half a ton of gravel for drainage at Adam Lee	DP	VJB
3092	13928	25/07/2025	FBC MANBY BOWDLER LLP	2100.00	Professional fees regarding land slippage at Rose Bank Gardens up to 26/6/25	DP	VJB
3093	13872	25/07/2025	FIRSTAID4LESS (Value Products Ltd)	135.12	First aid supplies for community hub and operational vehicles	DP	VJB
3094	13870	25/07/2025	FLEET LINE MARKERS LTD	82.73	2 tins of white line marking paint for football pitches	DP	VJB
3095	13917	25/07/2025	FOREST OF DEAN BRASS DP	300.00	Bands in the Park - 29/6/25	DP	VJB
3096	13920	25/07/2025	FORTE ENTERTAINMENT LTD DP	765.00	Hire of Land Zorb Arena and Inflatable Dartboard with generator for the Mayor's Bonanza - 50% advance required	DP	VJB
3097	13914	25/07/2025	ALL ABOUT FUN	336.30	25% deposit for hire of inflatable slide, football shot game, toddler centre and 9 hole mini golf for the Mayor's Bonanza	DP	VJB
3098	13913	25/07/2025	GOWN ENGINEERS LTD	8580.00	Management of tender process for landslip remediation works at Rose Bank Gardens	DP	VJB
3099	13906	25/07/2025	HAZLEWOOD TRAILERS	249.98	2 replacement wheels and nuts for the cemetery trailer	DP	VJB
3100	13869	25/07/2025	JERRY WIDDAS DP	27456.00	Victoria Park - Refurbishment of toddlers play area (£21,180) and new fencing and gates around toddler area (£6,276)	DP	VJB
3101	13871	25/07/2025	KILNWORX (G Sandhu)	417.00	50% payment in advance for hire of a climbing wall for The Mayor's Bonanza - 23/8/25	DP	VJB
3102	13876	25/07/2025	MALVERN HILLS DISTRICT BRASS BAND DP	280.00	Bands in the Park - 8/6/25	DP	VJB

Bank details checked VJB

Bank details checked VJB

Bank details checked VJB

Bank details checked VJB

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (Initials)	Authorisation Given (Initials)
3103	13922	25/07/2025	NPOWER	135.40	Electricity charges bus shelter outside Rosa Bank Gardens 1/3 - 31/5/25	DP	VJB
3104	13924	25/07/2025	NPOWER	53.44	Electricity charges former water feature Hampden Road - June 2025	DP	VJB
3105	13921	25/07/2025	P & R ALARMS LTD	936.00	Contract for alarm maintenance and monitoring at the Community Hub 29/7/26 - 28/7/26	DP	VJB
3106	13919	25/07/2025	PAPERSTATION LTD	244.68	Stationery and cleaning products	DP	VJB
3107	13915	25/07/2025	POLLY EDWARDS	270.00	Soloist singer for unveiling of Nick Houghton Memorial in Rose Bank Gardens	DP	VJB
3108	13903	25/07/2025	READY RENT LTD	60.00	Hire of a cement mixer for new gym equipment at Victoria Park	DP	VJB
3109	13904 13905	25/07/2025	RICHARD GODSALL BUILDING & CIVIL ENGINEERING	1370.00	Ground works and laying of drainage pipes at Adam Lee Pump Track	DP	VJB
3110	13909	25/07/2025	ROGER GEE	335.00	Survey checks at Elgar Avenue	DP	VJB
3111	13874 13875 13907	25/07/2025	SCREWFIX (TRADE UK)	73.76	Drill bits and fixings for memorial at Rosa Bank Gardens and safety boots for the new Operations Staff Member	DP	VJB
3112	13926 13927	25/07/2025	WATER PLUS LTD	193.53	Water charges cemetery office - 4/5/25 - 4/7/25	DP	VJB
3113	13886	25/07/2025	THE SIGN SHED	148.50	22 x signs for various locations "No Dogs Allowed"	DP	VJB
3114	13902	25/07/2025	YARD HOUSE PLANTS	8211.00	Summer bedding and hanging baskets for Malvern in Bloom	DP	VJB
3115	13567 13868	25/07/2025	TRAVIS PERKINS TRADING COMPANY LTD	47.94	Wood to repair hole near tennis courts and for new gym equipment at Victoria Park	DP	VJB
3116	13885	25/07/2025	WORCESTERSHIRE CALC	42.00	Breakthrough training for the Town Clerk	DP	VJB
3117	13803	25/07/2025	YORKSHIRE LOCAL COUNCILS	27.40	Allotment management webinar 21/5/25	DP	VJB
3118	13908	25/07/2025	SH LANDSCAPES & GROUNDWORKS	6000.00	Extension of patio area on western side of the Community Hub	DP	VJB
3119	13857 13858	25/07/2025	KIDZ & KITZ UK	505.19	Clothing for the Operations Team and Office Staff	DP	VJB
3120		25/07/2025	MALVERN WELLS PARISH COUNCIL	4630.00	Payment of funeral income collected on behalf of Malvern Wells Parish Council	DP	VJB
3121		25/07/2025	EVA DEAN	23.17	Refund of allotment deposit less rent owing - end of contract	DP	VJB

Bank details checked VJB

1
Bank details checked VJB

Bank details checked VJB

Bank details checked VJB

Bank details checked VJB

Total Payments: 67,080.82

Malvern Town Council
Online Banking Payment Schedule
15 August 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3122	13422	15/08/2025	A4 APPAREL LIMITED	382.50	Clothing for the Operations Team 2024 (late payment as awaiting missing items, which never arrived, so no longer using this supplier)	BP	VJB
3123	13968	15/08/2025	ACE ATV & EQUIPMENT	39.06	Supply of 2 replacement wing mirrors for the Corvus electric vehicle	BP	VJB
3124	13947 13948	15/08/2025	A J GAMMOND LTD	52.73	Tap ball valves to repair leaking tap at Goodwood Road Allotments and hose fittings, nuts and bolts for hanging baskets	BP	VJB
3125	13958	15/08/2025	ALLIANCE PAYROLL SERVICES LTD	147.06	Payroll charges - July 2025	BP	VJB
3126	13963	15/08/2025	BIG GREEN CLEANING COMPANY	1092.00	Cleaning Contract August 2025	BP	VJB
3127	13962	15/08/2025	BRITISH GAS TRADING	457.38	Gas charges gas lamps 1/4/25 - 30/6/25	BP	VJB
3128	13961	15/08/2025	BRITISH GAS	46.38	Electricity charges Lower Howsell - 28/5/25 - 1/7/25	BP	VJB
3129	13935 13936	15/08/2025	BRITISH GAS	38.75	Electricity charges Link Church Clock 22/5/25 - 11/7/25	BP	VJB
3130	13951	15/08/2025	COMMUNITY ACTION	46.20	Hire of a mini bus for the Heart of England in Bloom judging day	BP	VJB
3131	13966	15/08/2025	EE	85.02	Mobile phone charges Operations Team and Events / Admin Phone - July 2025	BP	VJB
3132	13955	15/08/2025	FAMILY 3 STEEL BAND (JAMES CROSDALE)	535.00	Bands in the Park - 27/7/25	BP	VJB
3133	13944	15/08/2025	FLAGPOLE EXPRESS LTD	714.00	Flagpole with hinged base for Community Hub at Victoria Park	BP	VJB
3134	13938 13939	15/08/2025	JERRY WIDDAS	648.78	Victoria Park - Supply and installation of new hydraulic closing mechanism for access gate and supply of 5 swing seats and 2 trolley wheels for cableway	BP	VJB
3135	13967	15/08/2025	NEWSQUEST MEDIA GROUP	240.00	Advertisement package for summer / autumn grants scheme	BP	VJB
3136	13953	15/08/2025	PARTY PACKS	109.03	100 x VJ Day Flags and 189 x toys for the Mayor's Bonanza	BP	VJB
3137	13958	15/08/2025	PPL PRS LTD	2666.23	Music licence for fitness classes (£190.68) in the community hub and Events 2025 (£2475.55)	BP	VJB
3138	13934 13974	15/08/2025	QUINTECH COMPUTER SYSTEMS LTD	421.20	1 x new HP laptop housing base and keyboard and 1 x replacement hardrive for laptop at the Community Hub	BP	VJB
3139	13940 13941	15/08/2025	RPM MALVERN	2020.05	Replacement tyre and valve and glow plug & DPF system repairs on the Ford Transit WF16 ZHN	BP	VJB

*Font details
Overlaid VJB*

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (Initials)	Authorisation Given (Initials)
3140	13945 13946	15/08/2025	SCREWFIX (TRADE UK)	50.95	8 piece spanner set for general use and 4 pairs of ear defenders for the Operations Team	DF	VJB.
3141	13975	15/08/2025	SOLO BOUTIQUE	81.00	Refund of money for hanging baskets as unable to fix brackets to building	DF	VJB.
3142	13956	15/08/2025	THE BARFLYS (J HULLAND)	230.00	Bands in the Park - 20/7/25	DF	VJB.
3143	13957	15/08/2025	THE RETROS (PAUL AITKEN)	400.00	Bands in the Park - 13/7/25	DF	VJB.
3144	13954	15/08/2025	TOTALLY STU'D (STUART SPIERS)	300.00	Bands in the Park - 3/8/25	DF	VJB.
3145	13942	15/08/2025	WFL LTD	1363.08	1,000 litres of white diesel for machinery	DF	VJB.
3146	13959 13960	15/08/2025	JAMES HALLAM LTD	17857.33	Commercial Combined Insurance 1/8/25 - 31/7/26 and credit for motor insurance due to sale of vehicle - Mitsubishi VN15 JZK	DF	VJB.
3147	13950	15/08/2025	SIGNS CENTRAL	168.00	2 x Banners for Events General, 1 x Banner for The Mayor's Bonanza and 1 x Banner for Bands in the Park	DF	VJB.
3148	13972 13976	15/08/2025	WATER PLUS LTD	113.56	Water charges Knapp Way Allotments - 10/6/25 - 10/8/25	DF	VJB.
3149	13965	15/08/2025	PAPERSTATION LTD	32.36	3 reams of white copier paper	DF	VJB.

Bank details added VJB

Bank details added VJB

Bank details added VJB

Total Payments: 30,337.65

Malvern Town Council
Online Banking Payment Schedule
22 August 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3150	13981	22/08/2025	BRITISH GAS	40.72	Electricity Charges Lower Howsell 2/7/25 - 1/8/25	JP	KJB
3151	13989	22/08/2025	EAT & SIP CAFÉ	36.00	Cakes for Heart of England in Bloom Judging Day - 17/7/25	JP	KJB
3152	13984	22/08/2025	FBC MANBY BOWDLER LLP	3600.00	Professional fees in respect of the landslip in Rose Bank Gardens up to 1/8/25	JP	KJB
3153	13982	22/08/2025	FUELGENIE BUSINESS ACCOUNT	250.03	Fuel account - June 2025	JP	KJB
3154	13991	22/08/2025	HERON PRESS UK	590.00	Printing of 11,500 Newsletters for July 2025	JP	KJB
3155	13937 13986 13987	22/08/2025	JERRY WIDDAS	7080.00	Supply and installation of fencing and gateway at Adam Lee, discounted due to delays on job completion, and 1 bucket seat for Jamaica Crescent	JP	KJB
3156	13988	22/08/2025	LESTER ALDRIDGE	1762.32	Professional fees to prepare eviction notice to travellers at Victoria Park	JP	KJB
3157	13990	22/08/2025	NPOWER	57.40	Electricity charges former water feature Hampden Road - July 2025	JP	KJB
3158	13985	22/08/2025	POLLY EDWARDS	450.00	Duo performance at VJ Day Event at the Community Hub 15/8/25	JP	KJB
3159	13983	22/08/2025	SPECSAVERS	102.00	6 x VDU eyecare vouchers for MTC Staff	JP	KJB

Bank details checked KJB

Bank details checked KJB

Bank details checked KJB

Total Payments: 13,968.47

Malvern Town Council
Online Banking Payment Schedule
1 September 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3160	14002	01/09/2025	AMPLIFIED SOUND	725.00	Sound and amplification services for the Mayor's Bonanza 23/8/25	JP	JB
3161	13999	01/09/2025	APF EVENT HIRE MARQUEE SPECIALISTS	518.40	Hire of a large marquee for the Mayor's Bonanza 23/8/25	JP	JB
3162	13949	01/09/2025	BRADFORDS BUILDING SUPPLIES LTD	14.69	1 x chisel for general use	JP	JB
3163	14000	01/09/2025	FORTE ENTERTAINMENT LTD	765.00	Hire of inflatables for the Mayor's Bonanza 23/8/25 (50% final payment)	JP	JB
3164	14005	01/09/2025	FUELGENIE BUSINESS ACCOUNT	250.11	Fuel account July 2025	JP	JB
3165	13998	01/09/2025	ALL ABOUT FUN	1704.90	Hire of inflatables for the Mayor's Bonanza 23/8/25 (final payment deposit already paid)	JP	JB
3166	14003	01/09/2025	KAREN JOHNS DESIGNS	225.00	Face painting at the Mayor's Bonanza 23/8/25	JP	JB
3167		01/09/2025	THE COACH HOUSE THEATRE	50.00	Donation for loan of childrens dressing up clothes for the fancy dress competition at the Mayor's Bonanza	JP	JB
3168	14001	01/09/2025	NEWSQUEST MEDIA GROUP	264.00	Advertising of the Mayor's Bonanza in the Malvern Gazette 15/8/25	JP	JB
3169	14009 14010 14011 14012	01/09/2025	WATER PLUS LTD	119.93	Water charges cemetery 11/4/25 - 11/8/25	JP	JB
3170	14008	01/09/2025	WATER PLUS LTD	104.51	Water charges cemetery office 4/7/25 - 4/8/25	JP	JB
3171	14013	01/09/2025	WATER PLUS LTD	234.96	Water charges Lower Howsell 14/3/25 - 14/6/25	JP	JB
3172	14007	01/09/2025	WATER PLUS LTD	252.97	Water charges Knapp Way Allotments 10/7/25 - 10/8/25	JP	JB
3173	14006	01/09/2025	THE INSTITUTIONS (MR BL PAGE)	300.00	Band performance at the Mayor's Bonanza 23/8/25	JP	JB
3174	13943	01/09/2025	WICKSTEED LEISURE LIMITED	47580.00	Refurbishment / enhancement of play equipment at Adam Lee	JP	JB
3175		01/09/2025	AMELIA K ACADEMY	50.00	Donation for dance performances at the Mayor's Bonanza	JP	JB
3176		01/09/2025	DANCE IN MOTION	50.00	Donation for dance performances at the Mayor's Bonanza	JP	JB

Bank details checked JB

Bank details checked JB

Bank details checked JB

Bank details checked JP

Total Payments: 53,209.47

Malvern Town Council
Online Banking Payment Schedule
10 September 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3177	14031	10/09/2025	BLUE FUSION WEB	20.00	Website updates required for Cyber Insurance	DP	VJB
3178	14028	10/09/2025	BOURBON ALLEY BAND (MR M S ARCHER)	300.00	Bands in the Park 31/8/25	DP	VJB
3179	14018 14019	10/09/2025	BROADLEAF TREE CARE	1710.00	Tree works at Townsend Way, Yates Hay and the Cemetery	DP	VJB
3180	14026	10/09/2025	CANDY AND THE SOUND (NICOLA SAUNDERS)	300.00	Live music performance for the Mayor's Bonanza - 23/8/25	DP	VJB
3181	14029	10/09/2025	FLAT TONIC (SHARON MASON)	350.00	Bands in the Park 7/9/25	DP	VJB
3182	14023	10/09/2025	KILNWORX (G Sandhu)	417.00	50% final payment for the hire of climbing wall at The Mayor's Bonanza 23/8/25	DP	VJB
3183	14025	10/09/2025	LEDBURY PLANT HIRE	1944.00	Grave digger hire September, October and November 2025	DP	VJB
3184	14024	10/09/2025	LEE RICHARDSON	400.00	Bands in the Park 24/8/25	DP	VJB
3185	14027	10/09/2025	PPL PRS LTD	43.32	Music licence for VJ days 15 & 17 August 2025 - at the Community Hub and Priory Park	DP	VJB Bank details checked VJB
3186	14015 14016	10/09/2025	RPM MALVERN	89.95	MOT of the Ford Transit - WF16 ZHN and MOT of the Isuzu - VU17 JKY	DP	VJB
3187	14035 to 14042 - (9 x invoices)	10/09/2025	WATER PLUS LTD	3896.23	Water charges Community Hub Victoria Park for the period after the fitting of the new meter - 27/11/24 - 27/8/25	DP	VJB Bank details checked VJB
3188	14032	10/09/2025	WORCESTERSHIRE CALC	168.00	Councillors "Chair" training x 4	DP	VJB
3189	14021 14033 14034	10/09/2025	JAMES HALLAM LTD	4517.11	Insurance renewal 1/8/25 - 31/7/26 - Motor, Cyber package, GPA, sickness and Business Travel	DP	VJB
3190		10/09/2025	MALVERN CUBE PROJECTS	3561.91	Charity money raised in the Mayoral year 2024/25	DP	VJB Bank details checked VJB
3191		10/09/2025	HEARTSTART MALVERN	2727.59	Charity money raised in the Mayoral year 2024/25	DP	VJB Bank details checked VJB

Total Payments:

20,445.11

Malvern Town Council
Online Banking Payment Schedule
30 September 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3192	14030	30/09/2025	BIG GREEN CLEANING COMPANY	1170.00	Cleaning contract community hub - September 2025	DP	VJB
3193	14070	30/09/2025	BIKE 2 WORK SCHEME	3398.96	Electric bike with extras purchased through the bike to work scheme for a member of Operational Team	DP	VJB
3194	14058	30/09/2025	BRITISH GAS	29.00	Electricity charges Link Church Clock 12/7/25 - 21/8/25	DP	VJB
3195	14057	30/09/2025	BRITISH GAS	34.07	Electricity charges Lower Howsell 2/8/25 - 1/9/25	DP	VJB
3196	14050	30/09/2025	COMMUNITY ACTION LEDBURY & DISTRICT	46.20	Minibus hire for Bloom Judges 17/7/25 (paid again as funds to go to Ledbury Branch)	DP	VJB
3197	14062 14063 14064 14065	30/09/2025	DESIGN IN THE SHIRES	622.80	Website support July, August and September 2025 and quarterly web hosting	DP	VJB
3198	14014	30/09/2025	DH PHILLIPS SAND & GRAVEL	32.64	Sand & Gravel for fixing flag pole at Victoria Park Community Hub	PP	VJB
3199	14066	30/09/2025	EE	85.02	Mobile phone charges August 2025 - Operations Team and Admin / Events phone	PP	VJB
3200	14049	30/09/2025	FUELGENIE BUSINESS ACCOUNT	299.99	Fuel account August 2025	DP	VJB
3201	14022	30/09/2025	L H SERVICES & FARM SUPPLIES	227.88	Hire of a portable toilet and a disabled toilet for the Mayor's Bonanza 23/8/25	DP	VJB
3202	14060	30/09/2025	CITIZENS ADVICE SOUTH WORCESTERSHIRE	9500.00	Community support grant July to December 2025 (first instalment of two)	DP	VJB
3203	14048	30/09/2025	MALVERN ELECTRICAL WHOLESALE LTD	32.16	4 packs of cable ties for general use	DP	VJB
3204	14055	30/09/2025	NOTHIN' BUT DUST (LIAM P KILLEEN)	285.00	Bands in the Park 10/8/25	DP	VJB
3205	14059	30/09/2025	NPOWER	57.40	Electricity charges August 2025 - former water feature - Hampden Road	DP	VJB
3206	14061	30/09/2025	PKF LITTLEJOHN LLP	2520.00	External Auditor fee for Limited assurance review year ended 31 March 2025	DP	VJB

Bank details checked 10/9/25

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (Initials)	Authorisation Given (initials)
3207	14046	30/09/2025	READY RENT LTD	30.00	Hire of a whacker plate for Adam Lee Pump Track	DP	VJB
3208	14004	30/09/2025	SCREWFIX (TRADE UK)	46.99	1 pair of safety boots for the Operations Manager	DP	VJB
3209	14071	30/09/2025	WATER PLUS LTD	49.20	Water charges Knapp Way Allotments - 10/8/25 - 10/9/25	DP	VJB
3210	14072	30/09/2025	WATER PLUS LTD	104.52	Water charges Cemetery 4/8/25 - 4/9/25	DP	VJB
3211	14051	30/09/2025	SEVERN VALLEY TRAINING SERVICES	660.00	First Aid at Work & Forrestry Training Course 13, 20 and 27 October 2025 x 4 MTC staff	DP	VJB
3212	14020	30/09/2025	THE SIGN SHED	192.10	25 x dog signs for various MTC sites	DP	VJB
3213	14053	30/09/2025	TEWKESBURY TOWN BAND	250.00	Bands in the Park 17/8/25	DP	VJB
3214	14067 14068 14069	30/09/2025	WORLDPAY (UK) LTD	126.00	Bank charges June, July and August 2025	DP	VJB
3215	14073 - 14079	30/09/2025	BT	1930.42	Telephone and Broadband charges - 28-30 Belle Vue Terrace, Cemetery and Community Hub - 23/9/24 -23/9/25	DP	VJB
3216		30/09/2025	MALVERN WELLS PARISH COUNCIL	630.00	Refund for monies due, Malvern Wells paid invoice twice in error	DP	VJB

Bank details cleared VJB

Bank details cleared VJB

Total Payments: 22,360.35

Malvern Town Council
Online Banking Payment Schedule
17 October 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (Initials)	Authorisation Given (initials)
3217	14085	17/10/2025	ACE ATV & EQUIPMENT	1745.72	Repairs to Corvus Vehicle - fix brakes and supply and fit new seals	<i>KB</i>	<i>KB</i>
3218	14052 14114	17/10/2025	ALL ABOUT LOCAL MAGAZINES LTD	684.60	Half page advert for the Christmas Light Switch on Event in the October / November edition and delivery of 11,500 Autumn Newsletters	<i>KB</i>	<i>KB</i>
3219	14102 14103	17/10/2025	ALLIANCE PAYROLL SERVICES LTD	310.24	Payroll charges August and September 2025	<i>KB</i>	<i>KB</i>
3220	14099	17/10/2025	BIG GREEN CLEANING COMPANY	1222.00	Cleaning contract Community Hub - October 2025	<i>KB</i>	<i>KB</i>
3221	14044 14045 14017	17/10/2025	BRADFORDS BUILDING SUPPLIES LTD	47.74	10 pairs of safety gloves, set of 9 hex keys and 1 tin of white line marking paint for Lower Howsell Football Pitch	<i>KB</i>	<i>KB</i>
3222	14108	17/10/2025	BRITISH GAS	21.51	Electricity charges Link Church Clock 22/8/25 - 20/9/25	<i>KB</i>	<i>KB</i>
3223	14056	17/10/2025	WORCESTER CONCERT BRASS	300.00	Bands in the Park 14/9/25	<i>KB</i>	<i>KB</i>
3224	14095	17/10/2025	DAC BEACHCROFT CLAIMS LIMITED	239.58	Vat payable in respect of damage to the gateway at Great Malvern Cemetery	<i>KB</i>	<i>KB</i>
3225	13931 14111 14112	17/10/2025	DOLPHINTEC	137.01	Photocopy charges June 2025, July and August 2025 and telephone call charges Community Hub for July and August	<i>KB</i>	<i>KB</i>
3226	14098	17/10/2025	FBC MANBY BOWDLER LLP	2340.00	Professional fees - Rose Bank Gardens up to 29/9/25	<i>KB</i>	<i>KB</i>
3227	14113	17/10/2025	HERON PRESS UK	590.00	Printing of 11,500 Autumn Newsletters	<i>KB</i>	<i>KB</i>
3228	14089 14090	17/10/2025	I P SKIPP AGRICULTURAL ENGINEERS LTD	1176.83	Supply replacement battery and drive belts for the John Deere Mower and carry out repairs and repairs to the Kubota Tractor	<i>KB</i>	<i>KB</i>
3229	14097	17/10/2025	JBA CONSULTING	3600.00	Hydraulic modelling and post development modelling for land at Elgar Avenue	<i>KB</i>	<i>KB</i>
3230	14086	17/10/2025	PARALLEL LINES (MARKING) LTD	2340.00	Marking of parking bays Pickersleigh Road Car Park at Victoria Park	<i>KB</i>	<i>KB</i>

Bank details checked for

*Bank details checked
KB*

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (Initials)	Authorisation Given (initials)
3231	14088	17/10/2025	ROADWARE LTD (BIBBY COMMERCIAL)	756.00	6 water filled bollards for Adam Lee	DP	KJB
3232	14087	17/10/2025	RPM MALVERN LTD	532.80	Supply and fill 6 replacement tyres for the Ford Transit WF16 ZHN	DP	KJB
3233	14092 14093	17/10/2025	SCREWFIX (TRADE UK)	92.07	1 mega phone for events and a chisel set for general use	DP	KJB
3234	14115	17/10/2025	WATER PLUS LTD	65.61	Water charges cemetery - 11/9/25 - 12/10/25	DP	KJB
3235	14096	17/10/2025	THE HELPING HAND COMPANY	43.80	2 litter pickers and 1 litter bag hoop	DP	KJB
3236		17/10/2025	CLARKE WILMOTT LLP	8141.64	Payment in relation to Water Plus account balance for Victoria Park (account has been in query since demolition of former pavilion)	DP	KJB
3237		17/10/2025	LISA KELLY	22.72	Refund of allotment deposit less rent owing end of tenancy	DP	KJB

Bank details checked KJB

Bank details checked KJB

Bank details checked KJB

Total Payments: 24,409.87

Malvern Town Council
Online Banking Payment Schedule
31 October 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3238	14084 14143 14144	31/10/2025	A J GAMMOND LTD	63.14	2 long handle pitch forks and grinding disks for general use and a bolt lock to repair the garage door at the cemetery	<i>JP</i>	<i>KB</i>
3239	14139	31/10/2025	BROADLEAF TREE CARE SPECIALISTS	200.00	Removal of one dead Willow Tree overhanging boundary at Maybank Estate	<i>JP</i>	<i>KB</i>
3240	14116	31/10/2025	AMY BROMAGE	15.21	Mileage claim - Events & Communications Officer	<i>JP</i>	<i>KB</i>
3241	14147	31/10/2025	BRITISH GAS	33.12	Electricity charges Lower Howsell 2/9/25 - 30/9/25	<i>JP</i>	<i>KB</i>
3242	14149 14150	31/10/2025	CHARLES PORTER	134.55	Mileage claim - Operations Manager - May to September 2025	<i>JP</i>	<i>KB</i>
3243	14141	31/10/2025	D H PHILLIPS SAND & GRAVEL	250.62	2 tonnes of sand and 15 bags of cement for installation of new benches	<i>JP</i>	<i>KB</i>
3244	14140	31/10/2025	D J YAPP ROOFING CONTRACTOR	440.00	Renewal of lead flashing on canopy and repair both ends on bus shelter at Rose Bank Gardens	<i>JP</i>	<i>KB</i>
3245	14138	31/10/2025	FUELGENIE BUSINESS ACCOUNT	176.81	Fuel account - September 2025	<i>JP</i>	<i>KB</i>
3246	14145	31/10/2025	HEART OF ENGLAND IN BLOOM	105.00	7 tickets for the Heart of England in Bloom Awards Presentation - 21/10/25	<i>JP</i>	<i>KB</i>
3247	14100 14101	31/10/2025	PAPERSTATION LTD	342.54	Stationery, coffee and cleaning products	<i>JP</i>	<i>KB</i>
3248	14146	31/10/2025	RBL POPPY APPEAL	55.00	2 x type c wreaths for Remembrance Sunday and the Poppy to Paddington Train	<i>JP</i>	<i>KB</i>
3249	14142	31/10/2025	STREETMASTER	2481.60	1 x Georgian Bench for Victoria Park and 1 x memorial bench for the cemetery (paid for by Mrs Kendrick)	<i>JP</i>	<i>KB</i>
3250	14148	31/10/2025	VIKING OFFICE UK	206.35	4 x packs of tork toilet rolls for the disabled toilet at the Community Hub	<i>JP</i>	<i>KB</i>
3251	14151	31/10/2025	EE	85.02	Mobile phone charges Operations Team and Events / Admin phone - September 2025	<i>JP</i>	<i>KB</i>

Bank details checked KB

Bank details checked KB

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (Initials)	Authorisation Given (Initials)	
3252	14152	31/10/2025	COMMUNITY ACTION	70.00	Contribution towards Warm Spaces Project as agreed by Full Council through The Mayoral Allowance	By	KJB	
3253		31/10/2025	STRANGE FUTURES THEATRE	2000.00	Large Grant as approved at Policy & Resources - 8/10/25	By	KJB	<i>Bank details checked KJB</i>
3254		31/10/2025	ST MARY'S CHURCH	1367.28	Large Grant as approved at Policy & Resources - 8/10/25	By	KJB	
3255		31/10/2025	WE ARE MEN UNITED	2422.00	Large Grant as approved at Policy & Resources - 8/10/25	By	KJB	<i>Bank details checked KJB</i>
3256		31/10/2025	MALVERN HILLS WELLBEING HUB	1000.00	Large Grant as approved at Policy & Resources - 8/10/25	By	KJB	<i>Bank details checked KJB</i>
3257		31/10/2025	COMMUNITY ACTION	1590.00	Large Grant as approved at Policy & Resources - 8/10/25	By	KJB	
3258		31/10/2025	THE COACH HOUSE THEATRE	540.00	Large Grant (part) as approved at Policy & Resources - 8/10/25	By	KJB	
3259		31/10/2025	1ST MALVERN COMPANY BOYS BRIGADE & GIRLS ASSOCIATION	500.00	Small Grant as approved at Policy & Resources - 8/10/25	By	KJB	
3260	14096	31/10/2025	THE HELPING HAND COMPANY LTD <i>End Payment - bank details updated.</i>	43.80	1 standard litter picker and 1 picker with hoop (paid previously - money returned as bank account changed)	By	KJB	<i>Bank details checked KJB</i>
Total Payments:				14,122.04				

Malvern Town Council
Online Banking Payment Schedule
21 November 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3261	14163	21/11/2025	A J GAMMOND LTD	202.80	13 x lengths of ducting for trenches at Victoria Park as part of the new lighting project	JP	KJB
3262	14161	21/11/2025	A J GRIFFITHS ENGINEERING LTD	840.00	Impact Molding at Victoria Park for 50mm solid ducting as part of new lighting project	JP	KJB
3263	14176	21/11/2025	ALLIANCE PAYROLL SERVICES LTD	153.42	Payroll charges October 2025	JP	KJB
3264	14168	21/11/2025	BRADFORDS BUILDING SUPPLIES LTD	23.08	19 piece drill bit set for general use	JP	KJB
3265	14171	21/11/2025	BRITISH GAS	22.49	Electricity charges Link Church Clock 21/9/25 - 21/10/25	JP	KJB
3266	14165	21/11/2025	COLCARDS	120.00	200 x Charity Christmas Cards to be sold at the Christmas Light Switch on event	JP	KJB
3267	14154	21/11/2025	COLWALL STONE (Andrew Cameron)	3600.00	Repairs to brick planter and bench in Barnards Green following damage from a car (all costs paid by insurance)	JP	KJB
3268	14166	21/11/2025	COMMUNITY ACTION	420.00	Donation from the Mayor towards the Warm spaces project (as agreed by Council)	JP	KJB
3269	14177	21/11/2025	EE	85.02	Mobile phone charges October 2025 - Events / Admin phone and Operations Team	JP	KJB
3270	14157	21/11/2025	ELLIS DAWE & SON LTD	25.73	Hydraulic hose for the John Deere Mower	JP	KJB
3271	14174	21/11/2025	GRAHAME GIBBINS	29.70	Mileage claim for the Operations Supervisor	JP	KJB
3272	14164	21/11/2025	I P SKIPP AGRICULTURAL ENGINEERS LTD	1144.80	Repairs to John Deere Mower and John Deere Tractor	JP	KJB
3273	14162	21/11/2025	LEIGH SINTON FARM & NURSERIES LTD	273.00	2 x 14ft Norway Spruce trees for Malvern Link and Barnards Green	JP	KJB
3274	14094	21/11/2025	LINK TOOLS	30.36	Socket set and adapters for repair garage door at the cemetery	JP	KJB

Bank details checked KJB

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3275	14158 14159	21/11/2025	LITE	6450.00	Supply and install new permanent Christmas Lights in Priory Walk and 2 transformers for repairs to Christmas Lights	JP	KJB
3276	14175	21/11/2025	P & R ALARMS LTD	120.00	Six monthly fire alarm testing at the Community Hub	JP	KJB
3277	14167 14170	21/11/2025	PAPERSTATION LTD	616.95	Stationery, cleaning products and black sacks	JP	KJB
3278	14172	21/11/2025	RPM MALVERN	30.00	Puncture repair on the Corvus electric vehicle	JP	KJB
3279	14160	21/11/2025	R STYLES PAT SERVICE LTD	310.60	Service of fire extinguishers at the Community Hub, Cemetery, Dukes Meadow and Lower Howsell	JP	KJB
3280	14173	21/11/2025	JAMES HALLAM LTD	631.95	Insurance for the Christmas Event 22/11/25	JP	KJB
3281	14169	21/11/2025	FURNITURE @ WORK	322.80	Whiteboard / magnetic projection for the Community room at Victoria Park	JP	KJB

Bank details approved VOB

Bank details approved VOB

Total Payments: 15,452.90

Malvern Town Council
Online Banking Payment Schedule
5 December 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3282	14233	05/12/2025	ALLIANCE PAYROLL SERVICES LTD	148.14	Payroll charges November 2025	<i>FB</i>	<i>FB</i>
3283	14207	05/12/2025	A L B SERVICES	16200.00	Erection of Christmas Lights 2025	<i>FB</i>	<i>FB</i>
3284	14231 14232	05/12/2025	BIG GREEN CLEANING COMPANY	2288.40	Cleaning contract for Community Hub November and December 2025	<i>FB</i>	<i>FB</i>
3285	14227	05/12/2025	BLUE BIRD CATERING	213.30	Supply of buffet for 20 people as farewell to Parade Marshall on Remembrance Sunday	<i>FB</i>	<i>FB</i>
3286	14227	05/12/2025	BRADFORD'S BUILDING SUPPLIES LTD	23.39	2 drill bit sets for general use	<i>FB</i>	<i>FB</i>
3287	14234	05/12/2025	AMY BROMAGE	19.98	Mileage claim - November 2025	<i>FB</i>	<i>FB</i>
3288	14239	05/12/2025	BRITISH GAS	34.26	Electricity charges Lower Howsell - 14/3/25 - 14/9/25	<i>FB</i>	<i>FB</i>
3289	14220	05/12/2025	MALVERN CHASE BRASS BAND	85.00	2 x band performances at the Christmas Event - 22/11/25	<i>FB</i>	<i>FB</i>
3290	14221	05/12/2025	CJ'S EVENTS WARWICKSHIRE LTD	564.00	Hire of 10 x market stalls for the Christmas Event - 22/11/25	<i>FB</i>	<i>FB</i>
3291	14230	05/12/2025	COLCARDS	120.00	200 x Christmas Cards for the Mayor	<i>FB</i>	<i>FB</i>
3292	14235 - 14238	05/12/2025	DESIGN IN THE SHIRES	622.80	Website support - September, October and November 2025 and quarterly web hosting	<i>FB</i>	<i>FB</i>
3293	14240	05/12/2025	EE	85.02	Mobile phone charges November 2025	<i>FB</i>	<i>FB</i>
3294	14091 14223	05/12/2025	FLEET (LINE MARKERS) LTD	1323.65	32 x tins of white line marking paint for football pitches	<i>FB</i>	<i>FB</i>
3295	14204	05/12/2025	FUELGENIE BUSINESS ACCOUNT	302.08	Fuelgenie business account - October 2025	<i>FB</i>	<i>FB</i>
3296	14217	05/12/2025	LEDBURY PLANT HIRE	1944.00	Grave digger hire - December 2025, January and February 2026	<i>FB</i>	<i>FB</i>
3297	14222	05/12/2025	MALVERN HILLS DISTRICT BRASS BAND	150.00	Band performance for Remembrance Sunday 9/11/25	<i>FB</i>	<i>FB</i>
3298	14211 14212 14229	05/12/2025	MALVERN ELECTRICAL WHOLESALE LTD	58.88	Insulation tape, connectors, plugs and cable ties for Christmas Lights	<i>FB</i>	<i>FB</i>
3299	14224	05/12/2025	NOTHIN' BUT DUST (L P KILLEEN)	150.00	Band performance at the Christmas Event - 22/11/25	<i>FB</i>	<i>FB</i>
3300	14218	05/12/2025	R J PHILPOTTS	510.00	Hedge trimming at Victoria Park Bowling Club, Lower Howsell, Townsend Way and Yates Hay	<i>FB</i>	<i>FB</i>

Bank details checked FB

Bank details checked FB

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (Initials)	Authorisation Given (Initials)
3301	14155	05/12/2025	READY RENT LTD	15.00	Hire of a cement mixer to install benches at Victoria Park and the Cemetery	VP	KJB
3302	14156 14208 14209 14210	05/12/2025	SCREWFIX (TRADE UK)	42.46	Batteries for gas lamps, bolts, washers, glue and timers for general use	DP	KJB
3303	14199	05/12/2025	WATER PLUS LTD	68.12	Water charges Cemetery office - 11/10/25 - 11/11/25	DP	KJB
3304	14202 14203	05/12/2025	WATER PLUS LTD	119.97	Water charges Knapp Way - 10/9/25 - 10/11/25	DP	KJB
3305	14195 - 14197	05/12/2025	WATER PLUS LTD	1667.67	Water charges Victoria Park - 27/10/25 - 27/11/25	DP	KJB
3306	14198	05/12/2025	WATER PLUS LTD	33.22	Water charges Lower Howsall - 14/3/25 - 14/9/25	VP	KJB
3307	14219	05/12/2025	SIGNS CENTRAL	228.00	3 x banners and selfie station for Christmas Event	DP	KJB
3308	14225	05/12/2025	SOLO CIRCUS (MARK RUSSELL)	425.00	Circus workshops and performances at the Christmas Event 22/11/25	DP	KJB
3309	14226	05/12/2025	SOUTH WORCESTERSHIRE LIFEGUARDS & LIFESAVING	360.00	5 x First Aiders for the Christmas Event 22/11/25	DP	KJB
3310	14206	05/12/2025	SPORTY-CO	401.88	1 x set of replacement tennis posts with steel sockets for Victoria Park	DP	KJB
3311	14215	05/12/2025	TRADE ROOTS HORTICULTURAL SALES LTD	99.60	40 x Beech Saplings for the Cemetery	DP	KJB
3312	14216	05/12/2025	TRAVIS PERKINS TRADING COMPANY LTD	50.32	Sandbags and a digging spade for the cemetery	DP	KJB
3313	14228	05/12/2025	UNITED REFORM CHURCH	25.00	Hire of room for staffing committee meeting - 27/11/25	DP	KJB
3314	14241 - 14243	05/12/2025	WORLDPAY (UK) LTD	126.00	Bank charges - September, October and November 2025	DP	KJB
3315		05/12/2025	CLIVE HOOPER	50.00	Annual printing claim 2025/26	DP	KJB
3316	14158	05/12/2025	SHEILA FELLOWS	10.00	Round of money paid for Farmer Christmas tickets - overpayment		
3317	14200 14201	05/12/2025	WATER PLUS LTD	206.21	Water charges Cemetery 4/9/25 - 4/11/25	DP	KJB

Bank details
checked KJB
Bank details
checked KJB

Total Payments:

628,761.55

628,761.55

Malvern Town Council
Online Banking Payment Schedule
22 December 2025

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3318	14247	22/12/2025	ANGLIA SIGN CASTING LTD	104.30	1 x memorial plaque for Malvern Wells Cemetery (money will be reimbursed from Malvern Wells Parish Council)	<i>df</i>	<i>VJB</i>
3319	14248 14249	22/12/2025	BRADFORD'S BUILDING SUPPLIES LTD	59.63	2 flap discs for the angle grinder, 7 pairs of gloves for the Operations Team and 2 brooms	<i>df</i>	<i>VJB</i>
3320	14255 14256 14257	22/12/2025	BROADLEAF TREE CARE	1750.00	Crown reduction of maple tree and removal of 2 Sycamore trees at Tomato Land and height reduction of hedge in Maybank	<i>df</i>	<i>VJB</i>
3321	14254	22/12/2025	BRITISH GAS	37.01	Electricity charges Lower Howsell 2/11/25 - 26/11/25	<i>df</i>	<i>VJB</i>
3322	14263	22/12/2025	COMMUNITY ACTION	300.00	Transport costs for the Warm Spaces Initiative funded from the Mayor's Allowance	<i>df</i>	<i>VJB</i>
3323	14246	22/12/2025	FUELGENIE BUSINESS ACCOUNT	214.08	Fuel account - November 2025	<i>df</i>	<i>VJB</i>
3324	14264	22/12/2025	MALVERN GREEN SPACE	1000.00	Hall hire, food and staffing costs for Warm Spaces Initiative	<i>df</i>	<i>VJB</i>
3325	14205 14245	22/12/2025	JRS CONSULTING	337.00	Service and repairs to Lyttelton Well Clock - replacement of main weight cable and re-starting	<i>df</i>	<i>VJB</i>
3326	14047 14250	22/12/2025	LEIGH SINTON GARDEN MACHINERY	29.20	Chainsaw file and 5 litres of oil	<i>df</i>	<i>VJB</i>
3327	14253	22/12/2025	NEWSQUEST MEDIA GROUP	292.25	Public Notice re: Malvern Hills Bill Petition published in the Malvern Gazette on 21 November 2025	<i>df</i>	<i>VJB</i>
3328	14265 - 14270	22/12/2025	NPOWER	164.47	Electricity charges former Water Feature Hampden Road (Invoices that were missed from the period 2022 to 2024)	<i>df</i>	<i>VJB</i>
3329	14262	22/12/2025	PAPERSTATION LTD	487.96	Stationery, cleaning products, printer cartridges, tea and coffee	<i>df</i>	<i>VJB</i>
3330	14260 14261	22/12/2025	PHS GROUP LTD	170.98	Annual Duty of Care hygiene certificates for the Cemetery and Community Hub	<i>df</i>	<i>VJB</i>
3331	10227	22/12/2025	PLAYSAFETY LTD	1046.64	Annual Rospa play ground inspections 13 sites	<i>df</i>	<i>VJB</i>
3332	14251	22/12/2025	READY RENT LTD	18.00	Hire of a cement mixer for Victoria Park	<i>df</i>	<i>VJB</i>
3333	14244	22/12/2025	RPM MALVERN	1516.50	Repairs to Ford Transit - WF16 ZHN	<i>df</i>	<i>VJB</i>
3334	14252	22/12/2025	MALVERN SAMBA BAND (SCRAP TO INSTRUMENTS)	300.00	Band performance and parade at the Christmas Event - 22/11/25	<i>df</i>	<i>VJB</i>

Bank details checked VJB

Bank details checked VJB

IB No.	Invoice Number	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
3335	14258	22/12/2025	SCREWFIX (TRADE UK)	44.99	1 pair of safety boots for Operations Team	DP	VJB
3336		22/12/2025	MALVERN WELLS PARISH COUNCIL	2235.00	Payment of cemetery income collected on behalf of Malvern Wells Parish Council	DP	VJB
3337		22/12/2025	ARCOS	354.16	Payment of 25% of monies raised at Christmas Light Switch on Event - 22/11/25	DP	VJB
3338		22/12/2025	LEGACY MOTO	354.16	Payment of 25% of monies raised at Christmas Light Switch on Event - 22/11/25	DP	VJB
3339		22/12/2025	MALVERN COMMUNITY FOREST	354.16	Payment of 25% of monies raised at Christmas Light Switch on Event - 22/11/25	DP	VJB
3340		22/12/2025	MALVERN WELCOMES	354.16	Payment of 25% of monies raised at Christmas Light Switch on Event - 22/11/25	DP	VJB

Bank details checked VJB

Bank details checked VJB

Bank details checked VJB

Total Payments: 11,524.65

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 10 June 2026 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

REVIEW OF ELECTRONIC PAYMENTS POLICY

1. Purpose of Report

1.1. For review and decision.

2. Recommendation

2.1. Policy and Resources Committee is recommended to consider, review and revise as necessary, the Town Council's Electronic Payments Policy.

3. Background

3.1. The last review of the Town Council's Electronic Payments Policy was approved by Full Council in December 2022.

3.2. The Town Clerk has updated the policy to ensure that it complies with the Council's Financial Regulations and new policy for reviewing payment schedules. The draft policy for consideration is attached at Appendix A to this report.

3.3. Members of Policy and Resources Committee are invited to make comments as necessary and recommendations for any updates or changes will go to Full Council for approval and adoption.

4. Financial Implications

4.1. None pertaining to this report.

5. Legal Implications

5.1. The following laws and code of practice will apply to this policy:

- Local Audit and Accountability Act 2014
- Requirements from External Audit

End
Linda Blake
Town Clerk



MALVERN TOWN COUNCIL

ELECTRONIC PAYMENTS POLICY

MALVERN TOWN COUNCIL

ELECTRONIC PAYMENTS POLICY

1. Introduction

- 1.1. Following the repeal of 150(5) of the Local Government Act 1972 which stipulated a *two member signature rule*, local councils are now allowed to take advantage of electronic payment methods.
- 1.2. In adopting any such electronic payment method however, the underlying principle of safeguarding public money still applies and Malvern Town Council (hereafter known as the Council) must ensure that robust controls on payments still remain.
- 1.3. In normal circumstances, payment runs are processed fortnightly.
- 1.4. In the absence of the Town Clerk and/or RFO, duties will be carried out by the Deputy Town Clerk.
- 1.5. In the absence of the Finance and Administration Officer, duties will be carried out by the Office and Operations Co-ordinator.

2. Documentation

- 2.1. Payments by internet banking will be effected by two Council Officers. One Officer to post the payment for approval, the second as RFO to give authorisation to process the payment.
- 2.2. Prior to any electronic payments being made, a payments schedule will be produced detailing all payments that are due to be made, and which invoices they relate to. This document will be completed and checked by the Finance and Administration Officer.
- 2.3. The Finance and Administration Officer will process supplier invoices/payments on the SAGE accounting system and then make payments via the online banking system.
- 2.4. The RFO will give the secondary approval required to process each online payment and will carry out a sample check on supplier bank details picking two to three on every schedule.
- 2.5. The Chair and Vice-chair of Policy and Resources Committee will be sent schedules of online banking payments at least once every two months. They will randomly select three invoices from each schedule to be checked against the bank statement. A record of the check will be made and any issues identified will be reported to the next meeting of Policy and Resources Committee.
- 2.6. All payment schedules will be sent to Policy and Resources Committee as part of the financial reports at least once a quarter. They will also be available on the Town Council website.

3. Security

- 3.1. Where internet banking arrangements are made with the bank, the Town Clerk shall be appointed as the Service Administrator and the Deputy Town Clerk as the Deputy Service Administrator. The Finance and Administration Officer and Office and Operations Co-ordinator will be basic users of the banking system but will not hold administrator rights.
- 3.2. Each operator of the online payment system will have appropriate access which cannot be overruled. Each will have their own unique log-on and passcode to be able to operate the payment system. The Finance and Administration Officer will create the batch of payments but will be unable to authorise this batch. This must be done by a second person after checking the batch and this will be the RFO.
- 3.3. All unique log-on details and passcodes must be kept securely by each respective individual and must not be shared.
- 3.4. Any changes to these operator names must be approved by the Town Clerk.
- 3.5. Any changes to the Town Clerk's details or responsibilities should be approved by two payment signatories as detailed in the Council's Bank Mandate arrangements.
- 3.6. Access to online banking will be directly to the access page (which may be saved under "favourites") and not through a search engine or email link. Computer auto-saving of bank log-on and passcode details will be prohibited.
- 3.7. Once the payment run has been completed, each operator of the online payment system must ensure they have logged out securely.
- 3.8. The Town Clerk will ensure that any computers used to transact financial business on behalf of the Council will have operational and up-to-date anti-virus, anti-spyware and firewall software in place. The Council has an IT maintenance contractor in place to carry out these works.

4. Audit

- 4.1. All payments made through the online banking system will be made available to the Internal Auditor for validation during internal audits.

5. Review and action

- 5.1. The Council recognises that it is important to review this policy regularly to ensure that it reflects up to date legislation and any recommendations from the audit process.

- 5.2. A review of the Electronic Payments Policy will be carried out as least once every council term as a minimum and any necessary actions taken.