



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

**For meeting on Monday 13 May 2024 at 6.00 pm
Council Chamber, Belle Vue Terrace**

MALVERN TOWN COUNCIL

Town Clerk
28-30 Belle Vue Terrace
Malvern
WR14 4PZ



7 May 2024

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

MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Policy and Resources Committee (Quorum 5):

Councillors Iain Dawson (Chair), Clive Fletcher (Vice-Chair), Marilyn Birks, Nick Houghton, Melanie Jones, Julie MacLusky, Ronan McLaverty-Head, Karen Newbigging

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 Council Chamber, Belle Vue Terrace, Malvern on Monday 13 May 2024, commencing at 6.00pm for the transaction of the business shown on the Agenda below.

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

Linda Blake
Town Clerk

| No. | Agenda Item |
|--|--|
| 1. | Apologies for Absence To receive and note apologies for absence |
| 2. | Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests |
| 3. | 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">➤ 27 March 2024 (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> | |
| 4. | Small Grants Scheme, 2nd Round 2023/24 – Eden ESOL <ul style="list-style-type: none">➤ Report PR01/24 to follow |
| 5. | Photocopier Contract <ul style="list-style-type: none">➤ Report PR02/24 to follow |
| 6. | Financial Reports <ul style="list-style-type: none">➤ Report PR03/24 to follow➤ Cash report Ref CR1 January, February, March 2024➤ Bank payments schedules January, February, March 2024 |
| 7. | CCTV Policy <ul style="list-style-type: none">➤ Report PR04/24 to follow |

| | |
|-----------|---|
| 8. | Review of Data Protection Policy ➤ Report PR05/24 to follow |
| 9. | Date and Time of Next Meeting ➤ Wednesday 12 June 2024 at 6.00 pm |

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

**held in the Council Chamber, Belle Vue Terrace, Malvern
on Wednesday 27 March 2024 at 6.00 pm**

Councillors

I Dawson (Chair)
C Fletcher (Vice-chair)
N Houghton
M Jones
L Lowton (substitute for M Birks, from
6.02pm))
R McLaverty-Head
J MacLusky
K Newbigging

Absent

M Birks (apologies)

Also in attendance

Linda Blake - Town Clerk
Louise Wall – Minute Clerk

Cllr Clive Hooper
Cllr David Mead
Cllr David Watkins

Members of the public

62. APOLOGIES FOR ABSENCE

Apologies for absence from Cllr Marilyn Birks were **NOTED**. Cllr Birks had substituted Cllr Lou Lowton.

63. DECLARATIONS OF INTEREST

Agenda item 5, Small Grants Scheme 2nd round 2023/24

Cllr Clive Hooper – past Chair and current Vice-chair of Malvern Civic Society, his mayoral charity for the year is St Richard’s Hospice.

Cllr Julie MacLusky – has applied to join the Railway Division of Malvern Civic Society.

Cllr Lou Lowton joined the meeting at 6.02pm

Cllr Karen Newbigging – had a Listed Building Consent Application recently at MHDC, and Malvern Civic Society commented on it, therefore she would abstain from voting on the item regarding their grant application.

64. MINUTES OF PREVIOUS MEETING

Cllr Lowton raised a matter of accuracy under minute 60 from the last meeting, held on 28 February 2024.

A transcript of the meeting recording had been made and was read out to the meeting by the Town Clerk.

It was agreed that although both ‘withdraw’ and ‘reverse’ had been used in the discussion, the recommendation should include the word ‘withdraw’.

Furthermore, the recommendation included a sentence “meeting times would therefore revert to the usual start time of 6pm” at the end and this had not been part of the agreed recommendation, although its inclusion was a matter of clarification.

It was **AGREED** to amend the minutes so that the recommendation in minute 60 would now read:

It was **RECOMMENDED** that Full Council withdraw the decision made on 14 February to accept the calendar of meetings in light of legal advice.

For clarification, on a separate line, "Meetings would therefore revert to the usual start time of 6pm."

It was **RESOLVED** that the minutes as amended of the following meeting be approved and adopted as a correct record of the proceedings, to be signed by the Chairman:

- Policy and Resources Committee meeting held on 28 February 2024.

PUBLIC PARTICIPATION

Representatives of some of the organisations applying for grants attended the meeting to speak in support of their applications and answer any questions arising.

1st Malvern Boys Brigade & Girls Association – small grant £500

1st Malvern Boys Brigade had recently merged with the 7th Malvern Girls Brigade to become one organisation. As a result of this, uniforms, bass drum skins and the banner all required updating. It was hoped that some badminton poles could also be purchased as this was a sport that the girls in particular enjoyed playing.

It was clarified that both boys and girls would benefit from the grant, also that a proportion of attendees were from lower income families, and therefore the grant would help everyone to be able to participate.

Other funds were raised by activities such as bag packing at Morrisons, tombolas and activity days.

Malven Civic Society – small grant £470

The society has run Midsummer Malvern for many years but would like to revamp it to make it more relevant to Malvern and provide a platform to charities to share knowledge. The purpose of this grant would be to pay for advertising informing Malvern residents of a community day on 23 June in Priory Gardens.

It was questioned whether the society should be able to fund this event with income from other events held throughout the year, but members were informed that the society does not put on events to make a profit and generally events break even.

1st Malvern Link Scout Group – large grant £2,500

The current hall in Redland Road was built in the sixties and has continued to be well used. However, the lighting is now starting to fail and replacement parts difficult to find. Over recent years, there have been attempts to make the hall more environmentally friendly and as part of this, it is proposed to replace the fluorescent lighting with LED lighting throughout, which will also save on energy costs.

Malvern Theatre Players - £1,400

It was explained that this grant would fund 140 free tickets for under 14s to a summer production of Alice in Wonderland in Priory Park in July. It was known that some Malvern residents did not attend theatre productions due to cost and therefore providing free tickets for children would help theatre be more accessible.

The Hills Singers – large grant £1,250

Mr Malcolm Penny explained that the application was for a repeat of that made in 2020 for an event which had subsequently been delayed due to covid. The grant

would be spent on hiring two venues for performances by the Fontana Choir when they visit in June, and supplying transport to and from Heathrow airport.

Members questioned whether Malvern residents would benefit from the event to be held in Ledbury, also whether low-income families would be able to afford the entrance fee and transport.

The events would be advertised in the local monthly magazine, flyers and by word of mouth.

The Ledbury venue had been booked as the Malvern Priory was unavailable on the required date, but was also too expensive. Ledbury church is an impressive building with a large capacity.

Under 16s will be admitted for £5 or free depending on the venue.

65. MALVERN TOWN COMMUNITY SUPPORT GRANT – CITIZENS ADVICE BUREAU

Report PR01/24 was received and accepted.

The Town Clerk explained that the Citizens Advice Bureau (South Worcestershire Citizens Advice) previously had a long-term agreement renewed once every three years for a community support grant, most recently in March 2021 for £16,000 per year, but this time had applied for £18,000 for one year.

Committee considered the application and it was **RECOMMENDED** to award a Community Support Grant of £18,000 for 2024/25.

66. SMALL GRANTS SCHEME, 2ND ROUND 2023/24

Report PR02/24 was received and accepted.

1st Malvern Boys Brigade & Girls Association

It was **AGREED** to award a small grant of £500 to the 1st Malvern Boys Brigade & Girls Association.

Eden ESOL

It was **AGREED** to defer a decision on this grant, subject to confirmation that teaching of the English language is kept independent and separate from the religious activities of Eden Church.

Malven Civic Society

It was **AGREED** to award a small grant of £470 to Malvern Civic Society.

Malvern Victoria Bowling Club

It was **AGREED** to award a small grant of £500 to Malvern Victoria Bowling Club.

Cllr Nick Houghton left the room at 7.10pm.

Cllr Nick Houghton re-entered the room at 7.12pm.

St Richard's Hospice

It was **AGREED** to award a small grant of £500 to St Richard's Hospice.

67. LARGE GRANTS SCHEME, 2ND ROUND 2023/24

Report PR03/24 was received and accepted.

The Chair noted that award of grants totally over £4,000 would be outside of committee delegations and therefore recommendations would need to be submitted to Full Council.

1st Malvern Link Scout

It was **RECOMMENDED** to award a large grant of £2,500 to 1st Malvern Link Scout Group.

The Chase School

It was **AGREED** to reject the application for a grant of £2,500 from The Chase School.

Malvern Theatre Players

It was **RECOMMENDED** to award a large grant of £1,400 to Malvern Theatre Players.

The Hills Singers

It was **RECOMMENDED** to award a large grant of £1,250 to The Hills Singers, with the condition that under 16s would have free entry to both events, and that 40 free tickets for the Ledbury event be given to the Food Bank for distribution.

The Town Clerk informed that meeting that two other large grant applications had been received but did not qualify according to the grant scheme criteria.

Cllr Julie MacLusky left the room at 7.50pm

These organisations were Malvern United Football Club and The Curious Cabinet, neither of which had supplied all of the required information.

Cllr Julie MacLusky re-entered the room at 7.52pm

It was **AGREED** that these two organisations should be advised that an appeal against this decision would not be allowed, but that they were welcome to reapply to the scheme in September 2024, when the 1st round of the grants scheme for 2024/25 would open.

Cllr Julie MacLusky left the meeting at 7.55pm.

68. REVIEW OF EARMARKED RESERVES

Report PR04/24 was received and accepted.

The Town Clerk explained that as year-end approached, reserves were looked at as a matter of good housekeeping to see what had or hadn't been spent and whether council wished to put any additional amounts aside.

This year, more had been spent as some reserves had gone towards the new building at Victoria Park. The Town Clerk asked for one addition to earmarked reserve – to use the underspend from the car park at Adam Lee for additional landscaping works around the new building at Victoria Park.

It was **RECOMMENDED** to approve the details of Earmarked Reserves as summarised at Appendix A to the report.

69. STAFFING MATTERS – STAFFING SUB-COMMITTEE

It was **AGREED** that discussion of this matter be postponed until the next meeting.

70. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting would be Wednesday 8 May 2024 at 6pm.

The meeting finished at 8.00 pm

.....(Chairman)

DRAFT

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL
to be held on Monday 13 May 2024
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**SMALL GRANTS SCHEME – 2nd ROUND 2023/24
EDEN ESOL**

1. Purpose of report

1.1. For decision.

2. Recommendation

2.1. Policy and Resources Committee is recommended to consider Eden ESOL's application for a small grant of £467.90.

3. Background

3.1. Policy and Resources Committee considered requests for donations under the small grants scheme at its meeting on 27 March 2024.

3.2. Committee agreed to defer a decision on the grant to Eden ESOL, subject to confirmation that teaching of the English language is kept independent and separate from the religious activities of Eden Church.

3.3. The Town Clerk wrote to Eden ESOL and has received written confirmation that English teaching is separate from the activities of the church and that the students and staff come from different countries, backgrounds and religious beliefs, and all are accepted and treated equally.

3.4. A copy of the officers' marking scheme, grant application, and short supporting statement are attached at Appendix A to this report. These provide guidance but it is the role of Policy and Resources Committee to decide whether to award funding.

4. Financial Implications

4.1. The Town Council set aside a total of £5,000 in its 2023/24 budget for the payment of small grants. £3,458 of this budget has been allocated to date.

4.2. Funds will be earmarked at Year End to ensure that any small grants deferred from the March meeting are paid from the 2023/24 financial year budget.

5. Legal Implications

5.1. The Town Council has the power to award grants under sections 137, 142, 144 and 145 of the Local Government Act 1972 and section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

5.2. The Town Council can also award grants using the Power of General Competence.

End

Linda Blake
Town Clerk

**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

| | |
|----------------------------|------------|
| Name of organisation: | Eden ESOL |
| Amount Requested: | £467.90 |
| Time of Grant Application: | March 2024 |

Assessment of small grant applications is made against the following five criteria, where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 4, which is double weighted.

| CRITERIA | LOW | | MED | | HIGH |
|---|------------|---|------------|---|-------------|
| 1. Voluntary organisation with governance systems in place? | 1 | 2 | 3 | 4 | 5 |
| 2. Clear description of project/activity with arrangements in place to manage and deliver? | 1 | 2 | 3 | 4 | 5 |
| 3. Own bank account and financial information supplied? | 1 | 2 | 3 | 4 | 5 |
| 4. Demonstration that project is beneficial to Malvern Town residents? | 2 | 4 | 6 | 8 | 10 |
| 5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)? | 1 | 2 | 3 | 4 | 5 |
| SUB TOTAL | | | 6 | 8 | 10 |
| OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee. | | | | | 24 |

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

SMALL GRANTS are for amounts up to and including £500.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

| 1. About your organisation | |
|--|--|
| Name of organisation: | Eden ESOL |
| Address: | Eden Centre, Grovewood Road, Malvern, Worcestershire. WR14 1GD |
| Nature of organisation: | Church |
| VAT registration number (if applicable): | 260802819 |
| Date organisation established: | 7/11/1995 |
| 2. Contact details | |
| Contact name: | Janice Watts |
| Position within organisation: | Eden ESOL C0-ordinator |
| Correspondence address: | Eden Centre, Grovewood Road, Malvern, Worcestershire. WR14 1GD |
| Daytime telephone: | 07534485487 |
| Email address: | connectthroughlanguage@gmail.com |
| 3. About your application | |
| Amount requested: | £467.90 |

Briefly outline the reason for your application and how the amount requested will be spent:

Our application is to cover the following course materials which are used in our teaching sessions.

| | | |
|---|--------|---------------|
| English for Everyone Course Book Level 1 x 15 x 9.09 | 136.35 | |
| English for Everyone Course Book Level 2 x 10 x 10.47 | 104.70 | |
| English for Everyone Course Book Level 3 x 10 x 12.99 | 129.90 | Total £467.90 |
| English for Everyone Course Book Level 4 x 5 x 12.99 | 64.95 | |
| English for Everyone Level 2 Business English 4 x 8 | 32.00 | |

How will the grant benefit Malvern Town residents/the Malvern Town community?

In 2018, Eden Church set up an ESOL school, teaching English to anyone who does not have English as their first language. A particular emphasis for this was supporting refugees fleeing conflict in their own countries. We have Chinese, Afghan, Syrian, Albanian and Iraqi students studying with us, wanting to improve their language skills, to be able to access further education and employment. More recently we have welcomed over 90 Ukrainian learners, and this continues to rise weekly as more seek refuge in this country. It is such a privilege to be able to support and encourage people, who have faced trauma and persecution, to settle and integrate into life in the Malvern area. We have also been privileged to watch learners become more confident and find employment to be able to support themselves and their families.

How many residents of Malvern Town will benefit?

100

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

As an organisation, we have been committed to making the English language accessible to all, by not charging for tuition, refreshments, or study materials. We have a dedicated team of qualified volunteer tutors, who have consistently given of their time, without recompense, which has made our sessions possible. The Church has previously committed funds for books, but there are not infinite resources available, and therefore we do rely on the generosity of funders like yourselves and are very grateful for the support given. Eden Church continues to supply all refreshments and we have dedicated use of the building every week.

It has been a privilege to see our students consistently improve their English language skills, progress through the book levels in their studies, and move into employment and a settled life here in Malvern.

Thank you for considering this funding bid.

Have you received any grant funding from the Council in previous years? If so, please give details:

2019 £492 for books

| | | |
|---|---|--------------------------|
| What is the planned delivery date for the project/activity? | | |
| Immediately and ongoing | | |
| What arrangements are in place for the delivery and management of this project? | | |
| <p>EDEN ESOL has been running since 2019 and as such is a continuing project. We have a Co-ordinator who oversees the project and a dedicated team of qualified teachers and teaching assistants.</p> | | |
| 4. Financial information | | |
| Total cost of your project: | Costs are ongoing with books varying from £7-£12.99 per item. | |
| What funding has been secured to date and from where? | | |
| N/A | | |
| If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these? | | |
| N/A | | |
| | Now | Previous year |
| Annual income | £126.674 | £115.52 |
| Annual expenditure | £127.362 | £111.70 |
| Surplus/loss for the year | £-688 | £3.82 |
| Savings/reserves | £0 | £0 |
| 5. Bank details | | |
| Does your organisation have its own bank account and manage its own funds? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Sort code: | 30-95-41 | |

| | | |
|---|---------------------|-----------------|
| Account number: | 0015 7828 | |
| Account name: | Eden Church | |
| 6. Supporting information to be included | | Attached |
| Latest available statement of accounts | ✓ | |
| A copy of your organisation's aims and objectives | ✓ | |
| 7. Declaration | | |
| <p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p> | | |
| Name: | Janice Watts | |
| Signature: | Janice Watts | |
| Date: | 3/3/24 | |

Please submit your application by emailing it along with required supporting documents to Deborah Powell: dpowell@malvern-tc.org.uk

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at www.malverntowncouncil.org/policies

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL
to be held on Monday 13 May 2024
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

PHOTOCOPIER CONTRACT 2024 - 2029

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Policy and Resources Committee is recommended to award a five-year photocopier lease contract to Company C.

3. Background

3.1. The Town Council has historically leased photocopiers on five-year contracts. The previous five-year agreement ended in June 2023, but due to the Council's intention to move its offices, a one year contract extension was negotiated and this ends in June 2024.

3.2. The benefits of a lease are that the lease company bears the risks of any problems with the photocopier and at the end of the five-year term, the Council is free to lease a brand new machine with any updated technological benefits.

3.3. Three firms have been approached for quotations with a minimum specification to match the Council's needs.

- Output speed no less than 25 pages per minute
- Booklet maker/stapler finisher
- Secure print release
- Scan to email function
- Touchscreen interface
- 1200 x 1200 DPI print resolution

3.4. A summary of the quotations received is attached at Appendix A

3.5. Officers are recommending Company C, because the quotation as submitted satisfies all of the requirements within the specification, whilst having the lowest quarterly lease cost and printing costs.

3.6. The photocopier will retain all of the features of the current machine but with a few added extras such as a large capacity tray, SRA3 printing, banner mode and air print.

3.7. It should be noted that staff no longer use separate printers, and all printing within the new offices will be done via the photocopier.

3.8. The photocopier will be fitted with a booklet finisher to allow staff to produce a variety of coloured booklets and leaflets where necessary. The addition of this finisher unit also allows documents such as the quarterly accounts and year end accounts to be stapled and finished in a professional way, improving their appearance and making them more user-friendly.

3.9. All contracts include toners, engineer call outs, parts and labour. Delivery, installation, network connection and training are also provided free of charge.

4. Financial Implications

4.1. If Company C is chosen, the approximate annual costs for the photocopier will be as follows:

| | |
|--|--------|
| Annual rental | £1,296 |
| Copy charge | £340 |
| (based on 16,000 mono copies and 12,000 colour copies) | |

4.2. The above charges can be contained within the 2024/25 budget which is as follows:

| | |
|---------------|--------|
| Annual rental | £1,500 |
| Copy charge | £700 |

5. Legal Implications

5.1. The Town Council will be tied into a five-year contract until June 2029

End

Linda Blake
Town Clerk

**AGENDA ITEM 5
PR02/24**

| Company | Machine | Trays | Cost of staples | Booklet finisher stapler | Speed ppm | Cost Mono Colour | Lease length | Lease cost per qrtr | Toner recycling Toner reordering | What's included |
|---------|---|--|-------------------------------|--------------------------|---------------|------------------|----------------|--|---|--|
| A | Kyocera TA3554ci (new) | 4 x 500 bypass | £90 per box of 15,000 staples | ✓ | 35 | 0.318p 3.306p | 5 years | £350 | Free Automatic | <ul style="list-style-type: none"> • Delivery • Installation • network linking • removal of old device • all service maintenance • toners • parts. Lease admin fee applied on first rental invoice. |
| B | Develop Inco +250i colour (by Konica Minolta) (new) | 4 x 500 bypass | | Optional extra | 25 | 0.28p 2.8p | 3 yrs 5 yrs | £285 (inc stapler) £188 (inc stapler) | Collect used toner cartridges for reuse | <ul style="list-style-type: none"> • Toner • consumables, • parts • labour • call out Delivery, installation and training. |
| C | Toshiba E-Studio 4525ac (new) 26cm multi-touch colour panel | 2 x 550 1 x 2000 Large Capacity Tray (3 in total) bypass | | ✓ (includes stapler) | 45 A3 x 22 | 0.25p 2.5p | 5 years | £324 | ✓ free | <ul style="list-style-type: none"> • Relocation of new machine FOC if required • Memory Printing • Air Print (can print from mobile device or tablet) • Network Print & Scan |

FINANCIAL REPORTS

CR1 – JANUARY, FEBRUARY & MARCH 2024

Cash Movements

1. Total bank balances totalled £487,992 at the end of March 2024. This amount is approximately £323,890 lower than at the same period last year. This is due to payments made in relation to the new community hub building in Victoria Park.
2. The Council opened an account with The Public Sector Deposit Fund in January 2017 in order to obtain better rates of interest on deposit:
 - The balance on this account at the end of March 2024 was £278,516 and interest received in January, February and March 2024 was £4,138.42.
3. The Council has also invested £66,484 of funds with the Local Authorities Property Fund. This is a long-term investment of funds and the latest dividend payments for the period January to March 2024 was £769.20.

Debtor Days Outstanding

Debtor days at the end of January were 14.59, dropping to 7.61 at the end of February, and then going back up to 18.07 at the end of March 2024. There were two bad debtors throughout the period, one was a football team, who struggled with the costs of high electricity bills, they have now cleared the debt and other hire arrangements are in place that are more affordable to the club and the second was receipt of income for Lengthsman works which was paid late due to a billing query.

Creditor Days Outstanding

Target creditor days are 30, although officers are mindful of shorter payment terms held by smaller suppliers and try and honour these where possible. Creditor days were 23.41 at the end of January, 27.49 at the end of February and then fell to a very low point of 0.61 at the end of March 2024. This fall was due to a large payment for the new community hub building at Victoria Park which needed to be settled within the month.

SCHEDULE OF CHEQUE PAYMENTS AND ONLINE PAYMENTS: JANUARY, FEBRUARY AND MARCH 2024

Scheduled Payments (excluding Non-Cheque Payments and other payments) for this period totalled:

| | |
|------------------------|-------------|
| ONLINE – JANUARY 2024 | £ 15,992.97 |
| ONLINE – FEBRUARY 2024 | £686,751.97 |
| ONLINE – MARCH 2024 | £769,715.68 |

| | |
|--------------|----------------------|
| Total | £1,472,460.62 |
|--------------|----------------------|

JANUARY 2024

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 31 January 2024 is set out below. All balances have been confirmed by reconciliation with bank statements.

| Transaction | Unity Trust Bank Account | Public Sector Deposit Account | Local Authorities Property Fund | Total |
|--|-----------------------------|----------------------------------|------------------------------------|----------------|
| | £ | | £ | £ |
| Balance: | | | | |
| 31 December 2023 | 15,615 | 233,516 | 66,484 | 315,615 |
| Receipts | | | | |
| Interest | 1,879 | | | 1,879 |
| Precept | 378,500 | | | 378,500 |
| Grants or VAT refunds | | | | - |
| Other | 18,689 | | | 18,689 |
| Cancelled / (Bounced Cheque) | | | | - |
| External payments | | | | |
| Cheque / Online Payments | (20,446) | | | (20,446) |
| Non - Cheque Payments | (52,960) | | | (52,960) |
| Transfers between accounts: | | | | |
| Inwards | 55,000 | 100,000 | | 155,000 |
| Outwards | (100,000) | (55,000) | | (155,000) |
| Balances: | | | | |
| 31 January 2024 | 296,278 | 278,516 | 66,484 | 641,278 |
| Balances at start of financial year | 486,882 | 258,516 | 66,484 | 811,882 |

DEBTOR AGEING

| | Jan-24 | Dec-23 | Nov-23 | Pre-Nov | Prepaid amounts | Total debtors |
|-------|----------|----------|--------|---------|-----------------|---------------|
| Value | 3,164.67 | 2,681.00 | 272.00 | 279.53 | - | 6,397.20 |

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

| | Debtors | | Suppliers | |
|----------------|-----------|-------|-----------|-------|
| | Value | Days | Value | Days |
| March 2023 | 10,233.01 | 27.24 | 21,317.66 | 20.62 |
| April 2023 | 11,316.86 | 33.32 | 55,115.65 | 26.09 |
| May 2023 | 4,270.12 | 14.18 | 48,366.02 | 28.93 |
| June 2023 | 6,102.24 | 19.23 | 19,173.62 | 4.70 |
| July 2023 | 8,003.68 | 23.43 | 40,027.89 | 27.76 |
| August 2023 | 9,713.84 | 26.69 | 15,022.39 | 10.54 |
| September 2023 | 10,208.80 | 24.51 | 24,644.95 | 25.14 |
| October 2023 | 4,704.53 | 9.52 | 37,630.76 | 32.95 |
| November 2023 | 9,813.53 | 25.22 | 69,116.21 | 5.74 |
| December 2023 | 6,673.80 | 18.91 | 12,863.62 | 9.76 |
| January 2024 | 6,397.20 | 14.59 | 37,445.60 | 23.41 |
| February 2024 | | | | |
| March 2024 | | | | |

FEBRUARY 2024

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 29 February 2024 is set out below. All balances have been confirmed by reconciliation with bank statements.

| Transaction | Unity Trust Bank Account | Public Sector Deposit Account | Local Authorities Property Fund | Total |
|-------------------------------------|-----------------------------|----------------------------------|------------------------------------|----------------|
| | £ | | £ | £ |
| Balance: | | | | |
| 31 January 2024 | 296,278 | 278,516 | 66,484 | 641,278 |
| Receipts | | | | |
| Interest | 931 | | | 931 |
| Precept | | | | - |
| Grants or VAT refunds | 23,760 | | | 23,760 |
| Other | 649,325 | | | 649,325 |
| Cancelled / (Bounced Cheque) | | | | - |
| External payments | | | | |
| Cheque / Online Payments | (36,752) | | | (36,752) |
| Non - Cheque Payments | (695,627) | | | (695,627) |
| Transfers between accounts: | | | | |
| Inwards | | | | - |
| Outwards | | | | - |
| Balances: | | | | |
| 29 February 2024 | 237,914 | 278,516 | 66,484 | 582,914 |
| Balances at start of financial year | 486,882 | 258,516 | 66,484 | 811,882 |

DEBTOR AGEING

| | Feb-24 | Jan-24 | Dec-23 | Pre-Dec | Prepaid amounts | Total debtors |
|-------|-----------|----------|--------|---------|-----------------|---------------|
| Value | 26,992.28 | 3,366.00 | - | 272.00 | - | 30,630.28 |

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

| | Debtors | | Suppliers | |
|----------------|-----------|-------|-----------|-------|
| | Value | Days | Value | Days |
| March 2023 | 10,233.01 | 27.24 | 21,317.66 | 20.62 |
| April 2023 | 11,316.86 | 33.32 | 55,115.65 | 26.09 |
| May 2023 | 4,270.12 | 14.18 | 48,366.02 | 28.93 |
| June 2023 | 6,102.24 | 19.23 | 19,173.62 | 4.70 |
| July 2023 | 8,003.68 | 23.43 | 40,027.89 | 27.76 |
| August 2023 | 9,713.84 | 26.69 | 15,022.39 | 10.54 |
| September 2023 | 10,208.80 | 24.51 | 24,644.95 | 25.14 |
| October 2023 | 4,704.53 | 9.52 | 37,630.76 | 32.95 |
| November 2023 | 9,813.53 | 25.22 | 69,116.21 | 5.74 |
| December 2023 | 6,673.80 | 18.91 | 12,863.62 | 9.76 |
| January 2024 | 6,397.20 | 14.59 | 37,445.60 | 23.41 |
| February 2024 | 30,630.28 | 7.61 | 40,480.16 | 27.49 |
| March 2024 | | | | |

MARCH 2024

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 31 March 2024 is set out below. All balances have been confirmed by reconciliation with bank statements.

| Transaction | Unity Trust Bank Account | Public Sector Deposit Account | Local Authorities Property Fund | Total |
|--|-----------------------------|----------------------------------|------------------------------------|-----------|
| | £ | | £ | £ |
| Balance: | | | | |
| 29 February 2024 | 237,914 | 278,516 | 66,484 | 582,914 |
| Receipts | | | | |
| Interest | 2,098 | | | 2,098 |
| Precept | | | | - |
| Grants or VAT refunds | | | | - |
| Other | 733,520 | | | 733,520 |
| Cancelled / (Bounced Cheque) | | | | - |
| External payments | | | | |
| Cheque / Online Payments | (769,716) | | | (769,716) |
| Non - Cheque Payments | (60,824) | | | (60,824) |
| Transfers between accounts: | | | | |
| Inwards | | | | - |
| Outwards | | | | - |
| Balances: | | | | |
| 31 March 2024 | 142,992 | 278,516 | 66,484 | 487,992 |
| Balances at start of financial year | 486,882 | 258,516 | 66,484 | 811,882 |

DEBTOR AGEING

| | Mar-24 | Feb-24 | Jan-24 | Pre-Jan | Prepaid amounts | Total debtors |
|-------|----------|----------|--------|---------|-----------------|---------------|
| Value | 2,440.00 | 2,195.00 | 368.00 | 272.00 | - | 5,275.00 |

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

| | Debtors | | Suppliers | |
|----------------|-----------|-------|-----------|-------|
| | Value | Days | Value | Days |
| March 2023 | 10,233.01 | 27.24 | 21,317.66 | 20.62 |
| April 2023 | 11,316.86 | 33.32 | 55,115.65 | 26.09 |
| May 2023 | 4,270.12 | 14.18 | 48,366.02 | 28.93 |
| June 2023 | 6,102.24 | 19.23 | 19,173.62 | 4.70 |
| July 2023 | 8,003.68 | 23.43 | 40,027.89 | 27.76 |
| August 2023 | 9,713.84 | 26.69 | 15,022.39 | 10.54 |
| September 2023 | 10,208.80 | 24.51 | 24,644.95 | 25.14 |
| October 2023 | 4,704.53 | 9.52 | 37,630.76 | 32.95 |
| November 2023 | 9,813.53 | 25.22 | 69,116.21 | 5.74 |
| December 2023 | 6,673.80 | 18.91 | 12,863.62 | 9.76 |
| January 2024 | 6,397.20 | 14.59 | 37,445.60 | 23.41 |
| February 2024 | 30,630.28 | 7.61 | 40,480.16 | 27.49 |
| March 2024 | 5,275.00 | 18.07 | 12,470.68 | 0.61 |

Malvern Town Council
Online Banking Payment Schedule
19 January 2024

| IB No. | Date | Supplier Name / Payee | Payments | Description | Record of Invoices Checked Cllr 1 | Record of Invoices Checked Cllr 2 | Payment Posted (initials) | Authorisation Given (initials) |
|--------|------------|--------------------------------------|----------|--|-----------------------------------|-----------------------------------|---------------------------|--------------------------------|
| 2384 | 19/01/2024 | BROADLEAF TREE CARE | 500.00 | Removal of trees adjacent to car park area in Alicante Close | DEM | DP | DP | KB |
| 2385 | 19/01/2024 | BRITISH GAS | 1764.43 | Gas charges 28-30 Belle Vue Terrace 6/12/23 - 1/1/24 | DEM | DP | DP | KB |
| 2386 | 19/01/2024 | BRITISH GAS | 53.71 | Electricity charges Link Church Clock 13/11/23 - 21/12/23 | DEM | DP | DP | KB |
| 2387 | 19/01/2024 | BRITISH GAS | 126.79 | Electricity charges Lower Howsell 2/12/23 - 1/1/24 | DEM | DP | DP | KB |
| 2388 | 19/01/2024 | COMMUNITY ACTION | 61.36 | Hire of a minibus for the MTC Asset Tour 30/5/23 | DEM | DP | DP | KB |
| 2389 | 19/01/2024 | EE | 170.48 | Mobile phone charges November and December 2023 | DEM | DP | DP | KB |
| 2390 | 19/01/2024 | FBC MANBY BOWDLER LLP | 1800.00 | Professional fees regarding landslip at Rose Bank Gardens for the period up to 21/12/23 | DEM | DP | DP | KB |
| 2391 | 19/01/2024 | HOUSEKEEPERS OF MALVERN | 592.00 | Cleaning Contract 21/11/23 - 19/12/23 | DEM | DP | DP | KB |
| 2393 | 19/01/2024 | JERRY WIDDAS | 3294.00 | Repairs to wetpour surfacing at Dukes Meadow and Victoria Park | DEM | DP | DP | KB |
| 2394 | 19/01/2024 | LEIGH SINTON GARDEN MACHINERY LTD | 209.00 | New electric EGO chainsaw | DEM | DP | DP | KB |
| 2395 | 19/01/2024 | L H SERVICES & FARM SUPPLIES | 180.00 | Hire of a cherry picker to secure Christmas Lights due to strong winds | DEM | DP | DP | KB |
| 2396 | 19/01/2024 | CITIZENS ADVICE SOUTH WORCESTERSHIRE | 8000.00 | Community support grant - second instalment for 2023/24 (Final year of Agreement) | DEM | DP | DP | KB |
| 2397 | 19/01/2024 | MALVERN HILLS DISTRICT BRASS BAND | 100.00 | Brass band performances at the Christmas Festival 25/11/23 | DEM | DP | DP | KB |
| 2398 | 19/01/2024 | M MIDDLETON WELDING & FABRICATION | 1200.00 | Reinstatement of damaged gas lamp post by Peachfield Common (insurance claim) | DEM | DP | DP | KB |
| 2399 | 19/01/2024 | MM LOCK SECURE | 354.00 | Call out to replace lock on Dukes Meadow pavilion | DEM | DP | DP | KB |
| 2400 | 19/01/2024 | NEWSQUEST MEDIA GROUP | 1024.42 | Advertisement of café tenancy at Victoria Park in the Malvern Gazette and 3 other local papers 28 & 29/12/23 | DEM | DP | DP | KB |
| 2401 | 19/01/2024 | NPOWER | 44.53 | Electricity former water feature Hampden Road - December 2023 | DEM | DP | DP | KB |
| 2402 | 19/01/2024 | P & R ALARMS LTD | 77.73 | Intruder alarm maintenance 28-30 Belle Vue Terrace 9/11/23 - 26/1/24 | DEM | DP | DP | KB |
| 2403 | 19/01/2024 | PAPERSTATION LTD | 466.35 | Stationery, cleaning products, coffee and black sacks | DEM | DP | DP | KB |
| 2404 | 19/01/2024 | PITNEY BOWES LTD | 150.85 | Quarterly rent of the franking machine 1/1/24 31/3/24 | DEM | DP | DP | KB |

Bank details checked

Bank details checked

| IB No. | Date | Supplier Name / Payee | Payments | Description | Record of Invoices Checked Cllr 1 | Record of Invoices Checked Cllr 2 | Payment Posted (initials) | Authorisation Given (initials) |
|--------|------------|--|----------|---|-----------------------------------|-----------------------------------|---------------------------|--------------------------------|
| 2405 | 19/01/2024 | WATER PLUS LTD | 48.03 | Water/drainage charges rear stores 28-30 Belle Vue Terrace 4/10/23 - 4/1/24 | DEM | [Signature] | DP | KJB |
| 2406 | 19/01/2024 | WATER PLUS LTD | 109.24 | Water charges cemetery office 4/12/23 - 4/1/24 | DEM | [Signature] | DP | KJB |
| 2407 | 19/01/2024 | WATER PLUS LTD | 41.71 | Water charges 28-30 Belle Vue Terrace 26/11/23 - 8/12/23 | DEM | [Signature] | DP | KJB |
| 2408 | 19/01/2024 | MALVERN TYRES | 42.00 | Puncture repairs on the John Deere Mower and John Deere Tractor | DEM | [Signature] | DP | KJB |
| 2409 | 19/01/2024 | BRITISH SOCIETY OF DOWSERS | 35.00 | Refund of money paid for Health and Wellbeing Stall (event cancelled 29/04/23) | DEM | [Signature] | DP | KJB |
| | | CHEQUE PAYMENT | | | | | | |
| 300027 | 19/01/2024 | CCLA INVESTMENT MANAGEMENT LTD - PAYMENTS CLIENT MONEY ACCOUNT | 10000.00 | Issue of cheque to CCLA Public Sector Deposit Fund Account - top up of investment monies following receipt of precept | DEM | [Signature] | DP | — |
| | | Total Payments: | | | | | | |

not
clear
102

30,445.63 Councillor Authorisation for Payment

1) Diiz Head
2) [Signature]

Malvern Town Council
Online Banking Payment Schedule
5 February 2024

| IB No. | Date | Supplier Name / Payee | Payments | Description | Record of Invoices Checked Clr 1 | Record of Invoices Checked Clr 2 | Payment Posted (Initials) | Authorisation Given (Initials) |
|--------|------------|-----------------------------------|----------|---|----------------------------------|----------------------------------|---------------------------|--------------------------------|
| 2410 | 05/02/2024 | ALLIANCE PAYROLL SERVICES LTD | 121.99 | Payroll charges December 2023 | DEM | Gas | DP | KB |
| 2411 | 05/02/2024 | BULLET LIFT SERVICES LTD | 132.00 | Lift maintenance and monitoring contract 21/11/23 - 20/05/24 | DEM | Gas | DP | KB |
| 2412 | 05/02/2024 | BRITISH GAS | 1407.68 | Gas charges 28-30 Belle Vue Terrace 2/1/24 - 15/1/24 | DEM | Gas | DP | KB |
| 2413 | 05/02/2024 | ELLIS DAWE & SON LTD | 14.88 | 2 bolt locks for the cemetery lockup | DEM | Gas | DP | KB |
| 2414 | 05/02/2024 | EON NEXT | 200.51 | Electricity charges middle flat 28-30 Belle Vue Terrace 30/11/23 - 4/1/24 | DEM | Gas | DP | KB |
| 2415 | 05/02/2024 | FUELGENIE BUSINESS ACCOUNT | 200.00 | Fuel account December 2023 | DEM | Gas | DP | KB |
| 2416 | 05/02/2024 | CLIVE HOOPER | 88.20 | Reclaim of Mayoral expenses for October, November & December 2023 | DEM | Gas | DP | KB |
| 2417 | 05/02/2024 | HOUSEKEEPERS OF MALVERN LTD | 432.00 | Cleaning contract 21/12/23 - 18/1/24 | DEM | Gas | DP | KB |
| 2418 | 05/02/2024 | LINK TOOLS | 74.45 | 1 padlock with clasp, nuts, bolts and threaded bar for North Malvern Clock door following vandalism | DEM | Gas | DP | KB |
| 2419 | 05/02/2024 | MALVERN HILLS DISTRICT COUNCIL | 9688.55 | Recharge of costs to run Town Council election in Link Ward - 4/5/23 | DEM | Gas | DP | KB |
| 2420 | 05/02/2024 | MHDC-NNDR | 330.00 | Council tax middle flat at rear of 28-30 Belle Vue Terrace - January 2024 (currently vacant) | DEM | Gas | DP | KB |
| 2421 | 05/02/2024 | WATER PLUS LTD | 54.05 | Water / drainage charges shop 28-30 Belle Vue Terrace 8/12/23 - 8/1/24 | DEM | Gas | DP | KB |
| 2422 | 05/02/2024 | LINDA BLAKE | 380.00 | Reimbursement of CIPFA Membership 2024 as agreed at Annual Council | DEM | Gas | DP | KB |
| 2423 | 05/02/2024 | WYVERN TRAINING SERVICES | 132.00 | Manual handling awareness course 26/1/24 - 2 Grounds Maintenance Operatives | DEM | Gas | DP | KB |
| 2424 | 05/02/2024 | PURCHASE POWER | 107.00 | £100 credit for the franking machine | DEM | Gas | DP | KB |
| 2425 | 05/02/2024 | P&R ALARMS | 540.00 | Intruder alarm maintenance and monitoring at the cemetery 7/1/24 - 6/1/24 | DEM | Gas | DP | KB |
| 2426 | 05/02/2024 | NOTTINGHAM REHAB LTD (HEALTHCARE) | 292.12 | 2 x 2 pack of Strident AGM Batteries for the Vehicle Advisory Signs used as part of The Lengthsman Scheme | DEM | Gas | DP | KB |
| 2427 | 05/02/2024 | LEDBURY PLANT HIRE | 1944.00 | Grave digger hire February, March and April 2024 | DEM | Gas | DP | KB |
| 2428 | 05/02/2024 | GO GREENER | 384.00 | Hire of a 7 cubic yards skip for the cemetery | DEM | Gas | DP | KB |

Book details checked KB

Book details checked KB

Book details checked KB

Book details checked KB

| IB No. | Date | Supplier Name / Payee | Payments | Description | Record of Invoices Checked Cllr 1 | Record of Invoices Checked Cllr 2 | Payment Posted (initials) | Authorisation Given (initials) |
|--------|------------|------------------------|----------|--|-----------------------------------|-----------------------------------|---------------------------|--------------------------------|
| 2429 | 05/02/2024 | MALVERN TYRES (ATB) | 158.56 | 2 front tyres for the Mitsubishi Pickup VN15 JZK | DEM | fw. | DP | VJB |
| 2430 | 05/02/2024 | PLAYSAFETY LTD | 1192.50 | Annual inspection of all MTC play areas | DEM | fw. | DP | VJB |
| 2431 | 05/02/2024 | A L B SERVICES | 3270.00 | Installation of new Christmas lights on Belle Vue Island and Barnards Green Christmas Tree, repairs to various Christmas Lights and erection of Christmas Tree on Belle Vue Island. £1,930 And various miscellaneous electrical repairs. £795 | DEM | fw. | DP | VJB |
| 2432 | 05/02/2024 | EE | 85.24 | Mobile phone charges January 2024 - Events / admin phone and Operations Team | DEM | fw. | DP | VJB |
| 2433 | 05/02/2024 | Gown Engineers | 2430.00 | Professional fees for advice regarding Landslip at Rose Bank Gardens 15/12/23 - 25/1/24 | DEM | fw. | DP | VJB |
| 2434 | 05/02/2024 | BRITISH GAS | 41.10 | Electricity charges Link Church Clock 22/12/23 - 20/1/24 | DEM | fw. | DP | VJB |
| | | Total Payments: | | | | | | |

23,700.83

Councillor Authorisation for Payment

- 1) DP Mead 5/2/2024 -
- 2) JW Thomas 5/2/24 -

**Malvern Town Council
Online Banking Payment Schedule**

14 February 2024

| IB No. | Date | Supplier Name / Payee | Payments | Description | Record of Invoices Checked Cllr 1 | Record of Invoices Checked Cllr 2 | Payment Posted (initials) | Authorisation Given (initials) |
|--------|------------|--|-----------|---|-----------------------------------|-----------------------------------|---------------------------|--------------------------------|
| 2435 | 14/02/2024 | BRADFORDS BUILDING SUPPLIES LTD | 40.56 | 1 fence panel for the cemetery | <i>M</i> | <i>DEM</i> | <i>DP</i> | <i>KJB</i> |
| 2436 | 14/02/2024 | BRITISH GAS | 128.22 | Electricity charges Lower Howsell 2/1/24 - 1/2/24 | <i>M</i> | <i>DEM</i> | <i>DP</i> | <i>KJB</i> |
| 2437 | 14/02/2024 | BRITISH GAS <i>DKA</i> | 2163.66 | Gas charges 28-30 Belle Vue Terrace 16/1/24 - 8/2/24 (final bill) | <i>M</i> | <i>DEM</i> | <i>DP</i> | <i>KJB</i> |
| 2438 | 14/02/2024 | BRITISH GAS | 68.77 | Gas charges middle flat 28-30 Belle Vue Terrace 28/9/23 - 17/1/24 (unoccupied) | <i>M</i> | <i>DEM</i> | <i>DP</i> | <i>KJB</i> |
| 2439 | 14/02/2024 | BWT UK LIMITED | 193.25 | 22 large bottles of water for MTC offices December and January | <i>M</i> | <i>DEM</i> | <i>DP</i> | <i>KJB</i> |
| 2440 | 14/02/2024 | EON NEXT <i>AK</i> | 57.72 | Electricity charges middle flat 28-30 Belle Vue Terrace 5/1/24 - 31/1/24 (unoccupied) | <i>M</i> | <i>DEM</i> | <i>DP</i> | <i>KJB</i> |
| 2441 | 14/02/2024 | WATER PLUS LTD | 106.15 | Water charges cemetery office 4/1/24 - 4/2/24 | <i>M</i> | <i>DEM</i> | <i>DP</i> | <i>KJB</i> |
| 2442 | 14/02/2024 | WATER PLUS LTD <i>DKA</i> | 34.07 | Water / drainage charges 28-30 Belle Vue Terrace 15/10/23 - 15/1/24 | <i>M</i> | <i>DEM</i> | <i>DP</i> | <i>KJB</i> |
| 2443 | 14/02/2024 | WYVERN TRAINING SERVICES <i>AK</i> | 468.00 | Chainsaw refresher course for 2 Operations Team Members - 31/1/24 | <i>M</i> | <i>DEM</i> | <i>DP</i> | <i>KJB</i> |
| 2444 | 14/02/2024 | AUTUMN IN MALVERN | 1250.00 | Special Grant (year 3 of 3) 2024 Autumn in Malvern Festival | <i>M</i> | <i>DEM</i> | <i>DP</i> | <i>KJB</i> |
| | | Cheque | | | | | | |
| 300028 | 14/02/2024 | CCLA INVESTMENT MANAGEMENT LIMITED - PAYMENTS CLIENT MONEY ACCOUNT | 650000.00 | Transfer of sale of building funds to achieve higher interest | <i>M</i> | <i>DEM</i> | <i>DP</i> | <i>KJB</i> |
| | | Total Payments: | | | | | | |

654,510.40

Councillor Authorisation for Payment

1)

2)

Bank details checked
Bank details checked
KJB

M *DEM* *DP*
M *DEM* *DP*

**Malvern Town Council
Online Banking Payment Schedule
23 February 2024**

| IB No. | Date | Supplier Name / Payee | Payments | Description | Record of Invoices Checked Cllr 1 | Record of Invoices Checked Cllr 2 | Payment Posted (initials) | Authorisation Given (initials) |
|--------|------------|------------------------------------|----------|--|-----------------------------------|-----------------------------------|---------------------------|--|
| 2445 | 23/02/2024 | ALL ABOUT MAGAZINES <i>DP</i> | 474.60 | Delivery of 11,300 MTC Newsletters - January / February 2024 | <i>DEM</i> | <i>fw</i> | <i>DP</i> | <i>KB</i> |
| 2446 | 23/02/2024 | BRADFORDS BUILDING SUPPLIES LTD | 81.12 | 2 replacement fence panels for the cemetery | <i>DEM</i> | <i>fw</i> | <i>DP</i> | <i>KB</i> |
| 2447 | 23/02/2024 | WORCESTER CONTAINER HIRE LTD | 240.00 | Transport of storage container to Great Malvern Cemetery | <i>DEM</i> | <i>fw</i> | <i>DP</i> | <i>KB</i> <i>Bank details checked.</i> |
| 2448 | 23/02/2024 | EON NEXT | 16.80 | Electricity charges middle flat 1/2/24 - 8/2/24 (final bill) | <i>DEM</i> | <i>fw</i> | <i>DP</i> | <i>KB</i> |
| 2449 | 23/02/2024 | FBC MANBY BOWDLER LLP | 4500.00 | Professional services regarding land slippage at Rose Bank Gardens - January 2024 | <i>DEM</i> | <i>fw</i> | <i>DP</i> | <i>KB</i> |
| 2450 | 23/02/2024 | GRL MALVERN LTD <i>DP</i> | 1650.00 | Rental of first floor offices and council chamber 8/2/24 - 7/3/24 | <i>DEM</i> | <i>fw</i> | <i>DP</i> | <i>KB</i> <i>Bank details checked</i> |
| 2451 | 23/02/2024 | HERON PRESS UK <i>fw</i> | 565.00 | Printing of 11,400 Newsletters - January / February 2024 | <i>DEM</i> | <i>fw</i> | <i>DP</i> | <i>KB</i> <i>Bank details checked</i> |
| 2452 | 23/02/2024 | LEIGH SINTON GARDEN MACHINERY LTD | 31.99 | 5 litres of chainsaw oil and 1 litre of 2 stroke oil | <i>DEM</i> | <i>fw</i> | <i>DP</i> | <i>KB</i> |
| 2453 | 23/02/2024 | MALVERN ELECTRICAL WHOLESALE LTD | 18.78 | 200 cable ties for events | <i>DEM</i> | <i>fw</i> | <i>DP</i> | <i>KB</i> |
| 2454 | 23/02/2024 | ORILLO (CAMBABEST LTD) | 15.94 | Water pipe fittings to repair split water pipe at the cemetery | <i>DEM</i> | <i>fw</i> | <i>DP</i> | <i>KB</i> |
| 2455 | 23/02/2024 | WATER PLUS LTD | 18.27 | Water / drainage charges rear stores 28-30 Belle Vue Terrace 4/1/24 - 8/2/24 | <i>DEM</i> | <i>fw</i> | <i>DP</i> | <i>KB</i> |
| 2456 | 23/02/2024 | SPECSAVERS | 85.00 | 5 VDU eyecare vouchers for office staff eyetests | <i>DEM</i> | <i>fw</i> | <i>DP</i> | <i>KB</i> <i>Bank details checked</i> |
| 2457 | 23/02/2024 | TRAVIS PERKINS TRADING COMPANY LTD | 17.24 | New lock for door at North Malvern Clock Tower following vandalism | <i>DEM</i> | <i>fw</i> | <i>DP</i> | <i>KB</i> <i>KB</i> |
| 2458 | 23/02/2024 | MALVERN TYRES (ATB) | 36.00 | Puncture repair on the Kubota Tractor | <i>DEM</i> | <i>fw</i> | <i>DP</i> | <i>KB</i> |
| 2459 | 23/02/2024 | MALVERN UNITED REFORMED CHURCH | 60.00 | Hire of hall for the Skate Park public consultation 20/2/24 | <i>DEM</i> | <i>fw</i> | <i>DP</i> | <i>KB</i> |
| 2460 | 23/02/2024 | BROADLEAF TREE CARE <i>DP</i> | 480.00 | Removal of vegetation on area of landslip in Rose Bank Gardens | <i>DEM</i> | <i>fw</i> | <i>DP</i> | <i>KB</i> |
| 2461 | 23/02/2024 | GUIDE DOGS | 250.00 | Charity donation in Lieu of purchase costs for a storage container at the Cemetery | <i>DEM</i> | <i>fw</i> | <i>DP</i> | <i>KB</i> |

Total Payments:

8,540.74 Councillor Authorisation for Payment

- 1) *DEM* *fw* - 23/2/2024
- 2) *DP* *fw* 23/2/24.

**Malvern Town Council
Online Banking Payment Schedule**

8 March 2024

| IB No. | Date | Supplier Name / Payee | Payments | Description | Record of Invoices Checked Clr 1 | Record of Invoices Checked Clr 2 | Payment Posted (initials) | Authorisation Given (initials) |
|--------|------------|-----------------------------------|----------|---|----------------------------------|----------------------------------|---------------------------|--------------------------------|
| 2462 | 08/03/2024 | BRADFORDS BUILDING SUPPLIES LTD | 144.85 | 3 fencing posts and 5 bags of postcrete for Victoria Park Bowling Green and 1 tin of spray paint to mark football pitch at Dukes Meadow | JW | DEM | DP | KJB |
| 2463 | 08/03/2024 | BROADLEAF TREE CARE | 400.00 | Removal of Ash Tree at Alicante Close and Oak Tree Bowels at Dukes Meadow | JW | DEM | DP | KJB |
| 2464 | 08/03/2024 | BRITISH GAS | 33.19 | Electricity charges Link Church Clock 21/1/24 - 4/2/24 | JW | DEM | DP | KJB |
| 2465 | 08/03/2024 | CHARLES PORTER | 33.75 | Mileage claim Operations Manager - December 2023 and January 2024 | JW | DEM | DP | KJB |
| 2466 | 08/03/2024 | D H PHILLIPS SAND & GRAVEL | 316.80 | 6 tonnes of type one stone as base for new storage container at the cemetery | JW | DEM | DP | KJB |
| 2467 | 08/03/2024 | ELLIS DAWE & SON LTD | 82.80 | 2 hydraulic fittings for the Kubota Tractor and gate fixings for Greenfields Road | JW | DEM | DP | KJB |
| 2468 | 08/03/2024 | FRANK P MATTHEWS LTD | 486.60 | 12 Apple Trees for Coronation Orchard at Greenfields Road | JW | DEM | DP | KJB |
| 2469 | 08/03/2024 | FUELGENIE BUSINESS ACCOUNT | 272.60 | Fuel account January 2024 | JW | DEM | DP | KJB |
| 2470 | 08/03/2024 | GRL MALVERN LTD | 1650.00 | Rental of first floor offices and council chamber at 28-30 Belle Vue Terrace - 8/3/24 - 7/4/24 | JW | DEM | DP | KJB |
| 2471 | 08/03/2024 | HOUSEKEEPERS OF MALVERN | 432.00 | Cleaning contract cemetery and 28-30 Belle Vue Terrace 23/1/24 - 13/2/24 | JW | DEM | DP | KJB |
| 2472 | 08/03/2024 | JERRY WIDDAS | 12000.00 | Relocation of equipment and installation of new fencing and surfacing at Victoria Park Play area | JW | DEM | DP | KJB |
| 2473 | 08/03/2024 | LEIGH SINTON GARDEN MACHINERY LTD | 39.98 | Replacement chain and bar for the electric chainsaw | JW | DEM | DP | KJB |
| 2474 | 08/03/2024 | NATIONAL GRID | 3420.46 | Connection of power supply to new community hub at Victoria Park | JW | DEM | DP | KJB |
| 2475 | 08/03/2024 | PURCHASE POWER | 107.75 | £100 credit for the franking machine and transaction fee | JW | DEM | DP | KJB |

Total Payments:

19,420.78

Councillor Authorisation for Payment

- 1) JW 8/2/24
- 2) DE 8/2/24

Bank details checked KJB

Bank details checked KJB

Malvern Town Council
Online Banking Payment Schedule
19 March 2024

| IB No. | Date | Supplier Name / Payee | Payments | Description | Record of Invoices Checked Cllr 1 | Record of Invoices Checked Cllr 2 | Payment Posted (initials) | Authorisation Given (initials) |
|------------------------|------------|-------------------------------|-----------|---|-----------------------------------|-----------------------------------|---------------------------|--------------------------------|
| 2476 | 19/03/2024 | ALLIANCE PAYROLL SERVICES LTD | 220.58 | Payroll charges January and February 2024 | JWS | DEM | DP | KJB |
| 2477 | 19/03/2024 | A L B SERVICES | 5400.00 | Dismantling of Christmas Lights | JWS | DEM | DP | KJB |
| 2478 | 19/03/2024 | BRITISH GAS | 123.03 | Electricity charges Lower Howsell 2/2/24 - 1/3/24 | JWS | DEM | DP | KJB |
| 2479 | 19/03/2024 | RAL DISPLAY & MARKETING LTD | 826.86 | 1 x 6 panel display board / mobile screening | JWS | DEM | DP | KJB |
| 2480 | 19/03/2024 | HEART OF ENGLAND IN BLOOM | 165.00 | Entry fee for Large Town Category 2024 - Malvern in Bloom | JWS | DEM | DP | KJB |
| 2481 | 19/03/2024 | LOCAL GOVERNMENT ASSOCIATION | 561.60 | Employer Link Subscription 1/4/24 - 31/3/25 | JWS | DEM | DP | KJB |
| 2482 | 19/03/2024 | M & H ARB SERVICES LTD | 360.00 | Removal of tree stump from Victoria Park | JWS | DEM | DP | KJB |
| 2483 | 19/03/2024 | NPOWER | 44.16 | Electricity charges former water feature at Hampden Road - February 2024 | JWS | DEM | DP | KJB |
| 2484 | 19/03/2024 | PAPERSTATION LTD | 492.36 | Stationery February and black sacks for rubbish removal at the cemetery | JWS | DEM | DP | KJB |
| 2485 | 19/03/2024 | PITNEY BOWES LTD | 150.85 | Quarterly rental of the franking machine 1/4/24 - 30/6/24 | JWS | DEM | DP | KJB |
| 2486 | 19/03/2024 | PRINTWASTE RECYCLING | 79.50 | Collection of 36 x bags of confidential papers, recycling paper and cardboard | JWS | DEM | DP | KJB |
| 2487 | 19/03/2024 | RON WARD | 80.00 | Organist fees - 2 x funerals 21/2/24 and 26/2/24 | JWS | DEM | DP | KJB |
| 2488 | 19/03/2024 | WATER PLUS LTD | 317.62 | Water charges cemetery toilets - 1/7/22 - 1/8/23 (payment delayed due to issue with meter) | JWS | DEM | DP | KJB |
| 2489 | 19/03/2024 | SIGNWORX HEREFORD LTD | 246.00 | 3 signs for the cemetery "dogs must be kept on leads" and 6 signs for Rose Bank Gardens "uneven pathways" | JWS | DEM | DP | KJB |
| Cheques | | | | | | | | |
| 300029 | 19/03/2024 | MODULEK LTD | 740907.34 | Stage 2 contract payment - delivery of new community hub building at Victoria Park | JWS | DEM | DP | |
| 300030 | 19/03/2024 | POST OFFICE LTD | 320.00 | 12 months road tax for the Ford Transit - WF16 ZHN | JWS | DEM | DP | |
| Total Payments: | | | | | | | | |

Bank details checked for KJB

750,294.90

Councillor Authorisation for Payment

- 1) JWS 19/3/24.
- 2) DEM 19/3/24 -

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL
to be held on Monday 13 May 2024
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

CCTV POLICY

1. Purpose of Report

1.1. For review and decision.

2. Recommendation

2.1. Policy and Resources Committee is asked to consider, review and adopt a closed-circuit television (CCTV) policy to be used by Malvern Town Council.

3. Background

3.1. At the meeting of Full Council held on 10 April 2024, it was resolved to install CCTV on the new community hub building at Victoria Park.

3.2. Five CCTV cameras have now been fixed to the outside of this building. The cameras will record on a thirty-day loop and Town Council staff will have access to the system to monitor and/or look back at footage.

3.3. The Information Commissioner's office provides guidelines for what is legally required for small organisations who operate a CCTV system.

3.4. Malvern Town Council complies with most of the requirements but it must implement a policy and/or procedure covering the use of CCTV as well as a process to recognise and respond to individuals or organisations making request for copies of the images from CCTV footage.

3.5. A draft CCTV policy is attached at Appendix A to this report. This has been written using examples taken from other Town Councils whilst also putting in details relevant to Malvern Town Council.

4. Financial Implications

4.1. None pertaining to this report.

5. Legal Implications

5.1. The rules for the use of CCTV fall under the Information Commissioner's office and under two data protection laws:

- The GDPR
- Data Protection Act 1998 and 2018

End

Linda Blake
Town Clerk



MALVERN TOWN COUNCIL

DRAFT CCTV POLICY

MALVERN TOWN COUNCIL

CCTV POLICY

1. Introduction

- 1.1. Malvern Town Council (hereafter known as 'the Council') currently uses CCTV cameras to view and record individuals on and around its premises at Victoria Park. This policy outlines why the Council uses CCTV, how it will use CCTV and how it will process data recorded by CCTV cameras to ensure it is compliant with data protection law and best practice. This policy also explains how to make a subject access request in respect of personal data created by CCTV.
- 1.2. The Council recognises that information that it holds about individuals is subject to data protection legislation. The images of individuals recorded by CCTV cameras are personal data and therefore subject to legislation. The Council is committed to complying with its legal obligations and seeks to comply with best practice suggestions from the Information Commissioner's Office (ICO).
- 1.3. This policy covers all employees and other individuals working at and/or visiting its premises.
- 1.4. The policy will be regularly reviewed to ensure that it meets legal requirements, relevant guidance published by the ICO and industry standards.
- 1.5. A breach of this policy may, in appropriate circumstances, be treated as a disciplinary matter. Following an investigation, a breach of this policy may be regarded as misconduct leading to disciplinary action, up to and including dismissal.

2. Personnel Responsible

- 2.1. The Town Council has overall responsibility for ensuring compliance with relevant legislation and the effective operation of this policy. Day-to-day management responsibility for deciding what information is recorded, how it will be used and to whom it may be disclosed has been delegated to the Town Clerk.
- 2.2. Responsibility for keeping this policy up to date has been delegated to the Town Clerk.

3. Reasons for use of CCTV

- 3.1. The Council currently uses CCTV around its site as outlined below. Such use is necessary for legitimate purposes, including:

- 3.1.1. to prevent crime and protect buildings and assets from damage, disruption, vandalism, and other crime.
- 3.1.2. for the personal safety of employees, visitors, and other members of the public and to act as a deterrent against crime.
- 3.1.3. to support law enforcement bodies in the prevention, detection, and prosecution of crime.

This list is not exhaustive and other purposes may be or become relevant.

4. Monitoring

- 4.1. The system comprises a number of fixed cameras. Camera locations are chosen to minimise viewing of spaces not relevant to the legitimate purpose of the monitoring. As far as practically possible, CCTV cameras will not focus on private homes, gardens, or other areas of private property, neither will they focus on the adjacent play area within the park.
- 4.2. The CCTV is not monitored but footage is retained for a period of thirty days.

5. How the Council will operate any CCTV

- 5.1. The Council will ensure that signs are displayed prominently at the entrance of the surveillance zone to alert individuals that their image may be recorded. Such signs will contain details of the organisation operating the system, the purpose of using the surveillance system and who to contact for further information, where these things are not obvious to those being monitored.
- 5.2. The Council will ensure that recorded images are only viewed by approved members of staff whose role requires them to have access to such data.
- 5.3. Cameras will be sited so they only capture images relevant to the purposes for which they are installed, and care will be taken to ensure that reasonable privacy expectations are not violated. Malvern Town Council will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act 2018.

6. Restrictions on use

- 6.1. The CCTV cameras do not have sound recording capacity.

7. Use of data gathered by CCTV

- 7.1. To ensure that the rights of individuals recorded by the CCTV system are protected, the Council will ensure that data gathered from CCTV cameras is stored in a way that maintains its integrity and security.

7.2. The Council may engage data processors to process data on our behalf. The Council will ensure reasonable contractual safeguards are in place to protect the security and integrity of the data.

8. Retention and erasure of data gathered by CCTV

8.1. Data recorded by the CCTV system will be stored digitally on the hard drive of the CCTV system. CCTV images are not to be retained for longer than necessary. Data storage is automatically managed by the CCTV digital recorder which uses software programmed to overwrite historical data in chronological order to enable the recycling of storage capabilities. This process takes approximately thirty days.

8.2. On occasion it may be necessary to retain downloaded images or footage for a longer period, for example when a law enforcement body is investigating a crime, to allow them to view the images as part of an active investigation.

8.3. At the end of their useful life, all images stored in whatever format will be erased permanently and securely. Any physical matter such as tapes or discs will be disposed of as confidential waste. Any still photographs and hard copy prints will be disposed of as confidential waste.

9. Ongoing review of CCTV use

9.1. The Council will ensure that the ongoing use of existing CCTV cameras is reviewed periodically to ensure that their use remains necessary and appropriate, and that any surveillance system is continuing to address the needs that justified its introduction.

10. Requests for disclosure

10.1. The Council may share data with others where it considers that this is reasonably necessary for any of the legitimate purposes set out above in Paragraph 3.1. Requests must be made in writing to the Town Clerk.

10.2. No images from the Council's CCTV cameras will be disclosed to any third party, without express permission being given by the Town Clerk. Data will not normally be released unless satisfactory evidence is provided that it is required for legal proceedings or insurance purposes.

10.3. In other appropriate circumstances, the Council may allow law enforcement agencies to view or remove CCTV footage where this is required in the detection or prosecution of crime.

10.4. The Council will maintain a record of all disclosures of CCTV footage subject to document retention guidelines.

- 10.5. No images from CCTV will be posted online or disclosed to the media, unless requested to do so by the police.

11. Subject access requests

- 11.1. Data subjects may request disclosure of their personal information, and this may include CCTV images (data subject access request). A data subject access request should be made in writing. A response should be provided within a month. The Council should tell the individual why the Council is processing the information, the types of data involved, who the Council has shared it with, how long the Council will keep it and advise them as to their rights including the right to complain to the ICO if concerned about its processing.
- 11.2. To locate relevant footage, any requests for copies of recorded CCTV images must include the date and time of the recording, the location where the footage was captured and, if necessary, information identifying the individual.
- 11.3. The Council will provide a copy of the individual's personal data to them but reserve the right to obscure images of third parties when disclosing CCTV data as part of a subject access request, where the Council considers it necessary to do so. The Council will consider the ICO Code of Practice and the law when deciding as to whether to disclose third party personal data.

12. Complaints

- 12.1. If anyone has questions about this policy or any concerns about our use of CCTV, then they should speak to the Town Clerk in the first instance.

13. Requests to prevent processing

- 13.1. The Council recognises that, in rare circumstances, individuals may have a legal right to object to processing and in certain circumstances, to prevent automated decision making (see Articles 21 and 22 of the GDPR). For further information regarding this, please contact the Town Clerk.

APPENDIX 1 to CCTV Policy - definitions

For this policy, the following terms have the following meanings:

CCTV: means cameras designed to capture and record images of individuals and property.

Data: is information, which is stored electronically, or in certain paper-based filing systems. In respect of CCTV, this generally means video images. It may also include static pictures such as printed screenshots.

Data subjects: means all living individuals about whom the Council holds personal information as a result of the operation of its CCTV.

Personal data: means data relating to a living individual who can be identified from that data (or other data in our possession). This will include video images of identifiable individuals.

Data controllers: The Council is the data controller of all personal data used by it.

Data users: are those of the Council's employees whose work involves processing personal data. Data users must protect the data they handle as per this policy.

Data processors: are any person or organisation that is not a data user (or employee of Malvern Town Council) that processes data on its behalf and following its instructions (for example, a supplier which handles data on the Council's behalf).

Processing: is any activity which involves the use of data. It includes obtaining, recording, or holding data, or conducting any operation on the data including organising, amending, retrieving, using, disclosing, or destroying it. Processing also includes transferring personal data to third parties.

Premises: Community Hub, Victoria Park, Victoria Park Road, Malvern Link, WR14 2JY

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL
to be held on Monday 13 May 2024
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

REVIEW OF DATA PROTECTION POLICY

1. Purpose of Report

1.1. For review and decision.

2. Recommendation

2.1. Policy and Resources Committee is asked to consider, review and revise as necessary, the Town Council's Data Protection Policy.

3. Background

3.1. The last review of the Town Council's Data Protection Policy was carried out by Policy and Resources Committee in December 2019 and then adopted by Full Council on 18 December 2019.

3.2. Committee is asked to consider and review the current Data Protection Policy as attached at Appendix A.

3.3. The NALC template Data Protection is attached at Appendix B and members may wish to consider both documents when revising this policy.

3.4. 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:

- Data Protection Acts 1998 & 2018
- GDPR
- Freedom of Information Act 2000
- The Council's Standing Orders

End

Linda Blake
Town Clerk



MALVERN TOWN COUNCIL

DATA PROTECTION POLICY

MALVERN TOWN COUNCIL

DATA PROTECTION POLICY

1. Personal information - your right to know

- 1.1. This document explains how Malvern Town Council is complying with the requirements of the Data Protection Act 1998.

2. Introduction

- 2.1. The information in this document tells you how you can obtain details of personal information we hold about you. We have tried to make the document as clear as possible but, if there is anything you do not understand or would like explained, please call or write to the Town Clerk. The contact details are at the end of this document. If we are unable to answer your query about the Act and your rights, we will find the answer as quickly as possible and get back to you.

3. What is the Data Protection Act 1998?

- 3.1. It is designed to protect an individual's personal information, no matter how it is processed, what it is processed for or who processes it. It sets rules and conditions which any person or organisation who handles personal data must comply with when obtaining and using information about you.

4. What is personal data?

- 4.1. It is information about a living individual from which that person can be identified. That information can be in a variety of formats. For example it might be on a computer, in a paper filing system or in more unusual formats such as CCTV footage.
- 4.2. It includes information such as your name, address, telephone number, email address and date of birth. It is needed so that we can provide you with the services you require and so that we can fulfil our functions as a local authority.

5. Does the authority need my consent to process my personal data?

- 5.1. We require your consent if we are going to process data about you for purposes other than those we are required to provide by law. If we intend to use your personal data for another purpose, we may need your consent.

6. Can I find out what data Malvern Town Council holds about me?

- 6.1. Yes, you have the right to be:

- told whether we are processing information about you;
- provided with a description of the data, why we are processing it and the sorts of people or organisations we might disclose the information to;
- provided with a copy of the data in an intelligible and permanent form;
- told, if we know, where the information was obtained from.

7. How do I obtain information about me?

7.1. You must write to us, the address for which is at the end of this document, asking to see your records. You will need to provide your name and address, details of the service(s) to which your enquiry relates and any other information that could help us find your information. All requests should be in writing, and the use of email is permitted. You cannot request information verbally.

8. Is there a charge?

8.1. Yes. We charge £10.00, which is the maximum allowed by law, and the information cannot be provided until the fee has been paid. Cheques or postal orders should be made payable to 'Malvern Town Council'. The fee must be sent with your request.

9. How long will it take?

9.1. The law says that we must supply the information within 40 days of receiving sufficient details to enable us to find the information, the £10.00 fee, and satisfactory evidence regarding the identity of the person making the request. Failure to supply any of this may therefore delay the request.

9.2. However, your request will be acknowledged within 7 working days of our receipt of the request.

10. Do I need to provide identification?

10.1. Yes. To ensure that we only supply information to those who are entitled to receive it, we ask that you provide some means of identification. Acceptable forms are a birth certificate or driving licence. Photocopies are permitted unless the information is likely to be of a very sensitive nature, when sight of the original may be requested. Recent correspondence from the Council or utility bills showing your name and address will also suffice for most enquiries. If original documents have been provided, they will be returned to you as soon as possible. If you make a request by e-mail you will need to provide a form of identification separately. You may prefer to bring the documents in person to Customer Services, where a member of staff can copy them and give them straight back to you.

11. Can I always obtain information about myself?

- 11.1. Not always. The Act has a number of exemptions. If you make a request and we consider that the information concerned is exempt from any provision of the Act, we will inform you accordingly. If you disagree with our view, you can ask us to reconsider or you can take the matter up with the Information Commissioner who oversees compliance with this legislation. The contact details are at the end of the document.

12. What will I receive?

- 12.1. You will be given a copy of all the information that we hold about you, or which relates to the specific area of your enquiry. The information will be taken from both our computer systems and manual records. We will also provide a description of the purposes for which the information is being processed.

13. What do I do if the data is incorrect?

- 13.1. You must write telling us what data is incorrect and ask for it to be corrected. We must tell you what has been done within 21 days of receiving your request. If we do not agree that the information is incorrect you can ask us to note your disagreement within the personal records we hold on you. You can also appeal to the Information Commissioner or the courts if we do not correct the information.
- 13.2. If you think that you have not been given all of the information you asked for, please contact us first so that we can verify our understanding of your request. If you are still not happy, you can make a formal complaint to the Council or you can appeal to the Information Commissioner.

14. Can I claim compensation?

- 14.1. If we have broken any of the rules or conditions established by the Act and you have suffered substantial damage or distress you may be able to claim compensation. You may also be able to claim compensation if the damage or distress was caused by our use of inaccurate data.
- 14.2. Claims are made through the court which will only support these if you can show that the authority had not taken reasonable care to ensure we complied with the Act and in the case of the use of inaccurate data, it is satisfied that you have suffered damage as a result of our use of such data.

15. Can I stop you using my information?

- 15.1. If you think that we have used your personal data to send you promotional literature or event emails which you do not wish to receive, please write to the Council requesting us not to use your details for these purposes. If you think that the use of your personal data could cause you damage or distress, write to us stating your reasons for stopping the processing.

Contact Details

Malvern Town Council
28-30 Belle Vue Terrace
Malvern
Worcestershire
WR14 4PZ

townclerk@malvern-tc.org.uk

Tel: 01684 566667

Opening hours:

Monday to Thursday 9.00 am to 1.00 pm and 2.00 pm to 5.00 pm
Friday: 8.30 am to 1.00 pm and 2.00 pm to 4.00 pm.

Further information or advice on the Data Protection Act can be obtained from:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate)

Tel: 01625 545745 (local rate)

www.ico.org.uk

[ENTER COUNCIL NAME] DATA PROTECTION POLICY

| | |
|----------------------------|---|
| Purpose | 2 |
| Definitions | 2 |
| Data protection principles | 2 |
| Processing | 3 |
| Individual rights | 5 |
| Data security | 6 |

Purpose

The council is committed to being transparent about how it collects and uses the personal data of staff, and to meeting our data protection obligations. This policy sets out the council's commitment to data protection, and your rights and obligations in relation to personal data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business.

The council has appointed [name and job title] as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to them.

Definitions

"Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

Data protection principles

The council processes HR-related personal data in accordance with the following data protection principles the council:

- processes personal data lawfully, fairly and in a transparent manner
- collects personal data only for specified, explicit and legitimate purposes
- processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing
- keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay

- keeps personal data only for the period necessary for processing
- adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

Processing

Personal data

The council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the council is required to gain your consent to process your personal data. If the council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which the council holds your HR-related personal data are contained in our privacy notices to individuals.

Sometimes the council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

Special categories of data

The council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- where you have made the data public;
- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;
- where it is necessary for reasons for substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where it is necessary for reasons of public interest in the area of public health; and
- where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

Individual rights

As a data subject, you have a number of rights in relation to your personal data.

Subject access requests

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If you submit a request that is unfounded or excessive, the council will notify you that this is the case and whether or not we will respond to it.

Other rights

You have a number of other rights in relation to your personal data. You can require the council to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk).

To ask the council to take any of these steps, you should send the request to the Clerk or Chairman of the Council.

Data security

The council takes the security of HR-related personal data seriously. The council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

[Impact assessments

Some of the processing that the council carries out may result in risks to privacy (such as monitoring of public areas via CCTV). Where processing would result in a high risk to your rights and freedoms, the council will carry out a data protection impact assessment (DPIA) to determine the necessity and proportionality of processing. This will include considering the purposes for which the activity is carried out, the risks for yourself and the measures that can be put in place to mitigate those risks.]

Data breaches

The council have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Clerk or Chairman of the Council immediately and keep any evidence, you have in relation to the breach.

If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

International data transfers

The council will not transfer HR-related personal data to countries outside the EEA.

Individual responsibilities

You are responsible for helping the council keep your personal data up to date. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.

Everyone who works for, or on behalf of, the council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.

You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:

- to access only data that you have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);
- not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.
- to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Clerk or Chair of the Council
- to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

Date of policy: December 2019

Approving committee:

Date of committee meeting: