



MALVERN TOWN COUNCIL

ANNUAL COUNCIL MEETING

REPORTS

**For meeting on Wednesday 19 June 2024
at 6.00 pm
in the Council Chamber, 28-30 Belle Vue Terrace, Malvern**

MALVERN TOWN COUNCIL

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

Tel: 01684 566667



13 June 2024

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

MEETING OPEN TO MEMBERS OF THE PUBLIC

To all Members of Malvern Town Council:

You are hereby summoned to attend a meeting of Malvern Town Council to be held on Wednesday 19 June 2024 in the Council Chamber, Belle Vue Terrace, Malvern commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

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

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence To 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 Full Council meetings: <ul style="list-style-type: none">➤ 10 April 2024 (Full Council – re-issued with amendments)➤ 15 May 2024 (Extraordinary Meeting – already issued)➤ 15 May 2024 (Annual Council – already issued)
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.	Mayor's Announcements <ul style="list-style-type: none">➤ The Mayor will make any relevant announcements.
5.	Update on Town Council Operations and Activities <ul style="list-style-type: none">➤ Verbal update by the Town Clerk
6.	Reports by County and District Council Representatives in Attendance <ul style="list-style-type: none">➤ Verbal reports or written submissions as appropriate
7.	Town Council Ward Reports/Representatives on Outside Bodies <ul style="list-style-type: none">➤ Verbal reports
8.	Members Questions <ul style="list-style-type: none">➤ The Chair will invite members who have written in with questions to present them to Council

9.	<p>Town Council Response to Malvern Hills Trust's Public Consultation on a Proposed Parliamentary Bill</p> <p>➤ Report CL01/24 to follow</p>
10.	<p>Notice of Motion – Malvern Pride 2024</p> <p>➤ Report CL02/24 to follow</p>
11.	<p>Special Motion – Reversal of Council Decision to Establish a Staffing Committee</p> <p>➤ Report CL03/24 to follow</p>
12.	<p>Review of Funding Arrangements/Grants for Twinning/Partnership Organisations</p> <p>➤ Report CL04/24 to follow</p>
13.	<p>Community Engagement Task and Finish Group</p> <p>The Chair of the Community Engagement Task and Finish Group to present any recommendations from the meeting held on 30 May 2024</p> <p>➤ Report CL05/24 to follow</p>
14.	<p>Victoria Park Task and Finish Group</p> <p>The Chair of the Victoria Park Task and Finish Group to present any recommendations from the meeting held on 3 June 2024</p> <p>➤ Report CL06/24 to follow</p>
15.	<p>Korosten Twinning Steering Group</p> <p>Recommendations from the Korosten Twinning Steering Group to present any recommendations from the meeting held on 3 June 2024</p> <p>➤ Report CL07/24 to follow</p>
16.	<p>Audit Committee Recommendations</p> <p>The Chair of Audit Committee to present any recommendations for approval by Council from the meeting held on 5 June 2024</p> <p>➤ Report CL08/24 to follow</p>
17.	<p>Policy and Resources Committee Recommendations</p> <p>The Chair of Policy and Resources Committee to present any recommendations for approval by Council from the meeting held on 12 June 2024</p> <p>➤ Report CL09/24 to follow</p>
18.	<p>Year End Accounts 2023/24</p> <p>➤ Report CL10/24 to follow</p>
19.	<p>Annual Governance and Accountability Return 2023/24</p> <p>➤ Section 1 Annual Governance Statement 2023/24</p> <p>➤ Section 2 Accounting Statements 2023/24</p> <p>➤ Annual Internal Audit Report 2023/24</p> <p>➤ Report CL11/24 to follow</p>
20.	<p>Review of Reports submitted by Grant-receiving Bodies March and September 2023</p> <p>➤ Report CL12/24 to follow</p>
21.	<p>Date and Time of Next Meeting</p> <p>➤ Wednesday 31 July 2024 at 6.00pm, venue to be confirmed</p>

**DRAFT MINUTES AS AMENDED (PLEASE SEE FOOTNOTES
PAGE CL62)**

**MINUTES OF FULL COUNCIL MEETING OF
MALVERN TOWN COUNCIL**
held in the Council Chamber, Belle Vue Terrace, Malvern
on Wednesday 10 April 2024, at 6.00 pm

Councillors

Present

C Hooper (Chair)
S Austin
M Birks
C Bovey
A Cherry
I Dawson
J Green
N Houghton
M Jones
J Leibrandt (from 6.15pm)
L Lowton
J MacLusky
F Matthews-Jones
D Mead
S Meager
K Newbigging
D Watkins

Absent

C Fletcher (apologies)
R McLaverty-Head (apologies)

Also in attendance

L Blake – Town Clerk
L Wall – Minute Clerk
Annie Robson, CEO Citizens Advice SW
2 members of the public

152. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Councillors Clive Fletcher and Ronan McLaverty-Head, and for lateness from Councillor Josephine Leibrandt.

153. DECLARATIONS OF INTEREST

None.

154. MINUTES OF PREVIOUS MEETING

Minutes of meeting held on 14 February 2024

Cllr Birks had raised a query over the accuracy of these minutes on behalf of the member of the public who had spoken in the public participation section. Cllr Birks thanked the Town Clerk for providing a transcription of the minutes and said that she was happy that what had been reported in the minutes was in fact accurate.

It was **RESOLVED** that the minutes of the meeting held on 14 February 2024 be approved and adopted as a correct record of the proceedings, to be signed by the Mayor.

Minutes of meeting held on 6 March 2024

Cllr Hooper proposed a series of amendments to be incorporated into the minutes.

Minute 146 Draft Calendar of meetings 2024/25

Paragraph 1 - original

At its meeting on 14 February, Full Council had resolved to start all meetings at 6.30pm but following the meeting a contractual issue had been raised, and therefore to comply with standing orders when reconsidering a decision, the matter had been referred to Policy and Resources Committee.

Paragraph 1 - amended

At its meeting on 14 February, Full Council had resolved to start all meetings at 6.30pm but following the meeting a contractual issue had been raised with the Town Clerk which might cause the Council to wish to reconsider its decision; therefore to comply with standing orders when reversing a decision, the matter had to be referred to Policy and Resources Committee.

Paragraph 2 - original

Policy and Resources Committee has staffing responsibilities and considered the matter at its meeting on 28 February, at which they recommended to reverse the decision made on 14 February to change the start times for 2024/25 in light of legal advice. Meeting times would therefore revert to the usual start time of 6pm.

Paragraph 2 – amended

As the Policy and Resources Committee has staffing responsibilities, it considered the matter at its meeting on 28 February, when a recommendation was made to reverse the decision of 14 February to change the start times for 2024/25 in light of legal advice which had been sought by the Town Clerk from CALC and was presented orally to the meeting.

Paragraph 5 - original

Members discussed at length whether the decision made at the Full Council meeting on 14 February had been a legal one and agreed that even if councillors were in favour of a later start time for meetings, it had been wrong not to consult with staff first.

Paragraph 5 – amended

Members discussed at length whether the decision made at the Full Council meeting on 14 February had been a legal one, and that even if councillors were in favour of a later start time for meetings, whether it had been wrong not to consult with staff first.

Paragraph 7 - original

It was **RESOLVED** to reverse the decision made on 14 February to change the start times of meetings for 2024/25 in light of legal advice. Meeting times would therefore revert to the usual start time of 6pm and this matter could be considered again in six months' time in line with standing orders.

Paragraph 7 – amended

It was **RESOLVED** to reverse the decision made on 14 February to change the start times of meetings for 2024/25 in light of the legal advice presented. Meeting times would therefore revert to the usual start time of 6pm and this matter could be considered again in six months' time in line with standing orders.

It was **RESOLVED** that the minutes of the meeting held on 6 March 2024 as amended be approved and adopted as a correct record of the proceedings, to be signed by the Mayor.

PUBLIC PARTICIPATION

Carolyn Withington had attended the meeting to speak on traffic problems in Court Road, which were causing serious concerns over child and pedestrian safety.

She said that the road is a very busy one, with parents taking young children to Malvern Parish and Great Malvern C of E primary schools, students going to The Chase School and Malvern College, as well as residents going to and from Barnards Green; all of whom were in danger as there were many HGVs using the road, cars driving on pavements and no crossing person since the last one had retired.

There had been several accidents recently and residents would like to see measures brought in to improve the environment and wellbeing of residents in Court Road.

Cllr Josephine Leibrandt joined the meeting at 6.15pm.

Suggestions from residents included the road becoming a low-traffic neighbourhood, developing an active travel corridor, and introducing other traffic calming measures, and they would welcome any support the Town Council could give in this matter.

Councillors were in support of helping with this matter and the Chair explained that it may be possible to approach the local county councillor for help. Cllr Birks said that she already chaired a traffic calming group in Malvern Wells and would be happy to take such a role in the short-term regarding Court Road. It was agreed that Cllr Birks would approach Cllr Malcolm Victory, MHDC councillor for Barnards Green to see if he could also help.

155. PRESENTATION BY ANNIE ROBSON, CHIEF EXECUTIVE OFFICER OF CITIZENS ADVICE SOUTH WORCESTERSHIRE ON COMMUNITY SUPPORT GRANT APPLICATION AND WORK OF CITIZENS ADVICE

A grant application from Citizens Advice South Worcestershire (CASW) had been considered at the previous Policy and Resources Committee meeting but Annie Robson, CEO, had been unable to attend. She had therefore attended this meeting to give a brief overview of Citizens Advice and answer any questions councillors may have had.

She explained that although it was a national organisation, Citizens Advice had individual offices which were independent charities. They offered free support to people, mainly dealing with poverty, debt advice, benefits, housing, employment, and consumer issues. More recently, they were involved in a project called Social Prescribing, in conjunction with Malvern Town Primary Care Network (PCN).

This was to deal with the significant increase in the number of people presenting low level mental health issues to GPs, when many of them actually required support dealing with the core social issues.

CASW had seen an increase in the number of people contacting them over the past 2-3 years, as a result of the cost-of-living crisis. The aim was to reach the most vulnerable within the community, but they were also dealing with people who would not have required help in the past, working with them on household budgets to see where savings could be made.

In 2023 they helped 2482 people from the South Worcestershire area which included Wychavon and Malvern Hills. Of those, 59% were from Malvern Town wards.

Annie Robson felt that the organisation was very good at what it did, being a 'lean' charity in terms of staff with 31 paid members of staff and 85 volunteers across the whole of the organisation.

They also helped people overcome adverse decisions made by the DWP, and as a community organisation with national branding, sought to influence social policy decision making through MPs and local councillors. From data collected, they were able to tell the story of those living in the local community and what affected them the most.

Councillors were in support of the Citizens Advice South Worcestershire, and commended them on their work. They also asked if the recent initiative to have a CASW representative at the food bank would continue, and Annie Robson replied that they had a three-year contract with Malvern and Upton which had commenced the previous year. They already operated out of other food banks and it was hoped that this would continue as it had proved very successful.

Councillors thanked Annie for the hard work carried out by CASW and agreed it was a worthy organisation to support.

156. MAYOR'S ANNOUNCEMENTS

The Mayor reported on the following engagements that he had attended since the last meeting:

- 18 March – Great Malvern Traders Group meeting, discussed Christmas events
- 21 March – St Richard's Gala Dinner celebrating 40 years, at Worcester Cathedral, raising an impressive £40,000
- 28 March - Had met with Cllr Palmer and the new CEO of the Malvern Hills Trust, Deborah Fox
- 7 April - Evesham Town Council Civic Service

157. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

The Town Clerk reported as follows:

Community Hub Building - this project had been the major focus over the past month and more details would follow in the later agenda item.

Happy to Chat benches – these had now been installed in Rose Bank Gardens, Victoria Park and Station Gardens. The Malvern Gazette had covered the story with a great photograph of Cllr MacLusky and Cllr Watkins. Cllr MacLusky was congratulated for her radio interview on BBC Hereford and Worcester.

Staff Vacancy - the role of Events and Communications Officer on the administration staff had been advertised with a closing date of Monday 22 April.

Town Council Vacancy - the Councillor vacancy in St Joseph's Ward had been advertised with the intention that co-option should take place at the Annual Council meeting in May.

Malvern Bagnères Twinning Association - Officers had been working with the Bagnères de Bigorre Twinning Group to try and boost their membership and as a result an information evening would be hosted ahead of the Annual Town Meeting on 18 April.

Ukraine Twinning – liaison officers at MHDC had taken a letter from MTC to the Mayor of Korosten who was delighted to hear of the positive news with regards to possible twinning arrangements.

Operations Update – Operational team members had been on a number of training courses whilst the weather had been wet including manual handling, chainsaw safety and first aid. Other jobs recently completed included power washing all the bus shelters, whilst grass cutting would start soon.

Peaks Challenge – approximately 85 tickets had been sold, with most people opting for the long walk. The walk had been publicised in the Malvern Gazette.

Christmas Lights Switch On – preparations were starting for the switch on event in November 2024.

158. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE

Written reports had been submitted by Cllr Malcolm Victory, (MHDC Barnards Green ward and WCC Malvern Chase division) and Cllr Natalie McVey (MHDC West ward and WCC Malvern Trinity Division) prior to the meeting, and these had been circulated to members.

Cllr David Mead, District Councillor for Barnards Green, reported that he was still involved with matters at the Sunshine Children’s Centre but was unable to report more as all information was still confidential.

159. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES

None.

160. MEMBERS QUESTIONS

None.

161. NEW COMMUNITY HUB AT VICTORIA PARK

The Town Clerk reported that works were progressing including the installation of the power supply, water, drainage, underground attenuation tanks, cladding, windows, solar panels, air conditioning and heat pump units, brickwork and flooring.

Some issues had inevitably arisen during the works but the Town Clerk and Operations Manager were able to address these by making frequent site visits.

A patio was being laid at the meeting room end of the building so that the doors could be opened up and the space used as an extension to the meeting room, or for bands/other outdoor events. Funds earmarked for the landscaping would be used for this versatile area.

Once the contract was finished, there would be a period for handover and landscaping, and the fencing would remain in place during this time.

The Town Council would hopefully be able to move into the building in mid-June.

162. NEW COMMUNITY HUB AT VICTORIA PARK - CCTV

Report CL01/24 was received and accepted.

The report recommended that CCTV was installed at the new community hub at Victoria Park.

It was **RESOLVED** to install CCTV on the new community hub at Victoria Park.

163. VICTORIA PARK SKATEBOARD PARK REFURBISHMENT AND CONSULTATION

Report CL02/24 was received and accepted.

The Town Clerk reported that although the public consultation and online survey had resulted in good engagement with the public and lots of ideas being put forward, there would still be some work required on getting to a final design stage.

Most people attending the consultation event in Malvern Link expressed the importance of getting the design right, rather than rushing to get the new skatepark open. Therefore, although it had originally been hoped to open a new skatepark in 2024, it would more likely be in 2025.

It was noted that responses to the survey were particularly low in the 17-21 years age group and that this could be due to many people in that age group being away at university. For future surveys, this should be taken into account.

Cllr Lou Lowton proposed an amendment to the recommendation to ensure that all user groups were represented in the focus group.

It was **RESOLVED** to approve the setting up of a Skatepark Focus Group to take the next steps in creating a proposal for the new skatepark. The focus group would include Town Council officers, Councillors and interested parties from the skatepark community, encouraging a range of skatepark users, to ensure their needs are adequately represented.

It was **RESOLVED** that Councillors Anne Cherry, David Mead and Karen Newbigging would be on the Skatepark Focus Group.

164. **NOTICE OF MOTION – STAFFING COMMITTEE**

Cllr Clive Hooper presented his Notice of Motion, “that the Town Council resolves to consider the establishment of a staffing committee and that a report be submitted to the next meeting of the council making appropriate recommendations.”

¹Cllr Marilyn Birks seconded the Notice of Motion, and gave a comprehensive overview of how the establishment of a staffing committee was in line with good practice as recommended by NALC.

Some councillors felt that as staffing matters were already delegated to Policy and Resources Committee, a separate committee was not required and would usurp Policy and Resources Committee.

Others thought that a separate committee was needed, to support staff and make sure they were all looked after and felt valued.

²At this point, the Town Clerk informed the Mayor that she would need to leave at 8.15pm to attend another meeting.

³***Suspension of standing orders was proposed. No formal vote was taken and debate continued.***

After a robust discussion, an amendment to the motion was proposed and agreed as follows:

It was **RESOLVED** that the Town Council proceeds with the establishment of a Staffing Committee and that a report be submitted to the next meeting of the Council, if possible, making appropriate recommendations from a Task and Finish

¹ As amended by Cllr Karen Newbigging and agreed at Full Council on 15 May 2024

² As amended by Cllr Lou Lowton and agreed at Full Council on 15 May 2024

³ Amendment to minutes agreed by Councillors Birks, Mead and Hooper, and the Town Clerk following a review of the meeting recording.

Group comprising five Councillors, set up to examine terms of reference, constitution, membership and other relevant matters.

Nine Councillors volunteered to be on the Task and Finish Group and after three Councillors withdrew their names, it was **AGREED** that membership of the group would be six.

It was **AGREED** that the membership would comprise the following Councillors:

1. Councillor Nick Houghton
2. Councillor Marilyn Birks
3. Councillor Jude Green
4. Councillor Karen Newbigging
5. Councillor Sean Austin
6. Councillor Lou Lowton

A date for the first meeting of the Staffing Committee task and finish group would be arranged shortly.

165. POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS

This item was deferred until the next meeting of Full Council.

166. DATE AND TIME OF NEXT MEETING

It was agreed that the date of the next meeting would be Wednesday 15 May 2024 at 6.00pm.

The meeting finished at 8.15pm

.....
(Chairman)

**MINUTES OF EXTRAORDINARY MEETING OF
MALVERN TOWN COUNCIL**

**held in the Council Chamber, Belle Vue Terrace, Malvern
on Wednesday 15 May 2024, at 5.15pm**

Councillors

Present

C Hooper (Chair)
M Birks
C Bovey
I Dawson
C Fletcher (from 5.20pm)
J Green
M Jones
J Leibrandt (from 5.24pm)
L Lowton
J MacLusky
D Mead
K Newbigging

Absent

S Austin (apologies)
A Cherry (apologies)
N Houghton (apologies)
F Matthews-Jones (apologies)
R McLaverty-Head
S Meager
D Watkins

Also in attendance

L Blake – Town Clerk
L Wall – Minute Clerk
Gill Campbell
Emma Green

167. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Councillors Sean Austin, Anne Cherry, Nick Houghton and Freya Matthews-Jones.

168. DECLARATIONS OF INTEREST

There were no declarations of interest made at this point in the meeting but immediately before the vote Cllr Julie MacLusky declared that she knew Emma Green personally and Cllr Karen Newbigging declared that she used to work with Emma Green.

PUBLIC PARTICIPATION

None.

Cllr Clive Fletcher joined the meeting at 5.20pm.

169. CO-OPTION TO ST JOSEPH'S WARD

There were two candidates standing for the vacancy in St Joseph's ward, Gill Campbell and Emma Green.

Cllr Josephine Leibrandt joined the meeting at 5.24pm

Each candidate then addressed the meeting before answering any questions from members of the Council.

The candidates then left the room whilst a short discussion took place.

After a secret ballot, it was **RESOLVED** to co-opt Emma Green as councillor representing St Joseph's ward.

170. DATE AND TIME OF NEXT MEETING

UNADOPTED

It was agreed that the date of the next meeting would be Wednesday 15 May 2024 at 6.00pm.

The meeting finished at 5.48pm

.....

(Chairman)

DRAFT

UNADOPTED

**MINUTES OF THE ANNUAL MEETING OF
MALVERN TOWN COUNCIL**

**held on Wednesday 15 May 2024 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

Councillors

Present

S Austin
M Birks
C Bovey
A Cherry
I Dawson
C Fletcher
E Green
J Green
C Hooper
N Houghton
M Jones
J Leibrandt
L Lowton
F Matthews-Jones
J MacLusky
R McLaverty-Head
D Mead
S Meager
K Newbigging
D Watkins

Also in attendance

L Blake – Town Clerk
L Wall – Minute Clerk

Cllr Fran Victory, MHDC Link ward
Cllr Malcolm Victory, MHDC Barnards
Green ward, WCC Malvern Chase division
Cllr John Raine, MHDC West ward
Deborah Fox, MHT CEO
Sheila Wren, MHT

Member of the Press

The Mayor for the 2023/24 council year, Cllr Clive Hooper, opened the meeting and thanked everyone for attending.

1. APPOINTMENT OF MAYOR

Two nominations had been received for the position of Mayor of Malvern Town Council. It was agreed that the vote should be in the form of a secret ballot.

Two separate secret ballots were held, both resulting in a tied vote. The outgoing Mayor used his casting vote.

It was **RESOLVED** that Cllr Marilyn Birks be appointed Mayor of Malvern Town Council for 2024/25.

2. MAYOR'S DECLARATION OF OFFICE

The Mayor, Cllr Marilyn Birks, signed the Declaration of Office, witnessed by the Town Clerk.

3. APPOINTMENT OF DEPUTY MAYOR

Two nominations had been received for the position of Deputy Mayor of Malvern Town Council. It was agreed that the vote should be in the form of a secret ballot.

UNADOPTED

It was **RESOLVED** that Cllr David Mead be appointed Deputy Mayor of Malvern Town Council for 2024/25.

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

The Deputy Mayor, Cllr David Mead, signed the Declaration of Office, witnessed by the Town Clerk.

5. **APOLOGIES FOR ABSENCE**

None.

6. **DECLARATIONS OF INTEREST**

Agenda item 12 Appointment of representatives on outside bodies – Cllr Anne Cherry is acting as an interim trustee for Community Action.

7. **MINUTES OF PREVIOUS MEETING**

Minute 164 Notice of Motion – Staffing Committee

Cllr Newbigging requested that the second paragraph of this minute be amended from:

- Cllr Marilyn Birks seconded the Notice of Motion, saying she supported the establishment of a staffing committee as part of being a responsible employer.

to:

- Cllr Marilyn Birks seconded the Notice of Motion and gave a comprehensive overview of how the establishment of a staffing committee was in line with good practice as recommended by NALC.

This amendment was **AGREED**.

Cllr Lowton requested an additional line be added to paragraph 5:

- At this point, the Town Clerk informed the Mayor that she would need to leave at 8.15pm to attend another meeting.

This amendment was **AGREED**.

After minute 165

Cllr Lou Lowton requested that an extra paragraph be inserted but after discussion members were unable to agree on final wording. The Chair stated that everyone had different recollections, it was a contentious issue and important to get it right.

The Town Clerk suggested that the Chair could listen to the recording of the meeting to verify what had been said.

Cllr Hooper said he would very much like to attend the meeting to listen to the recording as there had been allegations made against him in regard to certain aspects, one of which related to the determination of the closing of the meeting.

It was **AGREED** that the Mayor, Deputy Mayor, Town Clerk and Cllr Hooper would listen to the recording of the meeting held on 10 April 2024 and then come to a decision on what was said and how that would be represented in the minutes.

It was **AGREED** to defer approval of the minutes of the meeting held on 10 April 2024 until such time as an agreement had been reached.

8. **CO-OPTION OF MEMBER TO FILL VACANCY IN ST JOSEPH'S WARD**

This item was no longer required, the vacancy having been filled at the extraordinary council meeting held immediately before the annual council meeting.

UNADOPTED

PUBLIC PARTICIPATION

Deborah Fox, new CEO of Malvern Hills Trust had attended the meeting to introduce herself to councillors and make a short presentation. She has been in the post for two months, following fifteen years working in local government.

She was accompanied by Sheila Wren and together they were touring parish and town councils to talk about proposed governance changes and an upcoming consultation.

They said that the consultation was very complex and it was therefore important to ensure that everyone got the correct information. A link to the consultation would be provided to the council. Online comments should be submitted by 22 July.

9. MAYOR'S ANNOUNCEMENTS

The Mayor did not have any announcements to make having just stepped into the role, and said that she wished to give some thought to which charities she would like to support over the coming year, reporting back at the next full council meeting.

10. TOWN CLERK'S REPORT

The Town Clerk reported as follows:

Community Hub Building

- The building and landscaping works are now almost completed with some final snagging works and fencing still to be completed.
- A meeting of Victoria Park Task and Finish Group was the first meeting ever to be held in the building this week.
- The operations team have been extremely busy assisting with groundworks on site and have delivered significant savings for the Council by undertaking levelling, seeding and rolling works to the areas around the building.
- Works now turn to the internal fitting out of furniture, communications, and other services.
- It is now hoped that the café can be let as soon as possible and that the meeting room can be advertised as available for hire from late June / early July.

Staffing Vacancy

- The role of Events and Communications Officer on the administration staff has been filled and the new appointment is due to start at the end of May.

Events

- Sunday Music in the Park Concerts have now started. Councillors were asked to contact Lyndsey if they could steward at any of the concerts.
- The Peaks Challenge went exceptionally well and was as usual a testament to the hard work of the staff. The Town Clerk, Lyndsey and Charles put out markers for the route in the pouring rain and howling wind on the Friday beforehand, but Saturday was a glorious day and everyone seemed to enjoy themselves. Cllr MacLusky showed off her medal at the meeting and said she hoped that other councillors would join the walk next year.

Ops Update

- Land at Adam Lee – Section 106 funding has now been awarded for the pump track subject to planning permission being granted. The planning application and associated reports is currently being prepared and it is hoped this will be submitted in June.

UNADOPTED

- Skatepark at Victoria Park – a very positive meeting of the Skatepark Focus group had been held with the first steps being to try and put together a project specification to meet user needs, aided by a very keen group of skatepark users.

11. **REVIEW OF COMMITTEES/TASK AND FINISH GROUPS AND APPOINTMENT OF MEMBERS FOR THE 2024/25 COUNCIL YEAR**

Report AC02/24 was received and accepted.

Policy and Resources Committee

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

1. Cllr Iain Dawson
2. Cllr Clive Fletcher
3. Cllr Emma Green
4. Cllr Clive Hooper
5. Cllr Nick Houghton
6. Cllr Mel Jones
7. Cllr Lou Lowton
8. Cllr Ronan McLaverty-Head
9. Cllr Karen Newbigging

Operations and Planning Committee

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

1. Cllr Sean Austin
2. Cllr Caroline Bovey
3. Cllr Anne Cherry
4. Cllr Jude Green
5. Cllr Josephine Leibrandt
6. Cllr Julie MacLusky
7. Cllr Freya Matthews-Jones
8. Cllr David Mead
9. Cllr Simon Meager
10. Cllr David Watkins

Audit Committee

It was **RESOLVED** that membership of Audit Committee be confirmed at five members with membership as follows:

1. Cllr Caroline Bovey
2. Cllr David Mead
3. Cllr Josephine Leibrandt
4. Cllr David Watkins
5. Cllr Jude Green

Emergency Decision Making Group

It was **RESOLVED** that the Emergency Decision Making Group would comprise:

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

UNADOPTED

6. Vice-Chair of Operations and Planning Committee

Victoria Park Task and Finish Group

To was **RESOLVED** that membership of the Victoria Park Task and Finish Group be confirmed at six members with membership as follows:

1. Cllr Anne Cherry
2. Cllr Jude Green
3. Cllr Nick Houghton
4. Cllr Freya Matthews-Jones
5. Cllr David Mead
6. Cllr David Watkins

Aims and Objectives Task and Finish Group

It was **RESOLVED** that membership of the Aims and Objectives Task and Finish Group be confirmed at four members with membership as follows:

1. Cllr Clive Fletcher
2. Cllr Nick Houghton
3. Cllr Lou Lowton
4. Cllr Mel Jones

Community Engagement Task and Finish Group

It was **RESOLVED** that membership of the Community Engagement Task and Finish Group be confirmed at six members with membership as follows:

1. Cllr Clive Fletcher
2. Cllr Emma Green
3. Cllr Jude Green
4. Cllr Nick Houghton
5. Cllr Josephine Leibrandt
6. Cllr Karen Newbigging

Staffing Committee Task and Finish Group

It was **RESOLVED** that membership of the Staffing Committee Task and Finish Group be confirmed at six members with membership as follows:

1. Cllr Sean Austin
2. Cllr Anne Cherry
3. Cllr Jude Green
4. Cllr Nick Houghton
5. Cllr Lou Lowton
6. Cllr Karen Newbigging

Cllr Julie MacLusky left the meeting, having voted, but before the result was announced, at 7.13pm

Other

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

Chairing of meetings

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

UNADOPTED

Members were reminded that following a council decision, training for chairs and vice-chairs is mandatory and must be completed as soon as is reasonable. Training is only required once in every council term and therefore all members who wish to be a chair or vice-chair of a committee will need to repeat this even if already undertaken.

The Chairman announced that under Standing Order 1a She would be altering the order of business so that agenda item 18 “Victoria Park Task and Finish Group Recommendations” would be brought forward.

12. VICTORIA PARK TASK AND FINISH GROUP RECOMMENDATIONS

Report AC09/24 was received and accepted.

The Chair of the Victoria Park Task and Finish Group, Cllr David Mead, presented the recommendations from the meeting held on 13 May 2024.

- i. It was **RESOLVED** that the tender for the operation of the café at Victoria Park be awarded to Candy Harris at a rental of £120,000 over ten years.
- ii. It was **RESOLVED** that the meeting room hire charges should be:
 - £15.00 per hour for private use and
 - £12.00 per hour for community group use.

Under Standing Order 3(x) the Chair proposed that the meeting be extended until 8.30pm. A vote was taken, and it was agreed to extend the meeting until 8.30pm.

- iii. It was **RESOLVED** that a part-time caretaker for Victoria Park should be engaged, initially to open and close the building as required.

Cllr Meager was out of the room when the vote took place.

Cllr Jude Green, Cllr Josephine Leibrandt, Cllr Lou Lowton and Cllr Freya Matthews-Jones left the meeting at 8pm.

13. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Report AC03/24 was received and accepted.

It was **RESOLVED** that the appointment of representatives to outside bodies for 2024/25 be determined as below:

Outside Body	Representatives 2024/25
Malvern Hills Council for Community Action	Cllr Nick Houghton
Malvern Hills CAB Management Committee	Cllr David Mead
Malvern Town Council/Malvern Hills District Council Liaison Group (<i>Mayor and Deputy Mayor</i>)	Cllr Marilyn Birks Cllr David Mead
County Association of Local Councils (CALC) – Executive and Local Area Committees	Cllr Clive Hooper
Malvern-Mariánské Lázně Community Partnership (MLCP)	Cllr Josephine Leibrandt*

UNADOPTED

<i>As Cllr Leibrandt had already left the meeting, it was agreed that she would be contacted to confirm her wish to continue as representative</i>	
Malvern-Bagnères de Bigorre Twinning Association (MBTA)	Cllr Anne Cherry Cllr Caroline Bovey
Korosten Community Twinning Steering Group	Cllr Emma Green Cllr Lou Lowton Cllr Ronan McLavery-Head
Malvern Twinning Steering Group (<i>Mayor and Deputy Mayor</i>)	Cllr Marilyn Birks Cllr David Mead
Malvern Hills District Children and Young People's Partnership	Cllr Lou Lowton* Cllr Mel Jones Cllr Karen Newbigging
<i>As Cllr Lowton had already left the meeting, it was agreed that she would be contacted to confirm her wish to continue as representative. If yes, either Cllr Jones or Cllr Newbigging would step aside.</i>	
Rural Market Town Group	No councillor representative, Town Clerk to report any pertinent issues
Poolbrook Village Hall	Cllr Iain Dawson

14. **BANK MANDATE AND PAYMENT SIGNATORIES**

Report AC04/24 was received and accepted.

It was **RESOLVED** to approve the following signatories for the management of the Town Council's bank account in accordance with legal and operational requirements AND to approve internet banking schedules and to sign any cheques or other payment authorisations if they are required:

- 1) Cllr Marilyn Birks, Mayor of Malvern
- 2) Cllr David Mead, Deputy Mayor of Malvern
- 3) Cllr Sean Austin
- 4) Cllr Anne Cherry
- 5) Cllr Jude Green
- 6) Cllr Karen Newbigging
- 7) Cllr David Watkins

The following ongoing resolutions with respect to its bank accounts were **NOTED**:

- a) Two from the approved signatories above are required to issue instructions for any changes, modifications or additions to the Council's bank accounts.
- b) The key contact for managing the bank account and allocating user permissions is the Town Clerk.
- c) The Town Clerk (or in their absence, the Operations Manager) is fully empowered to act on behalf of the Council to ensure the smooth running of

UNADOPTED

the Council's bank accounts, subject to all previous authorisation permissions being adhered to.

- d) Two from the seven members agreed above are required to sign and approve internet banking schedules, direct debit instructions and any cheques before payments are made by officers.

15. PAYMENT OF ANNUAL SUBSCRIPTIONS, MEMBERSHIP OF ORGANISATIONS

Report AC05/24 was received and accepted.

It was **RESOLVED** to approve the following subscriptions:

<u>Organisation</u>	<u>Estimated Cost 2024/25</u>
Worcestershire CALC/NALC	£2,749
Chartered Institute of Public Finance and Accountancy	£400
Local Government Employers	£468
Institute of Cemetery Management	£100
Caring for God's Acre	£100
Rural Market Town Group	£137
Total	<u>£3,954</u>

It was **AGREED** that as the Cotswold Line Promotion Group magazine was not read by anyone, it would be better to stop the subscription and instead make a donation, thereby continuing the support for a railway link to London whilst saving on paper and printing.

16. ANNUAL REVIEW PROCESS

Report AC06/24 was received and accepted.

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

- a) Review of delegation arrangements to committees, subcommittees, staff and other local authorities – Policy and Resources Committee.
- b) Review of the Terms of Reference for Committees - Policy and Resources Committee.
- c) Review and adoption of appropriate standing orders and financial regulations - Policy and Resources Committee.
- d) Review of inventory of land and assets including buildings and office equipment – Operations and Planning Committee.
- e) Review and confirmation of arrangements for insurance cover in respect of all insured risks - Policy and Resources Committee.
- f) Review of the Council's Complaints Procedure - Policy and Resources Committee.

UNADOPTED

- g) Review of the Council's policies, procedures and practices in respect of obligations under Freedom of Information and Data Protection legislation - Policy and Resources Committee.
- h) Review of the Council's policy for dealing with the press/media - Policy and Resources Committee.
- i) Review of the Council's Employment policies and procedures - Policy and Resource/staffing.
- j) Review of the Council's expenditure incurred under s137 of the Local Government Act 1972 or the General Power of Competence – Policy and Resources Committee as part of the Annual Accounts.
- k) Determining the time and place of ordinary meetings of the Council up to and including the next meeting of Annual Council. Times already agreed by Full Council, place of meetings to be updated when relevant.

17. **OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS**

Report AC07/24 was received and accepted.

The Chair of Operations and Planning Committee, Cllr David Mead, presented the recommendations from the meeting held on 8 May 2024.

Minute 12 Environmental Matters

It was **RESOLVED** to adopt the Environmental Policy as required and amended by the Environmental Policy Task and Finish Group at its meeting held on 24 January 2024.

It was **RESOLVED** to accept the updated Town Council's Environmental Achievements for 2023.

18. **POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS**

Report AC08/24 was received and accepted.

The Chair of Policy and Resources Committee, Cllr Iain Dawson, presented the recommendations from the meetings held on 28 February, 27 March, and 13 May 2024.

28 February 2024

Minute 58 Terms of Reference

It was **RESOLVED** that Full Council adopts the terms of reference for the three main committees as amended and attached to the minutes of that meeting.

Minute 59 Review of Communications and Publicity Policy – Councillor Guidelines

It was **RESOLVED** that Full Council adopts the Town Council's Communications and Publicity Policy with standardisation of terms as used in other policies.

27 March 2024

Minute 65 Malvern Town Community Support Grant – Citizens Advice Bureau (South Worcestershire Citizens Advice)

It was **RESOLVED** to award a Community Support Grant to South Worcestershire Citizens Advice Bureau of £18,000 for 2024/25.

UNADOPTED

Minute 67 Large Grants Scheme, 2nd Round 2023/24

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

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

It was **RESOLVED** to award a large grant of £1,250 to The Hills Singers.

13 May 2024

Minute 7 CCTV Policy

It was **RESOLVED** that The Town Council adopts the closed-circuit television (CCTV) policy.

Minute 8 Review of Data Protection Policy for Council Employees

It was **RESOLVED** that the Town Council adopts NALC's Data Protection Policy for Employees.

19. REVIEW OF REPORTS SUBMITTED BY GRANT-RECEIVING BODIES MARCH AND SEPTEMBER 2023

As it was almost 8.30pm, it was **AGREED** to defer this item until the next meeting.

20. DATE AND TIME OF NEXT MEETING

It was agreed that the date of the next meeting would be Wednesday 19 June 2024 at 6.00 pm, venue to be confirmed.

The meeting finished at 8.30 pm.

.....
(Chairman)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 19 June 2024 at 6.00pm
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**MALVERN TOWN COUNCIL RESPONSE TO MALVERN HILLS TRUST'S PUBLIC
CONSULTATION ON A PROPOSED PARLIAMENTARY BILL**

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council to appoint a group of Town Councillors (suggested number of 5) to be given delegations to work with the Town Clerk to prepare and submit a response on proposals by the Malvern Hills Trust for a Parliamentary Bill to update the Malvern Hills Acts.

3. Background

3.1. The Malvern Hills Trust (MHT) has opened a public consultation on proposals for updating the Trust's governance.

3.2. The Malvern Hills Trust state on their website that the world has changed dramatically since the organisation was established in 1884 and their ability to conserve the landscape effectively is being stifled by outdated governance arrangements which are no longer fit for purpose.

3.3. Changes to MHT's governance arrangements must be made by parliament by way of a Private Bill, and a public consultation on proposals to update the Malvern Hills Acts is now taking place.

3.4. Officers from the Town Council have met with the Trust's CEO, and a summary briefing of the proposals is attached at Appendix A. Councillors attention is also drawn to the latest frequently asked questions which are available on the Trust's website <https://www.malvernhills.org.uk/governance-changes/frequently-asked-questions/>

3.5. The closing date for electronic submissions is 22 July 2024. Given the timescale and scale of the task, it is suggested that a working group of councillors is delegated in conjunction with the Town Clerk to prepare and submit a response. The other option would be for individual councillors to respond, and not to submit an overall Town Council response.

3.6. The Malvern Hills Trust have offered to give a specific briefing for the working group of councillors should it be required.

4. Financial Implications

4.1. None pertaining to this report.

5. Legal Implications

5.1. None pertaining to this report.

End
Linda Blake
Town Clerk



Proposals for a Parliamentary Private Bill to update the Malvern Hills Acts

Summary

This is a summary of the proposals set out in the Trust's [public consultation document](#). The page numbers below relate to the relevant proposal in the full document.

Malvern Hills Trust (the Trust) cares for 1200 hectares of the stunning Malvern Hills and Commons. This is a landscape of national importance - 85 % of the area which we manage is within the Malvern Hills National Landscape and 58 % is designated as Sites of Special Scientific Interest.

The Trust was established in 1884 and is governed by five Acts of Parliament which set out the duties of the organisation and the powers which it has. The Trust has a power to raise a levy from the parishes of Malvern Town, Malvern Wells, West Malvern, Guarlford, Colwall and Mathon parishes. The board of trustees is the decision making body and some of the trustees are elected by local residents.

The Trust is a registered charity (charity number 515804).

Because the Trust is governed by statute, changes to its administrative arrangements and powers can only be made by another Act of Parliament.

Why is another Act of Parliament needed?

The Trust's Acts are very out of date and this affects our ability to care for the Hills in an effective way in the 21st century. Issues which need to be addressed include:

- The Acts refer to many statutory provisions which are no longer in force
- The right to vote in trustee elections is in part defined by reference to a Council which ceased to exist 50 years ago
- The Victorian language is difficult to interpret
- Because there are five Acts, provisions relevant to a particular topic can be in several different places and sometimes there are contradictions between them
- Some of its administrative provisions are contained in an Act of 1847
- The Trust needs to be able to deal with practical situations which were not envisaged when the Acts were passed
- Some of the language used in the Acts has no clear meaning (for example "Natural Aspect") (see page 8)
- Many sections of the Acts no longer serve any purpose (see page 41)
- The Trust needs a number of additional powers to enable it to operate more effectively
- The Trust cannot comply with the current recommendations for good governance of charities. For example, the Board of 29 is too big for effective decision making and there is no way of ensuring its members have the necessary skills, experience and knowledge (see page 11)

What changes will be made?

As well as making changes to address the issues outlined above, the aim is to combine in one place the provisions which remain relevant from the five existing Acts, expressed in updated language. The proposed Bill will:

- Replace the old Acts and set out all the sections that are being retained in a logical order (see page 71)
- Contain an up to date set of administrative provisions to comply with the requirements for a modern charity (see page 23)
- Establish new methods of electing and appointing trustees to a smaller Board (see page 11)
- Contain new powers to give greater flexibility, more fundraising options and enable more effective land management
- Change the statutory name of the organisation to Malvern Hills Trust (see page 70)

What won't change?

There are some fundamental elements in our Acts which will not change. These include:

- The essential objects of the charity – public rights of access, the Trust's land remaining open and unbuilt on and looking after the landscape, flora and fauna
- Commoners' rights
- Who pays the levy and who votes to appoint trustees (see page 33).

Key proposals to be included

We aim to add some powers to allow the Trust to operate more effectively.

Fundraising

We want to be able to diversify our income streams by having powers to:

- Set up a membership body (see page 29)
- Set up a trading subsidiary
- Sell items that we produce in the course of our work such as wood and compost.

Land management

We need to have more flexibility in the ways we can manage our land by:

- Having a power to secure the grazed commons in order to make grazing viable in the 21st century (see page 35)
- Having a power to install watering points for livestock (see page 41)
- Having more flexibility to put up temporary fencing where necessary, whilst maintaining public access (see page 35)
- Clarifying the rights of estovers in relation to trees planted by the Trust (see page 61)
- Changing the Trust's liability to the public so that it is the same as that for owners of land open to the public under Countryside and Rights of Way Act 2000 (see page 55)
- Being able to purchase and look after livestock, including a clear power to purchase land for stock management purposes (see page 35).

General power

To include a general power so that the Trust can do other things not specifically covered by the Act so long as it is acting in pursuance of the charity's objects. This type of power is now common both for charities and local government and the Trust feels it is essential to avoid having to go back to Parliament again when there is a change of circumstances (see page 30).

New arrangements for the Board

We need to improve the efficiency and effectiveness of board decision making and bring it in line with charity best practice. In order to do this we propose:

- Reducing the maximum size of the board to 12, made up of:
 - 6 trustees elected from the same areas as currently, but based on one combined electoral area
 - Up to 6 trustees selected for their relevant skills and experience and with a view to ensuring greater diversity
- Drawing candidates from a wider area
- Limiting the length of time trustees can serve on the board without a break
- Providing a power to remove a trustee (for example in the event of gross misconduct, prolonged ill health or persistent failure to attend meetings) (see page 11).

Miscellaneous

Some of the other things we would like to include are:

- An explicit discretion to enable MHT to make a charge for events held on MHT land together with a power to allow temporary refreshment facilities associated with those events (see page 52)
- A power to remove all types of vehicles abandoned on our land (see page 59)
- An up to date set of administrative provisions.



**RESOLUTION MOVED ON NOTICE – Standing Order 9
A Meeting of Malvern Town Council
to be held on Wednesday 19 June 2024 at 6.00pm
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

NOTICE OF MOTION – MALVERN PRIDE 2024

Proposed Resolution

1. Malvern Town Council should support the Malvern Pride event to be held in Priory Park on Saturday 27 July 2024 by:
 - i. Promoting the event on the Malvern Town Council website and social media. Flying a Pride Flag on the Council building in Belle Vue Terrace and the library as agreed in the Council's approved Flag Flying policy.
 - ii. Flying of 50 Pride Flags in Church Street, Belle Vue Terrace and Worcester Road, Barnards Green and Malvern Link (flags to be provided by Malvern Pride). Malvern Town Council Operations Team to undertake the flag swap to fly Pride flags between Monday 22 July until Monday 5 August.
2. That members of this Council support and encourage friends, residents and businesses to support the Malvern Pride event.

Background

Malvern Pride aims to celebrate the LGBTQ+ community in and around Malvern and promote a sense of inclusivity and equality within the town. We hope that anyone identifying as LGBTQ+ will come together with their friends, families and the whole community in a spirit of celebration and acceptance to enjoy a day of festivities aimed at highlighting what joins us together rather than what might divide us. This event benefits Malvern and provides an opportunity for unity and bringing local people and local business together, and we hope that the Town Council will support this. The flying of the Pride flag clearly demonstrates the commitment Malvern Town Council and its Councillors have for inclusion and diversity.

Financial Implication

Estimated costs for the flag swap over is circa £500.

Proposer - Cllr David Watkins (Link Ward)

Seconder – Cllr Clive Fletcher (West Ward)

30 May 2024



RESOLUTION MOVED ON NOTICE – Standing Order 7a
A Meeting of Malvern Town Council
to be held on Wednesday 19 June 2024 at 6.00pm
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm

SPECIAL NOTICE OF MOTION
REVERSAL OF COUNCIL DECISION TO ESTABLISH A STAFFING COMMITTEE

Purpose of Resolution

Malvern Town Council should support the reversal of the Notice of Motion passed where it was **RESOLVED** that the Town Council proceeds with the establishment of a Staffing Committee.

Recommendations

1. Further to the resolution made at the Full Council meeting on Wednesday 10 April 2024, Malvern Town Council should reverse the Notice of Motion that “Town Council proceeds with the establishment of a Staffing Committee” and allow Policy and Resources Committee to continue to undertake staffing matters.
2. That Policy and Resources Committee set up a staffing sub-committee to consist of 8 members - four councillors and four members of Town Council staff. This sub-committee will be tasked with undertaking a detailed review of staffing policies and making recommendations back to Committee.

Background

The subject of staffing matters is extremely important to both councillors and staff. We need councillor and staff input into a staffing sub-committee to discuss and debate such an important topic.

Financial Implications

None.

Proposer: Cllr Nick Houghton (Chase ward)

Secunder: Cllr David Watkins (Link ward)

Additional Signatories: Cllr Clive Fletcher, Cllr Freya Matthews, Cllr Sean Austin, Cllr Anne Cherry, Cllr Ronan McLaverty-Head, Cllr David Mead, Cllr Caroline Bovey

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 19 June 2024 at 6.00pm
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**REVIEW OF FUNDING ARRANGEMENTS/GRANTS FOR
TWINNING/PARTNERSHIP ORGANISATIONS**

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Council is asked to review funding arrangements for Twinning/Partnership organisations and to make any recommendations as appropriate.

3. Background

3.1. Malvern Town Council has two established twinning/partnership organisations:

- Malvern Bagnères de Bigorre Twinning Association (MBTA) and
- Mariánské Lázně Community Partnership (MLCP)

Council has also agreed to support in principle the development of a twinning connection with the Korosten Community in Ukraine.

3.2. As part of the establishment of the two existing groups, the Town Council agreed to hold £1,000 in reserves to contribute to any visits to or from the two towns subject to full costings being agreed by Policy and Resources Committee. These funds have now been spent.

3.3. More recently, grants have been approved for activities associated with twinning/partnership visits and the mayoral allowance has been used at the discretion of the Mayor to fund receptions.

3.4. No formal twinning budget currently exists for twinning/partnership activities and with requests for funding now being at least annually, officers are suggesting that Council should review this.

3.5. Possible options available could be as follows:

- Allocate an amount in the annual budget to each twinning/partnership organisation
- Stipulate that all funding requests should be submitted via the Council's grants scheme
- Create another reserve amount for each organisation that can be drawn down as required
- No funding provided

3.6. Councillors are asked to note that all organisations requesting funding or grants from the Town Council are asked to hold a bank account in their own name. This is a key part of making awards transparent and accountable and is contained within the Council's grants scheme rules and twinning terms of reference.

4. Financial Implications

- 4.1. There is no current budget provision for twinning/partnership activities.
- 4.2. Recent awards which have been made from the Mayor's allowance in the absence of other available funding are:

March 2023 - £171.23 for a Mariánské Lázně reception at The Great Malvern Hotel.

October 2023 - £200 for a welcome twinning reception held by MBTA at Elmslie House.

A further request for £250 towards a Mariánské Lázně reception has been made.

5. Legal Implications

- 5.1. None pertaining to this report.

End
Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 19 June 2024 at 6.00pm
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

COMMUNITY ENGAGEMENT TASK AND FINISH GROUP RECOMMENDATIONS

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is asked to approve the recommendations below following a meeting of Community Engagement Task and Finish Group held on 30 May 2024.

- i. It was **RECOMMENDED** that the Mayor and Town Clerk should raise the issue of co-operation and collaboration with MHDC at the next liaison group meeting in August, and that district councillors should be invited to form a collaborative community engagement group, to try and understand each other's priorities and develop partnership working.
- ii. It was **RECOMMENDED** that steps be taken to schedule councillor surgeries in the new building at Victoria Park.
- iii. It was **RECOMMENDED** that the Town Council has a stall at Malvern Pride event on Saturday 27 July, to be manned by Councillors only.

3. Background

3.1. Council agreed to set up a Community Engagement Task and Finish Group at its meeting in February 2024.

3.2. The first meeting of the Task and Finish Group was held on 30 May and it was agreed that a previous engagement consultation had been unsuccessful, with few responses and not representing the wider community. The Task and Finish Group will now start anew with taking Community Engagement forwards.

4. Financial Implications

4.1. None pertaining to this report.

5. Legal Implications

5.1. None pertaining to this report.

End
Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 19 June 2024 at 6.00pm
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

VICTORIA PARK TASK AND FINISH GROUP RECOMMENDATIONS

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is asked to approve the recommendations below following a meeting of Victoria Park Task and Finish Group held on Monday 3 June 2024.

- i. It was **RECOMMENDED** to purchase a defibrillator and bleed kit to be installed on the side of the new community hub. This equipment to be donated to Heartstart Malvern who would check and maintain the equipment on a regular basis and register it on the appropriate site so that it was available for all to use.
- ii. It was **RECOMMENDED** that the official opening of the new community hub would be at the Mayor's Bonanza on Sunday 25 August 2024. The Mayor would welcome everyone and then hand over to Cllr David Watkins to officially open the building.

3. Background

3.1. Victoria Park Task and Finish Group was set up by Full Council and has been overseeing works taking place at Victoria Park including the tender specification, café lease and landscaping works.

4. Financial Implications

4.1. To be confirmed.

5. Legal Implications

5.1. The Town Council is the legal owner of Victoria Park.

End
Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 19 June 2024 at 6.00pm
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

KOROSTEN TWINNING STEERING GROUP

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. It is **RECOMMENDED** that a Twinning Open Day for the Korosten Community is held at the new community hub from 1pm on Saturday 17 August. This to be advertised using social media, posters, and press coverage. The event would include food and music, with the aim to introduce people to the Korosten Community and recruit interested parties to join the Twinning Association.

3. Background

3.1. The first meeting of the Korosten Twinning Steering Group was held on Monday 3 June 2024, with one recommendation needing to be forwarded to Council.

4. Financial Implications

4.1. None pertaining to this report.

5. Legal Implications

5.1. None pertaining to this report.

End
Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 19 June 2024 at 6.00pm
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

AUDIT COMMITTEE RECOMMENDATIONS

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is asked to consider the recommendations from the meeting of Audit Committee held on 5 June 2024 and listed below.

i. Minute 6 Annual Internal Audit Report – Financial Year ending 31 March 2024

It was **RECOMMENDED** that the Internal Audit Report 2023/24 of the Council's Internal Auditor be accepted and forwarded to the next meeting of Full Council for approval.

ii. Minute 7 Review of the Effectiveness of the System of Internal Controls

Committee **NOTED** the work carried out and **RECOMMENDED** that Council should agree a satisfactory review of the system of internal control had been completed during 2023/24.

3. Background

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

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

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

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

4. Financial Implications

4.1. Please see individual committee reports.

5. Legal Implications

5.1. Please see individual committee reports for specific details.

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

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 19 June 2024 at 6.00pm
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is asked to consider the recommendations from the meeting of Policy and Resources Committee held on 12 June and listed below.

Minute 7 Quarterly Accounts – Fourth And Final Quarter 2023/24 January, February, March 2024

it was **RECOMMENDED** that Council approves the Quarterly Accounts for the fourth and final quarter, ending 31 March 2024.

3. Background

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

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

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

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

4. Financial Implications

4.1. Please see individual committee reports.

5. Legal Implications

5.1. Please see individual committee reports for specific details.

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

End
Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 19 June 2024 at 6.00pm
in the Council Chamber, Belle Vue Terrace, Malvern**

YEAR END ACCOUNTS 2023/24

1. Purpose of Report

- 1.1. The purpose of this report is to present to Full Council the Year End Accounts for the Financial Year 2023/24 for approval and adoption.

2. Recommendation

- 2.1. Council is recommended to approve and adopt the Year End Accounts for 2023/24 as attached at Appendix A.

3. Background

- 3.1. Although not a statutory requirement, the Town Council adopted the current Year End Accounts format in April 2010 to detail the Council's activities in a more user friendly format and in line with its quarterly management accounts. These accounts allow Councillors to see more detailed income and expenditure headings than those on the Annual Governance and Accountability Return Annual (AGAR). It also ensures that full and complete year end records are kept and that year end accounts are produced in a format more consistent with the quarterly format.
- 3.2. The Accounts and Audit Regulations 2015 state that a Council with gross income or gross expenditure over £200,000 but less than £6.5 million per annum is subject to an Intermediate Level Review by the External Auditor.
- 3.3. The Council is required to prepare accounting statements for the year ending 31 March 2024 along with supporting working papers and must certify that these statements have been approved by Full Council.
- 3.4. The Year End Accounts consist of a Summary Actual/Budget Comparison for the year, an Income and Expenditure Account, Balance Sheet and notes to the Accounts. The details from these accounts are then used to calculate the figures required to complete section 2 of the AGAR.
- 3.5. A meeting of the full authority must be held to consider, approve and sign the Annual Governance Statement and Accounting Statements (Sections 1 and 2 of the Annual Governance and Accountability Return). The AGAR along with all other information requested must be submitted to the external auditors, PKF Littlejohn LLP by 1 July 2024.

4. Key Financial Implications

- 4.1. The budget for 2023/24 forecast a small surplus of £25. The surplus for the financial year ending 31 March 2024 is £135,828.

- 4.2. It is important to note that when the original budget for 2023/24 was set in December 2022, the Council had to make several difficult assumptions. The timings, costs and funding arrangements for both the sale of Belle Vue Terrace Offices and the construction of the new Community Hub at Victoria Park were still unknown and it was decided that the most prudent way of setting the budget was to assume that the Council would remain in its current location and to allow any changes to that to be covered by the use of reserves and exception reporting.
- 4.3. 2023/24 has been an important year for Malvern Town Council. The Council offices on Belle Vue Terrace were sold and the Council are now tenants within the building. Work also commenced on the New Community Hub Building in Victoria Park and costs connected with this will be seen bridging the two financial years of 2023/24 and 2024/25.
- 4.4. For the financial year ending on 31 March 2024, there has been a surplus against budget in 2023/24 of £135,803. Councillors will note that the table below shows the variance after figures for depreciation and deferred grants have been removed and therefore adds correctly to the year-end variance of £155,828 under budget for the financial year.

Income	(£18,725) surplus
Administration	£24,181 overspend
Operations	£1,480 overspend
Discretionary Costs	(£15,831) underspend
Special Expenditure	(£44,116) underspend
Earmarked Reserves	(£82,792) underspend
<u>Total Variance</u>	<u>£135,803 surplus</u> <u>against budget</u>

- 4.5. Income has been lower than expected during the year, due to the reduced rental being received from the Belle Vue Terrace building. One flat has remained empty throughout the year, the third-floor tenants moved out in December 2023 and then the building was finally sold in early February 2024. This income deficit has been offset by the gain made on disposal of the building after income and accounting value had been taken into account.
- 4.6. There have been notable underspends against administration salaries and insurance costs during the financial year, but these have been more than offset by the level of professional fees which have resulted in an overspend for the year. Legal costs have been incurred in connection with issues in Rose Bank Gardens and for solicitor's fees for the sale of Belle Vue Terrace. Estate agent's fees were also incurred in connection with the sale of Belle Vue Terrace.
- 4.7. Operational costs are very close to budget, with just a £1,480 overspend for the financial year. An overspend was caused by the National Local Government Salary Agreement being slightly higher than anticipated along with higher-than-expected business rate costs. This overspend has been slightly offset by lower grounds maintenance and equipment / vehicle running costs. Discretionary costs have also been under budget with lower-than-expected expenditure against both grants and events.

- 4.8. Special Expenditure is approximately £45,000 overspent for the year. There have been both underspends and overspends against a variety of projects but projects at Victoria Park, surfacing works, the installation of the Malvern Sign and the final refurbishment costs for the bus shelter outside Rose Bank Gardens all contributed to higher-than-expected expenditure during the year. The budget contingency fund of £20,000 has not been used during the year.
- 4.9. A large release of £98,250 from the capital receipts reserve has resulted in the underspend against Earmarked Reserves, however it should be noted that reserves have also been created at year end for the refurbishment of the play area at Jamaica Crescent as well as landscaping works at Victoria Park.
- 4.10. The surplus for the year has increased the balance on the Council's Income and Expenditure Account from £551,446 at 31 March 2023 to £687,274 at 31 March 2024.
- 4.11. General Reserves at the Year End should equate to some 25% of the following year's annual precept in order to provide sufficient reserves pending receipt of the first instalment of that year's precept. In the Council's case, the precept for 2024/25 was increased to £828,500 and 25% of this amount is £207,125. General Reserves at 31 March 2024 were only just above this level at £232,104, although it should be noted that both the VAT refund and the draw down of the Public Works Loan Board loan funds were due to be received in April 2024.
- 4.12. Earmarked and Special Reserves at the year-end stood at £264,513, a decrease of £101,542 from 31 March 2023, mainly due to the release of a capital receipts reserve of £98,250 during the year. This is part of the funding agreed for the new community hub being built at Victoria Park. Other funds being released from Earmarked Reserves include those to cover the costs of Town Council elections in May 2023, funds from the Vehicle and Machinery Replacement Reserve to cover the cost of the new electric vehicle as well as funding carried over from a previous financial year for the Malvern Sign and works to the Bus Shelter outside of Rose Bank Gardens.
- 4.13. Cash in hand and at bank amounts to £371,740, which is a decrease of £373,931 from 2023. This follows two stage payments being made for the new Community Hub building at Victoria Park. The Council will draw down its loan funding until April 2024 ahead of the final payment being made on completion of the project.
- 4.14. The level of long-term investments remains at £66,484 in the Local Authorities Properties Fund. The Council's external auditors requested in 2022/23 that all Earmarked Reserves be treated as short term assets and not as a long-term investment and a year end adjustment was made accordingly.

5. Legal Implications

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

End.

Linda Blake
Town Clerk

MALVERN TOWN COUNCIL



STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

MALVERN TOWN COUNCIL
STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

INDEX

	Page numbers
COUNCIL INFORMATION	2 – 3
EXPLANATORY FOREWORD	4 - 5
SUMMARY BUDGET / ACTUAL COMPARISON FOR THE YEAR	6 – 7
INCOME AND EXPENDITURE ACCOUNT	8
CONSOLIDATED BALANCE SHEET	9
NOTES TO THE FINANCIAL STATEMENTS	10 – 12
EXPLANATIONS OF MAJOR VARIANCES	13 – 15

MALVERN TOWN COUNCIL

2023/2024

COUNCIL INFORMATION

The following schedule sets out details of Members of the Council during the year ended 31 March 2024.

Mayor: Cllr C Hooper (appointed 18/05/23)

Deputy Mayor: Cllr D Watkins (appointed 18/05/23)

Members of the Council 2022/23 and 2023/24

Cllr K Aksar (2022/23)	Cllr L Lowton (2022/23 & 2023/24)
Cllr S Austin (2023/24)	Cllr J Maclusky (co-opted Aug 23)
Cllr M Birks (co-opted Aug 23)	Cllr F Matthews-Jones (2022/23 & 2023/24)
Cllr C Bovey (2022/23 & 2023/24)	Cllr R McLaverty-Head (2022/23 and co-opted Aug 23)
Cllr A Cherry (2023/24)	Cllr D Mead (2022/23 & 2023/24)
Cllr I Dawson (2023/24)	Cllr S Meager (co-opted Aug 23)
Cllr C Fletcher (2022/23 & 2023/24)	Cllr K Newbigging (co-opted Aug 23)
Cllr J Green (2023/24)	Cllr N Mills (2022/23)
Cllr C Hooper (2022/23 & 2023/24)	Cllr C Palmer (2022/23)
Cllr N Houghton (2022/23 & 2023/24)	Cllr J Satterthwaite (2022/23)
Cllr M Jones (2023/24)	Cllr A Stitt (2022/23)
Cllr L Lambeth (2022/23)	Cllr D Watkins (2022/23 & 2023/24)
Cllr C Lee (co-opted Aug 23 and resigned Jan 24)	Cllr J Wilkinson (2022/23)
Cllr J Leibrandt (2022/23 & 2023/24)	

MALVERN TOWN COUNCIL

2023/2024

COUNCIL INFORMATION

Accounts Prepared by

Linda Blake ACMA CGMA CPFA

Internal Auditor

Duncan Edwards – DKE Audit Services

External Auditor

PFK Littlejohn LLP

MALVERN TOWN COUNCIL

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

EXPLANATORY FOREWORD

The Accounts and Audit Regulations 2015 state that a Council with gross income and/or gross expenditure over £200,000 but less than £6.5 million per annum is subject to an Intermediate Level Review by the External Auditor and must complete the Annual Governance and Accountability Return 2023/24 Form 3.

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

- a) Complete the Annual Governance and Accountability Return 2023/24 Form 3. This comprises:
 - Annual Internal Audit Report 2023/24, page 3 which is completed by the Council's Internal Auditor, Duncan Edwards.
 - Section 1 – Annual Governance Statement (AGS) 2023/24, page 4
 - Section 2 – Accounting Statements 2023/24, page 5
 - Section 3 – External Auditor Report and Certificate 2023/24, page 6Sections 1 and 2 must be completed and approved by the authority.
- b) To prepare Accounting Statements for the year ended 31 March 2024 in the form required by proper practice.
- c) Certify the Accounting Statements.
- d) Consider and approve the Internal Audit work which has been carried out during the year and ensure the Internal Auditor completes page 3 of the AGAR.
- e) Consider the findings of the Council's review of the effectiveness of the system of Internal Control.
- f) Review the effectiveness of the Council's system of Internal Control and prepare the Annual Governance Statement.
- g) At a meeting of Full Council, sign and approve the AGAR Sections 1 and 2. At the meeting where these are approved, the Council must in the following order:
 - Approve Section 1 of the AGAR, the Annual Governance Statement.
 - Consider the Accounting Statements.
 - Approve Section 2 of the AGAR, the Accounting Statements by Resolution.
 - Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which the approval is given.
- h) Publish on a public website the approved sections of the AGAR and the completed notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return along with its accompanying notes.

- i) Ensure arrangements are in place for the exercise of public rights with an inspection period of 30 working days. The period for local government electors to inspect, object and question the auditors will be Monday 1 July until Friday 9 August 2024.
- j) Submit the approved and signed AGAR along with the list of items required for an intermediate level review to the External Auditor no later than Monday 1 July 2024.
- k) Publish or display the certified Governance and Accountability Return by 30 September 2024, including the signed external auditor report.

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

Council approved a simplified format for its statement of accounts in April 2010 and Malvern Town Council's financial statements for the year ended 31 March 2024 are set out in the following pages.

Summary Budget / Actual Comparison for the Year

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

The Income and Expenditure Account

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

The Balance Sheet

This sets out the financial position of the Council at 31 March 2024 i.e. its assets and liabilities at that date. Local authorities are required to include capital reserves on their balance sheet which are used to account for the financing of fixed assets. These reserves do not have equivalents in other sectors.

Notes to the Financial Statements

These include supporting notes on:

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

MALVERN TOWN COUNCIL 2023/24 ACCOUNTS

SUMMARY BUDGET / ACTUAL COMPARISON FOR THE YEAR 2023/24

	2023/24 Budget	2023/24 Actual	2022/23 Actual
<u>Gross Income</u>			
Rental Income	56,372	40,513	48,940
Other Administration / Event related	3,750	36,288	2,988
Allotments	5,851	5,786	5,874
Cemetery	71,500	69,969	70,829
Grounds Maintenance	9,040	7,355	11,359
Leisure and Recreation	12,788	7,101	8,521
Reverse Premium Income	-	-	50,000
Interest Receivable	7,600	18,614	8,223
Deferred Grants *	-	8,893	8,893
	<u>166,901</u>	<u>194,519</u>	<u>215,627</u>
<u>Administration</u>			
Paycost	229,881	213,212	230,308
Utilities	18,925	23,779	13,717
Rates	9,159	10,345	10,374
Maintenance of Buildings	10,780	13,572	10,091
Communication Costs	12,310	12,179	11,502
Insurance	37,000	19,572	18,200
Professional and Consultancy Fees	23,600	73,884	4,877
IT Expenses	9,350	13,240	10,633
Leasing	1,500	1,241	1,369
Depreciation *	-	1,231	7,913
Miscellaneous	16,821	12,483	13,453
	<u>369,326</u>	<u>394,738</u>	<u>332,437</u>
<u>Operations</u>			
Paycost	279,626	285,018	248,004
Utilities	12,956	10,026	13,662
Rates	10,195	13,534	10,192
Maintenance of Buildings	1,825	2,362	1,017
Communication Costs	1,340	1,115	1,996
Maintenance of Grounds	35,305	31,452	33,655
Equipment and Vehicle Running Costs	18,043	17,070	15,361
Depreciation *	-	83,127	77,287
Miscellaneous	2,302	2,495	1,801
	<u>361,592</u>	<u>446,199</u>	<u>402,975</u>
<u>Discretionary Costs</u>			
Grants, Donations and Community Projects	42,050	38,106	36,811
Events	51,908	40,021	48,723
Depreciation *	-	4,015	4,015
	<u>93,958</u>	<u>82,142</u>	<u>89,549</u>

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

MALVERN TOWN COUNCIL 2023/24 ACCOUNTS

SUMMARY BUDGET / ACTUAL COMPARISON FOR THE YEAR 2023/24

	2023/24 Budget	2023/24 Actual	2022/23 Actual
<u>Asset Renewal and Refurbishment</u>			
Litter Bins	-	-	-
Refurbishment of Jamaica Crescent Play Area	20,000	-	-
Refurbishment of Michael Crescent Play Area	-	-	-
Works to Victoria Park Play Area	-	10,000	-
Preparatory Works - New Hub at Victoria Park	-	15,194	30,252
Surfacing Works to Car Parks at Monksfield Lane Allotments	-	4,350	-
Mill Lane Car Park and Fencing	12,000	3,375	-
Malvern Sign in Rose Bank Gardens	-	4,288	-
Refurbishment of Bus Shelter Outside Rose Bank Gardens	-	8,812	9,724
Jenny Lind Fountain in Rose Bank Gardens	-	-	2,000
Repairs and Resurfacing of Roads at Great Malvern Cemetery	-	3,150	10,973
Refurbishment of Ground Floor Cemetery Lodge and Toilets	8,000	-	-
Timber Building in Cemetery Yard	15,000	714	-
Tarmaccing of Pathway at Dukes Meadow	-	-	3,905
Fencing and Footpath Works - Western Boundary of Rose Bank Gardens	-	-	6,950
Works to investigate land slippage	-	-	2,350
Replacement Vehicle	28,750	-	-
New Electric Tool Package	6,000	5,769	-
New Christmas Lights	-	2,492	-
Contingency Fund	20,000	-	-
<u>Special Expenditure</u>			
Early Retirement Costs	8,000	8,490	7,722
Loan Repayments	-	-	-
Special Expenditure Total	<u>117,750</u>	<u>66,634</u>	<u>73,876</u>
Gross Expenditure Total	<u>942,626</u>	<u>989,713</u>	<u>898,837</u>
Net Cost of Services	<u>775,725</u>	<u>795,194</u>	<u>683,210</u>
Add Movements to Reserves	20,000	48,625	86,690
Less Movements from Reserves	(38,750)	(150,167)	(49,884)
Reversal of Depreciation	-	(88,373)	(89,215)
Reversal of Deferred Contributions	-	8,893	8,893
Capital Financed from Revenue	-	7,000	17,464
Adjusted Net Expenditure for the Year	<u>756,975</u>	<u>621,172</u>	<u>657,158</u>
Precept on the District Council	757,000	757,000	701,500
(Surplus) / Deficit for the year	<u>(25)</u>	<u>(135,828)</u>	<u>(44,342)</u>

MALVERN TOWN COUNCIL 2023/24 ACCOUNTS

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR
ENDED 31 MARCH 2024**

	-----2024-----			2023
	Gross expend- iture £	Gross income £	Net expend- iture £	Net expend- iture £
Cost of Services				
Cemetery	135,373	69,969	65,404	63,849
Allotments	23,304	5,786	17,518	6,016
Maintenance of other Town Council grounds	151,425	7,355	144,070	176,972
Leisure and recreation services	183,006	7,101	175,905	131,660
Miscellaneous services	37,000	-	37,000	22,156
Other services provided to the public	129,272	1,674	127,598	160,699
Administration - Corporate and democratic support	198,904	75,127	123,777	80,778
Administration - Professional support	93,323	-	93,323	21,385
Grants to local bodies	38,106	-	38,106	36,811
NET COST OF SERVICES	989,713	167,012	822,701	700,326
Interest, deferred grants and investment income			(27,507)	(17,116)
NET OPERATING EXPENDITURE			795,194	683,210
Precept on District Council			(757,000)	(701,500)
(SURPLUS) / DEFICIT FOR THE YEAR			38,194	(18,290)
<u>Reconciliation of Items for Movement on General Fund</u>				
Removal of depreciation and deferred contributions to avoid impact on precept			(79,480)	(80,322)
Movement on Earmarked Reserves			(101,542)	36,806
Capital Financed from Revenue			7,000	17,464
Removal of Income from Sale of Land to Reserves			-	-
Surplus for the Year Ended 31 March 2024 after movements on General Fund			(135,828)	(44,342)

MALVERN TOWN COUNCIL 2023/24 ACCOUNTS
CONSOLIDATED BALANCE SHEET AS AT 31 MARCH 2024

	Notes	2024 £	2023 £
FIXED ASSETS	1		
Operational assets			
Land and buildings		1,525,218	1,313,318
Plant, vehicles and equipment		92,305	102,887
Infrastructure		-	-
Non-operational assets		-	-
		<u>1,617,523</u>	<u>1,416,205</u>
Long Term Investments	2	66,484	66,484
CURRENT ASSETS			
Stocks	3	-	-
VAT recoverable		131,483	8,559
Debtors	4	8,970	11,454
Payments in advance		8,234	7,977
Cash in hand and at bank	5	371,740	745,671
		<u>520,427</u>	<u>773,661</u>
CURRENT LIABILITIES			
Creditors	6	(60,836)	(64,272)
Receipts in advance		(4,713)	(6,106)
Short term borrowing	7	-	-
		<u>(65,549)</u>	<u>(70,378)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		2,138,885	2,185,972
LONG TERM BORROWING	7	-	-
DEFERRED GRANTS AND CONTRIBUTIONS		(86,785)	(95,678)
TOTAL ASSETS LESS LIABILITIES		<u>2,052,101</u>	<u>2,090,295</u>
REPRESENTED BY:			
Fixed asset restatement account	8	924,769	924,769
Capital financing account	8	175,545	248,025
Earmarked and special reserves	9	264,513	366,055
Balance on income and expenditure account		687,274	551,446
		<u>2,052,101</u>	<u>2,090,295</u>

These financial statements were approved by the Council on 19 June 2024 and signed on its behalf:

.....
Town Mayor

.....
Town Clerk

MALVERN TOWN COUNCIL 2023/24 ACCOUNTS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. FIXED ASSETS

1.1 Movements in fixed assets

	Operational property £	Vehicles, plant & machinery £	Infra- structure £	2024 £	Totals 2023 £
Cost					
At 1 April 2023	2,160,771	698,098	8,608	2,867,476	2,534,583
Additions	884,261	35,764	-	920,025	32,151
Revaluation	(195,000)	-	-	(195,000)	(180,433)
Disposals	(450,000)	-	-	(450,000)	(225,530)
At 31 March 2024	<u>1,693,327</u>	<u>733,862</u>	<u>8,608</u>	<u>2,435,796</u>	<u>2,160,771</u>
Depreciation					
At 1 April 2023	140,748	564,896	8,608	714,252	702,646
Charge in year	42,027	46,346	-	88,373	89,215
Revaluation	-	-	-	-	-
Eliminated on disposals / revaluation	(14,667)	-	-	(14,667)	(47,295)
At 31 March 2024	<u>168,109</u>	<u>641,557</u>	<u>8,608</u>	<u>818,273</u>	<u>744,567</u>
Net Book Value					
At 31 March 2024	<u>1,525,218</u>	<u>92,304</u>	<u>-</u>	<u>1,617,524</u>	<u>1,416,205</u>
At 31 March 2023	<u>1,313,318</u>	<u>102,887</u>	<u>-</u>	<u>1,416,204</u>	<u>1,831,937</u>

1.2. Valuation of fixed assets

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

The last valuation of the Council's Offices on Belle Vue Terrace was carried out by the Valuation Agency as at 1 April 2021. The building was sold in February 2024 and has been disposed off at revalued cost.

The Council's Operational Properties were valued as at 1 April 2020 by the Valuation Agency. These properties therefore next become due for valuation on 1 April 2025.

1.3. Note on Rose Bank Gardens

The Council began a 99 year lease of Rose Bank Gardens on 15 February 2012. CIPFA SORP states that Community Assets should be included at their historical cost which is nil as the gardens were gifted to Malvern Hills District Council (the lessor) and are being leased on a peppercorn rent. Therefore a nil value has been assumed.

2. LONG TERM INVESTMENTS

2024

2023

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

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

3. STOCKS

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

4. DEBTORS

An analysis of debtors is as follows:

	2024	2023
Interest receivable on investments and bank accounts	3,695	1,536
Sundry debtors	5,275	9,918
	<u>8,970</u>	<u>11,454</u>

MALVERN TOWN COUNCIL 2023/24 ACCOUNTS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

5. CASH IN HAND AND AT BANK	2024	2023
Current Account	142,992	486,882
Public Sector Deposit Account	228,516	258,516
Petty Cash	232	441
Unity Credit Card	-	(168)
	371,740	745,671

6. CREDITORS	2024	2023
An analysis of creditors is as follows:		
HM Revenue & Customs	11,302	12,089
Creditors	23,243	30,781
Accruals	26,291	21,402
	60,836	64,272

7. BORROWINGS At 31 March 2024, the Council had no loans outstanding. A loan application for £310,000 to be taken over a period of 25 years, received approval in March 2024 and is due to be drawn down in April 2024. Loan Repayments will commence in October 2024.

8. STATEMENT OF TOTAL MOVEMENT IN RESERVES

	Capital accounts		Revenue reserves		Totals	
	Fixed asset restatement	Capital financing	General	Earmarked and special	2024	2023
	£	£	£	£	£	£
Balance at 1 April 2023	(924,769)	(248,025)	(551,446)	(366,055)	(2,090,295)	(2,430,673)
Net (surplus)/deficit for year	-	-	(135,828)	-	(135,828)	(44,342)
Disposal of fixed assets	-	-	-	-	-	-
Revaluation / Impairment	-	-	-	-	-	358,668
Release of retentions	-	-	-	-	-	-
Movements on EM reserves	-	-	-	101,542	101,542	(36,806)
Net depreciation of fixed assets	-	79,480	-	-	79,480	80,322
Financing of fixed assets	-	(7,000)	-	-	(7,000)	(17,464)
Balance at 31 March 2024	(924,769)	(175,545)	(687,274)	(264,513)	(2,052,101)	(2,090,295)

9. EARMARKED AND SPECIAL RESERVES

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

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

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

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

Details of movements on individual reserves are set out below:

Name of Reserve	Year ended 31 March 2024			
	Balance as at 1 April 2023	Addition to reserves	Contributions from reserves	Balance as at 31 March 2024
	£	£	£	£
Elections	12,500	-	(10,089)	2,411
Cemetery extension	16,659	-	-	16,659
Asset Repair and Development Reserve	32,294	28,625	(13,064)	47,855
Vehicle and Machinery Replacement Fund	53,202	20,000	(28,764)	44,438
Allotment Reserve	50,000	-	(50,000)	-
Capital Receipts Reserve	48,250	-	(48,250)	-
CIL Reserve - Brookfarm Drive	36,666	-	-	36,666
Premium for Land at Mill Lane	50,000	-	-	50,000
Graves perpetuity	5,284	-	-	5,284
Townsend Way - s106 perpetuity	61,200	-	-	61,200
	366,055	48,625	(150,167)	264,513

MALVERN TOWN COUNCIL 2023/24 ACCOUNTS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

10. STAFFING STRUCTURE

The Council's approved and actual establishment at the year end was:

	2024	2023
Operations management	1.0	1.0
Operations Staff	8.0	8.0
Total Operations Staff	9.0	9.0
Administrative and Corporate support	5.0	3.6
Town Clerk	1.0	1.0
Total numbers:	15.0	13.6
Full time equivalents	14.0	13.6

11 SECTION 137 EXPENDITURE

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

	2024	2023
Annual product per head	9.93	8.82
Number of registered electors	22,864	22,864
Maximum permissible amount under section 137	227,040	201,660
Expenditure during the year comprised the following:		
Remembrance Observation	180	1,387
Other grants and donations	16,326	9,596
Citizen's Advice Bureau Grant	16,000	16,000
Community Action Grant	5,450	10,900
	37,956	37,883

12. PUBLICITY

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

	2024	2023
Public consultation	60	1,901
Council Newsletter	5,528	2,778
Statutory and public notices	854	813
Availability of grants	330	315
Events Publicity	115	798
Display Boards	689	-
Employment Vacancies	-	25
	7,576	6,630

MALVERN TOWN COUNCIL

SUMMARY OF MAJOR VARIANCES - FINANCIAL YEAR 2023/24

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

Comments have been made where variances are greater than 10% of the budgeted amount or over £300

INCOME - surplus income is shown in brackets

Rental Income

The budget for 2023/24 assumed that the Council building on Belle Vue Terrace would be occupied throughout the financial year with rental income being received. The rear middle flat has remained empty during the year, Community Action, tenants of the third floor, moved premises in December and following the sale of the building in February 2024, no further rental income has been received. 15,859

Other Administration income / event related

The sale of the Town Council Offices resulted in a gain on disposal of this asset which was not included in the original budget. (29,928)

Grounds Maintenance

Income was budgeted for the sponsorship of roundabouts during the year, but owing to uncertainties with nearby developments and a lack of interest in sponsorship opportunities, these were not pursued and income has been under budget. 1,500

Leisure and Recreation

An amount of £4,000 was included in the budget for income to be received from an ice cream tender at Victoria Park. Despite advertising, there was no interest in this tender during the summer of 2023 and then works were scheduled to begin on the new building in early 2024. 4,000

Usage of Town Council football pitches and changing rooms continues to decline, with facilities now only used by junior teams. Income has been falling over past years. 702

Interest Receivable

The Council now has investments with both the Public Sector Deposit Fund and the CCLA's Property Investment Fund. Interest rates have been higher than expected during the 2023/24 financial year resulting in higher than budgeted income. In addition, Officers have been mindful to deposit funds when bank balances were high following completion of the sale of Belle Vue Terrace. (11,014)

Deferred Grants

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

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

ADMINISTRATION

Salary Costs

The National Local Government salary agreement was finalised in November 2023 and resulted in an average increase against salaries of 7% which is above the 6% included in the budget. However this increase in salary costs has been more than offset as there has been a staffing vacancy since July 2023. Council have agreed to make the post of communications and events officer full time and it will be filled in the first quarter of 2024/25. (16,669)

Utility Charges at Belle Vue Building

Gas charges in Belle Vue Building were very high during the financial year. This related to both unit costs and to higher than expected usage. 5,033

Rates

The cost of business rates / council tax incurred at Belle Vue Terrace has been above budget due to charges made for the rear middle flat which has remained empty during the period. 1,186

Maintenance of Buildings - rental costs

Due to uncertainty around the sale of Belle Vue building, the budget assumed that the council would remain in occupation as owners of the building for the entire financial year. The sale was completed in early February 2024 after which, the Council became a tenant in the same building. 4,500

Insurance

When officers were setting the budget for 2023/24, the advice from the Council's insurance brokers was to expect a large increase in premium and the budget was set accordingly. When the insurance contract was agreed in July 2023, costs had only increased by 12% resulting in savings. In addition the premium for Belle Vue Terrace was removed at the sale date resulting in an additional credit. (17,428)

Professional - Legal Fees

The review of legal fees incurred and pending carried out at year end resulted in the need for an adjustment and overspend to cover both past and ongoing legal fees relating to Rose Bank Gardens and the sale of Belle Vue Terrace with associated lease arrangements. 42,500

Professional - Estate Agent Fees

Costs were incurred in relation to the marketing and sale of the Council owned building on Belle Vue Terrace 11,416

MALVERN TOWN COUNCIL

SUMMARY OF MAJOR VARIANCES - FINANCIAL YEAR 2023/24

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

IT Software Expenses

An overspend against IT expenses has been caused by the costs of subscriptions including Survey Monkey, Canva and Creative Cloud. 1,258

Costs for data protection have also increased following the expiry of an initial discount period. 2,700

Other Costs - Mayoral Allowance

The Mayoral allowance was set at £3,000 as part of the 2023/24 budget. Costs in the year have been approximately one third of the budgeted amount. (1,960)

Other Costs - Meeting Accommodation

Savings have been made as a result of the Council decision to hold all meetings after Annual Council 2023 in the Council chamber on Belle Vue Terrace, thus avoiding room hire charges. (800)

Depreciation

This item is currently not included in the budget and forms part of the year end adjustments. 1,231

OPERATIONS

Utilities

There have been no costs incurred in respect of water charges at Victoria Park. The old pavilion was demolished in July 2022 and although some drainage charges are expected in respect of the tarmaced car parking areas, the account is on hold pending connection of a new supply. (3,133)

Rates

Some outstanding charges have been levied in relation to the old pavilion before it was demolished. These were not anticipated in the original budget and are therefore an overspend in the financial year. 3,075

Maintenance of Buildings

Repair and maintenance costs at Dukes Meadow Pavilion have been higher than anticipated due to a toilet leak. 551

Essential electrical repairs were also required at the cemetery lodge 200

Maintenance of Grounds

With a budget of £35,000 there have been a number of underspends and overspends against this cost heading. (3,853)
Underspends include lower than expected gas lamp maintenance, reduced bedding costs and play area maintenance costs being reduced by the larger refurbishment schemes. Overspends include works in Rose Bank Gardens, planting of fruit trees in Greenfields Road / Yates Hay and works to pitches and courts at Victoria Park. 89% of this budget was spent during the 2023/24 year.

Depreciation

This item is currently not included in the budget and forms part of the year end adjustments. 83,127

DISCRETIONARY COSTS

Large Grants

Expenditure on Large Grant Awards has been over budget during the financial year. Four large grants were awarded in October 2023, with a further three approved in March 2024, and the overspend being subsequently agreed by Full Council. 1,150

Community Support Grant

A Community Support grant was paid to Community Action to offset their rent for the period whilst they were tenants of Belle Vue Building. Following their departure from Belle Vue Terrace, no grant has been due, resulting in budget savings. (5,450)

Events

Despite a full and varied programme for Bands in the Park during summer 2023, costs for the year are below the amount included in the budget. Costs have been kept low due to work by officers to source good quality bands at a reasonable fee. (988)

Costs for the Christmas Light Switch on were slightly lower than anticipated. (830)

There was no Mayoral Bonanza held in August 2023 and this has resulted in budget savings being made (8,851)

Depreciation

This item is currently not included in the budget and forms part of the year end adjustments. 4,015

MALVERN TOWN COUNCIL

SUMMARY OF MAJOR VARIANCES - FINANCIAL YEAR 2023/24

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

ASSET REFURBISHMENT / RENEWAL

Refurbishment of Jamaica Crescent Play Area

This project was delayed during the year due to ongoing poor weather. An earmarked reserve has been created at year end to carry funds over into the 2024/25 financial year when works will be completed. (20,000)

Works to Victoria Park Play Area

Works to Victoria Park Play Area were agreed by Council during the year. The zip wire was moved, new safety surfacing installed as required and boundary fencing removed and relocated. These were works required due to the proximity of building works for the new community hub. 10,000

Preparatory Works - New Hub at Victoria Park

Some fees were incurred in respect of planning requirements, transport statements, design statements etc. Council agreed that these would be funded from reserves as required. 15,194

Surfacing Works to Car Parks at Monksfield Lane Allotments

Following an approach by Monksfield Lane Allotment Association who self manage one of the Council's allotment sites, it was agreed to fund works to improve the surfacing of car parks at the Monksfield Lane site. This is an overspend against budget, but makes improvements to a Council owned facility. 4,350

Mill Lane Car Park and Fencing

Works to install a car park on the land at Mill Lane / Adam Lee commenced during the year. The stone surfacing of the car park has been put in place ahead of any pump track construction taking place. The final stages of this project to install fencing and a new gateway will be completed after the pump track has been installed. (8,625)

Malvern Sign in Rose Bank Gardens

An amount of £5,000 was agreed by Council for this project and put into earmarked reserves at year end 22/23. The sign was installed during May 2023 and funds were released to offset the costs from this project. 4,288

Refurbishment of Bus Shelter Outside Rose Bank Gardens

The final works to install the metal cladding on the rear wall of the bus shelter took place in the first quarter of the year and therefore the remaining earmarked reserves were released to offset these costs. 8,812

Repairs and Resurfacing of Roads at Great Malvern Cemetery

This project began in the 2022/23 financial year and was completed in November 2023 when the final asphaltting works took place. 3,150

Refurbishment of Ground Floor Cemetery Lodge and Toilets

This project has been deferred as non urgent expenditure given other financial commitments. It will be reviewed as part of the 2025/26 budget. (8,000)

Timber Building in Cemetery Yard

When a storage container became available during the 2023/24 financial year, officers presented a revised specification with reduced costs to Council. This was agreed and a storage container was installed in Great Malvern Cemetery instead of the more costly option of creating a new timber storage building. (14,286)

New Electric Vehicle

Although included in the budget for 2023/24, the cost of the new electric Corvus vehicle was capitalised as part of the Year End Accounting Process. (28,750)

New Christmas Lights

Full Council agreed during the year that new Christmas Lights could be purchased for a tree in Barnards Green as well as for Belle Vue Island. This has been an overspend against budget. 2,492

Contingency Fund

Although included in the budget for 2023/24, Council have not agreed any specific use for the contingency fund in 2023/24 (20,000)

Earmarked Reserves

The Capital Receipts Reserve was released in March 2024 as part of the funding agreed for the new Community Hub Building. (98,250)

Budget 2023/24 (25)
Year End Surplus (135,828)
Variance against Budget (135,803)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 19 June 2024 at 6.00pm
in the Council Chamber, Belle Vue Terrace, Malvern**

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24

1. Purpose of Report

- 1.1. The purpose of this report is to present to Full Council the Statutory Annual Governance and Accountability Return Form 3 (AGAR) for 2023/24, as attached at Appendix A.

2. Recommendation

- 2.1. Council is recommended to consider and approve Section 1 of the AGAR – Annual Governance Statement 2023/24 and ensure it is signed and dated by the Chair and Town Clerk.
- 2.2. Council is recommended to consider and approve Section 2 of the AGAR – Accounting Statements 2023/24, approve the Accounting Statements by resolution and ensure they are signed and dated by the Chair.
- 2.3. Council is recommended to note the Annual Internal Audit Report 2023/24 as page 3 of the AGAR.
- 2.4. Council should agree that the fully completed AGAR for 2023/24 will be submitted with the appropriate supporting information to the external auditor no later than Monday 1 July 2024. Sections 1 and 2 of the AGAR along with the Notice of the period for the exercise of public rights and a declaration that the accounts are as yet unaudited must also be published on the Town Council website by Friday 28 June 2024.

3. Background

- 3.1. Malvern Town Council has gross income or gross expenditure over £200,000 but less than £6.5 million per annum and is therefore subject to an Intermediate Level Review by the External Auditor. PKF Littlejohn LLP has been appointed by Public Sector Audit Appointments Limited as the Town Council's Auditors under the Local Audit and Accountability Act 2014 to carry out the external audit review.
- 3.2. Malvern Town Council is required to prepare Accounting Statements for the year ended 31 March 2024 in the form required by proper practices and a meeting of the Full Authority must be held to consider, approve and sign the Annual Governance Statement and the Accounting Statements in order (sections 1 and 2 of the Annual Return).
- 3.3. The Town Clerk has agreed with PKF Littlejohn LLP that the AGAR and list of required intermediate level review documents will be submitted no later than Monday 1 July 2024.
- 3.4. Arrangements are also in place for the exercise of public rights and accounts inspection period and the Town Clerk will make the appropriate arrangements to ensure that this is done in the period 1 July until 9 August 2024. The notice to be displayed is attached at Appendix B.

- 3.5. The publication date for final audited accounts which must be published on the Town Council website is Monday 30 September 2024.

4. Key Financial Implications

- 4.1. Council is asked to note that the Accounting Statements for 2023/24 do show some significant variances from the previous financial year and that this is due to the sale of Belle Vue Terrace and the commencement of works on the new Community Hub at Victoria Park. Council continues to be in a secure financial position but reserves have been significantly reduced as part of this capital project.

5. Legal Implications

- 5.1. The Accounts and Audit Regulations state that all smaller authorities, where either the higher of gross income or gross expenditure exceeded £200,000 but did not exceed £6.5 million per annum, are subject to a Smaller Authorities Limited Assurance Review by the External Auditor and must submit an Annual Governance and Accountability Return – Part 3.

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

- a) Carry out a review of the effectiveness of the Council's system of internal control and prepare the Annual Governance Statement, Section 1 of the AGAR. The Annual Governance Statement should be approved by resolution and signed in advance of approving the accounting statements.
- b) Prepare Accounting Statements for the year ended 31 March 2024 in the form required by proper practices. In the case of Malvern Town Council, this is the AGAR, Section 2.
- c) At a meeting of Full Council, to sign and approve the AGAR Section 2. At the meeting where these are approved, the Council must in the following order:
 - Consider the Accounting Statements
 - Approve the Accounting Statements by Resolution
 - Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which the approval is given
- d) Consider the Internal Audit work that has been done during the year and ensure the Internal Auditor completes page 3 of the AGAR. This has been done under Agenda Item 12 at this meeting.
- e) Publish on a public website the approved sections of the AGAR and the completed notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return along with its accompanying notes.
- f) Make arrangements for the exercise of public rights and publish the Notice of Public Rights and Publication of unaudited Annual Governance and Accountability return and sections one and two of the Annual Return the day before the statutory 30-day period for the public to inspect the accounts begins. The chosen period for the Exercise of Public Rights will be Monday 1 July until Friday 9 August 2024 providing that the AGAR has been approved by Council before this period.
- g) Submit the approved and signed AGAR along with the list of items required for an intermediate level review to the External Auditor no later than Monday 1 July 2023.
- h) Publish or display the certified Annual Return by 30 September 2024 including the signed external auditor report.

End
Linda Blake
Town Clerk

Annual Governance and Accountability Return 2023/24 Form 3

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

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

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

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

Publication Requirements

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

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

Malvern Town Council

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

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

07/11/2023 31/01/2024

Name of person who carried out the internal audit

Duncan Edwards (DKE Audit Services)

Signature of person who carried out the internal audit



Date

08/05/2024

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

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

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

MALVERN TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

19/06/2024

and recorded as minute reference:

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

Chair

Clerk

www.malverntowncouncil.org

Section 2 – Accounting Statements 2023/24 for

MALVERN TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	635,018	701,479	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	701,500	757,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	296,734	815,959	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	484,605	505,481	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	357,168	1,314,079	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	701,479	454,878	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	745,671	371,740	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	2,263,451	2,926,855	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

17/06/2024

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

19/06/2024

as recorded in minute reference:

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

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

MALVERN TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
 - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
 - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
 - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and
- 2) Publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
 - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Monday 3 June – Friday 12 July 2024. (The latest possible dates that comply with the statutory requirements are Monday 1 July –Friday 9 August 2024); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Smaller authority name: **MALVERN TOWN COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement ___ Friday 28 June 2024 ___(a)</p> <p>2. Each year the smaller authority’s Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities’ Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</p> <p>(b) Linda Blake, Town Clerk 28-30 Belle Vue Terrace Malvern WR14 4PZ townclerk@malvern-tc.org.uk</p> <p>commencing on (c) ___ Monday 1 July 2024 _____</p> <p>and ending on (d) ___ Friday 9 August 2024 _____</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority’s AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO’s Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) _____ Linda Blake, Town Clerk</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and ‘other’ smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the ‘period for the exercise of public rights’, during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities’ accounting records are available to inspect. This will be 1-12 July 2024 for 2023/24 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor’s remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here

AGENDA ITEM 19 APPENDIX B

means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 19 June 2024 at 6.00pm
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

REVIEW OF REPORTS SUBMITTED BY GRANT-RECEIVING BODIES 2023

1. Purpose of Report

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

2. Recommendations

- 2.1. Council is asked to review and note the reports received from groups and organisations who were awarded a grant from the Town Council in March and September 2023.

3. Background

- 3.1. The Town Council runs an annual grants scheme, advertised twice a year, in January and July for small grants up to £500 and large grants of over £500, which provide a significant benefit to the community.
- 3.2. The Town Council's grants scheme rules state that all groups are expected to provide written evidence of how the money has been spent and the benefit it has brought to the people of Malvern. These reports are submitted to the Annual Council meeting each year.

4. Financial Implications

- 4.1. The 2022/23 budgets and expenditure were as follows:

	Annual Budget	Expenditure	Financial Year Spend
Small grants March 2023	£5,000	£946	£1,946
Large grants March 2023	£13,000	£6,400	£6,400
Small grants September 2023	£5,000	£1,487.86	£3,926
Large grants September 2023	£10,000	£6,000	£5,150

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

REPORTS FOR SMALL & LARGE GRANTS

AWARDED IN MARCH AND
SEPTEMBER 2023

Small Grants awarded in March 2023	
Age UK H&W	£500
1 st Malvern Scout Group	£446
Total	£946
Large Grants awarded in March 2023	
Friends of Madresfield School	£2,500
Barnards Green Cricket Club	£2,500
1 st Malvern Boys Brigade	£1,400
Total	£6,400
Small Grants awarded in September 2023	
Engage Malvern	£500.00
Everybody Dance	£500.00
Zest for Life	£487.86
Total	£1487.86
Large Grants awarded in September 2023	
Malvern Men's Shed	£1,800.00
Malvern RFC	£1,250.00
Malvern Theatre Players	£990.00
WMYDMYB	£1,960.00
Total	£6,000.00

11/4/2024

Dear Louise Wall and Malvern Town Council,

I am writing to you, a brief report of how your funding supported the Gay Women's Group. The Gay Women's Group started in April 2023; on the first session we reached 12 people! Which was a huge success. Since then, they have become a group of over 20 people, created a What's App group and have continued to meet every other week at a local Malvern community hub. The original mission statement for the group was:

"We want to form a safe, friendly, and welcoming community for older gay women who would like to make new friends and feel supported. We understand there are sometimes issues i.e., isolation and loneliness particularly in the gay community as we get older and we can address this through meetings, sharing life experiences and hobbies etc."
Mission statement from a lead volunteer and member.

...and the group has done exactly that. They have made friends and formed smaller friendship groups that have gone on to meet up outside of the group.

We have supported the group and attended both Malvern Pride and Worcester Pride and walked in the Worcester Pride Procession. We had an article in the Malvern Gazette.



Photos Left to right: Pride procession and signs, poster, Pride table layout, walking in the Pride procession.

One of our aims as an organisation is to continuing to grow and develop, as is the group. They are just now starting to meet once a month, whilst the lead volunteer takes a step back to set up a second group, open to anyone who identifies as LGBTQIA+, which will be based in Ledbury.

"As you get older your life does change, but that desire for friendship and companionship never changes. Nobody wants to be alone with no one to talk to. What I hope for myself and for the group is to create long-lasting friendships so that people can really get to know and support each other, and I feel that it's happening here." **Lead Volunteer**

With your support, our services not only impacted the lives of our beneficiaries but also those close to them; creating new opportunities for communities to come and work together, making a real difference to people's lives.

Many thanks again and kind regards,

**Carley, Social Inclusion and Wellbeing Activities Co-ordinator
Age UK Herefordshire and Worcestershire**

1st Malvern Scouts

Please find attached some pictures showing our scouts using the firetables that were bought using the grant money from March last year. The tables were built for us by a local blacksmith, Boyd Walton who donated his time for free and they enable the scouts to build fires throughout the year as they are not trying to light them on the cold wet ground. The tables also prevent our grassed area from becoming damaged and they also reduce the risks associated with fires by raising the fires up and allowing access from the side, not having hair, faces and hands coming in from the top. Although heavy, the scouts can lift and move them around easily between two enabling them to use the whole grounds of our hut.

The tables were first used at the Armed Forces day in 2023 and have been in use by our 3 sections, Beavers, Cubs and Scouts almost weekly since introducing them to the science of fires, fire safety and also cooking outdoors over an open flame from simple marshmallows on sticks to two course meals without using any utensils, only foil and hand-made skewers,

We would like to thank the Town Council for giving us the grant and enhancing the activities we can provide to children from 6-14 years at 1st Malvern Scout Group .

Yours,

Jonathan Webster

Scout Leader







Madresfield C.E. Primary School

Ignite Illuminate Inspire

"God's word is a lamp to guide our feet and a light for our path".

Malvern Town Council Large Grant £2500

Malvern Town Council granted Madresfield CE Primary School £2500 which was used to redevelop the schools Outdoor Learning/Gardening area. The funding was used to replace old raised beds ensuring the planting areas are safe, accessible and fit for purpose for many years to come. Alongside the new raised beds the grant has paid for new tools, plants, fruit trees and vegetables which supports both the school curriculum, the after-school Gardening Club and also enables interventions for individuals and groups of children to support their wellbeing and mental health.

Madresfield CE Primary School has a high proportion of children who are in receipt of free school meals (28%) and pupil premium (36%). The gardening area enables them to experience the food growing cycle, provides numerous learning opportunities and it has inspired our childrens passion for gardening and outdoor learning.



The development of the outdoor learning area has also been supported by the volunteers from the Colwall Orchard Project who have re-laid the hedge. Children from all classes have been actively involved in planting the daffodil bed, sensory bed and edible herb bed. They have also sown micro-greens for an Anglo-Saxon feast and developed practical skills by making cloches to protect the strawberries from the cold weather, sieving the compost, learning about taking cuttings and the safe use of gardening tools such as secateurs.



Madresfield C.E. Primary School is part of The Diocese of Worcester Multi Academy Trust, which is a charitable company limited by guarantee and registered in England and Wales with registered number 10390487. Its registered office is at Field House, Sansome Walk, Worcester, WR1 1NU.



Madresfield C.E. Primary School

Ignite Illuminate Inspire

"God's word is a lamp to guide our feet and a light for our path".



Members of the Madresfield CE Primary School Junior Leadership Team have written their views.

James - "Having the vegetable beds mean that now gardening club is more fun, thank you."

Frankie - "Thank you for the difference you have made we are very thankful the vegetable beds will help us have fun gardening and help us to grow as a school"

Alexis - "We are grateful for the money you gave to us it has helped our school grow"

The school will continue to enhance the Outdoor Learning/Gardening area as part of ongoing improvement plans and the school is grateful to Malvern Town Council for enabling the project to go ahead and the benefits it will bring to the children for many years.

Report dated: 11th April 2024



Madresfield C.E. Primary School is part of The Diocese of Worcester Multi Academy Trust, which is a charitable company limited by guarantee and registered in England and Wales with registered number 10390487. Its registered office is at Field House, Sansome Walk, Worcester, WR1 1NU.

End of Project Report

Barnards Green Cricket Club, Practice Facilities Refurbishment

Project Location Barnards Green Cricket Club, North End Lane

Project Objectives: Refurbishment of deteriorated practice facilities to provide capacity for junior and senior members.

Project Cost: £5958

Malvern Town Council Large Grant: £2500

Funding from BGCC: £3458

Contractor: Total-play Ltd

Project delivery:

The work was carried out in May 2023, which enable the practice facilities to be used for the majority of the cricket season. The work went as planned, with the carpets and underlying shock pads lifted, the sub surface was agitated, levelled and compacted, and the shock pads and carpets relayed.

As part of the project additional practice capacity was also provided with replacement of the mobile batting cage that had become unusable due to health and safety issues.

Project outcomes:

Throughout the 2023 season the club was able to provide high quality facilities that supported players of all ages to practice in a safe environment.

In a sport that uses a hard ball it is particularly important that surfaces provide for predictable bounce and that players are segregated by netting to avoid the risk of being struck by a ball from players practicing adjacently.

The facilities were used by approximately 120 club members of all ages. We were also pleased to host Worcestershire junior age groups who used Barnards Green for several training days.

Ongoing Maintenance:

The club continues to carry out ongoing maintenance to maximise the quality and life of the facilities.



Report from 1st Malvern Boys Brigade on Large Grant

As a result of the grant given by Malvern Town Council last year, 1st Malvern Boys Brigade company were able to support one child fully and subsidise a number of other children on residential activities over the year.

We took two boys to an activity centre in Newent for the Junior Camp in May, where they enjoyed archery, an adventure playground, go-karts, laser tag and a day out at West Midlands Safari Park. For one boy this was the first time he had be able to go on a residential trip.



In July three boys attended the Company Camp near Plymouth. Despite some very murky weather, the leaders arranged blow football, indoor tug of war, foot golf and a trip to Aqua Park



Finally in October, we took six children on a tour of Scotland with the band. This enabled them to learn more about Boys Brigade heritage. There also toured with companies from Croyden, Sawston, Haslington, Manchester and local Scottish companies. They played in Glasgow, Stirling, Edinburgh and Thirsk (birthplace of founder of Boys Brigade). They also benefitted from tuition over the tour, which was put to good use on Remembrance Sunday, for the town.

We were in the process of merging with 7th Malvern Girls Brigade, so members of that company also benefitted from the grant. Because we had the grant it meant that a couple of the children did not have to choose whether to do the tour or camp, and could do both.

A video of the performance in Edinburgh is at <https://youtube/S43e5wZSeWQ?feature=shared>



MALVERN FESTIVAL OF IDEAS 2024



“It was a joy to be at the festival.”

“It was lovely to be part of such a warm and inspiring event.”

“It was like a feast of good things. Fabulous”

“Eye opening, Entertaining, Enlightening, Captivating, Emotional, Motivational. It was fantastic, well done everyone”

The Malvern Festival of Ideas took place over the weekend of 1-3 March 2024. Entitled, *Telling Tales*, it was opened by Chris Packham on the Friday evening and continued throughout Saturday and Sunday featuring speakers telling their own story or the story of other groups and individuals.

Purpose of grant

This grant application is focussed on the equipment necessary to deliver our branding approach. This includes Festival Flags, Stage Branding, Signage, Banners, Backdrops, Posters and Print. (from the application).

What was done

Stage branding and all-weather banners were produced. These can be used from year-to-year. Festival brochures were printed.



Figure 1 (left to right): stage branding; Chris Packham; Remi Adekoya; Peter Chand

Benefit

From our application	Comment
Opportunities to engage with students and schools; this is already a big part of what we do, however, we see the opportunities for students to engage in Festival planning and commissioning and to tailor content to priorities within the educational curriculum	This year, there was a programme for schools. This included sessions with the children’s author, Onjali Rauf, as well as sessions catering for secondary school-age children.
As we take The Festival online and develop its branding and presence, we will contribute to social cohesion and a sense of local pride. Other towns do not have a Festival of Ideas; Malvern does	Feedback from participants was very positive in this regard.
Careful speaker selection will enable us to tailor and deliver annual programmes that contribute positively to community debate around local priorities	Some of the sessions (e.g. the ones by Yasmin Alibhai-Brown, Kate Evans and Liz Johnson) linked with local groups. There was also a wider representation of the local community at the stands.
Also, we see The Festival as a contributor to tourism. We provide a unique offer that attracts, additional tourists, adding both social and financial benefit to the town and the economy	Although people travelled from as far away as Kent, we realise that we could do better in promoting the Festival further afield and will be examining this in the coming year.
Commitment to the social value of ensuring increases in low-income attendance	We obtained a grant to provide free/subsidised tickets for students and those on low incomes

Tea Dance Project

Interim Report

Tea Dances is a cross-generational, participatory project for elders living with dementia and long-term health issues alongside carers and young people.

The project comprises dementia information sessions and tea dance events. It is proactive in supporting and encouraging social and creative interaction between all these people.

EVERYBODY DANCE has been working with The Cube Youth Café to plan and run two events during the Easter holiday.

This will be followed by a series of training and cross-generational social events with students at The Chase VI Form.



Cube Social with bingo (34 people aged 3 to 70 years)

Project activities

Date	Organisation	Activity to promote the project	Nos
Activities to date			
11/01/2024	Malvern Youth Club	Planning meeting	3
08/02/2024	AGE UK	Meeting and project promotion	2
01/03/2024	Cartwright Court	Talking with staff and residents	3
01/03/2024	Elgar Court	Talking with staff and residents	3

01/03/2024	Windsor Court	Talking with staff and residents	2
01/03/2024	Friends of the Elderly Day	Talking with staff and residents	2
01/03/2024	Davenham	Talking with staff and residents	3
01/03/2024	Perrins House	Talking with staff and residents	3
01/03/2024	Bradbury Court	Talking with staff and residents	3
05/03/2024	Malvern Meeting Centre	Talking with staff and members	9
06/03/2024	Barnards Green Dementia café	Talking with staff and residents	3
06/03/2024	Chase School	Planning meeting with Head of VI	2
07/03/2024	Colwell Dementia Café	Dance session with elders	42
07/03/2024	Social Prescribers	Talking with staff	3
12/03/2024	Malvern Youth Club	Planning meeting	3
28/03/2024	Cartwright Court	Talking with staff	3
28/03/2024	Cube social with bingo	Public event	34
Total participants			123
Future activities			
02/04/2024	Youth club workshop	Dementia friends & dance session	
04/04/2024	Youth club workshop	Health and safety and dance session	
04/04/2024	Tea Party	Public event	
TBC	Chase School workshops	Dementia friends & dance session	
28/06/2024	Tea Party	Public event	
28/07/24	Tea Party	Public event	
25/08/24	Tea Party	Public event	
27/09/2024	Tea Party	Public event	
25/10/2024	Tea Party	Public event	
Ongoing	Students and young people	Evaluation	

Additional funding for Tea Dances was awarded in February 2024 by The Worcestershire Stay Connected Community Grant. This initially delayed the start of the programme but will enable Everybody Dance to deliver the full programme ending in October 2024.

Rachel Freeman
EVERYBODY DANCE
+447870429528

www.everybodydance.org.uk
facebook.com/rfeverybodydance
twitter.com/everyBODYdancin
instagram.com/rf.everybody.dance



Setting up the bingo

Dear Malvern Town Councillors

The Panini Maker purchase by a Malvern Town Council grant has proved to be a very successful and versatile tool; not only can we cook Paninis but large quantities of extremely popular Toasted Sandwiches.

The machine used at our weekly Wednesday morning brunch, where some 30 people have benefitted on an on-going basis.

In order for us to reach more Malvern residents with our voluntary services we have relocated to Storer Court off Geraldine road; not only is this location closer to Barnards Green bus stops for patrons to use, the kitchen area is more like that of a restaurant than the tiny Octagon kitchen only 1/6th of the size.

At Storer Court our oven and hob are 100% gas, the Panini Maker offers us the versatility to be able to expand use of this machine, and with the added opportunity of opening more than once a week.

We have so far only been at Storer Court for two Wednesdays, however news of the Panini Machine has started to spread evidenced by an increase in attendance of both patrons and volunteers.

Thank you so very much for backing us with a much needed grant in our 10th year of operation; there is every indication that our 100% voluntary operations will expand to benefit more Malvern residents from here going forward.

Kindest regards

Martin Lawrence

Founder and Duty Host

Dear Martin Lawrence,

Thank you for your order. Your order number is [UK15571339](#) and the total cost was **£498.54**. This email contains a complete summary of your order. Please retain this confirmation for your records..

Delivery (9 items)

1x DC875 - [Fiesta Compostable Food Bags with Glassine Windows \(Pack of 1000\)](#)

Unit price: £30.59 (ex VAT)

Line total: £30.59 (ex VAT)

10% Discount Applied

1x GH038 - [Panini Paper 330 x 270mm \(Pack of 100\)](#)

Unit price: £7.73 (ex VAT)

Line total: £7.73 (ex VAT)

10% Discount Applied

1x AA007 - [Buffalo Brass Brush](#)

Unit price: £7.19 (ex VAT)

Line total: £7.19 (ex VAT)

10% Discount Applied

1x FC385 - [Buffalo Double Ribbed Top Contact Grill](#)

Unit price: £314.99 (ex VAT)

Line total: £314.99 (ex VAT)

10% Discount Applied

5x A134-XXL - [Whites Vegas Unisex Chefs Jacket Long Sleeve White XXL](#)

Unit price: £8.99 (ex VAT)

Line total: £44.95 (ex VAT)

10% Discount Applied

Voucher Description: 10BASKET

Delivery address:

Martin Lawrence, 89 Poolbrook Road, MALVERN, WR14 3JW, United Kingdom

Delivery method:

Delivery Before 10am (Mon - Fri)

Payment method

Paid by master card

Sub total (excl. VAT)	£405.45
Savings	£45.06
Delivery	£10.00
Total VAT	£83.09
Total	£498.54



Malvern & District
Reaching Out and Responding
to Local Community Needs

AGENDA ITEM 20
APPENDIX A
16 Worcester Road
Malvern
Worcs
WR14 1SS

Tel: (01684) 892381

Email: info@communityaction.org.uk

www.communityaction.org.uk

25th March 2024

REPORT FOLLOWING AWARD OF GRANT FROM MALVERN TOWN COUNCIL

Malvern Men's Shed was awarded a grant of £1800 in November 2023.

The reason for the application was to provide further dust extraction equipment. We also replaced a faulty table saw and purchased pyrography equipment.

See image 1 and 2 attached for pyrography
Image 3 shows dust extractor

Pyrography is the craft of decorative woodburning and is seeing a resurgence in popularity. Pyrography has also been used to decorate kitchenware, musical instruments, tools and other items, as a way to make these things unique and to distinguish ownership. Now that we have the tools available we are able to offer this exciting skill to our 50+ members and it is proving very popular. It also means that we can make decorative objects which we hope to see at upcoming craft fairs.

The main dust extract equipment is in use. We are awaiting building work to be completed before the accessories and fittings are plumbed in permanently. These additions mean we are able to improve health and safety conditions and provide a more pleasant working environment.

We would have been unable to do this without the Grant from Malvern Town Council.





Thank you for the polite reminder on getting our grant report back to you by the end of this month. Although we have benefitted greatly from receiving the grant, the award has not allowed us to make as much progress on our outside patio work, as we would have liked. The weather has not been kind to us over the winter and we have not been able to start the work of fixing/updating parts of patio as are still working within our sponsor network to supply and fit the patio that needs the most urgent work.

Can I assure you that we are actively planning the work in, but is it possible to delay our report, so that we can have more time to start and complete the work?

Thanks in advance for your understanding.

Kind Regards

Mark

Mark Johnson



Treasurer & Commercial Lead

Telephone: +44 (0)7495 616790

E-mail: treasurer@malvernrfc.co.uk

Malvern Theatre Players

The Resident Company of the Coach House Theatre

AGENDA ITEM 20
APPENDIX A



27th December 2023

Malvern Town Council
28 – 30 Belle Vue Terrace
Malvern
Worcs
WR14 4PZ

For the attention of Linda Blake – Town Clerk

Dear Linda

Large Grants Scheme 2023 / 24

Just a brief note to thank the Council for providing funding enabling free admission to “Snow White” at the Coach House Theatre for people affected by dementia and for clients of the Malvern food bank.

Attendances were :-

Dementia friendly show – 45
Malvern food bank show - 54

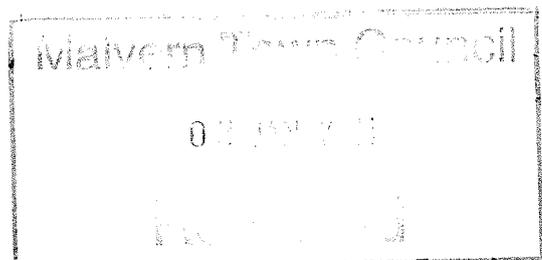
Refreshments were provided by the Coach House Theatre, including ice-cream donated by Bennetts Foods.

Once again, many thanks for your valued support.

Best wishes



Chris Bassett
Executive Trustee
The Coach House Theatre



Attached – Invoice, Large Grants Scheme

Theatre House, Grange Road, Malvern, Worcs WR14 3HA
01684 569011 / 07768 235574 chrisb_mtp@yahoo.co.uk

Malvern Town Council - Large Grants Scheme 2023

Applicant – Malvern Theatre Players

Pantomime performances at The Coach House Theatre

REPORT

1. Aim of project – to provide free access to performances of *Snow White* given by Drama Studio London for clients of Malvern Food Bank and people affected by dementia. Organised by Phoenix Collective and Malvern Theatre Players.

2. Grant applied for – Food Bank clients £500, Dementia Friendly performance £320,
Total £840

3. Outcomes

3.1 Tickets to attend the shows were distributed by Friends of the Elderly and the Malvern Food Bank

3.2 Attendance -Food Bank families 54, Friends of the Elderly 45

3.3 Total attendance – 99

3.4 Cost – 99 @ £8 = £792 + publicity / admin £20 = **Total cost £812**

4. All who attended thoroughly enjoyed the shows which were tailored to suit each audience. Letters of thanks were received from the supporting organisations and other, individual, members of the audience were fulsome in their praise for the performers, and the fact that free attendance had been provided. One of the elderly people said that it was the first time that she had ventured out from home in two years and several comments were received from the Food Bank clients who were, otherwise, unable to afford tickets for other local pantomime performances.

5. Summary

5.1 In addition to the benefit accruing to the audience, the performances were also beneficial to the artistes, all of whom are emerging professional actors.

5.2 The performances served to publicly highlight the value of Malvern Town Council's Grant Scheme which was credited in all marketing material.

6. Conclusion

6.1 The pantomime project, which is part of our continuing Community Access Theatre scheme, has served to confirm what can be achieved by combining the efforts of the Town Council and voluntary organisations to provide benefit to Malvern residents, particularly those with special needs.

Chris Bassett
Company Manager
Malvern Theatre Players
02 February 2024



RE: Malvern Town Council Large Grant £1,960

What Makes You Different Makes You Beautiful

Dear Committee,

We were able to take a full coach of 52 Service users to Drayton Manor, it was a very wet day, the families did not let this spoil the day they really enjoyed being able to be with other families that would not be able to access such trips.

Transport Cost	£695.00
Ticket Cost	£1150.00
Santa Distraction Packs	£160
Total Project Cost	£2,005

Thank you for making this possible, we hope you will support us in the future again.

Kind Regards

Trustees

What Makes You Different Makes You Beautiful

