



# **MALVERN TOWN COUNCIL**

## **FULL COUNCIL MEETING**

### **REPORTS**

**For meeting on Wednesday 9 October 2024**

**at 6.00 pm**

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

# MALVERN TOWN COUNCIL

Town Clerk  
Community Hub  
Victoria Park Road  
Malvern Link  
WR14 2JY

3 October 2024

[townclerk@malvern-tc.org.uk](mailto:townclerk@malvern-tc.org.uk)  
01684 566667



## 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 9 October 2024 in the Community Hub Meeting Room, Victoria Park Road, Malvern Link, WR14 2JY commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

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

Linda Blake  
Town Clerk

No.	Agenda Item
1.	<b>Apologies for Absence</b> <ul style="list-style-type: none"><li>➤ To note apologies for absence.</li></ul>
2.	<b>Declarations of Interest</b> <ul style="list-style-type: none"><li>➤ To receive declarations of disclosable pecuniary interests and other disclosable interests.</li></ul>
3.	<b>Minutes of Previous Meeting</b> <p>To receive and confirm as a correct record the Minutes of the previous Full Council meeting:</p> <ul style="list-style-type: none"><li>➤ 4 September 2024</li></ul>
<b>Public Participation</b> <p><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></p>	
4.	<b>Mayor's Announcements</b> <ul style="list-style-type: none"><li>➤ The Mayor will make any relevant announcements/written report</li></ul>
5.	<b>Update on Town Council Operations and Activities</b> <ul style="list-style-type: none"><li>➤ Verbal update by the Town Clerk</li></ul>
6.	<b>Reports by County and District Council Representatives in Attendance</b> <ul style="list-style-type: none"><li>➤ Verbal reports or written submissions as appropriate</li></ul>
7.	<b>Town Council Ward Reports/Representatives on Outside Bodies</b> <ul style="list-style-type: none"><li>➤ Verbal reports or written submissions as appropriate</li></ul>
8.	<b>Members Questions</b> <ul style="list-style-type: none"><li>➤ The Chair will invite members who have written in with questions to present them to Council</li></ul>
9.	<b>Sale of Land at Elgar Avenue</b> <ul style="list-style-type: none"><li>➤ Report CL01/24 to follow</li></ul>

10.	<b>Section 106 Funding for Play Equipment at Adam Lee</b> ➤ Report CL02/24 to follow
11.	<b>External Audit Report and Certificate 2023/24</b> ➤ Report CL03/24 to follow
12.	<b>Recommendations from Operations and Planning Committee</b> The Chair of Operations and Planning Committee to present any recommendations for approval by Council from the meeting held on 17 September 2024 ➤ Report CL04/24 to follow
13.	<b>Date and Time of Next Meeting</b> ➤ Wednesday 13 November 2024, at 6pm
<b>Exclusion of the Press and Public</b>  <i>To resolve pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i>	
14.	<b>Rosebank Gardens</b> ➤ Verbal Update

## UNADOPTED

### MINUTES OF THE MEETING OF MALVERN TOWN COUNCIL

in the Park View Meeting Room, Victoria Park Road, Malvern Link  
held on Wednesday 4 September 2024 at 6pm

#### **Councillors**

##### Present

M Birks (Chair)  
S Austin  
C Bovey  
A Cherry  
I Dawson  
C Fletcher  
E Green  
C Hooper  
N Houghton  
M Jones  
J Leibrandt (from 6.03pm)  
L Lowton  
J MacLusky (from 6.05pm)  
D Mead  
K Newbigging

##### Absent

J Green (apologies)  
F Matthews-Jones  
R McLaverty-Head (apologies)  
S Meager  
D Watkins (apologies)

##### **Also in attendance**

L Blake – Town Clerk  
C Porter – Operations Manager  
L Wall – Minute Clerk  
Fred Moroni, Executive Director, Malvern  
Theatres  
Christopher Wayman, CEO Worcestershire  
CALC  
Member of the Press

#### **57. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr Jude Green, Cllr McLaverty-Head and Cllr Watkins were noted.

#### **58. DECLARATIONS OF INTEREST**

None.

*Cllr Josie Leibrandt joined the meeting at 6.03pm*

#### **59. MINUTES OF PREVIOUS MEETING**

Cllr Hooper raised an amendment to minute 48, 'Town Council ward reports/representatives on outside bodies' to alter the last sentence from:

"There was a pilot scheme of six councils who would set up guidelines, and develop a programme."

to:

"There was a pilot scheme involving eight councils, set up by Worcestershire CALC to promote health and well-being initiatives."

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

- Full Council meeting 31 July 2024.

## UNADOPTED

### **PUBLIC PARTICIPATION**

None.

*Cllr Julie MacLusky joined the meeting at 6.05pm*

#### **60. PRESENTATION FROM FRED MORONI, EXECUTIVE DIRECTOR, MALVERN THEATRES**

Fred Moroni, Executive Director of Malvern Theatres attended the meeting to make a presentation on the redevelopment of the theatre following the successful award of £20 million funding to the district council. The aim of the project is to deliver a world-class facility and transform the visitor economy, but also to strive for equality and opportunity, to increase wellbeing for people, and to make peoples' lives better.

The project has been divided into phases. Phase 1 is now complete and has provided the new entranceway, disabled access to the theatre and a new 'changing places' toilet facility. Almost 9000 people had attended a ticketed event in the last year, around 2,500 had gone to a film screening or live performance, and half had participated in a class or workshop.

When the studio opened last September 17 regular classes were offered each week during term time, rising to 21 in the summer, and from September there will be 26 classes on offer each week.

Discounted tickets had allowed almost 20,000 people under the age of 26 years to attend the theatre in the past twelve months. A pilot scheme has been helping schools with transport costs, by way of a £100 cashback payment when booking 40 or more tickets for certain productions.

BFI funding meant that the theatre had been able to offer free cinema tickets to primary school children and it was an aspiration that no child in the Malvern Hills district would leave primary school without having had the opportunity to go to Malvern Cinema for free as part of a school group.

Studio one is now full and is operating at full capacity.

Phase 2 of the project would see further expansion of the site, with a second studio seating around 240, two new workshop spaces, a new dressing-room block for the Forum Theatre as well as new seats for that venue. There will also be a recording studio and an outdoor amphitheatre with a capacity of over 100. Finally, the steps on the park side of the building will be replaced and access improved.

Fred then showed members some display boards with images of the proposals and handed out leaflets showing upcoming productions at the theatre. Councillors asked a number of questions including use of the cinema, parking provisions, concessionary rates and getting in touch with hard-to-reach members of the community.

The Chair thanked Fred for attending and he left the meeting at 6.37pm.

#### **61. PRESENTATION FROM CHRISTOPHER WAYMAN, WORCESTERSHIRE CALC**

Christopher Wayman, Executive Officer at Worcestershire CALC had been invited to attend the meeting to talk about the roles and responsibilities of staffing committees.

He acknowledged that it could be a difficult subject to navigate and the association could provide help and advice. As a minimum, it was recommended that councillors read The National Association of Local Councils (NALC) The Good Councillor's

## UNADOPTED

Guide to Employment which provides practical guidance and is based on employment legislation and good practice.

Parish and town councils vary in size, but it is recommended that all have a staffing committee. Councillors who sit on a staffing committee should have a background in HR or undergo training in this area. Worcestershire CALC have an HR expert with 35 years' experience dealing exclusively with parish councils who could provide training.

The recommended size of a staffing committee depended on the size of the council, but a minimum number was three, and suggested sizes between 5 and 8, to enable effective discussion in meetings.

Christopher Wayman acknowledged that staffing could be a difficult topic and although it was often only considered when a problem arose, there should be a more permanent structure to be able to monitor various policies, and this could help take workloads off other committees, or stop items needing to go to full council.

Finally, Chris emphasised that staffing committees should enable a procedure of valuation and appraisals, looking at what happens in the workplace, trying to find out what issues might be coming in and facilitating staff to be more productive and looking at how someone can progress in their role.

He said it was not about capability, which was a completely different matter. A staffing committee should be there to help and support the staff.

Christopher explained that due to the size of Malvern Town Council, the staffing model was like a Christmas tree effect with the Town Clerk at the top managing other staff, and therefore it was the Clerk that would be the main point of contact for council on HR matters.

Christopher then answered various questions from the floor. Answers to questions included the following points:

- Benefits of a staffing committee are that a number of trained councillors are better prepared to deal with any issues that arise and that it can encourage a positive attitude towards staff from councillors.
- The negatives are that councillors can go on a staffing committee with the wrong attitude, trying to force discipline on staff or trying to protect staff for the wrong reasons.
- A staffing committee can report directly to council or sit as a sub-committee of Policy and Resources Committee.
- Training is important and a course length of about 2.5 hours would be about right. Training could be tailored and delivered specifically for Malvern.
- The Town Clerk and Operations Manager should carry out appraisals for all other staff, with the Clerk appraising the Operations Manager. The Mayor/Chair of staffing/Vice-chair of staffing could appraise the Clerk but Worcestershire CALC could provide assistance with an external appraisal of the Clerk.

The Chair thanked Christopher Wayman for his presentation.

***The Chair announced that she would like to alter the order of the agenda, to bring forward agenda item 13***



## UNADOPTED

### 62. NOTICE OF MOTION – ELECTION OF CHAIR FOR STAFFING TASK AND FINISH GROUP AND RESPONSIBILITIES

Cllr Anne Cherry presented the notice of motion, explaining that staffing was an important issue and therefore as a meeting of the Staffing Task and Finish Group had failed to elect a chair, she felt that Full Council should be asked to make the decision.

Cllr Clive Fletcher had seconded the motion.

It was **AGREED** to take each recommendation separately and in order.

#### Recommendation 1

It was agreed to hold a secret ballot, and Cllr Lou Lowton was elected Chair of the Staffing Committee Task and Finish Group.

#### Recommendation 2

It was agreed to amend the wording from 'present at' to 'invited to' in the first line of the recommendation. With this amendment,

It was **RESOLVED** that Full Council mandate that a member of staff should be invited to every Staffing Task and Finish Group meeting as is the current standard practice. This is particularly important as staff representation should be present for all discussions concerning their employment status and or change of working practices or conditions. The Town Clerk should nominate a representative in her absence to give guidance on the legality of meetings and content and discussion.

#### Recommendation 3

It was **RESOLVED** that quorum for the Staffing Committee Task and Finish Group should be set at four (4).

#### Recommendation 4

It was agreed to amend the wording from 'an external body' to 'Worcestershire CALC' in the first line of the recommendation. With this amendment,

It was **RESOLVED** that any recommendations from the Task and Finish Group are reviewed by Worcestershire CALC to ensure recommendations are both legal and do not constitute a change in terms of employment practice or change of contract. This is because if recommendations approved by Full Council constitute a change in contract, a period of staff consultation is required by law before any changes are implemented.

#### Recommendation 5

It was **RESOLVED** that CALC Officer, Christopher Wayman be invited to the first meeting of the Task and Finish Group to act in an advisory role and to facilitate discussion.

***Christopher Wayman and Charles Porter left the meeting at 7.37pm***

### 63. MAYOR'S ANNOUNCEMENTS

The Mayor had compiled a list of engagements she had attended and this had been circulated prior to the meeting.

The Mayor then thanked councillors and volunteers who had helped out at the Mayor's Bonanza, which had raised £2,300 for Heartstart Malvern.

## UNADOPTED

The Mayor reminded colleagues that there would be other events run by the Town Council taking place in the coming weeks such as Remembrance and the Christmas Lights Switch-on which would also need volunteers.

### 64. **UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES**

The Town Clerk reports on Town Council operations and activities as follows:

#### Community Hub Building

- Staff were settling in well to the new building, and the new telephone system had now been installed.
- The lease for the new café was completed on Tuesday with a target opening date in the middle of October.
- Landscaping works were continuing with the installation of two raised beds on the northeastern side of the building.
- Enquiries over use of the meeting room have been coming in, with a drama group, chair aerobics and a wake being some of the bookings already made.
- The new caretaker has started his duties this week.
- New outdoor fitness equipment given as part of the building contract will also be installed in the next few weeks, to be placed in the area of the trim trail and to include a table tennis table, a cross trainer and a rower.

#### Restart a Heart Day

This will take place on Wednesday 16 October from 8am until 8.30pm. This event will provide free CPR and defibrillator training by way of practical 90 minute training sessions which provide easy to learn life-saving skills. It will be a collaboration between the Town Council and Heartstart Malvern – all staff will take part and it was hoped that councillors would also attend. Booking was essential and a link would be included on the memo. The Mayor will open the day.

#### MHDC/MTC Councillor Get-together

Following discussions at the liaison meeting, and a meeting between the Town Clerk and the CEO of MHDC, a Malvern Councillor get together has been organised for Tuesday 29 October at 6pm.

This event will be a chance for District and County Councillors to look around the new community hub and for councillors at all 3 tiers of local government to meet each other and to discuss issues of common interest look. Light refreshments will also be provided.

#### Cemetery Tour

There will be a tour of the cemetery on Tuesday 1 October at 5.30pm, specifically for councillors. This will be a chance to learn about the workings of the cemetery both for interments and as a base for the Town Council's Operations Team.

#### Bike Pump track

The outcome of the planning application at Adam Lee is awaited.

#### Skatepark

Members of the skatepark focus group have been working on a specification for the new skatepark and officers from the Town Council have met with representatives from possible contractors in order to better understand the needs and scope of the project ahead. A meeting has now been scheduled to begin the tender design process.



## UNADOPTED

### 65. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE

None.

### 66. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES

Cllr Karen Newbigging, MTC representative for Malvern Hills District Children and Young People's Partnership – there will be a meeting of the partnership on 25 September; Cllr Newbigging would raise any issues on behalf of councillors if they wished.

Cllr Clive Hooper, MTC representative for CALC, had attended a meeting in July when CALC were 1) encouraging councils to look at what they were doing to promote health and wellbeing, 2) encouraging councillors to attend training courses on planning matters, 3) encouraging councils to carry out regular tree surveys.

### 67. MEMBERS QUESTIONS

There were no members' questions.

### 68. NOTICE OF MOTION – INFORMATION BOARD AT STATION GARDENS TO COMMEMORATE THE CONTRIBUTION MADE BY THOSE WHO CONSTRUCTED THE RAILWAY LINE AND COLWALL TUNNEL

Report CL01/24 was received and Cllr Julie MacLusky presented her notice of motion, seconded by Cllr Emma Green.

It was **RESOLVED** that Council supports the re-purposing of an abandoned informational board to the left of the steps leading from Great Malvern Railway Station up into Station Gardens.

It was **RESOLVED** that Council supports the funding of the repair and re-purposing of this display board at a cost of approximately £350.

### 69. NOTICE OF MOTION – INITIATIVE TO ENCOURAGE THE DEVELOPMENT OF 'HAPPY TO CHAT' TABLES IN THE TOWN'S CAFES

Report CL02/24 was received and Cllr Julie MacLusky presented her notice of motion, seconded by Cllr Marilyn Birks.

**Under Standing Order 3(x) the Chair proposed to extend the meeting. A vote was taken, and it was agreed to extend the meeting.**

It was **RESOLVED** that Council supports an initiative that will encourage the Town's cafes to allocate one table, where suitable, as a 'Happy to Chat' space.

It was **RESOLVED** that Council would simply support this initiative, provide publicity and supporting materials; café owners would be free to adapt the idea to suit their businesses.

### 70. POLICY REVIEW TASK AND FINISH GROUP

Report CL04/24 was received and accepted.

The Town Clerk explained that it was good practice to review Town Council policies on a regular basis, and a Task and Finish Group could carry out this task and make recommendations to Policy and Resources Committee.

It was **RESOLVED** to set up a task and finish group to carry out a review of Town Council policies that required updating, before reporting back to Policy and Resources Committee with suggested drafts.

## UNADOPTED

It was **RESOLVED** that the task and finish group would have three members as follows:

- Cllr David Mead
- Cllr Clive Hooper
- Cllr Nick Houghton

Further members could be added to the group included those Councillors who were not present at the meeting.

### 71. **AUDIT COMMITTEE RECOMMENDATIONS**

Report CL05/24 was received and accepted.

In the absence of the Chair and Vice-Chair of Audit Committee, Cllr Marilyn Birks presented the recommendation from the meeting held on 24 July 2024.

#### Minute 13 Review of controls in place for payment processes

It was **RESOLVED** to note the controls in place for payment processes were comprehensive and demonstrated a clear and thorough audit trail.

### 72. **DATE AND TIME OF NEXT MEETING**

It was agreed that the date of the next meeting would be Wednesday 9 October 2024 at 6.00 pm.

The meeting finished at 8.10 pm.

.....  
(Chairman)

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 9 October 2024 at 6.00pm  
in the Community Hub Meeting Room, Victoria Park Road, Malvern Link**

**SALE OF LAND AT ELGAR AVENUE**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Full Council is asked to give delegations to officers to seek planning permission for housing on land owned by the Town Council at Elgar Avenue, ahead of a possible sale of this land.

**3. Background**

3.1. As part of a transfer of assets after the Town Council was formed, Malvern Hills District Council transferred land allocated as a statutory allotment area to the Town Council in December 1998. At the time of the transfer, there were no allotments on the site.

3.2. The area remained uncultivated for many years and a project to run a community garden on the site was abandoned due to a lack of resources.

3.3. The site measures 0.77ha and sits between Elgar Avenue and Mayfield Road.



3.4. Following a council resolution in June 2016, an application was submitted to remove the statutory allotment provision on the land at Elgar Avenue as it was now surplus to requirements.

3.5. In 2017, the Department for Communities and Local Government confirmed that the Secretary of State had given consent for the disposal of statutory allotment land on this site.

- 3.6. In November 2017, Council resolved to obtain planning permission for housing on the site, with any further decisions on the future of the land to be taken once permission had been granted.
- 3.7. A pre-application was submitted in the first instance to Malvern Hills District Council and the response from the planning department raised a few issues of concern as follows:
- The site was outside the development boundary
  - The site is designated as 'Green Space' in the South Worcestershire Development Plan (SWDP)
  - The site layout should take account of site constraints such as the central ditch and existing tree
  - Issues regarding the management of flood risk and sustainable drainage were raised
- 3.8. Further discussions were held in early 2019, with planners, the planning consultant who had worked on Malvern's Neighbourhood Plan and a local housing association and it was felt that with all the matters being raised, it would be best to put this matter on hold, ahead of the forthcoming review of the SWDP.
- 3.9. In November 2019 the site was put forward as a site suggestion in the South Worcestershire Development Plan Review (SWDPR) as part of the Strategic Housing and Employment Land Availability Assessment (SHELAA) "Call for Sites". It was suggested that the Town Council should wait for the approval of the SWDPR with the inclusion of this site allocation.
- 3.10. The land has now been included as a SHELAA site allocation with the summary comments as follows: "Site appears to be deliverable. Site is designated Green Space in the SWDP but not designated as Local Green Space or Neighbourhood Open Space in the Malvern Town Neighbourhood Plan. Susceptibility to surface water flooding would require further examination". There is a recommendation that the site should be carried forward for potential allocation in the SWDPR.
- 3.11. The adoption of the SWDPR has been delayed by a number of factors, but the examination process is now expected to proceed in March next year ahead of formal adoption perhaps later in 2025.
- 3.12. Advice has been sought on the next steps to be taken with the land at Elgar Avenue and given the delays in the SWDPR and the emergence of a new National Planning Policy Framework (NPPF), it is felt that it may be prudent to apply for planning permission now.
- 3.13. Officers are proposing that planning permission should now be sought in line with information submitted in the SHELAA. Once this has been approved, consideration can then be given by Full Council to the possible sale of the site and the appropriate policy that would need to be followed.

#### **4. Financial Implications**

- 4.1. Any money received from the sale of land would need to be ring-fenced in the Council's accounts to be used as funding for a future capital project.
- 4.2. It is estimated that fees incurred to submit a full planning application would be in the region of £5,000.

#### **5. Legal Implications**

**AGENDA ITEM 9**  
**REPORT CL01/24**

- 5.1. The Local Government Act 1977 gives Town and Parish Councils the power to dispose of land.
- 5.2. A council cannot dispose of an open space or part of one without first advertising its intention for two consecutive weeks in a local newspaper and considering any objections.

End  
Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 9 October 2024 at 6.00pm  
in the Community Hub Meeting Room, Victoria Park Road, Malvern Link**

**SECTION 106 FUNDING FOR PLAY EQUIPMENT AT ADAM LEE**

**1. Purpose of Report**

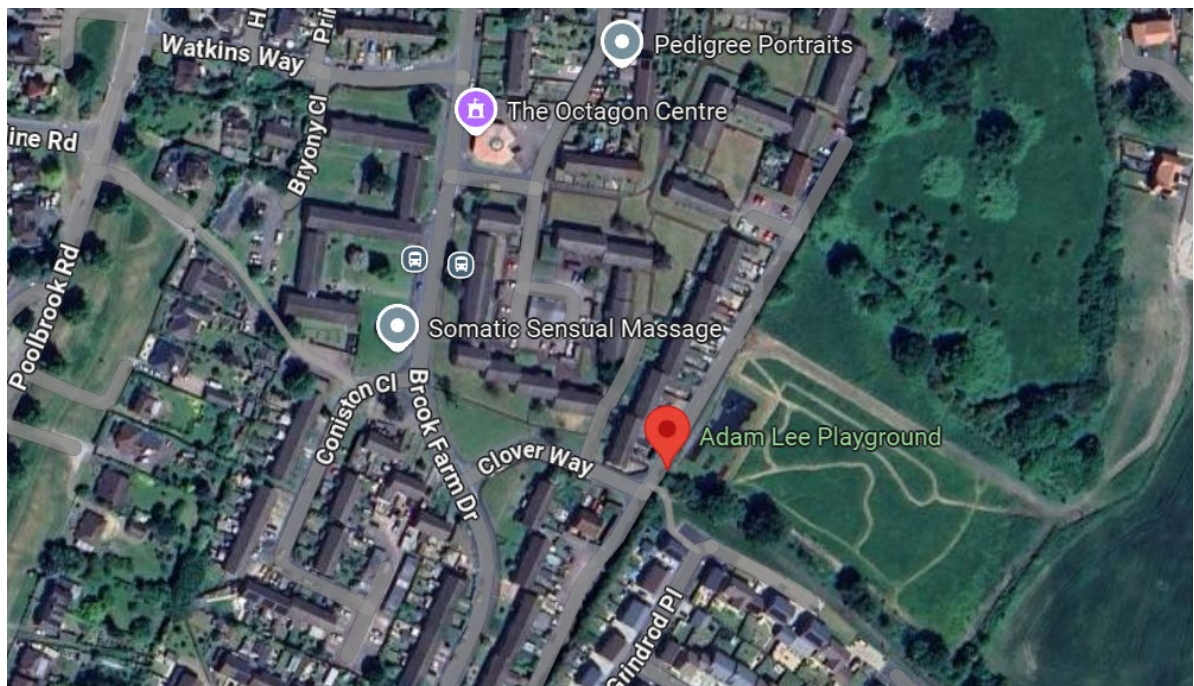
1.1. For decision.

**2. Recommendation**

2.1. That Officers are authorised to apply for Section 106 funding of £40,000 towards the refurbishment/enhancement of the play area at Adam Lee.

**3. Background**

3.1. Malvern Town Council owns and maintains the play area at Adam Lee and has also taken ownership of the green and open space immediately to the south-east, and now referred to as “land at Adam Lee.”



3.2. Section 106 funding has been allocated towards improving and enhancing the existing play area in this vicinity.

3.3. £85,000 of funding has already been granted towards the provision of a new bike pump track on part of this land and officers are now seeking approval to submit a further application for £40,000 of funding towards new play area equipment.

3.4. A tender will be issued for the contract to install new play equipment on this site and this will include:

- 1 x wheelchair accessible roundabout
- 1 x swing set to include a basket swing

- 1 x zip wire
- 1 x wooden climbing frame
- New surfacing for swings and roundabout

3.5. The original budget for this project was set at £20,000 but officers believe this should be increased both to give maximum play value for a range of ages on the site and to utilise the Section 106 funding that is available.

**4. Financial Implications**

4.1. £20,000 was included in the 2023/24 budget for refurbishment of this play area, but expenditure will only be incurred should a Section 106 funding application be successful to cover these costs.

**5. Legal Implications**

5.1. Section 106 funding was allocated as part of the Lioncourt Homes development on Brookfarm Drive. Contributions must be spent by 31 January 2030.

End  
Linda Blake  
Town Clerk



**A REPORT OF THE TOWN CLERK TO  
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**EXTERNAL AUDIT REPORT AND CERTIFICATE 2023/24**

**1. Purpose of Report**

- 1.1. For noting and comment where necessary.

**2. Background**

- 2.1. The Annual Governance and Accountability Return (AGAR) for Malvern Town Council was submitted to the external auditor PKF Littlejohn LLP after being approved by Full Council on 19 June 2024.

- 2.2. PKF Littlejohn completed their limited assurance review of the AGAR for the year ended 31 March 2024 and signed Section 3 on 11 September 2024. The external auditors have stated that:

“On the basis of our review of Sections 1 and 2 of the Annual Governance Return (AGAR), in our opinion the information in Section 1 and 2 of the AGAR 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.”

- 2.3. The External Audit Report and Certificate for 2023/24 is attached at Appendix A to this report.
- 2.4. The Town Council has followed the Accounts and Audit Regulations 2015 and completed the actions required at the conclusion of this review.

**3. Financial Implications**

- 3.1. The cost of external audit for 2023/24 is £2,100. This can be contained within the allocated budget for audit within the financial year

**4. Legal Implications**

- 4.1. The Accounts and Audit Regulations 2015 (SI 2015/234) sets out that Councils are required to do the following at the conclusion of the limited assurance review:
- 4.2. Prepare a Notice of Conclusion of Audit which details the rights of inspection, in line with the statutory requirements.
- 4.3. Publish this Notice along with Sections 1,2 and 3 of the certified AGAR before 30 September.
- 4.4. Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- 4.5. Ensure that Sections 1,2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

End  
Linda Blake  
Town Clerk

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

In respect of **MALVERN TOWN COUNCIL – WO0098**

### 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

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

None

### 3 External auditor certificate 2023/24

We 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.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

11/09/2024

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 9 October 2024 at 6.00pm  
in the Community Hub Meeting Room, Victoria Park Road, Malvern Link**

**OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Full Council is asked to consider the recommendations from the meeting of Operations and Planning Committee held on 17 September 2024 and listed below.

**Minute 24 - Review of Charges for Town Council Operations Services  
2025/26**

Great Malvern Cemetery Charges

It was **RECOMMENDED** that an 11% increase be applied to all cemetery charges for the year 2025/26, with resulting figures being rounded down to the nearest pound.

Allotments

It was **RECOMMENDED** that the allotment charge for a 125 square metre plot be increased by £1 to £41 per annum for 2025/26

Sports pitches

It was **RECOMMENDED** that a 4.5% increase be applied to all senior sports charges for the year 2025/26, with resulting figures being rounded down to the nearest pound.

It was further **RECOMMENDED** that charges for junior football teams should be increased as follows:

- Hire of junior football pitch (season) increased from £127 to £200
- Hire of changing rooms junior (season) increased from £110 to £190

**Minute 25 - Asset Refurbishment / Replacement Budget 2025/26**

It was **RECOMMENDED** that the following operations projects be included in the Council's budget for 2025/26:

<b>NAME OF PROJECT</b>	<b>DETAILS</b>	<b>ANTICIPATED COSTS</b>
Victoria Park play area	Replace small climbing unit that was removed for safety reasons with a toddler play equipment area adjacent to the café patio.	£20,000
Victoria Park play area	Victoria Park play area was last refurbished in 2009 at a cost of £85,000. Fourteen years later and as a play area which is very well used, plans need to be made for the purchase of new equipment in 2026/27. Given that these costs could be in the region of £150,000,	£40,000

	officers feel it would be prudent to begin allocating some funds in this financial year.	
General	Replacement noticeboards/signage	£4,000
Cemetery	Refurbishment of cemetery lodge – replacement toilet, some carpeting, and general decoration.	£6,000
<b>Total</b>		<b>£70,000</b>

**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