



# **MALVERN TOWN COUNCIL**

## **FULL COUNCIL MEETING**

### **REPORTS**

**For meeting on Wednesday 22 January 2025 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

17 January 2025

[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 22 January 2025 in the Park View Meeting Room, Community Hub, Victoria Park Road, Malvern Link, WR14 2JY commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

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

Linda Blake  
Town Clerk

No.	Agenda Item
1.	<b>Apologies for Absence</b> ➤ To note apologies for absence.
2.	<b>Declarations of Interest</b> ➤ To receive declarations of disclosable pecuniary interests and other disclosable interests.
3.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the Minutes of the previous Full Council meeting: ➤ 13 November 2024
<b>Public Participation</b> <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	<b>Mayor's Announcements</b> ➤ The Mayor to make any relevant announcements/written report
5.	<b>Update on Town Council Operations and Activities</b> ➤ Verbal update by the Town Clerk
6.	<b>Reports by County and District Council Representatives in Attendance</b> ➤ Verbal reports or written submissions as appropriate
7.	<b>Town Council Ward Reports/Representatives on Outside Bodies</b> ➤ Verbal reports or written submissions as appropriate

<b>8.</b>	<b>Members Questions</b> ➤ The Chair will invite members who have written in with questions to present them to Council
<b>9.</b>	<b>Budget 2025/26</b> ➤ Report CL01/24 to follow
<b>10.</b>	<b>Expenditure on Basketball Equipment for Victoria Park</b> ➤ Report CL02/24 to follow
<b>11.</b>	<b>Response to Malvern Hills Trust Parliamentary Bill</b> ➤ Report CL03/24 to follow
<b>12.</b>	<b>Staffing Committee</b> ➤ Report CL04/24 to follow
<b>13.</b>	<b>Sale of Land at Dukes Meadow</b> ➤ Verbal update
<b>14.</b>	<b>Notice of Motion – Twinning with Marianske Lazne</b> ➤ Report CL05/24 to follow
<b>15.</b>	<b>Notice of Motion – Naming of The Community Hub, Victoria Park in memory of Nick Houghton</b> ➤ Report CL06/24 to follow
<b>16.</b>	<b>Date and Time of Next Meeting</b> ➤ Wednesday 12 February 2025, 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>	
<b>17.</b>	<b>Rose Bank Gardens</b> ➤ Verbal update

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

**in the Park View Meeting Room, Victoria Park Road, Malvern Link  
held on Wednesday 13 November 2024 at 6pm**

**Councillors**

Present

M Birks (Chair)  
S Austin  
C Bovey (from 6.20pm)  
A Cherry  
I Dawson  
C Fletcher  
E Green  
J Green  
C Hooper  
N Houghton  
M Jones  
L Lowton  
J MacLusky (from 6.03pm)  
R McLaverty-Head  
K Newbigging  
D Watkins

Absent

J Leibrandt (apologies)  
D Mead (apologies)  
F Matthews-Jones (apologies)  
S Meager

**Also in attendance**

L Blake – Town Clerk  
L Wall – Minute Clerk  
Cllr Beverley Nielsen, Great Malvern Ward,  
Malvern Hills District Council, (MHDC)  
Cllr Neville Mills, Link Ward, (MHDC)  
Cllr Paul Bennett, Pickersleigh Ward,  
(MHDC), (from 7pm)  
Olha Kraievska, (MHDC)  
Elaine Fraser, Community Builder (MHDC)  
Martin Hill, Skatepark Focus Group  
Liam McLelland, Skatepark Focus Group  
Ian Hopwood, Malvern Mariánské Lázně  
Community Partnership (MMCLP)  
Deborah Fox, CEO, Malvern Hills Trust  
(MHT)  
Member of the Press (from 6.15pm)

**87. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllrs Josephine Leibrandt, David Mead and Freya Matthews-Jones were **NOTED**.

*Cllr Julie MacLusky joined the meeting at 6.03pm*

**88. DECLARATIONS OF INTEREST**

None.

**89. MINUTES OF PREVIOUS MEETING**

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

- Full Council meeting 9 October 2024.

**PUBLIC PARTICIPATION**

Proposal to set up a Twinning Agreement with the Korosten Community in the Ukraine

Olha Kraievska and Elaine Fraser, of MHDC updated the meeting on the progress of the Korosten Malvern Twinning Association (KMTA) which now had a constitution,

bank account and had elected key officers. A meeting had been held with Korosten Council who were very keen to further relations with Malvern. There are over 400 Ukrainian people now living in Malvern and although currently only fifteen are from Korosten, the remainder are happy to focus on just the one town to further a twinning agreement and bring the two communities together.

***A member of the Press joined the meeting at 6.15pm***

Victoria Park Skatepark Facility

Martin Hill and Liam McClelland, members of the Town Council's skatepark focus group, attended the meeting to explain their interest in supporting the new skatepark project. With the recent increase in the popularity of skateboarding, they feel a new skatepark will bring lots of people into Malvern, encourage physical activity and bring the community together. They have experienced many skateparks around the country, some better than others, and they stressed the importance of getting the design right to provide the best facilities possible for all ages and abilities.

***Cllr Caroline Bovey joined the meeting at 6.20pm.***

Malvern Mariánské Lázně Community Partnership

Ian Hopwood updated the meeting on an event to be held by the partnership during Midsummer Malvern week in June 2025, when the International Festival of Culture will include choirs and dance groups from the Czech Republic and other European countries. The Mayor of Mariánské Lázně will attend along with other dignitaries. Fundraising will take place to fund the events and visits.

**90. PRESENTATION FROM DEBORAH FOX, CEO, MALVERN HILLS TRUST**

Deborah thanked the Town Council for the valuable feedback submitted on the recent consultation. Approximately 500 pieces of feedback had been received from members of the public and organisations about the proposed governance changes. All responses had now been analysed by a working group and collated into a report, along with the Trust's response to each and this was now available for public viewing via the Trust's website.

The report includes full details of changes made by the Trust in response to the feedback received, including:

- Concerns over the loss of representation – the number of board members would be reduced to twelve (as suggested by the Town Council), with a trustee as a named point of contact in each local area
- the General Power would be redrafted to state when and how it could be used
- Replacing the term 'membership organisation' to 'Supporters Group' to make it clear that the group would have no role or influence on the Trust's decision-making.
- Removing the provision to allow fencing for animal health reasons as this had not been supported by commoners and others.
- There would be a six-month break period between taking down an area of temporary fencing for grazing and reintroducing fencing over the same land.

The Trust will also look at strengthening the language of the Bill to reflect concerns about licensing activities on its land, which could lead to commercialisation such as hay-making.

## UNADOPTED

As part of the Town Council response, councillors had asked to be kept informed of progress. Deborah Fox informed the meeting of the following dates:

- AGM – Thursday 14 November 2024
- Special Board Meeting – Wednesday 20 November 2024
- Private Bill lodged at Parliament – 27 November 2024
- Available to view online – from 4 December 2024

Some people had queried the cost implications of the consultation, but the Trust felt that it had been a necessary step in the process and had provided valuable feedback which had been acted upon. Consultation outside of the parliamentary process was also cheaper and more effective as the Trust reached out directly to people with concerns.

Deborah Fox finished by saying that stakeholder engagement and land management were equally important, and the Trust would continue to engage and work with the public to keep them informed.

### 91. **MAYOR'S ANNOUNCEMENTS**

The Mayor made a presentation to Cllr David Watkins of a framed portrait of him and his family which had been taken at the Mayor's Bonanza. She thanked him especially for his efforts in helping to bring the building of the new community hub to fruition.

Prior to the meeting, the Mayor had circulated a list of engagements she had attended since the beginning of October and thanked staff, in particular Lyndsey Davies and Amy Bromage for organising the Remembrance commemorations including the planting of crosses at the Field of Remembrance, the 'Poppies for Paddington', and the services on Remembrance Sunday and Armistice Day.

The Mayor also thanked councillors who had helped on the day with road closures or attending the services.

Councillors were asked to help if they could at the Christmas Light Switch-on event on 23 November, where there would be many activities, workshops and events taking place and a Town Council stall promoting warm spaces.

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

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

#### Community Hub Building

The new cafe at the Community Hub is now open every day, closing around 5pm when it gets dark. These hours will extend as the days draw out again. Permanent planting has now been put in the beds at the front of the building, with roses to be planted in the raised beds to the northeast corner, in the next couple of weeks.

#### Heartstart Training

The community hub hosted World Restart A Heart Day on Wednesday 16 October facilitated by the team from Heartstart Malvern who held training sessions from 8am until 8.30pm. All Town Council staff and some councillors took part in the training which was a very useful mix of CPR and how to use a defibrillator. The event and the new community hub featured on Midlands Today. Free sessions will continue to be held on a monthly basis.

#### Operations

## UNADOPTED

Autumn works have been very much centred on getting all areas tidy ahead of winter. Mowing, strimming, hedge trimming, clearance works in Rose Bank Gardens and the thankless task of clearing leaves from many areas have all been undertaken in the past weeks.

### Pump Track at Adam Lee

Full planning permission has now been granted for the pump track but with several pre-commencement conditions to fulfil before works can commence. These include a biodiversity gain plan alongside a habitat management and monitoring plan for a period of 30 years. These documents are being prepared at present and will need to be submitted to MHDC for approval.

Clarke and Kent contractors have visited the site and are very keen to get started. Site access and general conditions mean that they are happy to commence works during the winter months and therefore it is hoped that the track build can commence in early 2025.

### Remembrance

The Town Clerk thanked all staff and volunteers who assisted with the Remembrance commemorations. This is one of the harder events to co-ordinate due to the sheer number of groups involved and the need to get the timings, order and sense of occasion absolutely right. A special mention was given to Lyndsey Davies who does a great job of co-ordinating the very many elements of Remembrance.

### Christmas

The next big event is the Great Malvern Christmas Light Switch On, probably the largest event that the Town Council runs. This year the Town Council is managing the event in its entirety with many activities being held throughout Great Malvern from 10am until 6pm. The all-important light switch on will take place at 5.30pm.

The Christmas Lights Contractor will be putting up Christmas Lights this Saturday in all areas of the town. Christmas trees in Malvern Link and Great Malvern will be erected next Monday and dressed later in the week. There will also be a smaller tree in Barnards Green for the second year running as well as a tree in the Community Hub.

### General

It was noted that the Operations Manager is away from work at the moment. Charles is a key member of staff and councillors were asked to bear with staff as they negotiated a very busy period of events without him.

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

Reports from Cllr Malcolm Victory and Cllr Karen Hanks had been circulated to councillors prior to the meeting.

### Cllr Beverley Nielsen, MHDC, Great Malvern ward and WCC Malvern Langland

Cllr Nielsen reported that the issue she was most frequently contacted about by residents was highways. She thanked the Town Council for looking after the rotation of vehicle activated signs, including a new solar-powered VAS in Townsend Way. Cllr Nielsen also reported that she had met with residents of Abbey Road to discuss solutions to car parking problems and congestion, asked for verges and gulleys to be cleared in her ward, a new sign had now been installed by Splash warning

## UNADOPTED

motorists of families crossing, and red bat lights had been installed on Wells Road. Some pavements had been refurbished in Graham Road, Charles Way and on the Worcester Road.

### ***Cllr Paul Bennett joined the meeting.***

#### Cllr Paul Bennett, MHDC, Pickersleigh Ward

Cllr Bennett reported that he was in the process of trying to find out how many empty houses there were in the area and gain more feedback on housing conditions, as these were key issues for people living in Pickersleigh. He had made contact with officers at Platform to make sure they were not getting away with things. Platform's headquarters have moved to Cambridge which he felt was a serious issue, being so remote from Malvern.

Cllr Bennett also reported that he had joined Malvern Hills Trust as there were lots of concerns over what is happening with the governance and the bill that is going forward to parliament.

He stated he had been a great supporter of the Town Council's skatepark and pump track and had some suggestions to put forward that would be helpful to make sure that mistakes were not made. He would like the district council to put some funding towards these two projects and hoped it would become a priority if there was a new administration there. Cllr Bennett said he would keep everyone informed of possible governance changes at MHDC in the next week.

#### Cllr Neville Mills, MHDC, Link Ward

Cllr Mills reported that he had been trying to improve engagement with police support officers and had met with them at Malvern Vale recently. There would be another meeting on Saturday morning in Victoria Park which everyone was welcome to attend.

## 94. **TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES**

Cllr Nick Houghton, Malvern Hills Council for Community Action – Malvern Men's Shed, part of Community Action, had been awarded an increased grant by the Town Council, and had held a number of open days. CA were looking at further funding options and how they could increase the bus drivers' wages from the minimum wage to a living wage. He finished by saying that Community Action were very grateful for the Town Council's support.

Cllr Marilyn Birks reported that she had attended a meeting at Citizens Advice South Worcestershire (CASW) to find out people's priorities when moving to Malvern. The resulting report provided much information about the Malvern Hills area but was also broken down to show Malvern in particular and this had been circulated as part of the meeting's reports pack.

## 95. **MEMBERS QUESTIONS**

There were no members' questions.

## 96. **PROPOSAL TO SET UP TWINNING AGREEMENT WITH THE KOROSTEN COMMUNITY IN THE UKRAINE**

Report CL01/24 was received and accepted.

Members were in support of the proposal to create a twinning agreement with Korosten in the Ukraine. However, they felt that the proposed reserve of £1,000 may not be sufficient and it was **AGREED** to increase this to £1,500.



## UNADOPTED

It was **RESOLVED** that Council approve the creation of a twinning agreement with Korosten in the Ukraine.

It was **RESOLVED** to approve the terms of reference for a twinning agreement between Malvern Town Council and Korosten Malvern Twinning Association (KMTA).

It was **RESOLVED** to allocate a twinning reserve of £1,500 to help launch the agreement with funds to be available from 1 April 2025.

### 97. **VICTORIA PARK SKATEPARK FACILITY**

Report CL02/24 was received and accepted.

It was **RESOLVED** that tenders are sought for the design and installation of a concrete skatepark facility to be situated in Victoria Park and with a budget of approximately £200,000.

### 98. **ROSE BANK GARDENS BUS SHELTER**

Report CL03/24 was received and accepted.

It was **RESOLVED** to reinstate the three “Elgar” paintings in the alcoves of the bus shelter outside Rose Bank Gardens.

### 99. **RECOMMENDATIONS FROM OPERATIONS AND PLANNING COMMITTEE**

Report CL04/24 was received and accepted.

In the absence of the Chair and Vice-chair of Operations and Planning Committee Cllr Marilyn Birks presented the recommendation from the meeting held on 23 October 2024.

#### **Minute 40 – Review of charges for sports pitches 2025/26**

Following a request from Full Council, Operations and Planning Committee had reviewed the proposed charges for sports pitches 2025/26. Although the suggested increase appeared to be quite large, it was explained that there had been few or no increases in charges in recent years. Furthermore, a comparative exercise had been carried out which showed that the proposed charges would be in line with others in the area. Even with the suggested increase, charges would still only cover a small proportion of operational costs for the upkeep of the pitches and changing rooms.

It was **RESOLVED** to increase the charges for junior football teams as follows:

- 1) Hire of junior football pitch (season) from £127 to £195
- 2) Hire of changing rooms junior (season) from £110 to £195

Football teams using the Town Council’s pitches and facilities would be informed of the grants scheme for possible help in funding at their clubs.

#### **Minute 41 – Vehicle/Machinery Replacement Fund 2025/26**

It was **RESOLVED** to take funding of £22,000 from the vehicle/machinery replacement fund to purchase a new John Deere X940 mower.

It was further **RESOLVED** to increase the amount placed into the vehicle/machinery replacement fund to £25,000 per year as from 2025/26.

### 100. **RECOMMENDATIONS FROM AUDIT COMMITTEE**

Report CL05/24 was received and accepted.

## UNADOPTED

The Chair of Audit Committee, Cllr David Watkins, presented the recommendations from the meeting held on 30 October 2024.

### **Minute 18 Review of Income Received and Controls in Place**

It was **RESOLVED** that Council notes that the controls in place for income received are robust and fit for purpose with a clear and thorough audit trail.

### **Minute 19 Review of Bank Reconciliations**

It was **RESOLVED** that Council notes that the procedures used for bank reconciliations are both robust and fit for purpose with a clear audit trail.

## **101. RECOMMENDATIONS FROM POLICY AND RESOURCES COMMITTEE**

Report CL06/24 was received and accepted.

The Chair of Policy and Resources Committee, Cllr Iain Dawson, presented the recommendation from the meeting held on 6 November 2024.

It was **RESOLVED** to adopt the Financial Regulations as attached to the minutes of the same meeting.

## **102. NOTICE OF MOTION – SUPPORT FOR A BOOKING SYSTEM AT NEWLANDS HOUSEHOLD RECYCLING CENTRE**

Cllr Marilyn Birks presented a notice of motion asking Council for support for an initiative to introduce a booking system at the household recycling centre at Newlands.

She said that there are often queues of traffic trying to get into the centre at peak times, leading to road jams affecting traffic in both directions. Cllr Birks felt that a booking system, as used in neighbouring counties, could alleviate some of these problems.

Cllr Jude Green seconded the motion.

Councillors were divided in their thoughts on this matter, with some agreeing a booking system could work and would help stop traffic jams, whilst others felt that even with booking system being in place, some people would still turn up at the centre without a booked timeslot, and would have to be turned away – and there was little or no room for this.

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

Councillors did agree that most of the queuing problems were caused when the vehicle for the container transfer is on the site, but enquiries made to the recycling centre had confirmed that the timing of the lorry could not be guaranteed and therefore it would not be possible to limit its arrival to a short time span.

Councillors also agreed that the retail park was a big contributor to the traffic problems and the whole area, including the roundabout needed to be redesigned. This was an issue for the Country Council.

Councillors voted on the three recommendations together and the motion fell.

## **103. NOTICE OF MOTION – REPORTING OF THE STAFFING COMMITTEE TASK AND FINISH GROUP/STANDING ORDERS**

Cllr Lou Lowton presented her notice of motion to Council, asking for support for the reporting back of the staffing committee task and finish group to Full Council by 18 December 2024 at the latest. She informed Councillors that the task and finish

group had held several meetings and matters were progressing well, with a set of terms of reference now agreed for recommendation, and one further meeting due to be held the following week. The motion would ensure that if the group could not report to the Full Council meeting on 16 December, it would have to do so at the meeting on 18 December.

Cllr Jude Green seconded the notice of motion and said that if members of the task and finish group could not make the arranged meeting, then they should arrange for a substitute to attend in their place.

Cllr Birks clarified that substitutes are not usually allowed for task and finish groups but in the case of the staffing committee task and finish group, one had previously been allowed by the Town Clerk to enable a meeting to be held. However, this was an exception and standing orders relating to this would be reviewed in the near future and made clear.

The four recommendations were taken individually and in turn.

1. It was **RESOLVED** that Full Council commits to delivering the recommendations of the staffing committee task and finish group to the December Full Council meeting on December 18th, at the latest.
2. It was **RESOLVED** that in order to achieve this, the task and finish group meeting must take place on or before November 20th, with substitutions permitted if necessary and if no member of staff is available to attend, a recording of the meeting would be passed on the next day.
3. It was **RESOLVED** that, if necessary, space would be given on the agenda, at the December full council meeting on December 18th for the task and finish group to report back.
4. It was **RESOLVED** that Full Council agrees to send Standing Orders to Policy and Resources Committee for urgent clarification on:
  - a. Notice periods for motions and meetings
  - b. Substitution rules for committees and task and finish groups
  - c. Notice required for agendas and reports prior to meetings

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

It was agreed that the date of the next meeting would be Monday 16 December 2024 at 6.00 pm.

The meeting finished at 8.15pm.

.....  
(Chairman)

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

**to be held on Wednesday 22 January 2025, at 6.00pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**PROPOSED BUDGET 2025 - 2026**

**1. PURPOSE OF REPORT**

- 1.1. The purpose of this report is to present to Full Council, recommendations in respect of the proposed budget so that Council can discuss and agree the precept level to be set for the financial year 2025/26.
- 1.2. This report presents to Full Council a proposed budget for 2025/26 and incorporates suggestions made at the Operations and Planning Committee meetings on 17 September and 23 October as well as the Policy and Resources Committee meeting on 6 November. Finally, a recommendation for the precept level was made by Policy and Resources Committee at their meeting on 16 January 2025.

**2. SUMMARY OF KEY RECOMMENDATIONS**

- 2.1. Officers have been working with the aim of keeping any precept increase as low as possible, whilst still ensuring that the current level of service delivery is maintained and that projects that the Council are committed to are delivered. The proposed budget submitted with this report includes an increase in precept of 4.75%, which will result in the amount of council tax being paid increasing by 3.9%.
- 2.2. **Council is therefore recommended to consider the following for the 2025/26 budget.**
- i. **The re-forecast for 2024/25, which brings expenditure fairly close to budget, with an underspend for the year and a balance being put into reserves of £7,412.**
- ii. **The budget for the financial year 2025/26 – attached as ‘Proposed Budget 2025 – 2026’ This shows a net expenditure of:**
- £1,067,781 *not* taking into account any movements in Earmarked Reserves and other funding**
- £867,782 taking into account movements in Earmarked Reserves and other funding**
- iii. **The precept for 2025/26 should be set at £867,850. This reflects an increase of 4.75% from the precept level in 2024/25.**

### 2.3. Council Tax Implications

A Band D Equivalent Council Tax Charge for Malvern Town is calculated as follows:

Malvern Town Council precept divided by The Tax Base (which is the number of Band D equivalent households in Malvern Town)

In 2024/25, the Band D Council Tax Charge was calculated as follows

Precept	£828,500	
	—————	
Council Tax Base	11,109.58	= £74.58

The Council Tax Base figures for 2025/26 have now been provided by MHDC and will have the following effect on Council tax.

Precept	£867,850	
	—————	
Council Tax Base	11,194.90	= £77.52

**This is an increase of £2.94 on a Band D Council Tax for the year or 3.9%.**

## 3. BACKGROUND

- 3.1. The first stage in the annual budgeting process is to prepare the re-forecast. Officers carried out a review of the expenditure forecast for the current financial year taking into account the actual level of expenditure to 30 September 2024 and then forecasting the expected levels of expenditure for the final two quarters of the current financial year.
- 3.2. The Town Clerk and Operations Manager have reviewed the re-forecast for 2024/25 in detail, looking at expenditure requirements for each individual cost heading, whilst also including recommendations put forward at the Policy and Resources meeting held on 6 November, the Operations and Planning Committee meetings on 17 September and 23 October, as well as other recommendations for expenditure put forward through Committees and / or Council during the year.
- 3.3. Officers are presenting the Proposed Budget for 2025 - 2026 (attached to this report) which includes the level of precept required to balance expenditure taking into account service needs, inflationary increases, the likely timetable for large projects and Council resolutions.

This budget considers the following factors:

- Inflationary factors on items such as fuel and utilities.
- The National Local Government pay agreement and associated increases. It is important to note that employee salaries make up 54% of the budget and therefore any assumptions for an increase has a large impact on the overall budget.

- An Asset Renewal and Refurbishment budget for the year, including the installation of a new skatepark at Victoria Park and putting funds aside for the future refurbishment of the play area at Victoria Park.
- Purchase of a replacement mower.
- Payment of the Council's Public Works Board Loan with two payments due in each year for the duration of the loan.
- Officers have sought to keep running costs as low as possible, whilst continuing to provide the highest standard of service.
- The overriding aim is to keep any precept increase as low as possible without negatively affecting the Council's reserves.

#### **4. FORMAT**

- 4.1. The format of the budget statements is in line with the quarterly reporting system and shows the annual budget and re-forecast for 2024/25 and the proposed budget for 2025/26.
- 4.2. Please note that all budget figures are rounded, and this may cause any apparent small addition anomalies in the figures.

#### **5. SUMMARY OF FINANCIAL RE-FORECAST FOR 2024/2025**

- 5.1. The re-forecast for 2024/25 shows expenditure being approximately £21,000 over budget against administration. Although salary costs have been lower than expected, with the new events and communications officer not being recruited until July, other costs / income have not been at the levels expected. Income from the Community Hub has been lower than expected in the year, mainly due to fact that the new café did not open until October, and that hiring of the new community room did not begin until September. Legal costs have been higher than expected due to the ongoing issue of the land slippage in Rose Bank Gardens and finally building related costs at the new hub have been higher than expected due to extra landscaping works and additional equipment required to get the hub up and running.
- 5.2. The operational re-forecast for 2024/25 shows an underspend for the year of approximately £11,000 against budget. Most cost centres are forecast to be in line with budget, but salary costs have been lower than expected for the year. This is due to a part time member of staff being used to fill in for a full-time position during 2024. This full time position will be filled again at the beginning of the 2025/26 financial year.
- 5.3. Officers are including £201,585 of spending against Asset Renewal and Refurbishment in the re-forecast. This is an overspend of £69,585 against the budget.
- 5.4. The re-forecast includes two projects initially agreed for 2025/26 but brought forward to utilise underspends from the current financial year, whilst ensuring that the precept level for 2025/26 can be kept low. These projects are
- £20,000 for a new toddler play section at Victoria Park
  - £4,000 for two noticeboards and general operational signage.

- 5.5. Following, Council agreement, the budget for the new play equipment at Adam Lee has been increased from £20,000 to £40,000, but this hopefully will be offset by the receipt of Section 106 monies ringfenced for play facilities.
- 5.6. £4,000 has also been included in the re-forecast for the purchase of some children's fitness equipment to be installed at Victoria Park. This takes into account park users feedback as well as being a good way to replace the trim trail which is at the end of its useful life.

**6. RE-FORECAST 2024/25**

	<b>2024/25 Budget</b>	<b>2024/25 Re-forecast</b>	<b>Underspend/ (Overspend)</b>
Administration and Events (Net)	443,575	464,543	(20,968)
Operations (Net)	282,073	271,040	11,033
Budget Contingency Fund	60,000	15,861	44,139
Asset Renewal / Refurbishment	132,000	201,585	(69,585)
Asset Renewal / Replacement Fund			
Additions	20,000	20,000	-
Releases	(15,000)	(12,500)	(2,500)
Special Expenditure	8,700	9,056	(356)
Expenditure before Financing	931,348	969,585	(38,237)
Financing Income	(15,000)	(17,448)	2,448
Loan Repayments	22,687	22,476	211
Total Costs after Financing Costs	939,035	974,613	(35,578)
<b>Less</b>			
Net Release of Earmarked Reserves	(111,000)	(153,525)	42,525
Net Costs Covered by the Precept	828,035	821,088	6,947
<b>Less</b> Precept	(828,500)	(828,500)	-
(Increase)/Decrease in General Reserves	(465)	(7,412)	6,947

**BUDGET 2025/26**

**7. INFLATION ASSUMPTIONS**

- i. General Inflation has been built into the budget at 3%.
- ii. An increase in NNDR (Business Rates) has been included at 7.5%.
- iii. It should be noted that employee salary payments made up approximately 56% of the 2024/25 budget, therefore any inflationary increases on salaries have a

significant impact on the overall budget and precept level. An increase of 5% on all staff salaries has been included in the 2025/26 as agreed by Policy and Resources Committee. Increase in Employer National Insurance costs have also been included from 1 April 2025.

- iv. Policy and Resources Committee suggested that inflation against utilities should be set at 5%, (10% for water), a 2% increase assumed for fuel costs and 3% for contracts.
- v. One-off and individual outside purchases have been assessed by officers on an individual basis.

**8. BUDGET SUMMARY OF FINANCIAL FIGURES (Form Ref 1)**

	<b>Revised Forecast 2024/2025</b>	<b>Proposed Budget 2025/2026</b>	<b>(Increase)/ Decrease In costs</b>
Ongoing Running Costs	735,583	750,055	(14,472)
Budget Contingency Fund	15,861	20,000	(4,139)
Asset Renewal and Refurbishment	201,585	280,000	(78,415)
Vehicle / Machinery Replacement Reserve	7,500	3,000	4,500
Special Expenditure	9,056	9,250	(194)
Finance Costs	5,028	5,476	(448)
Movements in Reserves	(153,525)	(200,000)	46,475
<b>Total Costs</b>	<b><u>821,088</u></b>	<b><u>867,781</u></b>	<b><u>(46,693)</u></b>

- 8.1. Costs in the budget for 2025/26 are proposed to increase by £46,693 when compared with the revised forecast for 2024/25.
- 8.2. Net expenditure on administration services has decreased very slightly from the re-forecast in the 2025/26 budget. Although the budget includes inflationary increases for the nationally agreed salary increase, and an assumption that the administration team will be fully staffed for the year, it also recognises that income should increase as there will be a full year of rent and hire charges being received at the Community Hub.



- 8.3. Net Operational costs are expected to rise by 6.4% which largely relates to inflationary increases for the national agreement and a return to 8 full time staff and 4 part time staff throughout the year.
- 8.4. Officers have carried out detailed reviews of all costs being incurred, but with inflationary increases unavoidable and certain expenditure required to ensure a good quality of service delivery, it has proved very difficult to make any further cuts, particularly relating to operational costs.
- 8.5. The Ongoing Running Costs are broken down into Administration Costs (Form Ref 2) and Operation Costs (Form Ref 3)

**9. ADMINISTRATION COSTS (Form Ref 2)**

- 9.1. The budget at £461,513 for 2025/26 shows a decrease in costs of £3,029 from the current year's re-forecast of £464,543 and an increase of £17,939 from the original budget for 2024/25.
- 9.2. It should be noted that the new community hub building at Victoria Park and all associated costs and income will be included in the administration budget, with expenditure relating to the recreational areas of the park remaining under operational costs.
- 9.3. **Income**

Budgeted income of £28,560, is broken down as follows:

Rent from Community Hub Café (rent and service charge)	15,360
Rent from Community Hub Meeting Room	7,500
Community Hub PV Panel Income	2,500
Income from Hanging Baskets	2,200
Malvern in Bloom and Other Sponsorship	1,000
<b>Total</b>	<b>£28,560</b>

**9.4. Salaries**

The administration salary budget for 2025/26 has been set at £209,636 and includes the following provisions:

- An administration team of 4 full time equivalent staff members alongside the Town Clerk.
- A part time caretaker for the Community Hub.
- A 5% increase has been included on all salaries from 1 April 2025. Whilst the 5% assumption was made by Policy and Resources Committee, the actual award is governed by the Local Government Employers National agreement and is not at the discretion of the Council.

**9.5. Employment Related Costs**

The budgeted amount at £62,764 is an increase against both the original budget and re-forecast and reflects both an increase in Employer National Insurance contributions to 15% as well as the administration team being fully staffed for the entire year. Employer pension contributions will remain at 20.2%.

**9.6. Utilities**

Utility costs at £13,400 are higher than both the re-forecast and previous budget amounts. Members are asked to note that these costs are the total costs payable before service charges are recharged to the café tenant and income is received from the feed in tariff provided by solar panels. For information, officers have calculated that net utility costs payable should be approximately £2,640 for 2025/26, however until a full year of expenditure have been incurred, this can only be a best estimate.

**9.7. Cleaning**

It has been necessary to increase the budget for cleaning costs to £12,570 in 2025/26. A cleaner cleans at the community hub on every weekday as this is required to ensure that all common areas and toilets are kept clean for users of the meeting room and public toilets. The number of visitors to the Community Hub is far in excess of those who would use the Belle Vue Terrace site.

**9.8. Insurance**

The 2024/25 budget, the re-forecast and budget for 2025/26 have all been set at a similar level. A three year insurance contract was awarded in August 2024, so costs are not expected to change and the budget for 2025/26 is £21,500.

**9.9. Grants and Donations**

Re-forecast costs at £41,306 are £2,156 over the budgeted amount due to the increase in grant amount awarded to the Citizens Advice Bureau from £16,000 to £18,000. The budget for 2025/26 has been set at £41,400 which recognises a similar level of expenditure in the next year.

The budget for 2025/26 includes the following.

Malvern Citizens Advice Bureau	£18,000
Small Grants	£5,000
Large Grants	£18,000
Other Miscellaneous	£400
<b>Total</b>	<b>£41,400</b>

**9.10. Events**

The events budget for the current year shows a projected overspend of approximately £5,346. This is due to overspends against the Mayor’s Bonanza costs when the new Community Hub was opened and also a higher expenditure against Christmas Lights and repairs than was expected.

Officers have reviewed the proposed budget for 2025/2026 taking into account the comments made at the Policy and Resources budget meeting on 6 November. The proposed budget at £48,350 is an increase of £1,800 from 2024/25.

Event	2025/26 Budget
Bands in the Park (to include Brass Bands, Rock and Pop, a Steel Band and Jazz / Country / Blues styles)	£7,350
Malvern in Bloom	£6,750
Christmas Light Switch On	£6,450
Erection and dismantling of Christmas lights, repairs and electricity costs.	£17,950
Mayor’s August Bonanza	£6,300
Armed Forces Day	£500
Remembrance	£500
Mayor’s Charity Walk	£1,250
Events General	£1,000
Town Crier	£300
<b>Total</b>	<b>£48,350</b>

**9.11. Legal and Professional**

The re-forecast for 2024/25 displays an anticipated overspend of £17,472. This is mainly due to legal costs in connection with the land slippage in Rose Bank Gardens. Officers are proposing to set the budget for 2025/26 at £25,850 to include audit fees at £3,850, general legal fees at £20,000 and sale of land costs at £2,000.

**9.12. IT Expenses**

Re-forecast costs for the current financial year are £1,293 over budget due to increasing costs for SAGE support, data protection licences and email exchange accounts. There was also a need to buy an additional laptop. Costs for the IT maintenance contract have remained in line with the original budget.

The budget for 2025/26 at £13,500 has included increases in contract costs for the next financial year.

**9.13. Councillor Expenses**

Costs for Mayoral and Councillors' Expenses have been low during the current year, with a re-forecast of £1,853 against the original budget of £3,350.

The budget for 2025/26 has been set at a similar amount to 2024/25 as this allows members and the mayor to claim allowances as permissible.

**9.14. Other Expenses**

The 2025/26 budget at £11,100 covers various costs including subscriptions as agreed at Annual Council £4,000, Bank Charges £1,700, Staff Welfare £1,000, Health and Safety Expenditure £2,350, Payroll Bureau costs £1,400, Mayoral Photograph at £350 and other miscellaneous at £300.

**10. OPERATION COSTS (Form Ref 3)**

10.1. The re-forecast net cost for operations is £271,040 representing an underspend of £11,033 against the original budget for 2024/25 of £282,073. The budget for 2025/26 has been set at £288,541, this is an increase of £17,501 from this year's re-forecast but reflects anticipated increases against salaries and the filling of a grounds maintenance role on a full time basis. Councillors are also asked to note that all costs for the building at Victoria Park will now sit in the Administration side of the annual budget.

10.2. The operation costs are summarised over the following headings:

Allotments	Form Ref 5
Cemetery	Form Ref 6
Maintenance of Other Town Council Grounds	Form Ref 7
Leisure and Recreation	Form Ref 8
Miscellaneous Services	Form Ref 9

10.3. Comment is made against the budget for each of the above headings.

10.4. Committee should note that operational wages are included in the cost of Maintenance of Other Town Council Grounds.

**11. INCREASE ON CHARGES FOR SERVICES**

Following recommendations from Operations and Planning Committee, Full Council agreed that the following rises in charges should be included in the budget for 2025/26:

- i) An 11% increase be applied to all cemetery charges for the year 2025/26, with resulting figures being rounded down to the nearest pound.
- ii) Allotment charges for a 125 square metre plot be increased from £40 to £41.
- iii) Sports charges should be increased by 4.5% for the year 2025/26, with resulting figures being rounded down to the nearest pound.
- iv) The charges for junior football teams would be increased as follows:  
     Hire of junior football pitch (season) from £127 to £195  
     Hire of changing rooms junior (season) from £110 to £195

**12. ALLOTMENTS (Form Ref 5)**

	<b>Re-Forecast 2024/25</b>	<b>Budget 2025/26</b>
Income	5,851	5,988
Costs	1,244	1,053
<b>Net Income</b>	<b>(£4,607)</b>	<b>(£4,936)</b>

It has been agreed that allotment charges will be increased from £40 to £41 for a 125 square metre plot in 2025/26. An annual payment of £250 will continue to be received from Monksfield Allotment Association, because the site is self-managed.

**13. CEMETERY (Form Ref 6)**

	<b>Re-Forecast 2024/25</b>	<b>Budget 2025/26</b>
Income	67,035	74,409
Costs	27,238	27,242
<b>Net Income</b>	<b>(£39,797)</b>	<b>(£47,167)</b>

**13.1. Income**

The Operations and Planning Committee reviewed cemetery charges and following a recommendation to Council, it has been agreed to increase all charges by 11% for the period 1 April 2025 until 31 March 2026.

The re-forecast level of funeral income has been lower than expected in this financial year against an original budget of £74,028 and marks a slight change to more cremated remains interments. Officers have included a budget of £74,027 for 2025/26, which includes an 11% increase on re-forecast income.

**13.2. Cleaning**

An increased budget has been provided for cleaning costs for the cemetery in 2025/26. A separate cleaning contract now operates for the Community Hub and therefore costs have been split across the two sites.

**13.3. Telephones**

Budgeted costs for telephones have reduced in 2025/26 due to the move away from lines being used for security and alarms and wi-fi being used instead. An overspend has been seen in the current year due to disputed charges being finally settled.

**13.4. Maintenance of Buildings**

Re-forecast costs have been higher than anticipated due to works to repair a water leak and new heaters needed for the chapel.

The budget for 2025/26 has been set at £900, the same amount as in 2024/25 to cover £450 for alarm costs and £450 for building maintenance works. Larger scale refurbishments are scheduled through the Council’s asset refurbishment project budget as required.

**13.5. Grounds Maintenance**

Skip Hire and Rubbish Removal	5,000
Bedding Plants	1,250
Tree / Grounds Maintenance	750
Materials and Consumables	500
Small Sundry Equipment and Hire	550
Fuel and Oil	5,000
<b>Total</b>	<b>£13,050</b>

The budget for 2025/26 has been set at £13,050 which is £200 lower than this year’s budget due to less fuel and oil being used following the switch to using electric tools.

**13.6. Training Costs**

Training remains an essential part of staff development and therefore the training budget has been kept at £1,000 for 2025/26 to fully commit to the on-going training courses required by operational staff and in particular new staff members.

**14. MAINTENANCE OF OTHER TOWN COUNCIL GROUNDS (Form Ref 7)**

The budget of £329,514 for net expenditure on maintenance of other Town Council grounds in 2025/26 includes the total salary cost of grounds maintenance staff. This represents an increase of £28,044 against the re-forecast but allows for an inflationary increase on salaries, non-domestic rates and fuel as well as 7 full time permanent grounds maintenance operatives.

	<b>Re-Forecast 2024/25</b>	<b>Budget 2025/26</b>
Income	16,564	10,750
Costs	318,034	340,264
<b>Net Cost</b>	<b>301,470</b>	<b>329,514</b>

**14.1. Income**

Budgeted income for 2025/26 is suggested at £10,750. This includes £3,300 of income from the Lengthsman scheme, £2,000 for sponsorship, £2,750 for maintenance works at Great Malvern library and £1,700 for mowing at West Malvern and Newlands Roundabout.

**14.2. Staff Salaries**

The budget is based on 8 full-time staff members, including an Operations Manager and an additional 4 part-time staff.

Re-forecast costs are £16,628 below the original budget. The operational team has not been fully staffed throughout this financial year as a part time member of staff took on extra duties during the summer to fill a permanent vacancy that arose at the start of the year.

The operational salary budget for 2025/26 has been set at £245,794 and includes the following provisions:

- A fully staffed operational team of 7 full time staff alongside the Operations Manager
- A 5% increase on all salaries from 1 April 2025. This is governed by the Local Government Employers National agreement and is not at the discretion of the Council.
- Part time staffing requirements such as weekend football, the clock winder and gate keepers at Great Malvern Cemetery and at the basketball courts.
- A member of operational staff now works at the Sunday Music in the Park concerts during the summer.

**14.3. Overtime**

Overtime for the current year is forecast to be approximately £1,000 under budget. The Town Clerk and Operations Manager have carefully reviewed the overtime requirements and budget for 2025/26 and feel that a budget of £10,000 will be sufficient to cover the overtime required for call out duties, early morning watering during the summer and staffing a full calendar of events in 2025/26.

**14.4. Employment Related**

The budget for 2025/26 has been set at £57,320 which considers that Town Council Employer Pension Fund contributions will remain at 20.2% as from 1 April 2025, but that Employer National Insurance contributions will rise from 13.8% to 15%.

**14.5. Grounds Maintenance**

The re-forecast for 2024/25 is expected to be £2,756 over budget for the year. This is as a result of various ground works and surveys which have taken place in Rose Bank Gardens.

The budget for 2025/26 is suggested at £8,800 which keeps costs at a similar level to those included in last year's budget.

Planting and Bedding Costs	1,250
Rose Bank Gardens Maintenance	500
Tree Maintenance	5,500
Miscellaneous Maintenance	500
Roundabout General	150
Materials and Consumables	900
<b>Total</b>	<b>£8,800</b>

**14.6. Equipment Running Costs**

The budget for 2025/26 has been set at £9,650 which is just £100 less than 2024/25

**14.7. Vehicle Running Costs**

The budget for 2025/26 at £6,050 is lower than both the original budget and the re-forecast with lower fuel costs reflecting the introduction of an electric vehicle during the last year.



15. **LEISURE AND RECREATION (Form Ref 8)**

	<b>Re-Forecast 2024/25</b>	<b>Budget 2025/26</b>
Income	9,283	9,999
Expenditure	12,883	12,756
<b>Net Cost</b>	<b>£3,600</b>	<b>£2,758</b>

15.1. **Income**

Leisure and Recreation income is forecast to be approximately £1,500 higher than budgeted for the 2024/25 financial year. This is due to an increase in the number of sports teams using the Council's facilities.

The income budget for 2025/26 has been set at £9,999 which is at a slightly higher level than the re-forecast. This includes football income from Dukes Meadow and Lower Howsell, rental from the bowls club at Victoria Park, ATC at Dukes Meadow and Malvern Ramblers Cricket Club. All income from the new community hub at Victoria Park has been included in the administration side of the budget.

Full Council agreed that there would be an increase of 4.5% on sports hire charges in the next financial year as well as the following increases for junior teams.

Hire of junior football pitch (season) increased from £127 to £195

Hire of changing rooms junior (season) increased from £110 to £195

15.2. **Utilities**

Re-forecast costs have been higher than expected. This is due to the fact that the potential lease of the pavilion at Dukes Meadow to a football team has not happened and therefore utility costs are being paid by the Town Council.

The budget for 2025/26 has been set at a similar level to the re-forecast, £1,820.

15.3. **NNDR (Business Rates)**

The budget for business rates in 2025/26 has been set at a much reduced level of £2,441. NNDR is payable for pavilions at Lower Howsell and Dukes Meadow but no longer for Victoria Park, which sits in the administration side of the budget.

15.4. **Grounds Maintenance**

Re-forecast costs for Grounds Maintenance at £4,841 are £2,554 under budget.

A budget of £7,085 is proposed for 2025/26. This will cover pitch maintenance at Lower Howsell and Dukes Meadow, purchase of lining paint, and the play area maintenance budget.

Pitch Maintenance Costs	600
Sports Equipment Costs	100
Lining Paint	1,185
General Repair and Maintenance to Play Areas	5,100
Materials and Consumables	100
<b>Total</b>	<b>£7,085</b>

**16. MISCELLANEOUS (Form Ref 9)**

- 16.1. Re-forecast costs are £4,364 over budget due to essential repairs to the North Malvern Clock Tower and higher than anticipated electricity charges at bus shelters.
- 16.2. Miscellaneous charges include gas lamp maintenance, repairs to clocks and litter bins, bus shelter maintenance as well as electricity costs for various clocks, bus shelters and the former fountain area at Hampden Road in Malvern Link.
- 16.3. The budget for 2025/26 has been set at £8,372, a level between the last year's budget and the re-forecast. It includes £3,500 for gas lamps, £500 for bus shelter maintenance and a number of utility charges for clocks, bus shelters etc.

**17. ASSET RENEWAL PROGRAMME (Form Ref 10)**

**17.1. Current Financial Year:**

Expenditure is now forecast at £201,585 against the original budget of £132,000. This is a 53% overspend against budget, but includes some projects carried forward from previous years and others agreed by Full Council during the year. The main variances can be explained as follows;

- Officers are recommending that two projects scheduled for 2025/26 be brought forward into the current financial year to utilise underspends and to help to balance expenditure, thus reducing any precept increase. These projects are £20,000 for a new toddler area at Victoria Park Play Area and £6,000 for two noticeboards and general operational signage.
- Expenditure of £19,900 has been incurred during the year when Jamaica Crescent Play Area was refurbished. These works were carried over from the 2023/24 financial year and therefore costs will be matched by a release from an Earmarked Reserve.
- Expenditure of £5,185 was agreed during the year to replace a toddler swing set at Victoria Park. The older set had to be removed for the building works to take place and was not suitable to be reinstalled.
- The amount included in the budget for the improvement of the play area at Adam Lee has been increased to £40,000 following a decision by Council. Monies will be sought from the Section 106 funds held to offset these costs.

- The new mower was purchased with savings achieved against budget.

**17.2. Proposed Budget 2025/26:**

An asset renewal and refurbishment budget of £280,000 is proposed for 2025/26 following recommendations from Operations and Planning Committee and approval by Full Council.

Victoria Park	New Skatepark Project. To be offset by monies set aside in Section 106 funds.	£204,000
Victoria Park	A transfer of monies to reserves to start making provision for the cost of the full refurbishment of Victoria Park Play Area.	£40,000
Victoria Park	Policy and Resources Committee agreed to allocate £10,000 for works at the new Community Hub. £8,000 of this is for asset renewal and a further £2,000 has been allocated to general equipment in the administration budget	£8,000
Cemetery	Refurbishment of the Cemetery Lodge ground floor and toilets	£6,000
Vehicle /Machinery (see below)	New John Deere X940 mower	£22,000
	<b>Total</b>	<b>£280,000</b>

**18. VEHICLE / MACHINERY REPLACEMENT FUND**

- 18.1. The budget for 2024/25 included the fourteenth year of the accruals fund towards the replacement of vehicles and machinery. This fund is designed to put funds aside year on year for replacement of large items such as vehicles and machinery and to smooth the precept by eliminating the need for large funds to be raised in one year.
- 18.2. The 2024/25 budget allowed for £20,000 to be placed into the reserve to build funds up in preparation for several large purchases in future years. £12,500 has been released from this reserve during the year to offset the purchase of a new tractor.
- 18.3. Operations and Planning Committee agreed the following for the 2025/26 budget year.
- The amount being put into the Vehicle /Machinery replacement reserve should be increased to £25,000.
  - Funds should be released during the year for the purchase of a new mower at £22,000. The fund smooths expenditure and reduces the chances of large precept increases being required in the future.

**19. CONTINGENCY FUND**

- 19.1. The Council introduced a budget contingency fund into its annual budget in 2018/19 to cover any additional, emergency, or unforeseen expenditure during the year.
- 19.2. A small amount of funds have been used from this fund during the current financial year. Policy and Resources Committee reviewed this expenditure at their meeting on 6 November 2024 and recommended that it should return to the amount of £20,000 used in previous years.

**20. SPECIAL EXPENDITURE AND FINANCING COSTS**

- 20.1. The re-forecast of £9,056 is £356 over the budgeted amount. The budget for 2025/26 has been set at £9,250 to allow for an inflationary increase against special pension costs. These are payable for the life of the pension.
- 20.2. Interest received from the Town Council's investments has been above budget for the year with good interest rates being received on the Council's longer term investments. Officers have included £17,000 within the 2025/26 budget which is above last year's budget, but below the current re-forecast and allows for the slightly reduced amount of funds held than at the same time last year.
- 20.3. The budget for 2025/26 must include loan repayment costs as a loan from the Public Works Loan Board is part of the financing of the new building at Victoria Park. The repayment amount is £22,476 paid in two instalments during the year.

**21. RESERVES / OTHER FINANCING**

- 21.1. An amount of £200,000 has been assumed in the budget to include releases from the use of Community Infrastructure Levy (CIL) and Section 106 monies to offset the costs of projects during the year.
- 21.2. When setting the level of precept, it is essential to consider the amount of Reserves held by the Council. CIPFA guidelines state that it is highly desirable at year end for a council to hold 25% of its precept in general reserves. This is because at year end the Council will have three months (25% of the year) before the next part of the precept is received to fund further expenditure. Slight fluctuations around this 25% level may be acceptable if the levels of Earmarked Reserves are high, but Council should be mindful that the purpose of Earmarked Reserves is to be spent on specific projects. As such they should not be substituted for General Reserves which hold no specific purpose and are floating funds waiting to be spent on budgeted expenditure or on any emergency expenditure. Council should note that the project to build a new Community Hub at Victoria Park has significantly reduced the amount of reserves held.

**22. CONCLUSION**

- 23.1 Members are asked to consider the recommendations at 2.2 of this report.**
- 23.2 The Proposed Budget for 2025/26 includes a suggested precept level of £867,850 which is put before the Council for decision. A precept level of £867,850 represents a 4.75% increase from 2024/25, but this will only represent a 3.9% increase on a Band D Council Tax Charge.**

The Council Tax Base figures for 2025/26 have been provided and will have the following effect on Council tax.

Precept	£867,850
Council Tax Base	11,194.90

Therefore, a Band D Council Tax Charge for Malvern Town will be £77.52. An increase of £2.94 or 3.9%

- 23.3 The overriding aim of the budget process is to keep any increase in Council tax as low as possible, whilst ensuring that quality of service delivery is maintained. Councillors are asked to be mindful of the extent of possible expenditure in relation to large projects which will be taking place in 2025 and 2026. There are a number of longer term projects with significant costs attached and therefore maintaining a healthy reserve base is essential. A prudent and sensible precept level must be set to avoid any further pressure on expenditure and service delivery.
- 23.4 Officers have worked to keep costs as low as possible, but Council is asked to be mindful that overhead costs and in particular salary costs are increasing and precept decisions have to be made by balancing the need to cover running costs, the scale and scope of large capital projects, the use and level of general reserves and setting an overall budget which is sustainable when looking at the long-term financial future of the Town Council.

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Town Clerk

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## BUDGET SUMMARY

## PROPOSED BUDGET 2025 - 2026

	Proposed Budget 2025/2026	Actual to 30/09/24	Quarter Forecast to 31/12/24	Quarter Forecast to 31/03/25	2024/2025 Revised Forecast	2024/2025 Annual Budget
<b>ONGOING REVENUE COSTS</b>						
Administration (Net)	461,514	221,925	125,117	117,501	464,543	443,575
Operations (Net)	288,541	148,931	67,291	54,824	271,040	282,073
Budget Contingency Fund	20,000	15,861	-	-	15,861	60,000
<b>TOTAL ONGOING REVENUE COSTS</b>	<b>770,055</b>	<b>370,856</b>	<b>192,408</b>	<b>172,325</b>	<b>751,444</b>	<b>785,648</b>
<b>ASSET RENEWAL / REFURBISHMENT</b>	<b>280,000</b>	<b>37,585</b>	<b>-</b>	<b>164,000</b>	<b>201,585</b>	<b>132,000</b>
<b>VEHICLE / MACHINERY REPLACEMENT FUND</b>	<b>25,000</b>	<b>10,000</b>	<b>5,000</b>	<b>5,000</b>	<b>20,000</b>	<b>20,000</b>
	<b>(22,000)</b>	<b>(12,500)</b>	<b>-</b>	<b>-</b>	<b>(12,500)</b>	<b>(15,000)</b>
<b>SPECIAL PENSIONS EXPENDITURE</b>	<b>9,250</b>	<b>4,528</b>	<b>2,264</b>	<b>2,264</b>	<b>9,056</b>	<b>8,700</b>
<b>TOTAL EXPENDITURE before financing</b>	<b>1,062,305</b>	<b>410,469</b>	<b>199,672</b>	<b>343,589</b>	<b>969,585</b>	<b>931,348</b>
<b>FINANCING COSTS:</b>						
Interest Received	(17,000)	9,448	4,000	4,000	(17,448)	(15,000)
Loan Repayments	22,476	11,238	-	11,238	22,476	22,687
<b>TOTAL FINANCING COSTS</b>	<b>5,476</b>	<b>20,686</b>	<b>4,000</b>	<b>15,238</b>	<b>5,028</b>	<b>7,687</b>
<b>TOTAL EXPENDITURE after financing</b>	<b>1,067,781</b>	<b>431,155</b>	<b>203,672</b>	<b>358,827</b>	<b>974,613</b>	<b>939,035</b>
<b>(FROM) EARMARKED RESERVES</b>						
OTHER FUNDING	(200,000)	(28,525)	-	(125,000)	(153,525)	(111,000)
TO EARMARKED RESERVES	-	-	-	-	-	-
<b>PRECEPT</b>	<b>(867,850)</b>	<b>(414,250)</b>	<b>(207,125)</b>	<b>(207,125)</b>	<b>(828,500)</b>	<b>(828,500)</b>
<b>BALANCE (TO) / FROM RESERVES</b>	<b>(68)</b>	<b>(11,620)</b>	<b>(3,453)</b>	<b>26,702</b>	<b>(7,412)</b>	<b>(465)</b>

ADMINISTRATION AND  
EVENTSPROPOSED BUDGET 2025 - 2026

	Proposed Budget 2025/2026	Actual to 30/09/24	Quarter Forecast to 31/12/24	Quarter Forecast to 31/03/25	2024/2025 Revised Forecast	2024/2025 Annual Budget
<b>INCOME</b>	<b>28,560</b>	<b>4,048</b>	<b>4,549</b>	<b>5,307</b>	<b>13,904</b>	<b>25,750</b>
<b>EXPENDITURE:</b>						
Salaries	209,636	84,664	53,130	49,542	187,336	199,083
Overtime	178	-	100	-	100	-
Employment Related Temporary Staff	62,764	25,601	14,270	13,246	53,117	59,605
Recruitment.	50	20	-	-	20	50
<b>OCCUPANCY</b>						
Utilities	13,400	645	3,350	3,350	7,345	10,000
Rates	10,000	4,380	2,500	2,500	9,380	10,000
Cleaning	12,570	1,934	3,468	3,517	8,919	8,500
Maintenance of Buildings	3,000	16,806	2,125	1,700	20,631	13,950
<b>COMMUNICATION COSTS</b>						
Telephones	670	5,861	292	292	6,445	3,420
Stationery, Postage	2,360	1,056	572	502	2,130	2,310
Public Relations and Advertising.	7,800	3,894	1,528	1,528	6,950	6,150
<b>INSURANCE</b>	<b>21,500</b>	<b>9,682</b>	<b>5,500</b>	<b>5,500</b>	<b>20,682</b>	<b>22,500</b>
<b>GRANTS &amp; DONATIONS</b>	<b>41,400</b>	<b>15,372</b>	<b>5,750</b>	<b>20,184</b>	<b>41,306</b>	<b>39,150</b>
<b>CIVIC EVENTS.</b>	<b>48,350</b>	<b>23,411</b>	<b>22,785</b>	<b>5,700</b>	<b>51,896</b>	<b>46,550</b>
<b>OTHER COSTS:</b>						
Election Costs	-	-	-	-	-	-
Training	1,250	35	300	750	1,085	1,000
Legal & Professional Consultancy Fees	25,850	11,197	6,562	7,963	25,722	8,250
Leasing	1,296	500	324	324	1,148	1,500
IT Expenses	13,500	7,110	3,250	3,250	13,610	12,317
Office Equipment	-	9,024	-	-	9,024	10,525
Mayors & Councillors Expenses	3,400	653	600	600	1,853	3,350
Other Expenses	11,100	4,128	3,260	2,360	9,748	11,115
<b>TOTAL ADMINISTRATION COSTS.</b>	<b>490,074</b>	<b>225,973</b>	<b>129,666</b>	<b>122,808</b>	<b>478,447</b>	<b>469,325</b>
<b>NET ADMINISTRATION COSTS</b>	<b>461,514</b>	<b>221,925</b>	<b>125,117</b>	<b>117,501</b>	<b>464,543</b>	<b>443,575</b>



## OPERATIONS SUMMARY

## PROPOSED BUDGET 2025 - 2026

	Proposed Budget 2025/2026	Actual to 30/09/24	Quarter Forecast to 31/12/24	Quarter Forecast to 31/03/25	2024/2025 Revised Forecast	2024/2025 Annual Budget
<b>INCOME</b>	<b>101,146</b>	<b>40,717</b>	<b>25,709</b>	<b>32,307</b>	<b>98,733</b>	<b>96,366</b>
<b>EXPENDITURE:</b>						
Normal pay	245,794	110,184	58,645	52,543	221,372	238,000
Overtime	10,000	5,607	3,000	880	9,487	10,500
Employment Related	57,320	26,020	14,530	12,838	53,388	54,124
Temporary Staff	500	3,966	-	-	3,966	500
Staff Travelling	1,600	747	375	375	1,497	1,600
<b>OCCUPANCY</b>						
Utilities	11,730	7,465	1,995	2,095	11,555	9,255
Rates	7,212	6,429	1,677	1,678	9,784	9,761
Cleaning	1,636	66	33	33	132	132
Maintenance of Buildings	1,400	1,194	612	113	1,919	1,400
<b>COMMUNICATION COSTS</b>						
Telephones	1,050	1,553	260	260	2,073	1,136
Stationery, Postage	-	-	-	195	195	-
<b>GROUNDS MAINTENANCE</b>	<b>33,485</b>	<b>16,333</b>	<b>8,054</b>	<b>11,576</b>	<b>35,957</b>	<b>33,455</b>
<b>EQUIPMENT RUNNING COSTS</b>	<b>9,650</b>	<b>5,695</b>	<b>1,645</b>	<b>2,845</b>	<b>10,185</b>	<b>9,750</b>
<b>VEHICLE RUNNING EXPENSES</b>	<b>6,050</b>	<b>3,649</b>	<b>1,200</b>	<b>1,220</b>	<b>6,069</b>	<b>6,360</b>
<b>OTHER COSTS:</b>						
Training	1,000	600	-	400	1,000	1,000
Risk Assessment	910	-	854	-	854	1,016
Other Expenses	350	140	120	80	340	450
<b>TOTAL OPERATION COSTS</b>	<b>389,687</b>	<b>189,648</b>	<b>93,000</b>	<b>87,131</b>	<b>369,773</b>	<b>378,439</b>
<b>NET OPERATIONAL</b>	<b>288,541</b>	<b>148,931</b>	<b>67,291</b>	<b>54,824</b>	<b>271,040</b>	<b>282,073</b>

OPERATIONS: ANALYSIS BY  
SERVICEPROPOSED BUDGET 2025 - 2026

	Proposed Budget 2025/2026	Actual to 30/09/24	Quarter Forecast to 31/12/24	Quarter Forecast to 31/03/25	2024/2025 Revised Forecast	2024/2025 Annual Budget
ALLOTMENTS	(4,936)	748	115	(5,470)	(4,607)	(4,249)
CEMETERY	(47,167)	(16,873)	(11,525)	(11,399)	(39,797)	(48,742)
MAINTENANCE OF OTHER TOWN COUNCIL GROUNDS	329,514	155,554	80,528	65,394	301,470	321,480
LEISURE AND RECREATION	2,758	3,888	(4,082)	3,794	3,600	7,574
MISCELLANEOUS SERVICES	8,372	5,614	2,255	2,505	10,374	6,010
<b>TOTAL OPERATION COST BY SERVICE</b>	<b>288,541</b>	<b>148,931</b>	<b>67,291</b>	<b>54,824</b>	<b>271,040</b>	<b>282,073</b>

## ALLOTMENTS

PROPOSED BUDGET 2025 - 2026

	Proposed Budget 2025/2026	Actual to 30/09/24	Quarter Forecast to 31/12/24	Quarter Forecast to 31/03/25	2024/2025 Revised Forecast	2024/2025 Annual Budget
INCOME	5,988	23	-	5,828	5,851	5,851
EXPENDITURE:						
Normal pay						
Overtime						
Employment Related						
Temporary Staff						
Staff Travelling						
OCCUPANCY						
Utilities	503	327	65	65	457	1,052
Rates						
Cleaning						
Maintenance of Buildings						
COMMUNICATION COSTS						
Telephones						
Stationery, Postage						
GROUPS MAINTENANCE	550	444	50	293	787	550
EQUIPMENT RUNNING COSTS						
VEHICLE RUNNING EXPENSES						
OTHER COSTS:						
Training						
Risk Assessment						
Other Expenses						
TOTAL OPERATION COSTS	1,053	771	115	358	1,244	1,602
NET OPERATIONAL	(4,936)	748	115	(5,470)	(4,607)	(4,249)

## CEMETERY

PROPOSED BUDGET 2025 - 2026

	Proposed Budget 2025/2026	Actual to 30/09/24	Quarter Forecast to 31/12/24	Quarter Forecast to 31/03/25	2024/2025 Revised Forecast	2024/2025 Annual Budget
<b>INCOME</b>	<b>74,409</b>	<b>31,035</b>	<b>18,000</b>	<b>18,000</b>	<b>67,035</b>	<b>74,028</b>
<b>EXPENDITURE:</b>						
Normal pay						
Overtime						
Employment Related						
Temporary Staff						
Staff Travelling						
<b>OCCUPANCY</b>						
Utilities	5,035	2,704	1,150	1,250	5,104	4,818
Rates	4,771	2,219	1,109	1,110	4,438	4,236
Cleaning	1,636	66	33	33	132	132
Maintenance of Buildings	900	1,182	612	113	1,907	900
<b>COMMUNICATION COSTS</b>						
Telephones	500	1,269	125	125	1,519	500
Stationery, Postage	-	-	-	195	195	-
<b>GROUNDS MAINTENANCE</b>	<b>13,050</b>	<b>5,982</b>	<b>3,326</b>	<b>3,295</b>	<b>12,603</b>	<b>13,250</b>
<b>EQUIPMENT RUNNING COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>VEHICLE RUNNING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER COSTS:</b>						
Training	1,000	600	-	400	1,000	1,000
Risk Assessment						
Other Expenses	350	140	120	80	340	450
<b>TOTAL OPERATION COSTS</b>	<b>27,242</b>	<b>14,162</b>	<b>6,475</b>	<b>6,601</b>	<b>27,238</b>	<b>25,286</b>
<b>NET OPERATIONAL</b>	<b>(47,167)</b>	<b>(16,873)</b>	<b>(11,525)</b>	<b>(11,399)</b>	<b>(39,797)</b>	<b>(48,742)</b>

**MAINTENANCE OF OTHER  
TOWN COUNCIL GROUNDS**
**PROPOSED BUDGET 2025 - 2026**

	Proposed Budget 2025/2026	Actual to 30/09/24	Quarter Forecast to 31/12/24	Quarter Forecast to 31/03/25	2024/2025 Revised Forecast	2024/2025 Annual Budget
<b>INCOME</b>	<b>10,750</b>	<b>6,704</b>	<b>1,780</b>	<b>8,080</b>	<b>16,564</b>	<b>8,750</b>
<b>EXPENDITURE:</b>						
Pay	245,794	110,184	58,645	52,543	221,372	238,000
Overtime	10,000	5,607	3,000	880	9,487	10,500
Employment Related	57,320	26,020	14,530	12,838	53,388	54,124
Temporary Staff	500	3,966	-	-	3,966	500
Staff Travelling	1,600	747	375	375	1,497	1,600
<b>OCCUPANCY</b>						
Utilities						
Rates						
Cleaning						
Maintenance of Buildings						
<b>COMMUNICATION COSTS</b>						
Telephones	550	284	135	135	554	636
Stationery, Postage						
<b>GROUNDS MAINTENANCE</b>	<b>8,800</b>	<b>6,106</b>	<b>2,778</b>	<b>2,638</b>	<b>11,516</b>	<b>8,760</b>
<b>EQUIPMENT RUNNING COSTS</b>	<b>9,650</b>	<b>5,695</b>	<b>1,645</b>	<b>2,845</b>	<b>10,185</b>	<b>9,750</b>
<b>VEHICLE RUNNING EXPENSES</b>	<b>6,050</b>	<b>3,649</b>	<b>1,200</b>	<b>1,220</b>	<b>6,069</b>	<b>6,360</b>
<b>OTHER COSTS:</b>						
Training	-	-	-	-	-	-
Risk Assessment						
Other Expenses	-	-	-	-	-	-
<b>TOTAL OPERATION COSTS</b>	<b>340,264</b>	<b>162,258</b>	<b>82,308</b>	<b>73,474</b>	<b>318,034</b>	<b>330,230</b>
<b>NET OPERATIONAL</b>	<b>329,514</b>	<b>155,554</b>	<b>80,528</b>	<b>65,394</b>	<b>301,470</b>	<b>321,480</b>

LEISURE AND  
RECREATIONPROPOSED BUDGET 2025 - 2026

	Proposed Budget 2025/2026	Actual to 30/09/24	Quarter Forecast to 31/12/24	Quarter Forecast to 31/03/25	2024/2025 Revised Forecast	2024/2025 Annual Budget
INCOME	9,999	2,955	5,929	399	9,283	7,737
EXPENDITURE:						
Normal pay						
Overtime						
Employment Related						
Temporary Staff						
Staff Travelling						
OCCUPANCY						
Utilities	1,820	1,030	400	400	1,830	875
Rates	2,441	4,210	568	568	5,346	5,525
Cleaning	-	-	-	-	-	-
Maintenance of Buildings	500	12	0	0	12	500
COMMUNICATION COSTS						
Telephones						
Stationery, Postage						
GROUNDS MAINTENANCE	7,085	1,591	25	3,225	4,841	7,395
EQUIPMENT RUNNING COSTS						
VEHICLE RUNNING EXPENSES						
OTHER COSTS:						
Training						
Risk Assessment	910	-	854	-	854	1,016
Other Expenses	-	-	-	-	-	-
TOTAL OPERATION COSTS	12,756	6,843	1,847	4,193	12,883	15,311
NET OPERATIONAL	2,758	3,888	(4,082)	3,794	3,600	7,574

## MISCELLANEOUS

PROPOSED BUDGET 2025 - 2026

	Proposed Budget 2025/2026	Actual to 30/09/24	Quarter Forecast to 31/12/24	Quarter Forecast to 31/03/25	2024/2025 Revised Forecast	2024/2025 Annual Budget
INCOME	-	-	-	-	-	-
EXPENDITURE: Normal pay Overtime Employment Related Temporary Staff Staff Travelling						
OCCUPANCY Utilities Rates Cleaning Maintenance of Buildings	4,372	3,404	380	380	4,164	2,510
COMMUNICATION COSTS Telephones Stationery, Postage						
GROUNDS MAINTENANCE	4,000	2,210	1,875	2,125	6,210	3,500
EQUIPMENT RUNNING COSTS						
VEHICLE RUNNING EXPENSES						
OTHER COSTS: Training Risk Assessment Other Expenses						
TOTAL OPERATION COSTS	8,372	5,614	2,255	2,505	10,374	6,010
NET OPERATIONAL	8,372	5,614	2,255	2,505	10,374	6,010

ASSET RENEWAL / REFURBISHMENT

PROPOSED BUDGET 2025-26

	Proposed Budget 2025/2026	Half Year Actual 2024/2025	Quarter Forecast 2024/2025	Quarter Forecast 2024/2025	Revised Forecast 2024/2025	Annual Budget 2024/2025
LITTER BINS	-	-	-	3,000	3,000	3,000
NOTICEBOARDS / SIGNAGE	-	-	-	6,000	6,000	3,000
<b>LEISURE &amp; RECREATION</b>						
New Pump Track at Adam Lee	-	-	-	85,000	85,000	85,000
Improvement of Play Area at Adam Lee	-	-	-	40,000	40,000	20,000
Skatepark Project at Victoria Park	204,000	-	-	-	-	-
Works at Victoria Park Play Area	-	5,185	-	20,000	25,185	-
Victoria Park Play Area Transfer to Reserves	40,000	-	-	-	-	-
Victoria Park Community Hub Project - additional works	8,000	-	-	-	-	-
Fitness Equipment at Victoria Park	-	-	-	4,000	4,000	-
Refurbishment of Jamaica Crescent Play Area	-	19,900	-	-	19,900	-
	-	-	-	-	-	-
<b>GROUNDS MAINTENANCE PROJECTS</b>						
Adam Lee Car Park and Fencing	-	-	-	6,000	6,000	6,000
	-	-	-	-	-	-
<b>CEMETERY</b>						
Refurbishment of Cemetery Lodge Ground Floor and Toilets	6,000	-	-	-	-	-
Timber Building in Cemetery Yard	-	-	-	-	-	-
	-	-	-	-	-	-
<b>CAPITAL EXPENDITURE:</b>						
Replacement Tractor	22,000	12,500	-	-	12,500	15,000
Replacement vehicles/trailers	-	-	-	-	-	-
New Electric Tool Package	-	-	-	-	-	-
<b>TOTAL ASSET RENEWAL</b>	<b>280,000</b>	<b>37,585</b>	<b>-</b>	<b>164,000</b>	<b>201,585</b>	<b>132,000</b>



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

**to be held on Wednesday 22 January 2025, at 6.00pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**EXPENDITURE ON BASKETBALL EQUIPMENT FOR VICTORIA PARK**

**1. Purpose of report**

1.1. For decision.

**2. Recommendation**

Full Council are asked to consider approval of funding of £1,117.15 for equipment to refurbish the basketball courts at Victoria Park.

**3. Background**

3.1. The basketball courts at Victoria Park were installed in 2020/21 and officially opened in August 2021.

3.2. Some of the equipment on the courts is now showing signs of wear and tear and Council Officers have been approached to assist with a refurbishment project.

3.3. The equipment required is as follows:

4 Backboard buffers

4 Pole Pads

Totalling £2,234.23

3.4. The surfacing for the courts, the poles, backboards, hoops and associated equipment were supplied by a company based in Belgium called Flexcourt. Officers along with representatives from the Malvern Hoops Campaign (who spearheaded this project) have investigated possible suppliers for replacement buffers and pads but as they were specifically made to measure for the equipment originally installed, these will need to be sourced from Flexcourt.

3.5. Representatives from the Malvern Hoops Campaign have already raised money to contribute to this refurbishment with donations received from players, parents and local businesses. They have secured 50% of the funding leaving a contribution of £1,117.15 requested from Malvern Town Council.

3.6. If funding is approved, an order will be placed before the end of January.

**4. Financial Implications**

4.1. There is no specific budget allocation for this expenditure, but this amount can be contained within the re-forecast for 2024/25.

**5. Legal Implications**

- 5.1. This will be an exception to financial regulations as due to the specialised and tailored nature of the equipment only one quotation has been received.

End

Linda Blake  
Town Clerk

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

**to be held on Wednesday 22 January 2025, at 6.00pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**MALVERN HILLS TRUST PARLIAMENTARY BILL**

**1. Purpose of report**

1.1. For decision.

**2. Recommendation**

Malvern Town Council should consider submitting its views on the Private Parliamentary Bill deposited by the Malvern Hills Trust (MHT) to the House of Lords during the petition period expected to be between 23 January and 6 February.

**3. Background**

- 3.1. In July 2024, The Town Council submitted a response to the MHT's public consultation on its proposed parliamentary bill to update the Malvern Hills Acts.
- 3.2. A task and finish group met three times to discuss a response to the proposed changes and reforms. Comments were submitted with particular emphasis on the new arrangements for representation on the board of the MHT.
- 3.3. The Malvern Hills Trust deposited its Parliamentary Bill on 27 November 2024, with the bill passing the examiners hearing on 18 December, at which it had to prove standing orders had been complied with.
- 3.4. The Bill has been allocated to the House of Lords. First reading of the bill is expected to take place on 22 January, with the petition period expected to be 23 January to 6 February. Everyone can share their views with the House of Lords during this petition period and the Town Council may wish to reiterate the main points from its submission in July.
- 3.5. Guidance notes on submitting a petition and the petition template can be found online through the following link [www.bills.parliament.uk/bills/3897/news](http://www.bills.parliament.uk/bills/3897/news)
- 3.6. In view of the timescales involved and to enable a prompt response, should Council wish to submit a petition, it is suggested that the Mayor, Deputy Mayor and Town Clerk should be delegated to summarise the main points from the response submitted on 26 July 2024 to the Malvern Hills Trust.

**4. Financial Implications**

4.1. There is an administration fee of £20 per petition.

**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 THE FULL COUNCIL COMMITTEE  
MALVERN TOWN COUNCIL**

**to be held on Wednesday 22 January 2025, at 6.00pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**STAFFING COMMITTEE**

**1. Purpose of report**

- 1.1. For agreement and decision

**2. Recommendation**

- 2.1. Full Council are asked to review and agree the Terms of Reference for the Town Council's Staffing Committee (attached at Appendix A to this report)
- 2.2. Seven Councillors should be elected to form the Staffing Committee.
- 2.3. Full Council are asked to set the quorum for this committee.

**3. Background**

- 3.1. In April 2024, Full Council agreed to proceed with the establishment of a Staffing Committee and a Task and Finish Group was set up to examine terms of reference, constitution, membership and other relevant matters.
- 3.2. The Task and Finish Group met on three occasions in September, October and November. Christopher Wayman, Executive Office for Worcestershire CALC attended the second meeting of the group to provide advice and support.
- 3.3. The Task and Finish Group reviewed Terms of Reference adopted by other similar council's and used these to assist in putting together these draft terms of reference.
- 3.4. Membership of the Staffing Committee is recommended to be 7 and the committee will meet at least once a quarter. All committee members will undertake HR training.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. Full Council must be mindful of their responsibilities as an employer and the need to comply with and keep up to date with employment law.

End

Linda Blake  
Town Clerk



## **DRAFT TERMS OF REFERENCE**

### **STAFFING COMMITTEE**

#### **1. CONSTITUTION**

- 1.1. The Committee will consist of seven councillors appointed annually by Full Council and will meet at least once every quarter.
- 1.2. All Committee members will undergo Human Resources training provided by Worcestershire CALC within three months of appointment, otherwise they will cease to be a member of this committee.
- 1.3. The Chair and Vice-Chair of Staffing Committee will undertake chair's training within three months of appointment.
- 1.4. Committee meetings will be arranged by the Town Clerk with a quorum as agreed by Full Council.
- 1.5. Committee will be mindful of the need to exclude the press and public from meetings if confidential matters relating to staff are to be discussed.
- 1.6. All recommendations made by the Staffing Committee will go to Full Council for discussion and ratification.

#### **2. RESPONSIBILITIES**

##### Employment Policies

- 2.1. To review and develop employment related policies.
- 2.2. To consider and note, as necessary, the provisions of The National Joint Council for Local Government Services which dictates the Council's pay and conditions of service.

##### Appraisals

- 2.3. To review and develop the annual appraisal process, the focus of which is staff development and recognition.
- 2.4. To appoint a panel of three members from the Staffing Committee or an outside organisation, as agreed by the Staffing Committee, to carry out the appraisal of the Town Clerk.

##### Training and Development

- 2.5. To review and develop the Town Council's training and development programme, with an ongoing plan of how to meet the identified needs of staff.

# APPENDIX A

## Staffing Structure and Staffing Levels

- 2.6. To review and develop the organisational structure and necessary staffing levels as required, for example, apprenticeships.
- 2.7. To oversee any job evaluations or benchmarking as required.
- 2.8. To review job descriptions, person specifications and contracts of employment as required.

## Senior Officer Recruitment

- 2.9. To form a panel to oversee the recruitment of the Town Clerk and / or RFO when required.
- 2.10. To assist the Town Clerk in the recruitment of the Deputy Town Clerk and / or Operations Manager when required.

## Budget

- 2.11. The Staffing Committee shall annually by 30 November, agree a staffing budget for the forthcoming financial year which will be presented for consideration by the Policy and Resources Committee and included in the final budget presented to Full Council.

## Staff Conduct / Councillor Conduct Issues

- 2.12. To consider and review the policies that relate to staff and councillor conduct.

## Grievance / Disciplinary Matters

- 2.13. To consider and review the Town Council's grievance, disciplinary and whistleblowing policies.
- 2.14. In accordance with Council policies and procedures, to appoint councillors to sit on any investigating panel and / or appeals panel required to deal with disciplinary and grievance matters raised.

## Health and Wellbeing

- 2.15. To consider matters relating to staff health and wellbeing.

## General

- 2.16. To receive a staffing overview report at each meeting.
- 2.17. To set up a staff liaison group to allow communication and consultation with staff representatives.

Updated 20/11/2024



**RESOLUTION MOVED ON NOTICE – Standing Order 9**

**A MEETING OF MALVERN TOWN COUNCIL**

**to be held on Wednesday 22 January 2025 at 6.00pm**

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

**NOTICE OF MOTION – TWINNING WITH MARIÁNSKÉ LÁZNĚ**

**Proposed Resolutions**

- That Malvern Town Council agrees to amend the Mariánské Lázně / Malvern Community Partnership into an official twinning agreement.
- A sum of £900 should be set aside annually to cover costs on a call down basis.

**Background**

The Malvern Community Partnership was formed in 2012 to establish a relationship with the town of Mariánské Lázně in the Czech Republic.

In April 2012, the Town Council agreed to support proposals for a Community Partnership between Malvern and Mariánské Lázně. This committee under a previous Mayor, Ian Hopwood has looked after this successful partnership for the last twelve years.

The Community Partnership Committee, have their own bank account and should be recognised as a Twinning Organisation by Malvern Town Council. Secondly a sum of £900 should be set aside annually on a call down basis to cover an official reception when the Mayor of Mariánské Lázně visits and to cover any 'goody bags' as required for visiting groups. In the last twelve years, there have been only two official visits to Malvern by groups from the Czech Republic.

Proposer – Councillor Caroline Bovey (Pickersleigh Ward)

Seconders – Councillors Jude Green (Link Ward) and Lou Lowton (Chase Ward)



**RESOLUTION MOVED ON NOTICE – Standing Order 9**

**A MEETING OF MALVERN TOWN COUNCIL**

**to be held on Wednesday 22 January 2025 at 6.00pm**

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

**NOTICE OF MOTION – NAMING OF THE COMMUNITY HUB, VICTORIA PARK  
IN MEMORY OF NICK HOUGHTON**

**Proposed Resolution**

The new Community Hub building in Victoria Park should be named “The Nick Houghton Community Hub” in memory of Councillor Nick Houghton who died in December 2024.

**Background**

Nick Houghton died aged 59 on 10 December 2024. His death was sudden, saddening and hard to comprehend, and his loss will be felt by many.

At the time of his death, Nick Houghton was a Town Councillor for Chase Ward. Nick had been elected to the Town Council in May 2019 and had gone on to serve as Mayor of Malvern for two years, a position he was honoured to be given and gave much time to.

During his time as both Mayor and as a Town Councillor for Chase Ward, he was very passionate about the Council’s project to build a hub at Victoria Park and to move the Town Council Offices there. He chaired many difficult meetings on the subject, gave a lot of his time to assist with the public consultation relating to this project and he was an active member of the Victoria Park Task and Finish Group which oversaw the final specifications and details of the project.

Nick’s untimely and tragic death has shocked us all and it would be a fitting tribute to him to name the new building at Victoria Park, “The Nick Houghton Community Hub”.

Proposer – Councillor Anne Cherry (Link Ward)

Seconder – Councillor Clive Fletcher (West Ward)