



MALVERN TOWN COUNCIL

FULL COUNCIL MEETING

REPORTS

**For meeting on Wednesday 5 March 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



27 February 2025

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 5 March 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. Blake'.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence <ul style="list-style-type: none">➤ To note apologies for absence.
2.	Declarations of Interest <ul style="list-style-type: none">➤ To receive declarations of disclosable pecuniary interests and other disclosable interests.
3.	Minutes of Previous Meeting <p>To receive and confirm as a correct record the Minutes of the previous Full Council meeting:</p> <ul style="list-style-type: none">➤ 12 February 2025
Public Participation <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.	Mayor's Announcements <ul style="list-style-type: none">➤ The Mayor to make any relevant announcements/written report
5.	Update on Town Council Operations and Activities <ul style="list-style-type: none">➤ Verbal update by the Town Clerk
6.	Reports by County and District Council Representatives in Attendance <ul style="list-style-type: none">➤ Verbal reports or written submissions as appropriate
7.	Town Council Ward Reports/Representatives on Outside Bodies <ul style="list-style-type: none">➤ Verbal reports or written submissions as appropriate

8.	Members Questions <ul style="list-style-type: none"> ➤ The Chair will invite members who have written in with questions to present them to Council
9.	Toddler Play Equipment for Victoria Park <ul style="list-style-type: none"> ➤ Report CL01/24 to follow
10.	Land at Elgar Avenue <ul style="list-style-type: none"> ➤ Report CL02/24 to follow
11.	Staffing Committee <ul style="list-style-type: none"> ➤ Report CL03/24 to follow
12.	Confirmation of Casual Vacancy in Pound Bank Ward following non-attendance <ul style="list-style-type: none"> ➤ Report CL04/24 to follow
13.	Recommendations from Community Engagement Task and Finish Group <ul style="list-style-type: none"> ➤ Report CL05/24 to follow
14.	Notice of Motion – Written Reports from County and District Council Representatives, Town Council Written Ward Reports and Written Reports from Representatives on Outside Bodies <ul style="list-style-type: none"> ➤ Report CL06/24 to follow
15.	Date and Time of Next Meeting <ul style="list-style-type: none"> ➤ Wednesday 9 April 2025, at 6pm
Exclusion of the Press and Public <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>	
16.	Update on Emergency Decision Making Group Decisions <ul style="list-style-type: none"> ➤ Verbal update
17.	Rose Bank Gardens <ul style="list-style-type: none"> ➤ 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 12 February 2025 at 6pm**

Councillors

Present

D Mead (Chair)
D Watkins
J MacLusky
C Hooper
A Cherry
S Austin
I Dawson
K Newbigging

Absent

M Birks (apologies)
C Bovey (apologies)
L Lowton (apologies)
E Green (apologies)
C Fletcher (apologies)
J Green (apologies)
J Leibrandt (apologies)
R McLaverty-Head (apologies)
M Jones (apologies)
L Blake (apologies)

Also in attendance

C Porter – Operations Manager
J Winkworth – Minute Clerk

122. APOLOGIES FOR ABSENCE

Apologies for absence from Cllrs Marilyn Birks, Caroline Bovey, Emma Green, Clive Fletcher, Lou Lowton, Jude Green, Josephine Leibrandt, Ronan McLaverty-Head, Mel Jones and also from Linda Blake were **NOTED**.

123. DECLARATIONS OF INTEREST

None.

124. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes noted below are approved and adopted as a correct record of the proceedings, to be signed by the Deputy Mayor:

- Full Council meeting 22 January 2025.

PUBLIC PARTICIPATION

None.

125. MAYOR'S ANNOUNCEMENTS

Deputy Mayor David Mead informed the committee that he had attended the recent Chinese New Year celebrations in Malvern Link and how interesting the occasion had been. He is also due to attend an afternoon tea with the Mayor of Redditch later this week.

For information – Notice of Interests in the form of request and statement are welcome for the Staffing Committee. Cllr MacLusky queried whether the criteria for having a Personnel background still applied, which in turn led to further questions about selection criteria and whether these elements are essential or not.

126. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

The Operations Manager updated the committee on recent completed works:

- 2 bus shelters have been repaired (Pound Bank Road and Poolbrook Road),
- 2 entrances on the Morgan side of Victoria Park have been upgraded with stone for improvement.
- Elgar Pictures have been put in place in the Rose Bank Gardens Bus Shelter
- Dead Oak Tree opposite entrance to Dyson Perrins School has been topped out,
- Reduction of tree has taken place in Great Malvern Cemetery, tidied up and thinned out following damage from recent storms,
- Tree Survey is ongoing,
- Victoria Park – repairs to pathway in the multi-use games area,
- Memorial testing will start soon,
- Bike Pump Track – delays due to Environmental reasons.

Cllr Hooper asked with regards to Trees/Landscaping – Is it correct that we consult the Landscape Officer only on trees within a conservation area? Do we have to submit a formal application? Is it an onerous process? The Operations Manager reassured the committee that the Officer is normally aware of problematic trees, dead, dying or decay – we put in an application and the Officer comes back within a timely period to enable us to continue with work required.

127. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE

A report had been submitted by District Councillor Malcolm Victory in advance of the meeting and there was also one available from District Councillor Karen Hanks which will be emailed out on Thursday morning due to the late receipt.

Cllr Hooper wondered if these reports should also be available on the Town Council website for the public to read.

Cllr Watkins was disappointed that the District and County Councillors were not able to attend the Town Council meetings more regularly.

128. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES

Cllr Watkins was again disappointed that the outside bodies were not able to attend the Town Council meetings more regularly.

Cllr Cherry informed the committee that she is a Director and Trustee for Community Action (not specific to MTC, but personally) and they had a recent meeting to cover financial matters and are offering great services currently. Cllr Mead also noted that he was linked with Community Action but had been informed there were no meetings for him to attend.

Cllr Newbigging is also a member of Children and Youth Partnership and will report any matters when they are relevant.

Cllr Hooper informed the committee that CALC hadn't met recently, therefore nothing to report.

UNADOPTED

129. **MEMBERS QUESTIONS**

There were no members' questions.

130. **APPOINTMENT OF MEMBER TO COMMUNITY ENGAGEMENT TASK AND FINISH GROUP**

Report CL01/24 was received and accepted.

Cllr Sean Austin was appointed as new member of Community Engagement Task and Finish Group.

Cllr Newbigging informed him of his first meeting – 24 February 2025 at 2.30pm.

131. **APPOINTMENT OF MEMBER TO AIMS AND OBJECTIVES TASK AND FINISH GROUP**

Report CL02/24 was accepted.

Cllr Clive Hooper was appointed as new member of Aims and Objectives Task and Finish Group.

132. **APPOINTMENT OF TOWN COUNCIL REPRESENTATIVE TO COMMUNITY ACTION**

Report CL03/24 was accepted.

Cllr Anne Cherry was appointed as Town Council representative to Community Action.

133. **EXPENDITURE ON BASKETBALL EQUIPMENT FOR VICTORIA PARK**

Report CL04/24 was accepted.

The committee were asked to consider the additional funding of £952.00 to enable the refurbishment to be completed. It was **RESOLVED** that the additional funding be awarded for the Basketball Equipment as it is in-keeping with the Town Council's values and encourages the continued use of the courts/sports area.

134. **AUTHORITY OF CCLA INVESTMENT ACCOUNTS HELD BY MALVERN TOWN COUNCIL**

Report CL05/24 was accepted.

It was **RESOLVED** that the following individuals were to be named as authorised persons for accounts held with the CCLA:

- Mrs Linda Blake
- Mr Charles Porter
- Mr David Mead
- Mrs Marilyn Birks

135. **LOCAL GOVERNMENT REFORM**

The Chair informed the Committee that the County Council elections were going to go ahead, if they weren't aware already.

The County Council now have a deadline to put in a proposal with regards to a Unitary Authority by 21 March 2025. Consultations will take place with District Council on 18 February and from what is known 2 options are in discussion – a new Unitary Authority the same as County Council (issues with numbers) which would add another layer to form a strategic authority which in turn would have a Mayor.

UNADOPTED

David will report after the district meeting on 18 February. A suggestion to read the Government Paper.

Cllr Austin said that the need for better understanding of impact on what level of services would come about.

Cllr Watkins felt that the need for both Town Councils and Parish Councils to come together and discuss more – again having the representation at the meetings as noted earlier.

Cllr Dawson wondered when the County Council would be submitting their proposals?

Cllr Hooper felt that the process would enhance roles for the District and Town Councils. Would it assist if we approached the District Council for a list of their assets?

Cllr Newbigging wondered if the District Council meeting next week was an open meeting?

Cllr Cherry felt that more understanding was needed, to fully understand the ramifications of all areas before jumping in for asset lists etc.

Cllr Mead felt there was plenty of time to discuss all these areas and the Mayor and Deputy Mayor plan to write to the Secretary of State to establish further explanations on the wording used by Government of 'rewiring of the relationship between the Parish Councils and the Unitary Authorities', which will hopefully gain everyone a better understanding.

The Operations Manager also asked for all levels of understanding to be known from bottom up as the implications to the whole team would be affected. Practicalities for everyone. Consider all elements.

Cllr Newbigging felt this agenda item should continue on at future meetings so that everyone is kept up to date of findings.

136. **RECOMMENDATIONS FROM OPERATIONS AND PLANNING COMMITTEE**

Report CL06/24 was accepted.

It was **RESOLVED** to approve and adopt the Environmental Policy in its current format with no changes required.

137. **RECOMMENDATIONS FROM POLICY AND RESOURCES COMMITTEE**

Report CL07/24 was accepted.

Following a couple of questions from Cllr Hooper, the Chair of Policy and Resources **PROPOSED** that the Standing Orders should go back to the next meeting of P & R to discuss further.

It was **RESOLVED** that the Standing Orders would return to P & R Committee for further discussion.

Cllr Newbigging noted the wording requirements of sub-committees now rather than task and finish groups.

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

It was agreed that the date of the next meeting would be Wednesday 5 March 2025 at 6.00pm.

The meeting finished at 7pm.

.....(Chairman)

AGENDA ITEM 4**MAYORAL ENGAGEMENTS: JANUARY – FEBRUARY, INCLUDING START OF MARCH 2025**

2025 MAYORS CIVIC EVENTS & MEETINGS		
24 January	Springs Care Home, Malvern Link	40 th Anniversary of the BUPA Home Part of a month of celebrations including visitors, staff and residents
25 January	Mayor of Worcester, Civic Service and Parade	Dignitaries and mayor's parade from Guildhall to the Cathedral. Service conducted by the Dean and Cathedral Clergy. An opportunity to catch up with the main concerns of fellow Worcestershire Mayors and Councillors.
20 February	High Sheriff Awards	9 Awards were presented to volunteer and community workers – all of whom I have met and witnessed the impact of their interventions in improving the life chances of people and children living in Malvern.
22 February	Malvern Town FC	By kind invitation of the Football Club Chairman, all Councillors were invited to attend the match and be fed in the hospitality suite. 5 Councillors attended along with the Town Clerk, were all well looked after and Malvern Town won the match. We are invited to return.
23 February	Malvern Priory: Inauguration of new Vicar	In front of a full congregation, the formal-inauguration took place and I was asked to say some words of welcome to Dr Roger Latham, the newly appointed vicar. I spoke about those of us with civic responsibilities, working alongside the Church to improve the lives of those, living in our community and who are in need.
28 February	Community Lunch with Greenspace at Redland Road	Meeting residents, enjoying lunch chat and community activities. Participants pay what they feel they can afford for the lunch.
1 March	Little Malvern Priory	A special invitation for mayoral attendance at the 87 th Anniversary of the Priory's foundation. The main event, a debate concerning the actual age of the Priory between 875 – 900 years.

Notes: As Mayor, on average, I have several meetings a week with residents' groups, individuals or organisations.

During my absence the Deputy Mayor has attended a number of Civic events on behalf of the Council.

Thanks to Council for giving me the opportunity to be its representative this year.

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 5 March 2025, at 6.00pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

TODDLER PLAY EQUIPMENT FOR VICTORIA PARK

1. Purpose of report

1.1. For decision.

2. Recommendation

2.1. Committee is recommended to appoint Company A to install the new toddler play equipment at Victoria Park.

3. Background

3.1. As part of the budget reforecast it was agreed to install a toddler play area at Victoria Park, with the location to be near to the café in an existing area where worn-out junior play equipment was removed in 2024.

3.2. Officers sought quotations from a number of play area companies and the returned quotes were evaluated using the following criteria, 40% price, 40% learning value and 20% quality and sustainability value.

3.3. The Town Clerk and the Operations Manager evaluated the tenders and are recommending that Company A be appointed to carry out the works. Images of the proposed new play equipment are included in Appendix A to this report.

Company	Price	What's Included	Score
A	£17,650	Good Play Value Good Learning Value Good Age Range Quality Products Good Safety Surface	90%
B	£19,465	Good Play Value Good Learning Value No Product Details	70%
C	£19,237	Fewer Pieces of Equipment Vague Product Details	55%

3.4. All play area equipment is RoSPA approved and once installed will be subject to a RoSPA final inspection included as part of the quotation.

4. Financial Implications

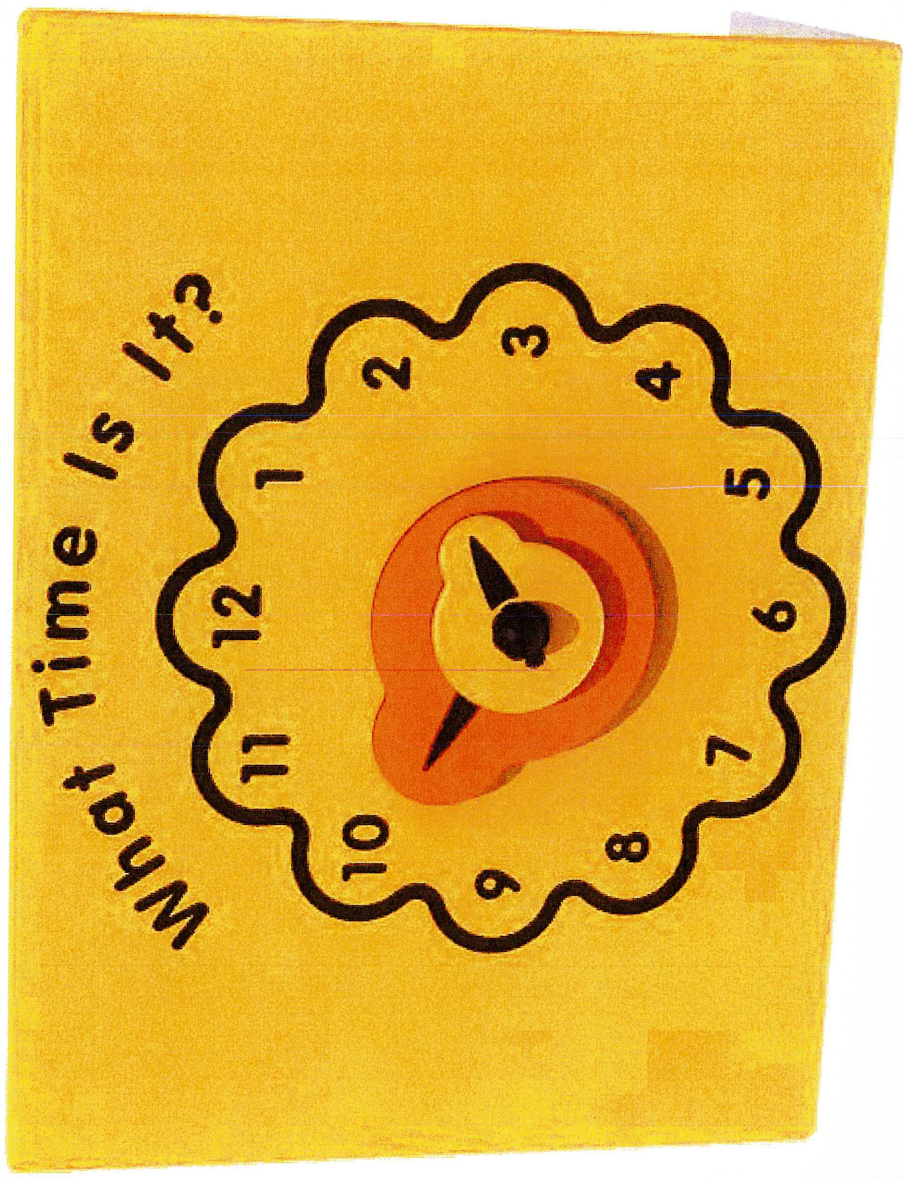
- 4.1. £20,000 was initially recommended to be set aside in the 2025/26 budget for the supply and installation of toddler play equipment. This expenditure was brought forward into 2024/25 as part of the budget re-forecast agreed by Council in January 2025.

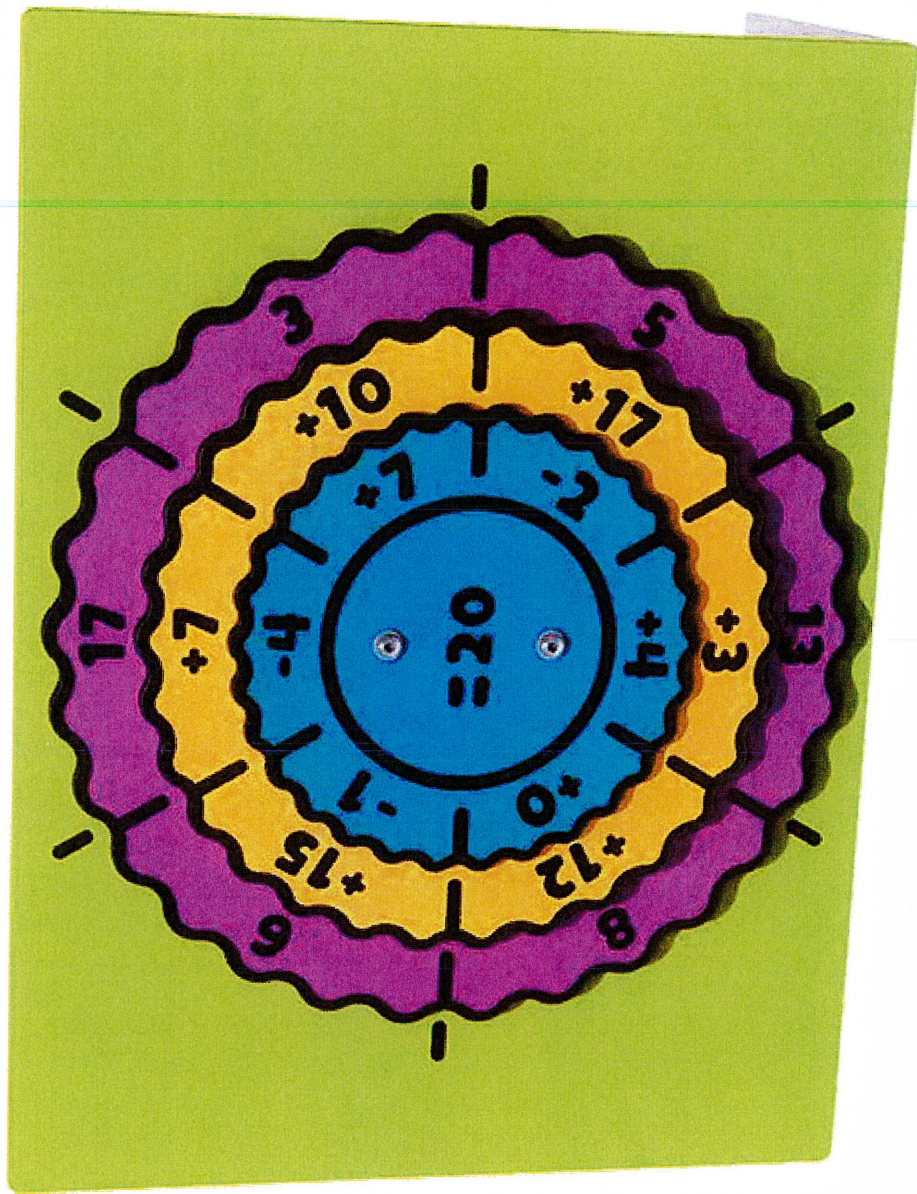
5. Legal Implications

- 5.1. Financial regulations state that items of expenditure within the annual budget of over £10,000 must be approved by the appropriate committee or Full Council.

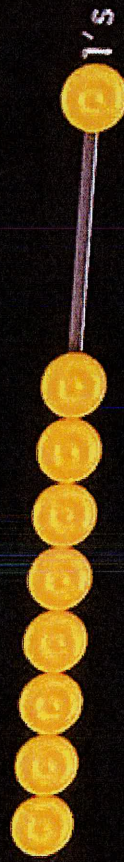
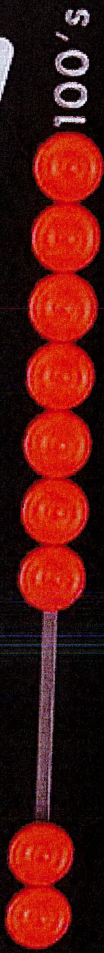
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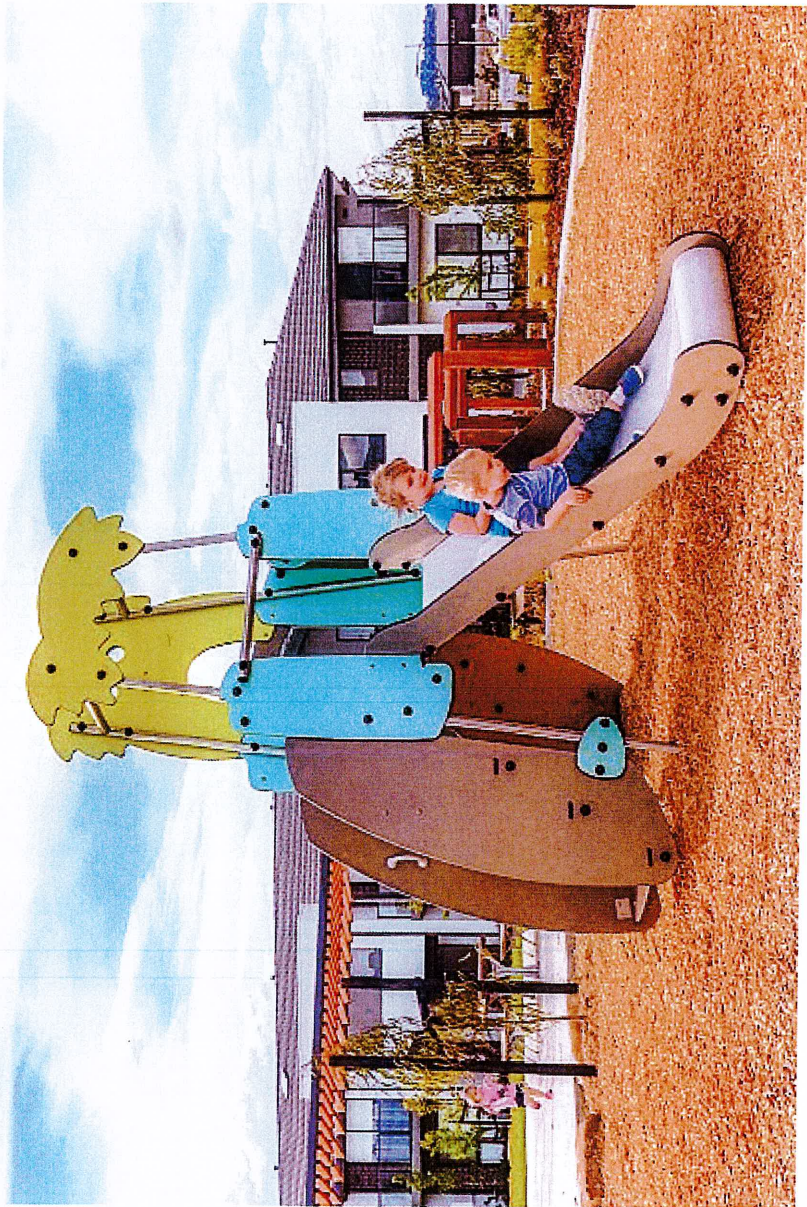
Charles Porter
Operations Manager

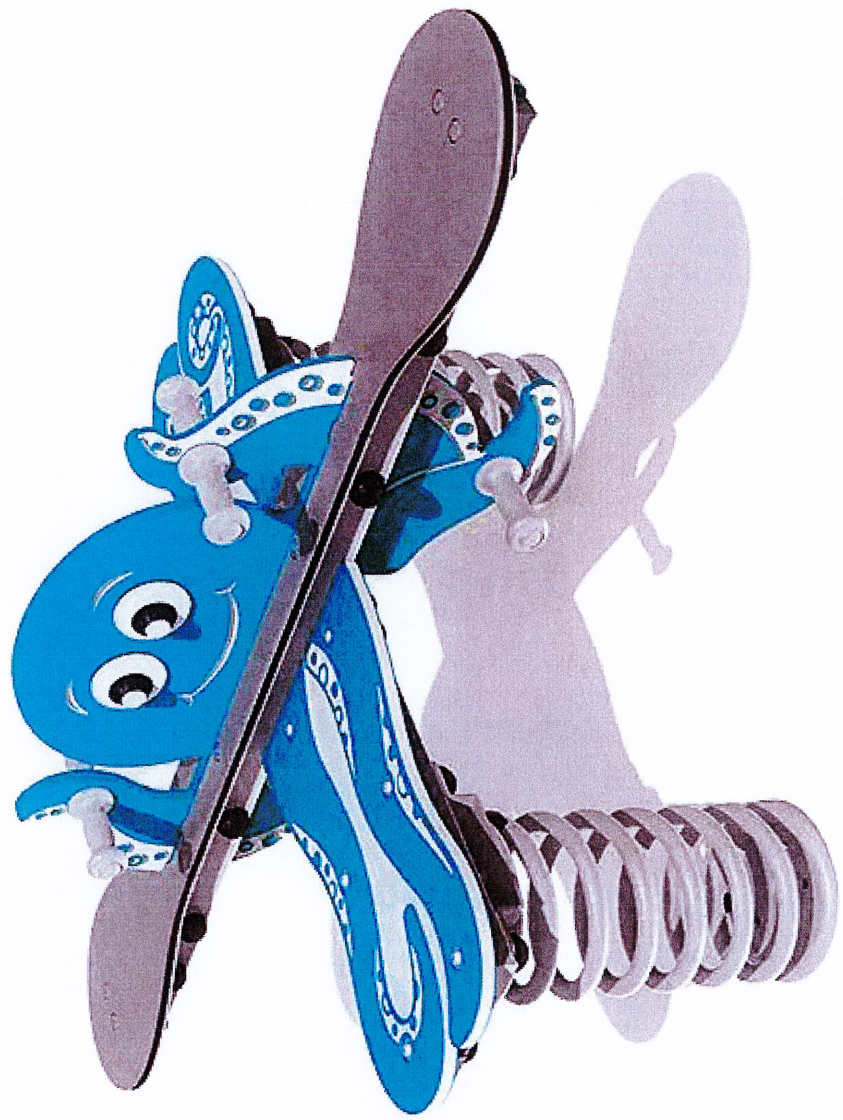


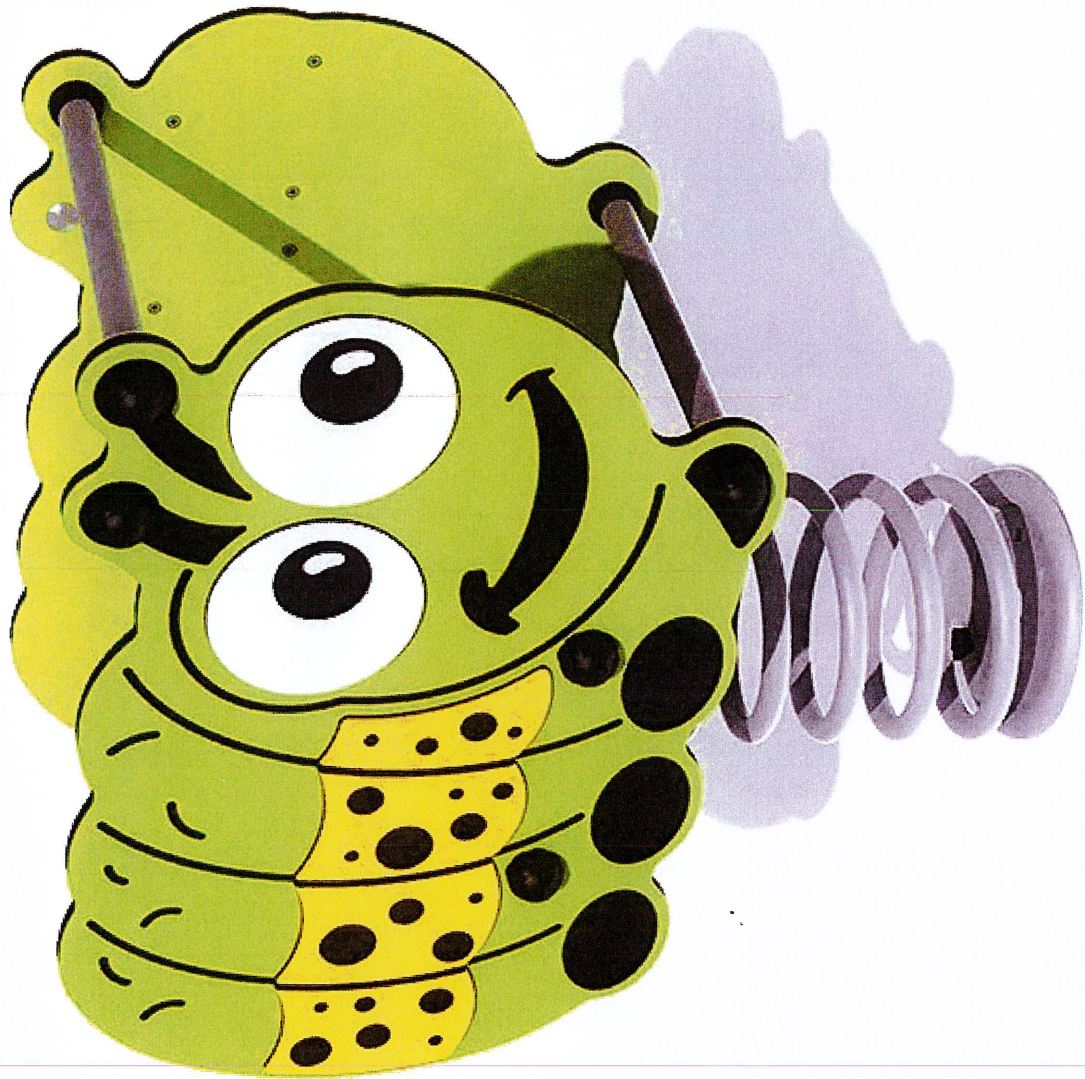


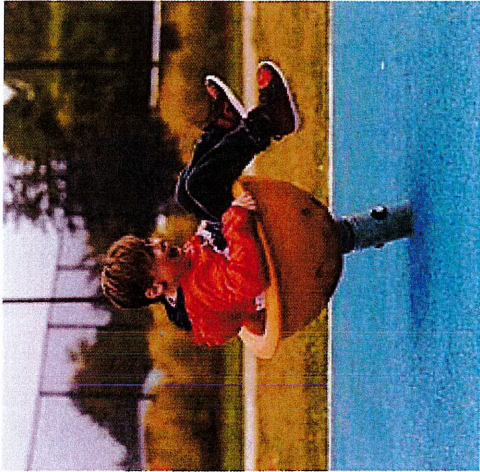
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**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 5 March 2025, at 6.00pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

LAND AT ELGAR AVENUE

1. Purpose of report

1.1. For decision.

2. Recommendation

2.1. Full Council should consider approving funding of approximately £16,000 for hydraulic modelling and a flood risk assessment at land off Elgar Avenue, Malvern.

3. Background

3.1. In October 2024, Full Council agreed to give delegations to Officers to seek planning permission for housing on land owned by the Town Council at Elgar Avenue. Officers were further delegated to incur fees up to £6,000 in relation to this application.

3.2. A planning consultant has been appointed to co-ordinate, oversee and give advice on the planning process and requirements. A topographical survey has also been completed.

3.3. The advice from the Council's planning consultant is that a detailed flood risk assessment now needs to be completed before any further surveys required for planning can be undertaken.

3.4. The site is in Flood Zone 1, of the flood map for planning and therefore there is a risk of flooding from surface water which the updated NaFRA (National Flood Risk Assessment) mapping shows flowing across the site in an easterly direction.

3.5. Advice given to Officers is that detailed surface water modelling is required to determine the baseline and post-developed surface water flood risk. The current map is likely to over-estimate the flood excess due to the poor representation of the ditches and culverts within the site. Undertaking this detailed modelling will enable surface flows originating from off-site to be managed separately to the flows on-site enabling a better informed and sustainable surface water drainage strategy.

3.6. To reduce potential financial commitment, this assessment can be undertaken in two stages.

1. Hydraulic Modelling

2. Post Developed Modelling and Flood Risk Assessment

3.7. The cost for stage one is £10,000 and the Council can await the results of these before committing to stage two.

4. Financial Implications

4.1. Officers would need delegations for additional expenditure of £10,000 for stage one, followed by a further £6,000 for the second stage if applicable

- 4.2. There is no specific budget for this project and therefore funding will be from general reserves.

5. Legal Implications

- 5.1. The Town Council are the legal owners of the land at Elgar Avenue.
- 5.2. The mapping and Flood Risk Assessments will be compliant with the National Planning Policy Framework and Planning Practice Guidance.

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 5 March 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. Seven Councillors have expressed an interest in joining the Staffing Committee and their expression of interest forms are attached at Appendix B to this report.
- 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.
- 3.5. Seven Councillors have submitted an expression of interest in Staffing Committee membership as follows:
- Anne Cherry
 - David Mead
 - Clive Hooper
 - Emma Green
 - Karen Newbigging
 - Josephine Leibrandt
 - Clive Fletcher

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.

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.

Malvern Town Council



Staffing Committee Membership Expression of Interest

Name: Anne Cherry

Outline of Interest in Staffing Committee (max. of 50 words):

To develop good practice for Malvern Town Council as an employer and its staff. To encourage staff development and support staff welfare. To ensure that the Town Council follows employment legislation and good practice and that it provides good working conditions for all of its staff.

Statement to Council on experience, skills and suitability for a position on the Staffing Committee (max. of 300 words):

Experience – I have worked in education and ran a playgroup where I led a team of 10 staff. When I have been an employee, I have always been a valued member of staff. I have also run my own business where I employed two staff.

Skills – I am skilled in problem solving and great at logistics. I was brought up in a military family and went to boarding school and therefore have developed an ability to fit in, to be understanding and adaptable as well as to pick things up very quickly. I completed a law degree in 2016 and therefore I understand legal processes and legislation. My working life has given me experience of staff management and taught me that staff are an important resource for an organisation and their needs must be recognised and supported to get the best out of them.

Suitability – I have raised 5 children. This has taught me patience and problem solving. Not much phases me and I always try to look for positives. I have excellent people and mediation skills, am very approachable and very fair.

I am willing to undertake training as necessary for the membership of the staffing committee.

Please return by email to the Town Clerk lblake@malvern-tc.org.uk no later than Wednesday 26 February 2025.

Malvern Town Council



Staffing Committee Membership Expression of Interest

Name: David Mead

Outline of Interest in Staffing Committee (max. of 50 words):

The wellbeing and working environment of staff, both paid and volunteer are crucial to the performance and efficiency for the organisation. A staffing committee has the potential to help in achieving this.

Statement to Council on experience, skills and suitability for a position on the Staffing Committee (max. of 300 words):

I have managed department of multiple skilled and disciplined staff, with multi-million pound budgets. One post involved a combination of paid and volunteer staff. In all cases this has involved working closely with H.R staff. Areas covered including recruitment, disciplinary, redundancies, salary, terms and conditions and drug related issues amongst general staff issues and wellbeing. I have attended management courses that included HR and staffing.

Please return by email to the Town Clerk lblake@malvern-tc.org.uk no later than Wednesday 26 February 2025.

Malvern Town Council



Staffing Committee Membership Expression of Interest

Name: Clive Hooper

Outline of Interest in Staffing Committee (max. of 50 words):

I consider I have appropriate experience and skills, and a wish to make a useful contribution to the work of the committee, to see good employment practices and procedures put in place.

Statement to Council on experience, skills and suitability for a position on the Staffing Committee (max. of 300 words):

My last post with the Bedfordshire Local Educational Authority, before taking early retirement, was Head of Personnel Services, a position which I held for several years, having responsibility for over 2000 staff and during which period I became a Chartered Fellow of the Chartered Institute of Personnel and Development (CFCIPD). During that time, one of my responsibilities was to carry out an extensive review of personnel policies and practices. The Authority also had a joint negotiating committee and a joint consultative committee, both of which I serviced. After my early retirement, and a brief time in private practice, I was employed as Assistant Director at the British Board of Film Classification (BBFC), with responsibility of for personnel and organisational development.

Please return by email to the Town Clerk lblake@malvern-tc.org.uk no later than Wednesday 26 February 2025.

Malvern Town Council



Staffing Committee Membership Expression of Interest

Name: Emma Green

Outline of Interest in Staffing Committee (max. of 50 words):

Although I have only recently joined the Town Council I know how much time and thought has gone into setting up the staffing committee.

I believe that a staffing committee will allow us to nurture our staff and generate positive results. I would value the opportunity to be involved.

Statement to Council on experience, skills and suitability for a position on the Staffing Committee (max. of 300 words):

I have managed several teams in the past and am currently looking after over 120 volunteers at Worcester Foodbank.

I helped to draft our recruitment procedure, and I am responsible for ensuring our induction process is followed consistently and fairly: this includes everything from safeguarding to manual handling training.

I also pride myself on making sure everyone feels welcome, listened to and happy. Previously I was a Trade Union rep for Unison and helped to resolve several disputes. I campaigned for better working conditions and pay for support staff at the University of Birmingham and as Women's Office I collaborated with management on lone working and menopause policies.

I hold a level 2 diploma in Employment Law and I am of course happy to undertake any relevant training.

Please return by email to the Town Clerk lblake@malvern-tc.org.uk no later than Wednesday 26 February 2025.

Malvern Town Council



Staffing Committee Membership Expression of Interest

Name: Karen Newbigging

Outline of Interest in Staffing Committee (max. of 50 words):

The establishment of this Committee is a positive move to secure MTC's position as a good employer, ensuring that staff are treated fairly and well. My interest reflects a desire to develop the Town Council's approach in line with good practice, and a longstanding commitment to staff wellbeing.

Statement to Council on experience, skills and suitability for a position on the Staffing Committee (max. of 300 words):

I have held clinical, managerial and academic positions at senior level, in the NHS, the third sector and Universities. These have involved recruiting, managing, and supervising staff and undertaking appraisals. My approach is a developmental one, recognising that people have different interests, skills, and circumstances that influence their job satisfaction and performance. I have held Trustee positions, which have responsibility for good governance, and is similar in that respect to the Staffing Committee member role. I have relevant skills in policy analysis and development. These skills and experience provide a good foundation for the role of a Staffing Committee member, whilst recognising the value of additional training.

My background and personal development have given me an understanding of the psychological aspects, including unconscious factors, at play in the work environment, which may need addressing to facilitate productive and harmonious team relationships. One of my most challenging experiences was managing a merger that involved the redeployment of staff, which most people took very personally. I worked hard to negotiate on behalf of staff and involve and support them to make appropriate decisions for their futures and positive organisational outcomes. This experience may be relevant and helpful to the impact of devolution.

I have a strong commitment and experience relevant to equality and diversity. I, therefore, have a good understanding of the steps necessary to ensure this and to address discrimination. Most of my work experience has been in the mental health field, including in relation to employment. Whilst employment can be a protective factor for good mental health, the work environment and organisational culture need to support this. This is clearly relevant to the purpose and the operation of the Staffing Committee.

Please return by email to the Town Clerk lblake@malvern-tc.org.uk no later than Wednesday 26 February 2025.

Malvern Town Council



Staffing Committee Membership Expression of Interest

Name: Josephine Leibrandt

Outline of Interest in Staffing Committee (max. of 50 words):

The Staffing Committee has been of interest to me since first proposed. Care for staff, their welfare, needs and development is ultimately the responsibility of the elected councillors and to date, an adequate system has not been put into place. I am passionate about establishing an effective, humane, caring committee.

Statement to Council on experience, skills and suitability for a position on the Staffing Committee (max. of 300 words):

Members of the Staffing Committee need to have an ability and willingness to learn and understand the relevant employment law and together ensure this is being adhered to at MTC. I have this ability and willingness and believe all particularly relevant laws need to be specified in a staffing handbook so that this is explicit and kept up to date.

I have a background in research, education and psychology and am thorough in my work and pay attention to detail. I have worked both as part of a team and as a Director of an Education Programme, leading volunteers and staff and have cooperated and worked well with others to both strategise and make collective decisions.

I am a straightforward but diplomatic communicator and always strive to diffuse heated, unproductive communication. I am empathic, sensitive and understanding in my work as a trainee psychotherapist and I hope, in my daily life.

Via my training, I am very aware of the importance of both physical and mental wellbeing and the conditions required to optimise this. I have also received training in understanding issues of diversity and difference, which is important when it comes to staffing matters.

I believe in cultivating a tolerant workplace where employees feel free to express themselves, be creative and develop their individual skills.

Another important way that I am experienced for this role is in having undergone several difficult years as a single mother and understanding well what is needed for employees in such a difficult position, or in other difficult personal situations, that need the right, humane and supportive conditions in which to flourish and work at their optimum ability.

As a parent of teenage boys, I'm used to dealing with heightened emotions and resolving conflict as part of our daily life, particularly using humour. ;-)

Thank you.

Please return by email to the Town Clerk lblake@malvern-tc.org.uk no later than Wednesday 26 February 2025.

Malvern Town Council



Staffing Committee Membership Expression of Interest

Name: Clive Fletcher

Outline of Interest in Staffing Committee (max. of 50 words):

The staff are the most important asset to a well-run Council. It is therefore important that they are well supported, to ensure the smooth and effective performance of the Council. A Staffing Committee should be able to support this objective

Statement to Council on experience, skills and suitability for a position on the Staffing Committee (max. of 300 words):

I have worked in a range of large organisations in which I have both managed and been managed. As a manager of staff, you quickly learn that to get the best out of yourself and the staff you need to work closely as a team. It is important to understand the strengths and weaknesses of individual staff and be able to support them to achieve effective performance. I have also been lucky enough to work with staff with many different skill sets, which would be an advantage to the Staffing Committee. It is important to understand the different roles and skills that make up an organisation's workforce. Throughout my career I have undergone training in interviewing, staff appraisals, performance related pay, all of which were then put into practice

Please return by email to the Town Clerk lblake@malvern-tc.org.uk no later than Wednesday 26 February 2025.

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 5 March, 2025 at 6pm
in the Park View Meeting Room, Community Hub, Victoria Park Road,
Malvern Link, Worcester WR14 2JY**

**CONFIRMATION OF CASUAL VACANCY IN POUND BANK WARD
FOLLOWING NON-ATTENDANCE**

1. Purpose of Report

1.1. For Council resolution.

2. Recommendation

2.1. Full Council declares a casual vacancy in Pound Bank Ward due to the disqualification of Cllr Simon Meager following a period of non-attendance exceeding six months.

3. Background

3.1. Under the terms of the Local Government Act 1972, if a member of a local authority fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the authority, they shall unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.

3.2. More than six months has now passed since this councillor has attended any meeting and no reason for absence has been approved by Council.

3.3. Malvern Town Council must now declare this seat to be vacant before a Notice of Vacancy for Pound Bank Ward can be declared.

3.4. The casual vacancy will then be advertised and if within 14 working days, a request for an election is made to the returning officer by ten electors, an election will be held, otherwise the vacancy will be filled by co-option.

4. Financial Implications

4.1. None pertaining to this report.

5. Legal Implications

5.1. The declaring of and filling of casual vacancies are governed by The Local Government Act 1972 Sections 87-91 and Section 36 of the Representation of the People Act 1983.

5.2. Malvern Hills District Council is the local authority responsible for administering Town Council elections.

End

Linda Blake
Town Clerk

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

to be held on Wednesday 5 March 2025 at 6.00pm

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

RECOMMENDATIONS FROM COMMUNITY ENGAGEMENT

TASK AND FINISH GROUP

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is asked to consider the recommendations from the meeting of the Community Engagement Task and Finish Group held on 24 February 2025 and listed below.

Minute 6 Councillor Surgeries

It was **RECOMMENDED** that Town Councillor Surgeries could be run from 'Music in the Park Concerts' during the months of May to September to enhance the visibility of the councillors and to engage with the Community.

Minute 8 White Ribbon Initiative

It was **RECOMMENDED** that Malvern Town Council pursues White Ribbon Accreditation to work towards transformational change in their staff culture, systems and communities, to bring about gender equality and end men's violence against women. This will cost £495 per annum.

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. The same applies to working parties as applicable.

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 the working party as appropriate.

3.3. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chair 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



RESOLUTION MOVED ON NOTICE – Standing Order 9

A MEETING OF MALVERN TOWN COUNCIL

to be held on Wednesday 5 March 2025 at 6.00pm

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

**NOTICE OF MOTION CONCERNING WRITTEN REPORTS FROM
COUNTY AND DISTRICT COUNCIL REPRESENTATIVES, TOWN
COUNCIL WARD WRITTEN REPORTS, AND WRITTEN REPORTS
FROM REPRESENTATIVES ON OUTSIDE BODIES**

Proposed Resolution

Council resolves that all written reports submitted from County and District Council representatives, Town Council Ward written reports and written reports from representatives on outside bodies, for consideration by the Council or its committees, henceforth be attached as appendices to the minutes of the Council or committee meetings to which they relate.

Background

Reports to Council or Council committees from representatives mentioned above are usually presented orally at the meeting or sent in advance to the Town Clerk who circulates copies to councillors. In the latter case, as written reports are often received after the agenda papers have been sent out, they are circulated separately as email attachments, but do not appear on the MTC website.

When the Council or the Council committees consider the oral reports, they are briefly summarised in the minutes with any action to be taken where relevant but, for written reports, the minutes usually state that the report has been noted (mentioning any action to be taken where appropriate). However, in the case of these written reports, there is no document in the public domain, unlike the minutes themselves which can be readily seen on the MTC website. It is suggested that from now on written reports, if received before the meeting, are attached to the minutes as appendices, in the interests of openness and accountability to members of the public.

Proposer – Councillor Clive Hooper (Great Malvern Ward)

Seconder – Councillor Iain Dawson (Chase Ward)