



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

**For meeting on Wednesday 26 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



19 March 2025

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

MEETING OPEN TO MEMBERS OF THE PUBLIC

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

Councillors Iain Dawson (Chair), Clive Hooper (Vice-Chair), Clive Fletcher, Emma Green, Melanie Jones, Lou Lowton, Ronan McLaverty-Head, Karen Newbigging

All other Members of the Town Council for information only.

You are hereby invited to attend a meeting of the Policy and Resources Committee to be held in the Park View Community Room, Victoria Park Road, Malvern Link on Wednesday 26 March 2025, commencing at 6.00pm for the transaction of the business shown on the Agenda below.

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

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence To receive and note apologies for absence
2.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Policy and Resources Committee meeting: <ul style="list-style-type: none">➤ 5 February 2025 (previously circulated)
Public Participation <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	Malvern Town Community Support Grant – Citizens Advice Bureau <ul style="list-style-type: none">➤ Report PR01/24 to follow
5.	Small Grants Scheme, 2nd Round 2024/25 <ul style="list-style-type: none">➤ Report PR02/24 to follow
6.	Large Grants Scheme, 2nd Round 2024/25 <ul style="list-style-type: none">➤ Report PR03/24 to follow
7.	Review of Earmarked Reserves <ul style="list-style-type: none">➤ Report PR04/24 to follow

8.	Review of Standing Orders ➤ Report PR05/24 to follow
9.	Date and Time of Next Meeting ➤ Wednesday 7 May 2025 at 6.00 pm

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

**held in the Community Hub Meeting Room, Victoria Park
on Wednesday 5 February 2025 at 6pm**

Councillors

Cllr Iain Dawson (Chair)
Cllr Clive Hooper (Vice-chair)
Cllr Clive Fletcher
Cllr Lou Lowton
Cllr Ronan McLaverty-Head
Cllr Karen Newbigging
Cllr Emma Green

Absent

Cllr Melanie Jones (apologies)

Also in attendance

Linda Blake (Town Clerk)
Julia Winkworth (Minute Clerk)
Cllr David Mead
Cllr Marilyn Birks

40. APOLOGIES FOR ABSENCE

Apologies for absence from Cllr Melanie Jones were **NOTED**.

41. DECLARATIONS OF INTEREST

None.

42. MINUTES OF PREVIOUS MEETING

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

- Policy and Resources Committee meeting held on 16 January 2025

PUBLIC PARTICIPATION

None.

43. REVIEW OF STANDING ORDERS

Report PR01/24 was received.

The chair opened the discussion and asked committee members to raise any issues which they felt needed addressing.

The following Recommendations were made:

Section 9 Notices of Motion

The issue of whether a written notice requires a seconder was raised.

It was **RECOMMENDED** that the use of wording ‘and provide a seconder’ would be added to Standing Order 9B.

It was further **RECOMMENDED** to remove Standing order 9D and keep all else the same.

How Malvern Town Council interpret ‘clear days’

The Committee discussed the definition of ‘clear days’ and how to achieve consistency with the Standing Orders. Standing Orders 3A and 3B cannot be changed as they are in bold and mandatory. But the Council could increase the notice period of meetings as best working practice for the Town Council as this would make it more onerous for the Town Council and doesn’t drop below the legal minimum.

It was **RECOMMENDED** to change the word ‘weekend’ to ‘a Saturday, a Sunday’ and to also add an addendum stating the Council will use MTC definition of ‘clear days’ for this purpose as well. Arrange to add change of wording to last page * paragraph.

Standing Order 15 B – It was **RECOMMENDED** that all reports should be served within 2 clear days unless there are extreme circumstances not to, e.g. illness.

Standing Order 19 would be left to discuss at a meeting after the Staffing Committee has been formed.

Standing Order 4 -The discussion was then redirected back to Standing Order Section 4. It was **RECOMMENDED** that the term ‘Sub-Committee’ should replace ‘Task & Finish Groups’ going forward, and that sub-committees would have a timeframe determined at the time of appointment.

It was further **RECOMMENDED** that that there should be an agenda item for sub-committees enabling them to submit a brief written report to go back to the parent committee or Full Council as applicable.

44. DATE AND TIME OF NEXT MEETING

The next meeting will take place on Wednesday 26 March 2025 at 6.00pm.

The meeting finished at 7.55pm.

.....(Chairman)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 26 March 2025 at 6.00 pm
in the Park View Room at Community Hub, Malvern Link**

**MALVERN TOWN COMMUNITY SUPPORT GRANT
CITIZENS ADVICE BUREAU**

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Committee considers an application from the Citizens Advice Bureau (CAB) application for a Community Support Grant of £19,000 for 2025/26. The application is attached at Appendix A.

3. Background

3.1. The CAB has received a grant from Malvern Town Council each year under a long-term agreement which historically was renewed every three years until March 2024 when it was renewed for a one year period.

3.2. The CAB has been a longstanding recipient of a Community Support Grant. Since December 2023, there is only one such agreement still in place, that to the CAB.

3.3. The current funding agreement for the CAB comes to an end on 31 March 2025. The Chief Executive Officer is now submitting a grant application, attached at Appendix A to this report for consideration for the financial year 2025/26.

3.4. The amount requested at £19,000 is an increase from the last award of £18,000 per annum which was approved in March 2024. Councillors are asked to note that all supporting documentation has been received and is in order. This has not been fully reproduced but can be made available to Councillors upon request.

3.5. In April 2012, Malvern CAB merged with Wychavon CAB to form a larger South Worcestershire CAB, funding continued from the Town Council providing that the grant amount was ring fenced for the Malvern Hills Branch.

4. Financial Implications

4.1. The CAB has requested £19,000 per annum for 2025/26. This is an increase of £1,000 from the last award and with the budget for 2025/26 already agreed at £18,000 it would represent an overspend of £1,000.

4.2. The grant is paid upon request in two instalments, July, and January each year, in line with receipt of the precept from Malvern Hills District Council.

5. Legal Implications

5.1. The Town Council has the power to award grants under Sections 137,142,144 and 145 of the Local Government Act 1972 and Section 19 of the Local Government (Miscellaneous Provisions) Act 1976. The Town Council can also award grants using the Power of General Competence.

End
Linda Blake
Town Clerk



MALVERN TOWN COUNCIL

COMMUNITY SUPPORT GRANT APPLICATION FORM

DETAILS OF ORGANISATION

Name of organisation: South Worcestershire Citizens Advice

Amount of grant requested: £19,000

**Address for correspondence: 52 Prospect Close, Malvern,
Worcestershire WR14 2FD**

Name: Annie Robson

Address: 52 Prospect Close, Malvern, Worcestershire

Postcode: WR14 2FD

Daytime telephone number: 01684 778283

Reason/s for grant request:

A. What is the nature of your organisation's activity?

We offer free, impartial advice and information to anyone who needs it, covering a wide range of enquiry areas, including but not limited to: welfare rights, employment, debt, consumer rights, immigration, housing, health and well-being support.

B. What are the aims and objectives of your organisation?

The Charity's objectives are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in Worcestershire and elsewhere in England. We aim to achieve these objectives by:

- Providing services that are free, independent, confidential and impartial advice to everyone on their rights and responsibilities.
- Valuing diversity, promoting equality and challenging discrimination
- Providing the advice people need for the problems they face
- Seeking to improve the policies and practices that affect people's lives.

C. When was your organisation formed?

14th December 2011

DECLARATION

I confirm that the details set out in this application are, to the best of my knowledge, correct and that I will notify the Council of any material changes to the information provided.

Signed:

Position in organisation: Chief Executive Officer

Date: 14th February 2025

Please complete and send this application together with supporting documents to:

Linda Blake, Town Clerk
Malvern Town Council
28-30 Belle Vue Terrace
Malvern
WR14 4PZ

Tel: 01684 566667

SUPPORTING DOCUMENTS REQUIRED WITH YOUR APPLICATION

The following documents are required to support your application:

- i. A statement of no more than one A4 page explaining how the grant will provide significant and wide-reaching benefit for the residents of Malvern Town. This statement will be presented to Committee to assist in the decision-making process.
- ii. A copy of your organisation's Constitution/Articles of Association and organisational chart. The organisational chart should indicate full/part time staff and whether they are paid or volunteers.
- iii. A copy of your organisation's latest Annual Report.
- iv. A copy of your organisation's latest bank statement.
- v. The organisation's most recent annual accounts preferably audited and/or prepared by a qualified accountant. In the case of a newly formed organisation, a comprehensive budget and business plan should be submitted.

DETAILS OF GRANT REQUESTED

1. Please provide names and relevant details of your current Management Board:

Linda Ranford, Chair - linda.ranford@citizensadvicesw.org.uk
Patrick Goode, Treasurer - patrick.goode@citizensadvicesw.org.uk
Colin Chandler, Trustee - colin.chandler@citizensadvicesw.org.uk
Nigel Cates, Trustee - nigel.cates@citizensadvicesw.org.uk
Steve Molyneux, Trustee - steve.molyneux@citizensadvicesw.org.uk
Ann Garey, Clerk to the Trustee Board - ann.garey@citizensadvicesw.org.uk

2. Is your organisation a registered charity?

Yes our registration number is 1146772

3. Is your organisation or any part of it operated as a commercial business? If so, please provide details and income generated:

No

4. Is your organisation part of, or affiliated to, any National Organisation? If yes, please give details:

Yes we are part of the National Citizens Advice Network in as much as we are a member organisation of the network. However, each local Citizens Advice office operates as an independent charitable organisation in its own right and we are wholly responsible for fundraising in order to find the income it requires to deliver our services.

5. Please provide details of how many members belong to your organisation:

Please note - membership to our organisation is currently only taken up by Trustee Board members so the total number is 6 but see answer to question 6 for further information about the number of people in Malvern who use our services.

	Malvern Town Residents	Residents outside Malvern Town
Adult	1	5
Junior		

6. If your organisation is not membership based, please give details of approximately how many people you work with/provide services for and the percentage of those who are actually resident in the nine Wards that Malvern Town Council is responsible for i.e., Chase, Great Malvern, Link, Lygon, Pickersleigh, Pound Bank, St Joseph's, Upper Howsell and West:

In 2024 we helped **1735** clients from the Malvern Town Council Ward areas (4021 in total across Malvern Hills) with a total of **5861** different issues. This illustrates the complexity of the clients we are helping as they often have several issues that need

addressing when they come to us for help.

7. Please provide details of membership subscription levels (if any):

Not applicable

8. What is the catchment area covered by your organisation for which you provide services?

We deliver our services across the whole of the South Worcestershire area which covers all of the Malvern Hills District and all of the Wychavon District areas. The main towns within these districts include Droitwich, Evesham, Malvern and Pershore.

9. Give details of the exact purpose for which a grant is sought:

SWCA is a free, independent charity and whilst we benefit from being a member of a national charity, we are responsible for fundraising for our own organisation in order to continue to deliver the much needed services that we offer. 2024 has seen a further increase in demand for our services, and in particular for help with budgeting and money management as the cost of living “crisis” is no longer a short term problem, but rather a new normal which creates constant pressure on people’s budgets.

We are extremely grateful for the support shown by Malvern Town Council in administering a grant of unrestricted funding that can be used to continue to deliver advice, information and support to the people of Malvern Town and the wards within this area.

In the last 12 months we have continued to increase the number of volunteers that we recruit and train as a means of continuing to strive to meet the increasing demands on our service. Furthermore, we have increased the number of face to face appointments we have been able to offer to some of the most vulnerable members of our community who simply cannot access our services digitally or by telephone and who need more support to navigate complex systems like benefit claiming and insolvency solutions.

2025 looks set to be an extremely challenging year financially for us as we feel the impact of the government announcements in changes to the amount of Employer’s National Insurance and the increase in the Living Wage. Whilst both of these measures are welcomed to work towards better living standards for workers, charitable organisations like ours are sadly not exempt from these measures and the impact across our whole organisation will be an increase of circa £25,000 in our salary bill which is something that will impact us greatly.

10. If your application is requested for a specific project, how will this benefit the community or residents of Malvern Town?

Our grant application for 2025 is in 2 parts. Firstly to continue to support our core services, in what is going to be a challenging year where some difficult

decisions may have to be made about our service delivery to protect the organisations future sustainability. The funding we receive from Malvern Town Council is vital in helping us to deliver our core services, the advice, information and support that our communities come to rely on us for. We are a trusted and well known organisation and we strive to continually exceed the high expectations that our communities come to expect of us. We are acutely aware that we still have work to do in terms of being more accessible and we ensure that we consult with our clients for feedback on our service which is vital in shaping our future delivery and feeding into our business planning strategy.

We must focus on fundraising this year to try to spread the word about the work that we do and gather support from our local community and businesses. To that end, we are applying for an extra £1000 this year which we intend to use to put on a community event at Malvern Town Football Club in the summer. This event is becoming a well established annual occasion that showcases the support that is available for our residents in parts of our community that have the highest levels of destitution and child poverty. The summer event is a collaborative one with Malvern Town Football Club, Platform Housing, Action For Children and other organisations that come together to provide a Family Funday with activities for children and an opportunity to engage with community organisations. We believe that the key to reaching out to helping those people that need it the most is to ensure that communities are educated and aware of what support exists and where to go to get it when it is required.

11. What is the amount of the grant your organisation is requesting?

We would like to apply for a total of £19,000 this year. £18,000 to help us to strive to continue to deliver our core services across Malvern and £1000 to help support the summer community event.

12. Is this an annual cost?

Yes

13. If the grant is for a specific project, what is the total cost of the project?

The main part of the grant of £18,000 is towards our core costs and therefore not project specific. The additional £1000 being requested is for a specific project as outlined above. The total cost of the project is around £1800. We usually also receive some financial support for this project from Platform Housing Community Chest.

14. Is this an annual cost?

Yes currently this is an annual event that started in 2022.

15. Are there any recurring costs likely to arise from the project? If yes, please explain how this will be funded.

No the event is a one day event that is run by volunteers from local charitable organisations.

- 16. If the total cost of the project is more than the grant you are requesting, do you already have the balance available? If no, please indicate how you intend to raise the balance and how long you expect this to take:**

Other funding streams for our core work is explained below.

For the Family Funday event we expect to receive a grant from Platform Community Chest. In the past we have also received support from local businesses to help with the cost of raffle prizes for example.

- 17. How much have you raised to date and intend raising for the specific project (if applicable):**

Core costs are an ongoing cycle of applications and explained more fully below.

The Family Funday has not yet received any funding as the Platform Community Chest Funding window is not currently open. An application will be made in March.

- 18. Have you received, or been promised Grant Aid from any Government, statutory, voluntary or charitable organisation or from Malvern Hills District Council/Worcestershire County Council towards this project? If yes, please give the following details:**

Organisation	Purpose	Date Received	Amount
Malvern Hills District Council	Core Funding	1st April 2023 - 31st March 2026 3 year SLA	£73,359 per annum for 3 years (Across Malvern Hills)
Worcestershire County Council - (as delivery partner of Worcestershire Advice Network)	Core Funding Across Malvern Hills & Wychavon	Oct 2023 - annually for 5 year SLA	£48,000 per annum
Worcestershire County Council - (as delivery partner of Worcestershire Advice Network)	Core Funding - to help with capacity building Across Malvern Hills & Wychavon	1st Sept 2024 - 31 March 2025	£30,000 - one off to help with cost of living rises and increase capacity
Malvern Hills District Council	Project specific funding - Homes 4 Ukraine Support Across Malvern Hills only	1st April 2024 - 31 March 2025 (expected to be renewed in 2025 for 2 year SLA)	£25,000 per annum

Malvern Hills District Council	Project Specific funding - Being Well Coordinator Across Malvern Hills only	1st April 2022 - 31 Dec 2025	£25,000 per annum with 6 month extension agreed
Money Advice & Pensions Service	Project Specific restricted funding to deliver debt casework and advice Across Malvern Hills & Wychavon	1st April 2024 - 31 March 2026	£58,571

19. Give details of all grants obtained from other organisations during the preceding Financial Year:

Received From	Amount	Remarks
Malvern Town PCN	£179,000	To deliver Social Prescribing and wellbeing services across Malvern Town
Ledbury Town Council	£5000	restricted to those within boundary area of Ledbury Town
Tenbury Town Council	£1000	restricted to those within boundary area of Tenbury Wells
Malvern & Upton Foodbank	£24,552 per annum	3 year agreement dated 1st December 2022 to pay for an adviser to be based at Malvern and Upton foodbanks
John Martin Charity	£30,000	for delivery of advice services in Evesham Town only
Droitwich Town Council	£4,000	restricted for services to those within boundary area of Droitwich Town
Evesham Town Council	£2,000	restricted for services to those within boundary area of Evesham Town
Pershore Town Council	£2,500	restricted for services to those within boundary area of Pershore Town
Turner Trust	£2,000	for core services

20. Give details of all donations obtained from other organisations during the preceding Financial Year:

Received From	Amount	Remarks
Hawthorne Trust	£3,000	one off donation
Malvern Repair Cafe	£500	one off donation

Evesham Rotary Club	£500	one off donation
Various Donations	circa £6,000	regular donations made by clients/ex employees/volunteers/supporters and money raised through easy fundraising platform.
Fundraising events	£1,700 retained after costs at Family Funday 2024	

21. Give details of any unsuccessful grant applications made by your organisation during the current Financial Year and indicate the result:

Applied To	Amount	Remarks
Worcester Community Foundation	£5,000	unsuccessful
Garfield Weston Foundation	£10,000	unsuccessful

22. What are your other main sources of income during the last financial year?

All sources of income are declared above.

Source of Income	Amount	Reason

23. Please list amounts and reasons below for reserve funds shown in the latest accounts that your organisation:

Reason for Maintaining the Reserve	Amount
We have a responsibility to maintain enough reserves to pay staff in the event of contracts ending or closure of the organisation. The policy as agreed with the Trustee Board is currently to maintain the equivalent of 6 months reserves at any one time.	£415,000

Please note that our expenditure on salary costs has increased by 25% during 2024 as we have increased our staff count from 24 to 30 (17 equivalent FTE) in order to develop our services and try to meet the increasing demand. This cost increase has been possible due to grant applications within the year and ongoing funding for these posts is not guaranteed or yet identified for 2025. We will therefore absorb the extra staff costs into our budget for 2025 which puts a great deal of pressure on the organisation. We expect to use approx £94,000 of reserves this year and with the projected budget for next year as far as we can predict we will be looking at ending 2025/26 with only £277,000 in reserves which falls well below the policy of holding 6 months of operating costs in reserves. This is obviously not sustainable over a longer term, so looking for longer term funding solutions is a priority for 2025/26.

24. Please give details of your organisation's own fund-raising efforts during the past year:

In terms of fundraising events we have only undertaken one event this year, our Family Funday at Malvern Town Football Club which raised around £1,700. We do not currently have any staff or volunteers whose sole focus is fundraising, something we are looking to address in the year ahead.

We have also increased our campaign through Easy Fundraising which has resulted in a small increase in donations and this strategy is being developed by our Social Media Assistant.

All other fundraising has been focussed on increasing the number of grant applications produced and building relationships with potential new funders.

25. Have you previously received, or applied for a grant from Malvern Town Council? If yes, please give details of amount(s) and date(s):

Yes we are very grateful to be well supported by Malvern Town Council who awarded a grant of £18,000 in 2024 and who have given us grant funding for a number of years which is vital in helping us to keep our doors open for those people within the Malvern community who need our services the most.

26. If your application is successful, please state to whom the grant should be made payable including bank details:

Annie Robson - Chief Executive Officer
Name of Bank: CAF Bank Ltd
Account Name: South Worcestershire Citizens Advice
Sort Code: 40-52-40
Account No: 00021790

**Application for Community Support Grant from
Malvern Town Council - Supporting Information**

2024 has been a challenging year for SWCA as we continue to see a rise in the number of people needing our support to navigate the complexities of modern day life and the difficulties in managing the impact of rising costs which is pushing more and more people into a negative budget than ever before. As we predicted, we have seen an upsurge in the number of people needing money advice as they simply cannot make their household budgets stretch far enough to cover all of the essentials.

The change of government last year brought further uncertainty for the charitable sector as we continue to see funding to the sector cut and only ever short term which makes business planning longer term incredibly difficult. We have had to increase the number of paid staff hours as the pressure on the workforce has been noticeably increasing over the last 12 months. Clients' issues are becoming more and more complicated, the number of people with mental ill health is increasing which means our highly skilled team of staff and volunteers need further, specialist training to be able to deal effectively with the people that they see. In the last 12 months the team have attended training such as suicide prevention, wellbeing in the workplace, understanding household budgets, the effects of living in poverty, loan sharks awareness, Autism awareness and much more besides. We look to continually improve our training offer to our workforce so that they are better able to deliver the high quality of service that is expected from us and that they are protected from taking on the burden of consistently dealing with other people's problems.

The funding we receive from Malvern Town Council will ensure that our staff and volunteer team are trained in the most appropriate way and supported to deliver our work. We have a wonderful team of extremely committed volunteers, some of whom have been volunteering for over 20/25 years for our service and it is so important that we preserve this level of experience and expertise as well as look to widen the demographic of our volunteer team to include younger people and representatives from the BAME communities.

In Malvern we work very closely with MHDC who support the work that we do and provide a number of opportunities for partnership working including delivering the DWAS (Discretionary Welfare Support Scheme) locally, Homes 4 Ukraine support, Being Well projects, coordination of the annual Wellbeing Summit and Financial Wellbeing partnership working. This joined up and collaborative way of working benefits the local communities so that information gets to the people who need it most in the most appropriate way. The work at the Malvern Town Football Club has been a fantastic example of multi-agency working at it's best in the last 12-18 months where support services have come together in one place at a very local level to provide advice, information and support which is driven by the needs of local communities. This is when community work is most successful and it is an important part of the work we do at Citizens Advice.

In contrast, we also undertake a significant amount of Research & Campaign work at a National level which relies on the local knowledge gained from the delivery of projects like the Help Centre to really identify the issues that are most adversely affecting people. We use this information to feed into national campaigns which are presented to government policy decision makers and used to influence future policy/legislation to better protect some of the most vulnerable people in our communities. Recently Citizens Advice has been instrumental in changing the law on the enforced installation of prepayment meters which only serves to push people further into fuel poverty. We have also influenced the decisions made on the energy cap as more and more people come to us with fuel debts that are unmanageable. So the work we do has a much further reach than the 1735 people that we have actually seen in the last 12 months. We have the potential to change policy for the benefit of many thousands of people.

The grant from Malvern Town Council will absolutely be used to directly benefit the people within Malvern Town by ensuring that our doors stay open, our staff are well trained and supported and our advice and information services are accessible in a number of different ways, especially for those who are digitally excluded or isolated. But the grant does also have further benefits for the wider community by increasing income for clients who will then have further money to spend in the local economy.

The power of good, advice and information should not be underestimated and we thank you in anticipation of your support to allow us to continue to reach everyone who needs us within the local community of Malvern Town.

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 26 March 2025 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

SMALL GRANTS SCHEME – 2nd ROUND 2024/25

1. Purpose of report

1.1. For decision.

2. Recommendation

2.1. Committee is recommended to consider and approve as appropriate applications for the Town Council's small grants scheme.

3. Background

3.1. The Town Council has received two qualifying requests for donations that can be assessed under the small grants scheme:

1) St Richard's Hospice	£500.00
2) Friends of Dame Laura Knight Society	£500.00
3) Girlguiding Malvern	£500.00
4) Malvern Green Space	£380.00
5) Malvern Community Partnership	£500.00

3.2. Policy and Resources Committee completed a comprehensive review of its grants policy in June and July 2020. A more recent and detailed review took place with recommendations adopted by Full Council in August 2023. A copy of the grants scheme guidelines can be found on the Town Council's website. www.malverntowncouncil.org/grants-scheme

3.3. Officers have completed a marking scheme form to assess each application and to give an indication of how closely they feel an application adheres to the scheme criteria by way of a score against five criteria. Each small grant application is scored out of a maximum of 30 points with applicants requiring 20 points to qualify for consideration. The allocated score is only guidance and it is the role of the Policy and Resources Committee to review each grant application and determine which applications to agree and the size of each award.

3.4. A copy of each application form is included at Appendix A to this report. Supporting information, such as bank statements and accounts, has been supplied and checked by Officers and is available on request from the office. Members are invited to familiarise themselves with the full details of these applications, and if any Councillor has any specific questions on an application, they should contact the office in advance of the meeting.

3.5. All grant applicants were invited to submit a short statement explaining how a small grant will be beneficial to their organisation and to the residents of Malvern Town, which is a key element of the small grants scheme. These statements are included with the application forms.

- 3.6. Members are reminded that small grants are for amounts up to £500 and should provide benefit both to the individual organisation and to residents of Malvern Town. Part grants or conditions of award can be considered if the committee feels these are appropriate.

St Richard's Hospice - £500

- 3.7. This grant application is for a contribution of £500 towards the cost of three hybrid mattresses for the In-Patient unit. The application has scored 26 points out of 30 with all supporting information having been received. The life of the mattresses are approximately 10 years and it is estimated that 360 patients from Malvern will benefit from their use during this time.

Friends of Dame Laura Knight Society - £500

- 3.8. Funds of £500 have been requested to contribute towards the creation and installation of a sculpture to commemorate the artist Dame Laura Knight. The overall cost of the project is approximately £6,000. 22 marks out of 30 have been awarded for this application with lower marks given due to the amount of significant benefit to Malvern residents and uncertainty over securing the remaining funding.

- 3.9. Girlguiding Malvern - £500

This application scoring 27 out of 30 points is for £500 towards drumming and Bollywood dance workshops at a Malvern Jamboree event. It is anticipated that 230 girls/young women could benefit from this grant and if awarded a further £80 would need to be found from other sources.

- 3.10. Malvern Green Space - £380

This application for £380 would fund room hire, stage set materials and advertising of a sustainable fashion show. The total cost of the project is £700 and group reserves will fund the balance. This application has scored 25 out of 30 points with lower marks awarded due to the fact that this is the 4th annual show and so not a completely one-off event.

- 3.11. Malvern Community Partnership - £500

£500 is sought to fund an official reception to greet Czech visitors from Marianske Lazne in June/July 2025. The Town Council grant would cover costs for hire of a hall, room set up and refreshments for 30 people. 20 marks have been awarded with low marks largely due to the fact that the group has only just set up a bank account and does not have either accounts, a bank statement or a business plan yet.

4. Financial Implications

- 4.1. The Council has set aside a total of £5,000 in its 2024/25 budget, for the payment of small grants.
- 4.2. Five qualifying small grant applications have been received in March 2025, totalling £2,380.
- 4.3. Grants of £1,250 were awarded in the first round of this year's grants scheme leaving funding of £3,750 available for the second round.

5. Legal Implications

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

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

End

Linda Blake
Town Clerk

**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	St Richard's Hospice
Amount Requested:	£500
Purpose of Grant	Contribution towards 3 Hybrid Mattresses for the In Patient Unit
Time of Grant Application:	March 2025

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
SUB TOTAL				16	10
OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				26	

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

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

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

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

1. About your organisation	
Name of organisation:	St Richard's Hospice
Address:	Wildwood Drive, Worcester WR5 2QT
Nature of organisation:	Hospice. Reg. charity 515668
VAT registration number (if applicable):	
Date organisation established:	1984
2. Contact details	
Contact name:	Julia Wolff
Position within organisation:	Trust Administrator
Correspondence address:	Wildwood Drive, Worcester WR5 2QT
Daytime telephone:	01905 958176
Email address:	jwolff@strichards.org.uk
3. About your application	
Amount requested: £500	
<p>Briefly outline the reason for your application and how the amount requested will be spent: We are requesting a contribution towards the purchase of 3 new hybrid mattresses for the In-Patient Unit (IPU). These are replacements for mattresses which are currently 8 years old. The new mattresses are suitable for users who are at very high risk of pressure sores. The mattresses use a combination of static and active technologies in order to stimulate advanced pressure relief.</p>	
<p>How will the grant benefit Malvern Town residents/the Malvern Town community? Between April 2023 and March 2024 There were 734 referrals from Malvern individual to St Richard's Hospice. The grant will benefit patients from Malvern who access our IPU services. The support from Malvern Town council for our IPU services (contribution towards Smart TV in 2024 and cuddle bed in 2022) has been of tremendous value and very much appreciated by our patients and staff.</p>	

How many residents of Malvern Town will benefit?

The mattresses are likely to be replaced in approx. 10 years time. During this time, we estimate that approx. 360 patients from Malvern will have benefitted.

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

There were 734 referrals from Malvern individuals to St Richard's Hospice from March 2023 – April 2024.

Malvern Referrals	
Team	No. of Referrals
Art And Creative Therapy	6
Bereavement Support S. Worcs	21
Citizens Advice	33
Clinical Psychology	2
Complementary Therapy	46
Family Support	192
Gateway	117
Homecare	65
Hospice At Home	39
Inpatient Unit	36
Occupational Therapy	24
Physiotherapy	35
Spiritual Care	14
Therapeutic Programme	18
Living Well	86
Grand Total	734

Our In Patient unit provides 24-hour care for up to 17 patients, mostly in single rooms with en-suite facilities and private patio area. Patients may be admitted for several reasons, usually for management of symptoms or end of life care. Many patients return home or to an appropriate place of care, for example a nursing home.

The unit provides specialist, individualised palliative and end of life care that is totally focussed around the needs of the patient and those who are important to them. Our aim is to address and help with any issues or concerns that the patient or family may have – this could be problems regarding pain and other symptoms, physical difficulties or concerns of a spiritual, social or emotional nature.

The new mattresses will significantly benefit patients from Malvern by reducing pain and discomfort as the supportive surface adapts to body contours and reduces pain. Hybrid mattresses automatically adjust pressure distribution minimising discomfort for patients. The mattress can be adjusted for firmness and support based on patient needs and benefiting those with conditions like advanced cancer, neurological disorders and severe frailty.

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

- £500 towards Smart TV for In Patient Unit – April 2024
- £500 towards cuddle bed for In Patient Unit – Nov 2022
- £500 towards 'Browse aloud toolbar' for the St Richard's website – April 2021
- £500 towards the purchase of a riser recliner chair for the In-Patient Unit - 2019
- £500 towards lap top for one of the Malvern Nurses. Oct 2018
- £271.96 towards Nebuliser 1x£99/ Mask and filters 2x£17.50=£35/ Room Monitors 2x£19.99=£39.98/ Aroma Diffusers 2x£23.99= £47.98/ Fragrance Oils £50 Oct 2017.
- £298 for finger pulse oximeters awarded 19th Feb 2016
- £2000 towards the purchase of a MOTomed Movement Therapy machine 2014
- £444 towards Medical equipment in 2012
- £500 towards travel costs for the two Specialist Nurses covering Malvern. 2011

£500 towards the cost of saddle stools and therapy chair for Day Hospice which Malvern residents are able to access. 2010

What is the planned delivery date for the project/activity?

Purchase before 1st June 2025.

What arrangements are in place for the delivery and management of this project?

The purchase will be overseen by Head of IPU Caitlyn Adkins and maintenance will be overseen by Louise Clive, Facilities Manager.

4. Financial information

Total cost of your project:

£3,057 for 3 mattresses. (Cost of 1 90cm power hybrid mattress & pump set including delivery - £1,019 excluding VAT (recoverable).

What funding has been secured to date and from where? This is our first application for funds for mattresses. We will also be writing to other trusts for contributions towards the £3,057 cost.

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

We are requesting your support in 2025 once again, against a backdrop of urgent need for hospices. Like many hospices we are facing a funding crisis. Despite prudent management, St Richard's Hospice is facing a deficit this financial year, due to rising demand and cost of living pressures.

With just 20% of our income coming from the NHS, and short-term government funding ringfenced to improve hospice buildings, equipment and accommodation rather than ongoing staff costs, it's vitally important we can fund our specialist care and support. We do not have any NHS funding for these capital items.

St Richard's is back on a solid financial footing for the foreseeable future, and we are introducing new ways of working so we can maintain the number of in-patient beds available and our care provision across the county.

We can only do this work because of the incredible support from our community and charitable trusts. We would be incredibly grateful for any support that the Malvern Town Council can give in 2025.

	Now	Previous year
Annual income	£11,226,962	£10,412,572
Annual expenditure	£11,563,275	£10,281,186
Surplus/loss for the year	£(336,313)	£131,386
Savings/reserves	£7,627,550	£9,053,167

5. Bank details

Does your organisation have its own bank account and manage its own funds?		<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	20-98-87		
Account number:	13567974		
Account name:	St Richard's Hospice Foundation (Barclays Bank)		
6. Supporting information to be included			Attached
Latest available statement of accounts			✓
A copy of your organisation's aims and objectives			✓
7. Declaration			
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>			
Name:	Julia Wolff		
Signature			
Date:	14.02.25		

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

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

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

**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	Friends of Dame Laura Knight Society
Amount Requested:	£500
Purpose of Grant	Contribution towards the creation of a sculpture commemorating Dame Laura Knight
Time of Grant Application:	March 2025

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
SUB TOTAL			9	8	5
OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				22	

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

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

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

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

1. About your organisation	
Name of organisation:	Dame Laura Knight Society
Address:	c/o 8 Pyndar Court, Newland, Malvern WR13 5AX
Nature of organisation:	Arts Society
VAT registration number (if applicable):	
Date organisation established:	2008
2. Contact details	
Contact name:	Mrs Heather Whatley
Position within organisation:	Founder and retired Chair
Correspondence address:	8 Pyndar Court, Newland Malvern WR13 5AX
Daytime telephone:	07792154436
Email address:	Hwhatley90@gmail.com
3. About your application	
Amount requested:	£500

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

To fund the creation and installation of a sculpture commemorating the artist Dame Laura Knight who first came to Barry Jackson's Festival in 1931 and lived and painted here for over 30 years.

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

It will be a permanent recognition and reminder of her significant presence in our town and her amazing creative contribution to local culture. While here she related to many local people, farmers, workers, craftsmen, artists, travellers recording their lives and the landscape environment of their work.

How many residents of Malvern Town will benefit?

All who are interested in art plus their visitors and tourists, schools, galleries, art events

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

At last it will be an acknowledgment of her productive years in Malvern at a time when Malvern theatre was the hub of local theatre and artistic activity. A grant towards its installation would benefit not just our members but local people and visitors who might gain inspiration from her and want to know more, eg why Malvern has always attracted artists. Importantly it fits with the recent successful tourist initiatives encouraging artists to come and paint in Malvern, to record the beauties of our surroundings, just as Laura did. The sculpture itself will we hope be produced by a local craftsman, Andrew Findlay of Eastnor Foundry, a work of art in its own right commemorating another artist.

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

Yes

March 2020 £500 to produce posters celebrating Laura's 50th Anniversary, an open air exhibition of Laura's Malvern paintings in Priory walk

<p>What is the planned delivery date for the project/activity? c. end 2026</p>		
<p>What arrangements are in place for the delivery and management of this project? It is envisaged the artist will install the wall mounted metal structure within the newly extended buildings of the Malvern Theatre, possibly the entrance hall. The project group, consisting of myself and three senior Society members, are responsible for the fundraising for and monitoring the creation of the 'art work' in conjunction with theatre personnel.</p>		
<p>4. Financial information</p>		
<p>Total cost of your project:</p>		<p>£ 6000</p>
<p>What funding has been secured to date and from where? From the Society £300 for the design, £2000 contribution from Society funds and about £500 individual donations from members</p>		
<p>If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these? A further £3000 will be raised by applications to other local charities, e.g. Elmslie, benefactors, small society events, crowdfunding etc.</p>		
	Now	Previous year
Annual income	£3179.11	£ to follow
Annual expenditure	£3042.46	£ to follow
Surplus/loss for the year	£57	£to follow
Savings/reserves	£6195	£6000
<p>5. Bank details</p>		
<p>Does your organisation have its own bank account and manage its own funds?</p>		<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
Sort code:	40-31-09	

Account number:	71788612
Account name:	Friends of Dame Laura Knight Society
6. Supporting information to be included	
	Attached
Latest available statement of accounts	✓
A copy of your organisation's aims and objectives	✓
7. Declaration	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	Heather Whatley
Signature:	HW
Date:	March 7th 2025

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

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

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

**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	Girlguiding Malvern
Amount Requested:	£500
Purpose of Grant	Jamboree Workshops
Time of Grant Application:	March 2025

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
SUB TOTAL				12	15
OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				27	

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

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

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

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

1. About your organisation	
Name of organisation:	Girlguiding Malvern
Address:	C/O 32 Davenham Close Malvern WR14 2TY
Nature of organisation:	Girlguiding's strapline, "We help all girls know they can do anything" sums up our intention to encourage every member (from 4 to 104 years) to develop their potential in fully inclusive settings. https://www.girlguiding.org.uk/about-us/who-we-are/our-mission/
VAT registration number (if applicable):	
Date organisation established:	1910
2. Contact details	
Contact name:	Mary Flynn
Position within organisation:	Division Commissioner
Correspondence address:	32 Davenham Close Malvern WR14 2TY
Daytime telephone:	01684 561329/ 07833 990 092
Email address:	Malverndivision03@gmail.com
3. About your application	

Amount requested:

£500

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

We are inviting over 230 Rainbows, Brownies, Guides, Rangers aged 4-18 years plus around 75 Leaders and supporting adults to a Malvern Jamboree event. Guides and Rangers will camp for the weekend, Brownies will have indoor sleepovers and the Rainbows will visit for the Saturday.

We will join together to celebrate the global nature of our organisation with activities from around the world.

The families will cover the basic costs of the accommodation and food.

If fortunate to be given a Grant, we would spend it on:

African Drumming workshops for all Jamboree attendees @ £280 from Glamba

Drumming

and

Bollywood Dance workshops for all participants @ £300+VAT from Bollywood Dreams

Dance

We are sure the girls and adults will love both and they will be new experiences not usually found in Malvern :)

We are confident that our ongoing fundraising will be able to bridge the gap between the Grant and the workshop costs.

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

Malvern Jamboree is going to be a great opportunity for social mixing, participating in activities together and sharing skills, while appreciating the great outdoors, for Malvern residents across the age groups.

The girls and adults will be getting to know new people of all ages as well as familiar faces.

The adults involved will also make new contacts and face new challenges, as well as providing positive role models for the younger participants.

This opportunity will help to rebuild the social confidence and independence so many have lost since the pandemic.

A grant would enable us to offer a wider range of activities to encourage and stretch the girls of all ages in a fun setting

The mental health benefits of spending time out of doors are well known and something Girlguiding has always promoted.

How many residents of Malvern Town will benefit?

We anticipate that about 230 girls/young women and 75 adults will attend the event; multiplied by all their families/school friends/neighbours on into the future.

All the participants will learn new skills and gain in confidence while doing so.

The older girls and adults will have opportunities to demonstrate leadership skills while the younger ones will witness and gain from positive role models first hand.

These will be lasting experiences which will be used to benefit the wider community for decades to come.

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

Malvern is a beautiful place to live and offers many cultural opportunities.

We will be appreciating our ease of access to our glorious campsite tucked away within sight of the Malvern Hills.

Our worldwide theme will celebrate the diversity of our membership around the world.

We plan to broaden our experience of different cultures through music, dance, art, craft and pioneering skills.

This will open our eyes to different skills and ways of doing things which we don't come across in our daily lives here.

Understanding must be the way forward to social harmony and cohesion in an ever changing world.

Girls and women who are confident and independent in their own worth, while accepting and appreciating others, will encourage others to do the same and contribute hugely to their communities throughout their lives.

We are enabling the role models of today, and the future, to discover that they can indeed "do anything" in the wider world around them through being engaged in new opportunities.

At this time when many families are struggling financially, we are endeavouring to keep the costs to a minimum by providing as much as we can "in house" so financial constraints won't be prevent any girls attending.

Grant money would enable us to expand the experiences we are able to offer all our participants, including those with physical and "hidden" challenges.

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

No

What is the planned delivery date for the project/activity? 4-6th July 2025

What arrangements are in place for the delivery and management of this project?

We have a planning group which represents all the Girlguiding sections in Malvern and Upton They are involved in organising the interesting and challenging activities for the event ; as well as accommodation, catering, meeting the high Girlguiding standards of Health & Safety, Risk Assessments and Safeguarding.

The planning group is responsible for all the logistics and administration of the event including car parking and extreme weather arrangements.

We have booked exclusive use of the Girlguiding Worcesterstershire County camp site in Hanley Swan for the weekend.

Families are looking forward to their girls/young women engaging in this large scale event which has been sorely missing since Covid pressed the pause button on such gatherings.

4. Financial information

Total cost of your project:	£1600	Campsite fee
	Food	£6/night/head

	Basic activities £10/head Diversity/ inclusion activities Budget dependent!	
What funding has been secured to date and from where?		
We have had 2 successful Quiz Nights which have raised money for basic craft materials and other essentials.		
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?		
Families will cover the essential costs of accommodation and food for the event.. We have another Quiz Night planned for May 2025 The more money we have, the greater the range of diverse workshops we will be able to buy in		
	Now	Previous year
Annual income	£ 2024 balance sheet attached	£ 2023 balance sheet attached
Annual expenditure	£ Ditto	£ Ditto
Surplus/loss for the year	£ Ditto	£ Ditto
Savings/reserves	£ Ditto	£ Ditto
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	08-22-99	
Account number:	67237502	
Account name:	Malvern Division	
6. Supporting information to be included		Attached
Although our accounts look reasonably healthy; we like to keep £3000 as a contingency in case of emergencies and to help with running costs of Units who may be struggling financially (especially annual national and regional subscription of £50/member), Some of the money is ring fenced for girls going on international trips and SEND		<input type="checkbox"/>

<p>provision, as well as programme resources.</p> <p>Money from closed Units needs to be held for a year in case the Unit is able to open again to comply with GG guidance.</p> <p>We are pleased to have received a Waitrose grant which has paid the campsite deposit for our Jamboree.</p> <p>2025 has started well with our fundraising quiz.</p>	
A copy of your organisation's aims and objectives	✓

7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	Mary Flynn
Signature:	<i>M E Flynn</i>
Date:	10.2.25

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

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**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	Malvern Green Space
Amount Requested:	£380
Purpose of Grant	Room hire, stage set materials and advertising of a Sustainable Fashion Show
Time of Grant Application:	March 2025

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
SUB TOTAL			3	12	10
OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				25	

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

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

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

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

1. About your organisation	
Name of organisation:	Malvern Green Space
Address:	45 Wedderburn Road MALVERN Worcestershire WR14 2DF
Nature of organisation:	Malvern Green Space
VAT registration number (if applicable):	
Date organisation established:	23 May 2022
2. Contact details	
Contact name:	Dibah Farooqui
Position within organisation:	Volunteer Fundraiser
Correspondence address:	52 Peachfield Road Malvern WR14 4AL
Daytime telephone:	07817130080
Email address:	greenspacemalvern@gmail.com
3. About your application	
Amount requested:	
Total: £380	
Hire fees for The Cube - £310	
Flyers and posters - £30	

Materials for stage set - £40

Grant used to run the “ Sustainable Fashion Show” to be held at the Malvern Cube on October 11th 2025

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

Background:

Malvern Green Space is a small grassroots environmental charity (registered charity number 1199046) whose aim is to be a focal point of change, helping people to gather resources to take action for a sustainable future. We do this by encouraging participatory co-operation and skill sharing.

Malvern Green Space relies heavily on the contribution of volunteers to run all projects and events. The time, energy, ideas and enthusiasm of volunteers is not only vital to our work but is the very definition of what we are trying to achieve.

We run several different projects at various sites across Malvern. Our popular fortnightly ‘waste food’ community café, which is run by local volunteers, provides a three course plant based meal cooked from ‘waste’ food that would otherwise be thrown away. We also run monthly seed swaps for the community to get gardening and composting advice, as well as free plants and seeds to take home.

The Sustainable Fashion Show will be a one off event held in the evening of the 11th October 25. We have already grown in partnership with Malvern Cube and the youth club who have a strong commitment to holding this year’s Sustainable Fashion Show.

We also have a committed team of volunteers who are keen to start making plans for the event. In the run up to the event, as part of the youth club’s activities at The Cube, the young people will soon start designing their costumes and working on the choreography for the show.

The money from the grant will go towards putting on this important, yet fun event, for the residents of Malvern.

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

1. Promotes Sustainability: The event raises awareness about sustainable fashion, encouraging residents to rethink their consumer habits and make more eco-friendly choices. This helps to reduce the environmental impact of fast fashion, which is often linked to excessive waste and pollution.
2. Education and Awareness: The event serves as an educational platform, where residents can learn about the environmental impacts of the fashion industry and discover ways to adopt more sustainable practices, such as upcycling, thrifting, or buying from eco-conscious brands.
3. Community Engagement: The fashion show offers a fun and interactive way for residents to come together, celebrate local talent, and engage in conversations about sustainability. It strengthens community ties and fosters a sense of shared responsibility in making positive environmental changes.
4. Encourages Ethical Fashion Choices: By showcasing sustainable fashion, the event encourages residents to make conscious decisions when it comes to purchasing clothing. This includes supporting ethical fashion brands, choosing quality over quantity, and making more sustainable choices in their everyday lives.
5. Supports local business Residents of Malvern are encouraged to shop locally rather than from fast fashion shops and websites

How many residents of Malvern Town will benefit?

The capacity of the Cube for The Sustainable Fashion Show is 150

Volunteer opportunities for the residents of Malvern are up to 50

200 in total

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

Our Project -The Sustainable Fashion Show 2025

In addition to our regular events we are hoping to hold our 4th annual Sustainable Fashion Show in October 2025. We have had three successful 'sell out' performances so far with a strong emphasis on mending, upcycling and being creative with clothing. This event is held at The Cube in Malvern and involves the skills of a choreographer, a music supervisor and a set designer to put on a show-stopping event. We use 30 to 40 local cat walk models of different ages, sizes and abilities from the local youth club as well as members of the surrounding community in Malvern.

We involve The Cube Youth Group of Malvern as well as other people from all sections of Malvern in not only modelling but designing their own creative upcycled costumes for the event.

This is done in several sessions before the event. The models for the cat walk cover a wide range of ages from young people and children to retirees. Outfits for the show come from charity shops/ jumble sales / back of wardrobes etc. One model wore his father's hat dating back to the fifties - demonstrating that style never goes out of fashion.

Whilst the show is a lot of fun there is also a serious side to this event. Fast fashion and the textile industry in general represent some of the most damaging human activity for the climate and nature. Our fashion show demonstrates that you don't need to buy new clothes to look amazing! Statistics tell us that there are enough existing clothes to go around the world seven times over.

There will be a mini 'swap shop' with clothes that the audience can take home on the night. As well as a 'pledge' tree where people can hang their own written pledges on the evening – examples could be: to stop buying new clothes or to donate unwanted clothes to charity or to get involved with Malvern Green Space.

The Sustainable Fashion Show is also a good platform to sign post the public to our regular projects; namely our regular 'community waste food café' and seed swaps.

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

We received funding from Severn Arts/ MHDC to put on the 2024 Sustainable Fashion Show which included funds to produce a short video:

MGS - FASHION SHOW HIGHLIGHT.mp4

We receive grants from WCC and MHDC for our regular community meals

What is the planned delivery date for the project/activity?

11th October 25

What arrangements are in place for the delivery and management of this project?
 We have a committed team of volunteers. We work closely with The Cube Youth Group in the theme, set design and dance routines for the show, thus providing an additional educational provision to the young people not only on learning about the damaging effects of 'fast fashion' but the skills they learn from helping to put on the show. Anyone can get involved with the show- from designing costumes, being a model, assisting with the stage design, photography etc

4. Financial information

Total cost of your project:	£700
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What funding has been secured to date and from where?
 none

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?
 We will use our own reserves to pay for the sound engineer and volunteer expenses

	Now	Previous year
Annual income	£ 11,900	£ 22,246
Annual expenditure	£ 14,594	£ 4057
Surplus/loss for the year	£ 2679 (loss)	£ 18,189 (surplus)
Savings/reserves	£ 16,124	£ 18821

5. Bank details

Does your organisation have its own bank account and manage its own funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
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Sort code:	60-83-01
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Account number:	20452434
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Account name:	Malvern Green Space
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6. Supporting information to be included	Attached
Latest available statement of accounts	✓
A copy of your organisation's aims and objectives	✓

7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	Dibah Farooqui
Signature:	
Date:	20-3-25

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

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

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

**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	Malvern Community Partnership
Amount Requested:	£500
Purpose of Grant	Official reception to greet Czech Visitors from Marianske Lazne during Midsummer Malvern
Time of Grant Application:	March 2025

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
SUB TOTAL		2	9	4	5
OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				20	

MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM

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

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

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

1. About your organisation	
Name of organisation:	Malvern Community Partnership
Address:	2, St. James Road Malvern, WR14 2TS
Nature of organisation:	Partnership organisation facilitating link between Malvern Town Council and Marianske Lazne Town Council
VAT registration number (if applicable):	
Date organisation established:	October 2012
2. Contact details	
Contact name:	Mark Young
Position within organisation:	Secretary
Correspondence address:	2, St. James Road, Malvern WR14 2TS
Daytime telephone:	07708665432
Email address:	bohemiaforest@outlook.com
3. About your application	
Amount requested:	£500

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

To provide the official reception to greet Czech visitors and appropriate local hosts to a variety of events during Midsummer Malvern event. June and July 2025. Including Ambassador Marie Chatardova and embassy staff from London and Dr. Petr Somol and Dr. Hana Pazlarova. Attending lectures on A.I. in conjunction with BetaDen on Malvern Science Park, and various events in Great Malvern Priory, Malvern Theatres and Christ Church, Avenue Road Malvern.

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

International cooperation strengthens ties between nations at all time but is particularly appreciated at time of international tension.

Malvern has a 35-year history of contact with Marianske Lazne and many young people visiting in 1990 and 1991 have sent their children to Malvern in 2015 as part of the Canzona Choir visit and other relatives during the Fontana choir visit in 2024. Families in the two towns have grown up together over the years.

How many residents of Malvern Town will benefit?

All. The town will be widely publicised in local press, radio and T.V.
Likewise, in the Czech Republic

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

The grant will be beneficial to Malvern Community Partnership in paying for the official reception on behalf of the Town Council. The Partnership privately funds most other expenditure incurred, which is substantial.

The benefit to Malvern is outlined in the previous paragraph.

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

Funding received in previous years for mayoral visits, in view of Malvern Community Partnership being the official link between the two Town Councils, and having operated effectively for 12 years

<p>What is the planned delivery date for the project/activity? June 27th 2025</p>		
<p>What arrangements are in place for the delivery and management of this project? Elmslie House reserved as venue.</p>		
<p>4. Financial information</p>		
<p>Total cost of your project:</p>		<p>£500</p>
<p>What funding has been secured to date and from where? No funding for this official reception but private individuals underwrite all costs of venues and associated expenses for the Midsummer Malvern event.</p>		
<p>If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these? The sum of £500 covers just the official reception given by the Malvern Town Council. It breaks down as follows- Hire of hall at Elmslie House. £125 Room set up and reinstatement. £75 Food and drink for 30 attendees @ £10 per head. £300 Total £500.</p>		
	<p>Now</p>	<p>Previous year</p>
<p>Annual income</p>	<p>£ Information to be supplied as per agreement with Town Clerk.</p>	<p>£ To be supplied.</p>
<p>Annual expenditure</p>	<p>£ “</p>	<p>£</p>
<p>Surplus/loss for the year</p>	<p>£ “</p>	<p>£</p>
<p>Savings/reserves</p>	<p>£ “</p>	<p>£</p>
<p>5. Bank details</p>		
<p>Does your organisation have its own bank account and manage its own funds?</p>	<p><input checked="" type="radio"/> Yes</p>	<p><input type="radio"/> No</p>

Sort code:	30 98 90	
Account number:	17253168	
Account name:	Malvern Community Partnership	
6. Supporting information to be included		Attached
Latest available statement of accounts. To follow as advised to Town Clerk.		<input type="checkbox"/>
A copy of your organisation's aims and objectives. To follow.		<input type="checkbox"/>
7. Declaration		
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>		
Name:	Mark Young	
Signature:	Mark Young	
Date:	10th March 2025	

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

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

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**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 26 March 2025 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

LARGE GRANTS SCHEME – 2ND ROUND 2024/25

1. Purpose of report

1.1. For decision.

2. Recommendation

2.1. Committee is recommended to consider and approve as appropriate, applications for the Town Council's large grants scheme.

3. Background

3.1. The Town Council has received eight qualifying requests for funding that can be assessed under the large grants scheme:

1) 1 st Malvern Scout Group	£2,500
2) We are Men United CIC	£2,500
3) Malvern Community Kitchen (Octagon)	£954.97
4) Malvern Male Voice Choir	£2,000
5) Malvern Cube	£1,475
6) Malvern Spa Association	£2,500
7) The Coach House Theatre	£1,500
8) Barnards Green Cricket Club	£1,800

3.2. Policy and Resources Committee completed a comprehensive review of its grants policy in June and July 2020. A more recent and detailed review took place with recommendations adopted by Full Council in August 2023. A copy of the grants scheme guidelines can be found on the Town Council's website, www.malverntowncouncil.org/grants-scheme

3.3. Officers have completed a marking scheme form to assess each application and to give an indication of how closely they feel an application adheres to the scheme criteria by way of a score against eight criteria. Each large grant application is scored out of a maximum of 45 points. This is only guidance, and it is the role of the Policy and Resources Committee to review each grant application and determine which applications to agree and the size of each award.

3.4. A copy of each application form is included at Appendix A to this report. Supporting information, such as bank statements, constitutions and annual accounts, has been supplied and checked by Officers and is available on request from the office. Members are invited to familiarise themselves with the full details of these applications, and if any Councillor has any specific questions on an application, they should contact the office in advance of the meeting.

- 3.5. Members are reminded that large grants are for amounts over £500 and should provide a **significant** and wide-reaching benefit to the residents of Malvern Town. Part grants or conditions of award can be considered if the committee feels these are appropriate.

1st Malvern Scout Group - £2,500

- 3.6. 1st Malvern Scout Group are requesting funding of £2,500 to provide an accessible toilet within their scout hut. The total cost of this project is £12,500 with £5,000 raised to date. Should Town Council funding be approved then a further £5,000 will be required. This application has scored 40 points. All supporting evidence has been provided with slightly lower marks awarded as 60 members will benefit from this initiative, but it is noted that this could increase the diversity and inclusivity of this group.

We are Men United CIC - £2,500

- 3.7. Scoring 30 points, this grant application is from a group newly incorporated in September 2024. The grant being requested is for £2,500 as launch costs for setting up face to face mental health support for men in Malvern. Slightly lower marks have been awarded as there are no accounts yet and details of project delivery, costings and forecasts are a little sparse. As a new initiative it is difficult to know how many Malvern residents will benefit.

Malvern Community Kitchen (Octagon) - £954.97

- 3.8. After evaluation by Officers, this application has scored 36 points from a possible 45. £954.97 is sought for the purchase of a fridge and freezer, cooking utensils and renovation of a store cupboard. Marks have been deducted as this group does not have its own bank account or constitution and operates under The Octagon Community Centre. It is anticipated that 40-50 people will benefit from this initiative but that will hopefully increase by autumn 2025.

Malvern Male Voice Choir - £2,000

- 3.9. £2,000 has been requested to fund new and replacement copies of music, hire of venues for concerts and 40 replacement jackets for the Choir. 37 points have been awarded with most categories receiving the highest or next to highest scores. Marks have been lower against the significant benefit to Malvern Town residents as although 40 choir members will directly benefit, other benefits are not as easily quantifiable.

Malvern Cube - £1,475

- 3.10. A grant of £1,475 is requested to fund a new bench, two higher level raised beds and a retractable long length hose for the garden at Malvern Cube. This comprehensive application was submitted with all supporting documentation and has scored 42 points from 45. With footfall of approximately 500 people per week, there is potential for a high level of benefit from this grant.

Malvern Spa Association - £2,500

- 3.11. Scoring 40 out of a possible 45, this application has scored in the highest or next to highest categories against all criteria. Funding of £2,500 is requested. £500 towards a Malvern Water Film, £1500 towards a three-day Drama workshop and £500 towards new Malvern Water music. It is anticipated that a large number of residents will benefit, albeit places on the drama workshop are likely to be restricted. All supporting documentation has been submitted.

The Coach House Theatres - £1,500

- 3.12. This application is for funding of £1,500 towards a new festival of performing and associated Arts, "The Ink and Curtain Festival" and more specifically towards brochure and printing costs and hire of the theatre for an additional week. Scoring 34 points, this application lacks a bit of detail and it is not clear how Malvern residents will benefit from the initiative. All supporting documentation has been received.

Barnards Green Cricket Club - £1,800

- 3.13. The Cricket club are seeking £1,800 of funding to provide 26 weekly sessions of seated cricket to Malvern residents from their clubhouse. Scoring 36 points from 45, this is a comprehensive application with all documentation and supporting evidence received. Marks have been deducted as the sessions are anticipated to reach 20-50 people over the whole programme and extra funding would need to be sought to continue the programme beyond the end of the grant.

4. Financial Implications

- 4.1. The Council has set aside a total of £18,000 in its 2024/25 budget, for the payment of large grants.
- 4.2. Eight large grant applications have been received in March with a requested amount of £15,229.27.
- 4.3. Grants of £7,750 were awarded in the first round of this year's grant's scheme, leaving £10,250 of budget funding available.
- 4.4. Members are asked to critically assess all eight applications against grant scheme rules and to make recommendations as to whether each application should be a full award, part award or declined. Policy and Resources Committee can award large grants of up to £18,000 this year and therefore not all applicants can be awarded their full grant by committee. Any expenditure above the £10,250 of remaining funds must be made as a recommendation to Full Council as it would need to be taken from general reserves.

5. Legal Implications

- 5.1. The Town Council has the power to award grants under sections 137, 142, 144 and 145 of the Local Government Act 1972 and section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 5.2. The Town Council can also award grants using the Power of General Competence.

End

Linda Blake
Town Clerk

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	1 st Malvern Scout Group
Amount Requested:	£2,500
Purpose of Grant:	Installation of an accessible toilet within the scout hut
Time of Grant Application:	March 2025

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (i.e. not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL			6	4	30
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				40	

**MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**

LARGE GRANTS are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

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

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

1. About your organisation	
Name of organisation:	1 st Malvern Scout Group
Address:	1 st Malvern Scout Hut, Dukes Way, Great Malvern, Worcestershire, WR14 3JE
Nature of organisation:	As a Scout Group, we are a charity and aim to offer young people of the local community fun and challenging activities, unique experiences, everyday adventure, the chance to help others and make a positive impact in the community.
Charity registration number (if applicable):	1044512
VAT registration number (if applicable):	N/A
Date organisation established:	1 st Malvern was established around 1912 as one of the very early Scout Groups.
2. Contact details	
Contact name:	Jonathan Burton
Position within organisation:	Beaver Leader and Trustee
Correspondence address:	95 Geraldine Road, Malvern Worcestershire WR14 3NX
Daytime telephone:	07511 305298
Email address:	jonathanrichardburton@hotmail.com

3. About your application

Amount requested (if above £2,500 please state specific reason for this):

We would like to request £2,500 under this application but would gladly accept a smaller amount or indeed a larger amount if you are able to support this application.

We are trying to raise £12,500 in total to provide an accessible toilet within the 1st Malvern Scout Hut. We have received a pledge of £5,000 so far and are looking to raise the remaining £7,500 through grants and other fundraising activities.

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

Modification of the 1st Malvern Scout hut to provide an accessible toilet for disabled Beavers, Cubs, Scouts, leaders and visitors to our Scout hut.

Our Scout hut was built in the 1970s and was designed and built with two narrow single sex toilets. The current facilities are not accessible, do not accommodate wheelchair access, access for walking aids such as walking frames or manoeuvring any equipment needed for someone with a physical disability. They also do not provide sufficient space for transferring from wheelchair to toilet or the necessary fixtures and fittings required for a modern accessible toilet.

Our aim is to replace the existing two toilets with a single accessible toilet, a single unisex toilet and a utility sink all within the same floorspace. The layout is designed to be compliant with British Standard 8300-2:2018 'Design of an accessible and inclusive built environment' and Building Regulation Approved Document M 'Access to and use of buildings'.

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

1st Malvern Scout Group actively engage and support young people in their personal development, empowering them to make a positive contribution to society. Young people take part in fun indoor and outdoor activities within our Beaver, Cub and Scout sections. They learn by doing, by sharing in spiritual reflection and by taking responsibility. Scouts is where young people make new friends, have amazing adventures, and learn new skills.

1st Malvern Scout Group is one of the oldest Scout Groups in the Country and has been operating from its current location since the 1930s. 1st Malvern Scout Group are in the fortunate position of owning our own Scout hut and the land that surrounds it, having been given the land by Mrs Cartland in 1958. The Group built the current brick Scout hut in 1972 replacing the previous timber hut.

How many residents of Malvern Town will benefit?

We currently have over sixty members, from the age of six through to fourteen and operate weekly sessions for Beavers, Cubs and Scouts. Whilst our Scout Group is open to all, our primary catchment area is the Pound Bank, Sherrard's Green and Poolbrook areas of Malvern that are classed by the UK Government as being in the 1st, 2nd and 3rd most deprived deciles within the UK. 1st Malvern Scout Group does not receive any state funding, nor funding from the Scout Association but we try to keep our members subscription fees as low as possible to ensure that we can offer Scouting activities to Young People within these very deprived areas. All our funding comes through our own fundraising efforts and grant applications.

Whilst we have a current membership of sixty members, each year we have an average intake of thirty young people into Beavers, Cubs and Scouts as the Young People progress through the sections before moving to Explorer units at the age of fourteen. Over the last ten years, our Scout Group has provided a direct benefit to approximately three hundred Young People living within Malvern and is expected to provide a similar benefit to a further three hundred Young People within Malvern over the next ten years.

Malvern Scout Group have also been recently asked by the Scout Association to provide support to a national initiative to enhance diversity and inclusion across Scouting due to our work in this area.

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

Modification of the 1st Malvern Scout hut to provide an accessible toilet for disabled Beavers, Cubs, Scouts, leaders and visitors to our Scout hut.

These modifications will allow enhanced independence and self-confidence for those disabled young people who are already members of 1st Malvern Scout Group and use the hut. It will also enable us to offer enhanced opportunities to other disabled members of our community who often find themselves unable to access extra-curricular activities. Our facilities are currently limiting our ability to cater for all parts of our community and whilst we, as a group, are inclusive to all, our facilities do not currently match that desire and for some represent a real barrier to participating in Scouting.

We currently have over sixty members, from the age of six through to fourteen and operate weekly sessions for Beavers, Cubs and Scouts. Whilst our Scout Group is open to all, our primary catchment area is the Pound Bank, Sherrard's Green and Poolbrook areas of Malvern that are classed by the UK Government as being in the 1st, 2nd and 3rd most deprived deciles within the UK. 1st Malvern Scout Group does not receive any state funding, nor funding from the Scout Association but we try to keep our members subscription fees as low as possible to ensure that we can offer Scouting activities to Young People within these very deprived areas. All our funding comes through our own fundraising efforts and grant applications.

We hope that all members of our community, both current and future members, will benefit from the increased diversity and inclusion in our Scout Group. It will also enable more groups (outside of scouting) to hire the hut for activities and thus benefit our wider community too.

The Group has been able to self-fundraise and obtain local tradesperson support to design and build an accessible ramp to the side door of our hut. Now that the Scout Hut is wheelchair and walking frame accessible, we are focusing on our second stage to convert the toilets. Whilst we are still looking to raise funds through discrete Group fund raising activity, the funding requirements of such a capital expenditure means that we need to look to grant funding to support this project.

Our long term aim is to further extend the hut to allow accessible access to the kitchen facilities in the hut and will use this current project to facilitate links with appropriate trades and local disability groups who can help us to formulate better plans going forward.

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

1st Malvern Scout Group received a grant of £446 received on 5th May 2023. This funding was used to procure metal fire pits, camping equipment and rope.

What is the planned delivery date for the project/activity?

We anticipate the building work will take about three weeks to complete, depending on trade availability. Ideally, we would look to schedule the works during this summer term when our Scouts/Cubs/Beavers regular weekly meetings can be held away from the Scout hut as it is unlikely to be a useable space during the building works given the need to demolish walls, dig up a concrete floor, move doorways and alter soil pipes. If necessary we can work around this if the work takes place later in the year.

What arrangements are in place for the delivery and management of this project?

The project is relatively straightforward from a construction point of view and we will be using trades who have done this type of work before. Overall review and management of the work will be overseen by the 1st Malvern Scout Group Trustee Board. Day to day management of the trades, ordering materials, deliveries and scheduling will be managed by a small group of trustees.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

This is a new initiative although we have completed other related projects where the group self-funded and obtained local tradesperson support to design and build an accessible ramp to the side door of our hut enhancing our wheelchair provision that had previously been via a portable ramp.

4. Financial information		
Total cost of your project:	£12,500	
<p>What funding has been secured to date and from where?</p> <p>Funding secured to date for this project are:</p> <p>£5,000: The Rowlands Trust.</p> <p>This pledge of funds is provisional on securing the remainder of the funding within 12 months (prior to 4th Feb 2026) or we will have to reapply.</p>		
<p>If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?</p> <p>If you are able to provide a grant of £2,500 we would need to secure an additional £5,000. The Group have applied through the Platform Housing grant scheme for £2,500 and are awaiting a decision for this.</p> <p>We have also made a further two grant applications to grant providers and are looking into eligibility for other grant funds.</p> <p>In addition, the group are looking at the following fundraising efforts:</p> <ul style="list-style-type: none"> - Making enquiries with the building trade to secure donated materials required (The materials cost is estimated at £2,500 inc VAT); and - Fundraising efforts. Spring raffle, Winter raffle, Sponsored walk, Bag packing, etc. 		
	Now (23/24)	Previous year 22/23)
Annual income	£7,960	£4,083
Annual expenditure	£8,645	£4,784
Surplus/loss for the year	-£686	-£701
Savings/reserves	£10,631	£11,317
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	40-31-09	

Account number:	81129740
Account name:	1 st Malvern Scout Group
6. Supporting information to be included	Attached
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	✓
A list of those involved in running the organisation, including trustees if appropriate.	✓
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	✓
A recent bank statement in the name of the organisation.	✓
A business plan or other similar document showing future plans for the organisation. Note: As discussed with Deborah Powell we do not have a business plan for 1 st Malvern Scout Group although our constitution details our charitable aims that guide our long term plans.	<input type="checkbox"/>

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	Jonathan Burton
Signature	
Date:	27/02/2025

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

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

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

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	We are Men United CIC
Amount Requested:	£2,500
Purpose of Grant:	Venue hire and marketing for mental health support workshops in Malvern
Time of Grant Application:	March 2025

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (i.e. not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL		0	18	12	
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				30	

**MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**

LARGE GRANTS are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

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

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

1. About your organisation	
Name of organisation:	We Are Men United CIC
Address:	C/o Ormerod Rutter, The Oakley, Kidderminster Road, Droitwich. WR9 9AY
Nature of organisation:	Mental Health Support for Men
Charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	September 2024 (Company Number 15974089)
2. Contact details	
Contact name:	Matthew White
Position within organisation:	Founder & Company Director
Correspondence address:	28 Rectory Lane, Rock, Worcestershire. DY14 9RS
Daytime telephone:	07879 846630
Email address:	support@men-united.co.uk

3. About your application

Amount requested (if above £2,500 please state specific reason for this):
£2500.

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

The provision for Male specific, free, face to face mental health support in Malvern doesn't exist. We Are Men United are an aspiring service hoping to bridge the gap in support for those requiring low to moderate, non-clinical support for their mental wellbeing. The provision is both costly to set-up and to deliver. The delivery of face-to-face interventions is not the only method of support we are delivering; the digital offer will reach many more people and especially those for who attending a group meeting is simply not for them, and this has a cost attached. The funds from this application facilitate the launch/delivery of the service and will secure the ability of us to be self-sufficient after the set-up. Venue hire, marketing, paid advertising and refreshments make up the spending of the funding. Thereafter, the project will be self-sufficient.

Venue Hire

£25 per hour, 2 hours x 26 weeks = £1300

Marketing/Advertising £680

Refreshments £20 per session £ 520

TOTAL £2500.

No costs are included for overheads/staff costs, these are being covered personally by Matt White.

Project implementation through this Town council funding of our service to Malvern residents for 12 months will allow us to imbed the offer, and gather traction in our work and thereby time to obtain further funding to cover all costs to continue delivery with no further funds being sought form the Town Council.

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

The grant will not only benefit Men. Improving the mental fitness of men, will, if successful, overlap onto the people around them, their families, their work colleagues and the wide community.

A greater sense of mental wellbeing will facilitate an improvement in morale, self-esteem, aspiration and will allow for an improved outlook of life and engagement in life itself.

How many residents of Malvern Town will benefit?

This is an impossible question to accurately answer for several reasons. We are starting off from scratch, and we have stigmas and barriers to overcome in making Men seeking support for mental health OK, as there is still an enormous problem with men not opening up and seeking

support, this is a very long-term issue. We aim to positively influence the wellbeing of every chap we interact with, and the ripple effect on every time they chose to interact with and positively advocate us to will add greatly to who we benefit. We will also benefit many people who we don't meet, vicariously through seeing support being delivered, will help some others to have hope and feel differently about themselves.

The Main benefits to the residents:

The project will create safe, inclusive spaces where men can discuss mental health challenges openly. Sessions will use a peer-support "talking therapy" approach, developing shared understanding and mutual respect, which research has shown to be particularly valued by men attending mental health support groups ([Vickery, 2022](#)).

The session lead will facilitate discussions, encourage participation, and tailor interventions to address the group's specific challenges, whether that be social, financial, domestic etc. Our delivery will incorporate a flexible workbook developed during a Worcestershire County Council-funded pilot. This evolving resource includes discussion prompts and exercises on topics like recognising stress and anxiety, identifying emotional triggers, and practicing self-care. The workbook will adapt based on participant needs, ensuring a responsive and relevant programme.

An attendee of one of our current groups shared:

"I've started being able to spot the things that cause problems and think about how I respond to them when they appear."

The advantages of local delivery are in being able to reflect local issues and create a sense of belonging, being invested in each other and taking pride in their community. This in turn, inspires people to play a greater role in looking after their local environment and supporting others. The benefits of not feeling alone and being listened to are all too often overlooked.

This project is targeted at those who are hardest to reach and may be currently hiding away and struggling in silence. Through these sessions, participants will:

- **Build Resilience:** Develop a personalised toolkit to manage mental health challenges effectively.
- **Enhance Confidence:** Gain the skills and encouragement to pursue long-term personal growth.
- **Strengthen Connections:** Engage with their local community and form supportive relationships.

Key Project Outcomes

1. Improved Mental Wellbeing Among Participants

Participants will develop practical tools and strategies to manage anxiety, depression, and other mental health challenges. By building resilience and confidence we aim to empower attendees to make sustainable improvements to their mental fitness and overall quality of life.

2. Increased Social Connection and Community Engagement

The project will create a safe and inclusive space for men to connect, reducing feelings of isolation and building a sense of belonging. Strengthening social networks will promote ongoing engagement in community activities and other support services.

Beyond the funded period, the project's benefits will continue to deliver lasting impact:

- **Stronger Relationships:** The dialogue and trust established between customers and Malvern Town Council will endure, improving engagement and collaboration long after the sessions conclude.
- **Reduced Barriers:** By addressing digital barriers, stigmas, and initial hesitations during the project, participants will feel more confident in accessing other support services in the future.
- **Empowered Communities:** Participants will leave with tools and strategies for ongoing mental health management, creating long-term ripple effects in their families and local communities.

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

N?/A

What is the planned delivery date for the project/activity?

April 2025 for 12 months

What arrangements are in place for the delivery and management of this project?

The CIC has various measurements of assessing impact and value, and arrangements for delivery including venue etc, are subject to funding being awarded. The management will be undertaken by Matt White, and reporting, including good news stories, will be offered quarterly.

There are various skills set available to the team, and a broad skill set amongst mentors is in place, along with signposting where we cant/aren't qualified to support.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

This is a new initiative, although we are planning a similar project funded through a social housing provider, but that is specifically aimed at their customer based, this is open to all.

4. Financial information

Total cost of your project:	£5000
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What funding has been secured to date and from where?

£500 from a MHDC Councillor, other applications are pending,

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

Delivery of services are dependent on funding and delivered pro-rata of what is secured. We would like to deliver fortnightly interventions, but monthly sessions will be available to local men if full funding is not forthcoming.

We have a "go fund me" page, and we have other grant applications submitted.

	Now	Previous year
Annual income	£ 6500	£ NIL
Annual expenditure	£ 6500	£ NIL
Surplus/loss for the year	£ 0	£ NIL
Savings/reserves	£ 0	£ NIL

5. Bank details

Does your organisation have its own bank account and manage its own funds?		<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	30-99-50		
Account number:	68859063		
Account name:	We Are Men United CIC		
6. Supporting information to be included			Attached
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.			✓
A list of those involved in running the organisation, including trustees if appropriate.			✓
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.			✓
A recent bank statement in the name of the organisation.			✓
A business plan or other similar document showing future plans for the organisation.			✓


7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	Matthew White
Signature:	
Date:	6/3/25

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

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

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**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Malvern Community Kitchen (Octagon)
Amount Requested:	£954.97
Purpose of Grant:	Renovation of store cupboard and purchase of a fridge, freezer and cooking utensils
Time of Grant Application:	March 2025

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (i.e. not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL			6	20	10
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				36	

**MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**

LARGE GRANTS are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

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

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

1. About your organisation	
Name of organisation:	Malvern Community Kitchen, a project of the Octagon Community Centre Malvern
Address:	The Octagon Centre, Brook Farm Drive, Malvern, WR14 3SQ
Nature of organisation:	Tackling child food poverty. Families with children under 18 who are struggling with the cost of living crisis will be referred to us by local GPs, the Social Prescribing Team covering Malvern Town Primary Care Network and Action for Children (the Family Hub Network) covering Malvern Hills District. Once referred, we will invite them to join us for a high quality, freshly cooked nutritious supper every week for 6 months. The dignity of our clients will be at the centre of what we do: we intend that the experience will be as much like 'going out for dinner with your family' as possible. As we open on additional evenings over the first 6 months of operation, we hope to recruit additional volunteers and staff from amongst our referred families.
Charity registration number (if applicable):	1197948
VAT registration number (if applicable):	N/A
Date organisation established:	Current CIO registration February 2022, but The Octagon Community Centre has operated for many years under its previous Charity name of Brook Farm Community Centre.
2. Contact details	
Contact name:	Mrs Julia Needham
Position within organisation:	Project Manager (Voluntary) – Malvern Community Kitchen Trustee of The Octagon Community Centre Malvern

Correspondence address:	Malvern Community Kitchen The Octagon Centre, Brook Farm Drive, Malvern, WR14 3SQ
Daytime telephone:	07946 582168
Email address:	malverncommunitykitchen@theoctagoncentre.org.uk

3. About your application

Amount requested (if above £2,500 please state specific reason for this):

We seek assistance with securing the seed funding to start our project while we build up our long-term community funding base. In particular, we would like to apply to the Town Council for funding to assist us with one off start up costs including:

- **Purchase of fridge and freezer**
- **Purchase of additional cooking utensils and food storage containers**
- **Renovation of the existing store room at the Octagon Centre to provide additional shelving and space for the dedicated freezer and fridge.**

These were omitted from our initial budget calculations and would be a huge help at this point.

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

£70 - Fridge (We are able to source this via Roundabout in Evesham at a huge discount – unfortunately we are advised that they rarely have large freezers).

£199 - Freezer

£485.97 Renovation of the store cupboard (including labour and materials).

£200 – Additional Cooking Utensils for batch cooking and storage of food.

Total ‘seed’ funding requested: £954.97.

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

By tackling child food poverty for local children and their families. Our proposed referral system will enable us to rely on the professional expertise of our referral partners to ensure that we are able to target those local families who are most in need. In addition to the health and educational benefits of improved nutrition, our long-term commitment to our referred families – to join us for family supper once per week for 6 months - will enable us to get to know them and tailor our provision to their needs. We will look to signpost to other relevant services where appropriate and encourage adults to volunteer on other evenings as we expand our operation. In time, we aspire to offer training opportunities where possible and to encourage our clients to consider working for the Community Kitchen Project.

How many residents of Malvern Town will benefit?

Initially, family supper will be served at 4:30 & 5:30 pm on Sundays for between 20-25 people per sitting: so initially, 40-50 people per week. We plan to open on additional evenings both at the Octagon Centre and St Mary’s Pickersleigh within our first few months of operation, and anticipate supporting 120-150 people per week by Autumn 2025.

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

Malvern Community Kitchen intends to secure it's long-term future by encouraging lots of private individuals and local businesses to support our work through regular small donations by standing order. In this way, we hope to achieve a sustainable funding platform during our first 6 months of operation for which ongoing operating costs are not reliant on grants or local authority funding. While we have already started this work. What we need at the moment is help to get our project started, particularly with one off costs such as that requested in this application.

We hope that this is where the Malvern Town Council might be able to help.

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

No (not for Malvern Community Kitchen – this is a new project).

What is the planned delivery date for the project/activity?

We plan to open in March 2025.

What arrangements are in place for the delivery and management of this project?

I am the project manager and have taken time out of my professional (legal) practice to get Malvern Community Kitchen up and running on a voluntary basis. Going forward, our plan is to employ 3 part-time staff (cook, server and project manager) alongside volunteers to deliver this project long-term. I have committed to remaining actively involved in the Community Kitchen until I have established a long-term funding base from within the local community which is sufficient to secure the future of the project. Thereafter, I will remain involved as a volunteer within the project and continue in my role as a trustee of the Octagon Community Centre for at least the next 5 years.

Oversight / governance of the project will be undertaken by the Board of Trustees of The Octagon Community Centre Malvern.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

It's a new initiative.

4. Financial information

Total cost of your project:	£19,382.22 for the first 6 months of operation, based on opening for 2 evenings per week.
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What funding has been secured to date and from where?

We have secured approximately £2000 of funding to date through donations (both one off and via new standing orders) from private individuals and businesses within the local community. During the first 6 months of operation we predict that our private fundraising will contribute a further £6000.

We have not secured any other grant funding as yet, but we anticipate that we will receive £10,000 of funding from the District Council in April 2025, towards our operating costs for the first 6 months.

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

No. We will be able to start our project in March 2025 if we are successful in this funding application. We have written confirmation that we will receive the District Council funding in April.

We are a new project and thus don't yet have the details requested below. But please see information provided in answer to section 6 of this application, which provides recent accounting information for The Octagon Centre generally and the Community Kitchen's current funding position.

	Now	Previous year
Annual income	£	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£

5. Bank details

Does your organisation have its own bank account and manage its own funds?	<input type="radio"/> Yes	
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Sort code:	40-52-40
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Account number:	00037515
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Account name:	The Octagon Community Centre Malvern REFERENCE: MCKitchen	
6. Supporting information to be included		Attached
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.		✓
A list of those involved in running the organisation, including trustees if appropriate.		<input type="checkbox"/>
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.		<input type="checkbox"/>
A recent bank statement in the name of the organisation.		<input type="checkbox"/>
A business plan or other similar document showing future plans for the organisation.		<input type="checkbox"/>

Notes

Attached are the following:

6(a) Constitution

6(b) List of Trustees & Projects Manager

6(c) We have provided this information for the Octagon Community Centre generally. Obviously as a very new project, we don't have this information for Malvern Community Kitchen as yet. We have provided a recent statement of account which includes the current financial position of Malvern Community Kitchen.

6(d) Recent bank statement for the dedicated Community Kitchen account attached.

6 (e) Two documents attached: 'MCK Budget" and "MCK Information for major sponsors". We trust that this will be sufficient.

If any additional information is required, please do not hesitate to ask.

7. Declaration	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	Mrs Julia Needham
Signature	<i>J Needham</i>
Date:	13th February 2025

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

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

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

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Malvern Male Voice Choir
Amount Requested:	£2,000
Purpose of Grant:	New and replacement copies of music sets, venue hire for concerts and replacement Jackets for the choir
Time of Grant Application:	March 2025

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (i.e. not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL			6	16	15
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				37	

**MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**

LARGE GRANTS are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

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

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

1. About your organisation	
Name of organisation:	The Malvern Male Voice Choir (MMVC)
Address:	Practices & Annual General Meetings held at Holy Trinity Church. Mr Paul Whitacker (Chairman). Macaulay Rise Malvern WR14 2XF Mob: 07817 742999
Nature of organisation:	Entertainment, Music education & Local Charity support
Charity registration number (if applicable):	Application - work in progress.
VAT registration number (if applicable):	No
Date organisation established:	1922
2. Contact details	
Contact name:	Mr Gordon D Burrows
Position within organisation:	MMVC Committee Member for Grant Application
Correspondence address:	84 Fruitlands, Malvern Wells, Worcestershire, WR14 4XB.
Daytime telephone:	Land: 01684 561474 Mob: 07867 748065
Email address:	gdburrows@fruitlands.eclipse.co.uk

3. About your application

Amount requested (if above £2,500 please state specific reason for this):

£2000

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

- 1) New and replacement of unuseable & lost copies of music - £500. This comprises £300 for 3 new music sets plus £200 for completing part sets of lost and unreadable music in our 103 year old library.
- 2) The hire of Christchurch and the Malvern Cube venues for concerts in September & December 2025. These 2 venues will cost the choir around £400 in total.
- 3) Replacing worn out & mismatched sized performance jackets. These were bought many years ago second hand from The Worcesterhire Male Voice Choir - £1100. (40 jackets quoted at £250 per 10 less badges). The amount of this grant would be needed to include a few extra sizes.

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

Enhance the community spirit of Malvern by bring people together and helping struggling venues.

Enable MMVC to better help Malvern's financialy and physically underprivedged.

Bring the health benefits of singing to a wider group of Malvern folk.

Work with schools and individuals to give young (and older) Malvernians oportunities in music.

Enhance the arts reputation of Malvern attracting visitors bringing beneficial trade.

Improve audience feel good factor by extending our content and visual image.

How many residents of Malvern Town will benefit?

We estimate that some 400- 600 folk will mentally benefit or financially gain from interaction with MMVC over this coming year 2025.

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

The MMVC has struggled financially during and since Covid with savings falling below the required one year backup of £6K. Despite this, we have maintained a high profile in the community by sadly balancing out some poorer venues for those able afford us. Although donating surplus to local charites, we strive to do better. Any awarded grant of any amount would be very greatly apprecisteid by the choir and I am sure the Malvern Town resident.

- 1) Alleviate financial burden of rising running costs and falling revenue (saving down £2K last year)
- 2) Make possible MMVC performances in venues lacking the finance to pay us.
i.e. Care homes, charities and institutes etc.
- 3) To avoid raising membership costs for a third consecutive year in a row.
- 4) To give back memories to the physically and mentally impaired and spread welbeing.
- 5) Have funding to share music will young i.e promoting concerts with schools etc.
- 6) Continue to provide healthy companionship to the choir and Malvern residents.
- 7) Maintain providing a rich musical education to all Malvern residents

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

None applied for or recieved.

What is the planned delivery date for the project/activity?

Malvern Male Voice Choir will spend any grant money awarded in the 2025 calendar year.

What arrangements are in place for the delivery and management of this project?

The MMVC committee meets in the first week of every month. Planning for the 3 named and other requirements has been ongoing since last year. Quotations for jackets from a local firm, as given above, have been recieved. Music purchase is under the direction of our musical Director, Mr Charles Pavy who has priced 1 set of 40 music copies for the choir at £100. His requirement is for 3 new sets this year & £200 for making up useable complete sets from our aging 100 year old library. Not all MMVC concerts are by invitation. MMVC has planned to hire Christ Church and The Malvern Cube in September and December respectively. We have had provisional discussions with their representatives with only dates now to be finalised before the summer recess.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

It is not new to the MMVC. Performances are regularly refreshed to attract ever wider audiences and avoid stagnation at repeated venues. We work with establishments help young musical tallent both within and outside schools. We also promote the mental and health benifits of singing to all including the physical and mentally impaired. We attract visitors to Malvern with the benifits of increase trade. MMVC comprises volutary members supporting local and national charities. We provide performance for the terminally ill and at funerals. We also provide part time paid work for our Musical Director, Accompanist and Librarian.

4. Financial information

Total cost of your project:	£2000.00
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What funding has been secured to date and from where?

MMVC recieved total donations of £1150 last year (mainly HMRC). There were some 'one off's to aid Piano Hire, Venue Hire etc. Donations have been recieved from the estate of a deceised choir member or concert audience. In 2022 MMVC recieved a donation of £300 from the Redrow Building Company. This was given to enable the choir to give concerts in Care Homes lacking the finance to hire the choir. Todate MMVC has recieved very infrequent financial aid and has struggled to accommodate the poorer homes and societies in Malvern from our own esources.

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

None

	Now	Previous year
Annual income	£6,492.46	£6,575.34
Annual expenditure	£5,966.56	£5,922.61
Surplus/loss for the year	£529.90	£652.73
Savings/reserves	£4,089.75	£6,876.26

5. Bank details

Does your organisation have its own bank account and manage its own funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	30-95-41	
Account number:	24929468	
Account name:	Malvern Male Voice Choir	

6. Supporting information to be included	Attached
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	<input checked="" type="checkbox"/>
A list of those involved in running the organisation, including trustees if appropriate.	<input checked="" type="checkbox"/>
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	<input checked="" type="checkbox"/>
A recent bank statement in the name of the organisation.	<input checked="" type="checkbox"/>
A business plan or other similar document showing future plans for the organisation.	<input checked="" type="checkbox"/>

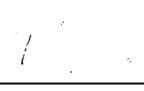
7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	Gordon D Burrows
Signature	
Date:	9th March 2025

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

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

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

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Malvern Cube
Amount Requested:	£1,475
Purpose of Grant:	Purchase a seating area and raised beds for the new garden area at the Cube
Time of Grant Application:	March 2025

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (i.e. not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL				12	30
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				42	

**MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**

LARGE GRANTS are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

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

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

1. About your organisation	
Name of organisation:	MALVERN CUBE YOUTH & COMMUNITY TRUST (MALVERN CUBE)
Address:	ALBERT ROAD NORTH, MALVERN, WR14 2YF
Nature of organisation:	COMMUNITY CENTRE WITH GARDEN & CAFÉ + PERFORMANCE ARTS VENUE
Charity registration number (if applicable):	1166088
VAT registration number (if applicable):	N/A
Date organisation established:	MAY 2012
2. Contact details	
Contact name:	MICHELLE NEWELL (SALLY FORD)
Position within organisation:	CENTRE MANAGER (TRUSTEE)
Correspondence address:	MALVERN CUBE, ALBERT ROAD NORTH, MALVERN, WR14 2YF
Daytime telephone:	01684 575363 (01684 439345)
Email address:	<u>manager@malverncube.com</u> (<u>sally@malverncube.com</u>)

3. About your application

Amount requested (if above £2,500 please state specific reason for this):

£1,475

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

The Cube receives no core funding so we are entirely dependent on what we earn from room hire and from grants – hence our application.

The money will be spent on the Cube garden.

We would like to provide seating at the rear of the Cube, in our new memorial orchard, and to replace two raised beds at the front of the centre, making them more suitable for less-able gardeners by raising them up and providing a 'perchable' edge. We would also like to install a retractable hose to save less able gardeners using heavy watering cans.

- Bench – supply, delivery and tamper proof secure ground installation £600 (design to be chosen by volunteers)
- 2 x new higher level raised beds – 400 mm high, oak sleeper construction £720
- Retractable long length hose to reach new beds - £155

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

The gardens at the Cube play an important role. They provide a lovely setting for the community building, provide fruit and veg for the café and are gardened entirely by volunteers from the Cube. In addition, as 'open gardens' they can be enjoyed by anyone in the community.

Volunteers have worked hard to develop the area to the rear of the Cube and a 'memorial orchard' is being planted in memory of a much missed Cube member – Wendy's Orchard.

A wide variety of people are involved with looking after the gardens, many of whom garden to improve their wellbeing – physical, mental or social. Others use the space to meet, relax or find peace.

In addition the many passers-by and the people who attend clubs, meetings and events, all benefit from the gardens.

In addition we have always worked hard to keep the garden looking good for the Malvern in Bloom competition and have been encouraged by judges to keep making improvements.

How many residents of Malvern Town will benefit?

Footfall at the Cube is in the region of 500 people a week. These will all directly benefit from the grant.

12 volunteers are involved in regular gardening at the Cube.

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

Malvern Cube is a Community and Arts Centre. We are entirely self-supporting and, although this can be a financial challenge, the centre is a busy and popular venue, offering the space for the community to organise a huge range of activities. Without this grant we would not be able to make the planned garden improvements.

Our garden is a key part of what we have to offer. It provides space for outdoor events, is a wonderful setting for the centre, allows us to grow food for our café and offers gardening opportunities for Cube volunteers and for the many young people who attend youth club here. We encourage organic gardening and try to make sure we garden and plant with wildlife in mind – improving biodiversity.

As an open garden it is accessible to everyone, year round, and is well used by people at the Cube and by the local community. This beautiful space is very different to the surroundings of most community buildings and we are very proud of what our gardening volunteers have created. We know from user surveys that it is valued and much loved by the Cube users and the local community.

This grant would help us complete our orchard project, which will provide a lovely sitting space and fruit for the café and the wider community. We are committed to zero waste and share our produce with those who can make best use of it.

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

2016 Blackout curtains and new sanitary ware

2018 Replacement boiler

2020 Café-style tables for theatre

Help with grass cutting

What is the planned delivery date for the project/activity?

The project will take place between May and September 2025.

What arrangements are in place for the delivery and management of this project?

The work will be supervised by Karen Humphries (trustee and gardening co-ordinator) and carried out by garden volunteers during our regular monthly 'drop-ins'.

Bench installation will be carried out by the bench supplier.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

This is new work but is part of our development of the garden and grounds.

4. Financial information

Total cost of your project:	£1475
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What funding has been secured to date and from where?

We will provide in-kind volunteer hours to the value of £400. (10 vols x 4 half day sessions)

We will provide a plaque for the bench – Wendy's Orchard – approx. cost £80 (to be commissioned)


Note: We received a grant from the Living Heritage fund for the planting of the new orchard (£888) – this is not included in our project costs as planting had to be carried out in the planting season before the application date.

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

There are no extra funds to be secured.

	Now	Previous year
Annual income	£222,728	£237,372
Annual expenditure	£228,033	£224,582
Surplus/loss for the year	- £5,305	+£12,790
Savings/reserves	£30,000	£20,000

5. Bank details		
Does your organisation have its own bank account and manage its own funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	08 92 99	
Account number:	65806715	
Account name:	Malvern Youth & Community Trust	
6. Supporting information to be included		Attached
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.		<input type="checkbox"/> Yes
A list of those involved in running the organisation, including trustees if appropriate.		<input type="checkbox"/> Yes
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.		<input type="checkbox"/> Yes
A recent bank statement in the name of the organisation.		<input type="checkbox"/> Yes
A business plan or other similar document showing future plans for the organisation. Please see: https://www.malverncube.com/malvern-cube-strategy/		<input type="checkbox"/> Yes

7. Declaration	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	SALLY FORD
Signature	
Date:	04/03/25

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

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

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**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Malvern Spa Association
Amount Requested:	£2,500
Purpose of Grant:	Malvern Water Projects – Contributions towards Malvern Water Film, Malvern Water drama workshop and Malvern Water Music
Time of Grant Application:	March 2025

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (i.e. not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL				20	20
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				40	

**MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**

LARGE GRANTS are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

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

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

1. About your organisation	
Name of organisation:	Malvern Spa Association
Address:	46, Jamaica Road, Malvern WR14 1TU
Nature of organisation:	Not-for-profit community organisation
Charity registration number (if applicable):	N/A
VAT registration number (if applicable):	N/A
Date organisation established:	18 th September 1998
2. Contact details	
Contact name:	Carly Tinkler
Position within organisation:	President
Correspondence address:	46, Jamaica Road, Malvern WR14 1TU
Daytime telephone:	07711 538854
Email address:	carly@carlytinkler.com

3. About your application

Amount requested (if above £2,500 please state specific reason for this):

£2,500.

We have several ambitious and exciting projects planned, and are ready to start working on some of them right away with a view to completion this summer. Others will be developed this year and completed by May 2026. A few are longer term, to be developed over the next 2 – 5 years.

The total cost of all the projects we would like to deliver / launch by May 2026 is probably £20,000+, so any amount, no matter how small or large, will be greatly appreciated and put to good use. We will also obtain additional funding from other sources - see Financial Information below.

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

Malvern Spa Association (the MSA) is applying to MTC for £2,500 to help us deliver the first of a series of **Malvern Water Projects**, which in turn will help us achieve our stated aim, and also develop future projects (see Supporting Statement below).

The funds from MTC would be spent on three specific projects, with the amount donated to each set out below (however, if MTC was interested in covering the total cost of the Drama Workshop, for example, perhaps this could be discussed):

Project 1 is the first **Malvern Water Film**. An experienced professional local filmmaker will explore Malvern's spring water heritage and celebrate the central role it plays in the health, well-being, and spiritual life of communities in and around Malvern. The film will tell the story of the springs and wells, and show how individuals, communities and organisations see them as a vital part of Malvern's rich story and the cultural life of the area. The film will feature newly recorded oral histories and contemporary perspectives from communities and special interest groups. The film's audience includes the people of Malvern, and visitors. It will be started as soon as possible, and will be premiered at the Malvern Water and Well Dressing Festival in **late April / early May 2026**. The total cost of this project is **£5,000**. MTC's donation would be **£500**. This would be a contribution towards the film-maker's costs to cover the first stages of filming which we want to start as soon as possible especially to capture the Community Drama Workshop and Water Music creation processes from the beginning.

Project 2 is a three-day intergenerational **Malvern Water Drama Workshop**. On Day 1, participants will be given resources about Malvern Water including photographs, videos, facts, folk stories and pieces of music. Using the resources as inspiration the group will complete a series of drama and storytelling activities. On Day 2 the participants' ideas will be pieced together to form a short performance, which they practice on Days 2 and 3. At the end of Day 3 the performance will be informally shown to family, friends and members of the public, alongside an exhibition of the resources that inspired them. The process will be filmed as part of the Malvern Water Film project. Planning for the event will start as soon as possible, and the workshops will take place in Great Malvern in **late July 2025**. The total cost of this project is **£2,500**. MTC's donation would be **£1500**. This would be spent on the following: venue hire plus refreshments for participants £440; cost of facilitator £800; materials £60; printing costs for marketing materials (leaflets, posters, ads) £200.

Project 3 is the commissioning of a short piece of **new Malvern Water Music** by local professional composer Liz Dilnot-Johnson who would co-create the piece with the local community in a series of workshops, focussing on mental / physical health and the importance of connection with the outside environment with Malvern Water as the inspiration. Planning for the event will start as soon as possible: the first performance of the piece will be at a concert in Great Malvern in **early July 2025** during the Midsummer Malvern Festival. The process will be filmed as part of the Malvern Water Film project. The total cost of this project is **£1,500**. MTC's donation would be **£500**. This would be spent on two performers (voice and harp) £250 each performance fee.

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

This is explained further in the Supporting Statement below, but in summary, bringing benefits to Malvern Town residents / the Malvern Town community through the delivery of projects is an objective that underpins our work.

The MSA was formed in 1998 to carry forwards the Malvern Water Strategy launched in 1996 by MHDC as part of the Town Centre Regeneration Strategy. MHDC's aim was to benefit local residents and communities by 'putting Malvern back on the map' and encouraging economic growth partly by improving existing / creating new facilities – the town itself had been in decline for some time and Malvern Water, which had for so long been the town's USP, was no longer commercially available and in most cases, not fit to drink – many water features had been abandoned. Today, the importance and value of water as a global resource is widely recognised, and as a result, more and more people are taking an interest in Malvern Water and realising how lucky we are to have this unique and precious resource on our doorstep, with free, unlimited access to pure, fresh spring water.

For the last few years we have been planning several community-based projects, some led by professionals and experts in their fields, such as Malvern Water films, plays, music, dance, art, sculpture, murals, tapestries, books, and poetry. Also, various events, activities, and initiatives such as citizen's science projects and research into Malvern Water with publication of papers, and promotion of products featuring / made from Malvern Water.

Many of these are aimed at improving people's health and well-being (one of our longer-term aims is to make Malvern a centre of excellence for hydrotherapy once again). Many involve disadvantaged / under-represented / minority groups, and are intergenerational. Protecting and enhancing the local environment are clearly very high priorities. We have widespread support from long-term residents and newcomers alike, the latter especially keen to know more about the area / its history, and also offer help.

Now we are ready to begin work on the first of these projects (we are calling this first stage '**Testing the Water**!'), and are hoping that MTC can assist with funding. If successful, we would welcome close collaboration with MTC.

How many residents of Malvern Town will benefit?

We believe that in 2021, there were just over 33,000 residents in the Town. Our existing projects / events already involve large numbers of local people of all ages, backgrounds, interests, and abilities (we have at least 800 well dressing volunteers alone), so there is a very good chance that a relatively large percentage of the population would benefit by participating in the creation of the projects, and / or in the enjoyment of the outcomes. We promote our work far and wide, through writing regular 'water features' for the local press, our active website, and high-quality newsletter, and are now developing our social media presence so we can reach a wider audience. We would also advertise the projects to local bodies / organisations, schools, and businesses, and hand out flyers.

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

The grant will be beneficial to the MSA as it will help us achieve our stated aim which is "with the community, to protect, enhance, and promote knowledge of, Malvern's natural and cultural spring water heritage".

Since 1998 we have worked tirelessly to achieve this aim and have successfully completed several projects including the creation of new water features eg Malvhina and Elgar in the town centre based on community consultation (2005 – 2007), and in 1999, the establishment and operation of the very popular Malvern Water and Well Dressing Festival which now takes place annually in May. Well dressing involves hundreds of volunteers from the Malvern community, and the event draws visitors from around the world.

As well as the general benefits outlined above, the grant will be directly beneficial to the residents of Malvern Town in many ways, for example, the projects will:

- Offer residents and communities the chance to be involved in meaningful, inclusive, accessible, interesting, inspiring, creative and fun community projects, some of which could leave important lasting legacies.
- Bring people of all ages, backgrounds and abilities together to create, talk, share knowledge, skills and experiences, and develop ideas for future projects. The MSA is a large, well-established and very welcoming community with members and supporters not only throughout the town but also across the globe, offering something for everyone. It is personal respect and gratitude for the water that seems to unite people.
- Significantly improve people's mental and physical health and well-being and the quality of their lives, not only directly through the projects, but also indirectly by engendering interest in and exploration of Malvern's amazing natural and cultural resources.
- Provide great educational opportunities, not only learning about local nature and culture, but also learning and sharing a wide variety of skills, often working alongside professionals.
- Help meet the needs of people experiencing social and economic difficulties through a) being involved in project creation, workshops, learning etc at no cost, and b) offering reduced-cost or free tickets to events.
- Deliver significant tangible outcomes which Malvern Town residents / the community can be really proud of, whether having participated in their creation, or having been entertained / inspired by the outcomes. This will encourage more people to a) be involved in our projects, and b) develop their own.
- Boost the local economy by attracting more visitors to the town and providing a variety of high-quality Malvern Water themed resources throughout the year.
- Encourage communication and collaboration between local councils, bodies, organisations and stakeholders, many of whom already support and participate in MSA projects.
- Ensure the protection and enhancement of the local environment, especially by raising awareness of Malvern Water and its value. We note that in a recent survey carried out by MHDC, the main concern of 11 – 17-year-olds in the District was 'climate change and the environment' (followed by 'jobs, money, and opportunities').

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

No

What is the planned delivery date for the project/activity?

Project 1 first Malvern Water Film: April 2026

Project 2 Malvern Water Drama Workshop: late July 2025

Project 3 new Malvern Water Music: early July 2025

What arrangements are in place for the delivery and management of this project?

Most preliminary arrangements are in place: professionals have been approached and have provided scoping documents / outlines of their proposals and fees / costs; venues are provisionally booked. The MSA Committee will manage the project and we now have a dedicated person in place whose role includes co-ordinating and publicising the projects.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

Yes, all these are new initiatives for the MSA, but as explained above, they are about 'testing the water' to establish how successful the first projects are so we can then decide whether all the other projects we have planned could follow on and deliver more, even greater benefits.

For example, the Malvern Water Film project will be a relatively high-level overview of a myriad of subjects, but our plan is to produce films / documentaries about some of them, for example well dressing, and the Water Cure.

The idea for the Malvern Water Drama Workshop sprang from our plan to develop a Malvern Water Play with professional and community input: we had hoped to stage it in May this year but were too late to apply for funding so it will be in May 2026. In addition, we will produce an outdoor piece for May Day featuring a humorous Water Cure Re-enactment partly based on Charles Dickens' Water Cure play, and will collaborate with theatre company Strange Futures (who operate at The Cube) on a new water-themed production.

The short new Malvern Water Music piece will be the start of a repertoire of new water-themed music, song, choral, orchestra, with associated dance, poetry and other performances / publications – we hope people will be inspired not only to participate, but also create and perform their own compositions.

4. Financial information

Total cost of your project:

The total cost of Projects 1, 2 and 3 outlined above is £9000.

What funding has been secured to date and from where?

The MSA intends to contribute at least £2,500 towards Projects 1 – 3, which it has available and has ring-fenced. We could potentially contribute a bit more but quite a large proportion of our available funds is ring-fenced for future large-scale water feature restoration and other similar works.

We have also just secured £700 towards Projects 1 – 3 from a local Councillor's discretionary ward grant fund.

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

If MTC did decide to award £2,500, then with the MSA's contribution of £2,500 and the Councillor's £700, we would only need to secure another £3,300.

We are currently applying for grants to cover Projects 1 – 3, and also some of the future projects such as the Malvern Water Play and the Malvern Water Tapestry. Most of the grants are for community-based projects, but some will fund professional work where the output is performed in front of a fee-paying public.

In addition, we often receive small contributions from members and supporters for specific projects, so could try raising funds in this way as well.

	Now	Previous year
Annual income	£1263	£733
Annual expenditure	£8806	£1440

Surplus/loss for the year	£7542 loss	£706 loss
Savings/reserves	£21497	£29040
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	53-81-33	
Account number:	85519014	
Account name:	The Malvern Spa Association	
6. Supporting information to be included		Attached
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.		<input checked="" type="checkbox"/>
A list of those involved in running the organisation, including trustees if appropriate.		<input checked="" type="checkbox"/>
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.		<input checked="" type="checkbox"/>
A recent bank statement in the name of the organisation.		<input checked="" type="checkbox"/>
A business plan or other similar document showing future plans for the organisation. Please note that we do not currently have a business plan: one could be provided in due course if required but our future plans including financial are outlined in this submission.		<input type="checkbox"/>

7 Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	Carly Tinkler
Signature:	<i>Carly Tinkler</i>
Date:	19 th March 2025

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

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

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

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	The Coach House Theatre
Amount Requested:	£1,500
Purpose of Grant:	Malvern Ink and Curtain Festival – hire of theatre for an additional week and advertising
Time of Grant Application:	March 2025

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (i.e. not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL			12	12	10
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.					34

**The MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**

LARGE GRANTS are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

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

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

1. About your organisation	
Name of organisation:	The Coach House Theatre
Address:	Theatre House, Grange Road, Malvern, Worcs WR 14 3HA
Nature of organisation:	Community Theatre
Charity registration number (if applicable):	1169603
VAT registration number (if applicable):	N/A
Date organisation established:	1977
2. Contact details	
Contact name:	Chris Bassett
Position within organisation:	Executive Trustee
Correspondence address:	The Coach House Theatre, Grange Road, Malvern, Worcs, WR 14 3HA
Daytime telephone:	01684 562071 / 07768 235574
Email address:	chrisb_mtp@yahoo.co.uk

3. About your application

Amount requested (if above £2,500 please state specific reason for this):

£1500-00

The Festival is largely funded by a private donor (**£6000**) This will cover the **Theatre hire** for the period of the Festival. However, the Festival is proving popular with Malvern's performing arts community and we have therefore extended the event by a week at a cost of **£1000**. In addition we have set aside **£1000 for energy** (the Coach House Theatre charges additionally for electricity and gas as an initiative). We have also budgeted **£1000** for the production of a **brochure and printing costs**.

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

*A new Festival of performing and associated arts, Malvern Festival of Ink and Curtain will present the work of local and small scale theatre companies and emerging playwrights and novelists over a period of five weeks July 26 to 31st August. See information attached. Exhibitions of the work of local artists will also be staged. **Note : due to the popularity of the Festival it has been extended further into July.***

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

Participating creatives will provide the people of Malvern with the opportunity to enjoy a mix of new writing for the stage and established theatre companies that would otherwise be unable to present their work due to the cost of hiring the Theatre. Some events will take place in Priory Park and The Artstrands collaborative will present exhibitions of local artists' work throughout the Festival

How many residents of Malvern Town will benefit?

All residents will have the opportunity to enjoy the Festival events at an affordable cost. Some events are free.

The work of four Malvern / Worcestershire based writers will have their work premiered during the Festival.

Eleven performing arts groups and individuals will take part in the Festival

Up to ten Malvern visual artists will have their work exhibited during the Festival.

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

Benefits to the Coach House Theatre will include the opportunity to present a wide range of professional and community drama projects over a concentrated period. New playwrights and performers will be introduced to the unique facilities offered by the Theatre. Hopefully the event will be a model for future Malvern drama festivals.

Residents of Malvern will enjoy the diverse nature of the Festival which will include new work by established and emerging writers and a new production of a work by Bernard Shaw in recognition of the ground breaking drama for which Malvern is nationally renowned.

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

Grants to support the Post - Covid revival of the Coach House Theatre (Covid Artists Recovery Enterprise – CARE Scheme)

(Previous grant of £1400 made to Resident Company Malvern Theatre Players for free tickets for children to "Pantomash" at the Coach House Theatre in 2024)

What is the planned delivery date for the project/activity?

July 26th to 31st August 2025

What arrangements are in place for the delivery and management of this project?

All events will be fully staffed by volunteers provided by Friends of the Coach House Theatre, including technical and front of house support.

Arrangements for events in Priory Park will be made with Malvern Hills District Council.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

Although a new initiative, the project is similar to the very successful Covid Artists' Recovery Enterprise (CARE) scheme which was supported by Malvern Town Council to assist local performers to return to the Theatre post Covid. This scheme ran for two years and was also supported by MHDC and the Elmley foundation.

However, presenting the new scheme as a Festival has attracted a large element of private funding to provide free use of the Theatre to participating individuals and groups.

4. Financial information

Total cost of your project:	£5000	
What funding has been secured to date and from where?		
<i>Friends of the Coach House Theatre</i> £6000 <i>From Coach House Theatre funds</i> £1500		
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?		
<i>Assuming that a full grant was made, no further funding will be necessary. In the event of a shortfall the Coach House Theatre will contribute further, although much of the Coach House Theatre reserve funds are set aside for current and future maintenance of the Grade 2 listed building.</i>		
	Now	Previous year
Annual income	£21,083	£26,258
Annual expenditure	£20,694	£32,609
Surplus/loss for the year	£ 389	£ (6351)
Savings/reserves	£45,683	£45,294
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	53 81 33	
Accomunt number:	85640999	

Account name:	The Coach House Theatre (Malvern)	
6. Supporting information to be included	Attached	
A written constitution/set of rules that sets out the organisation's purpose and how it is managed. <i>See extract from Charity Governing Document</i>	✓	
A list of those involved in running the organisation, including trustees if appropriate.	✓	
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	✓	
A recent bank statement in the name of the organisation.	✓	
A business plan or other similar document showing future plans for the organisation. <i>See Annual Report (attached)</i>	✓	


7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	C J BASSETT
Signature	
Date:	07 March 2025

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

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

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

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Barnards Green Cricket Club
Amount Requested:	£1,800
Purpose of Grant:	Provision of 26 weeks of seated cricket exercise sessions for older and disabled residents of Malvern
Time of Grant Application:	March 2025

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

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (i.e. not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL			9	12	15
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				36	

**MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**

LARGE GRANTS are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

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

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

1. About your organisation	
Name of organisation:	Barnards Green Cricket Club
Address:	North End Lane, Malvern, WR14 2ET
Nature of organisation:	Cricket and social club
Charity registration number (if applicable):	Community Amateur Sports Club
VAT registration number (if applicable):	064/B216
Date organisation established:	1934
2. Contact details	
Contact name:	Kath Wood
Position within organisation:	Committee member, Cricket Secretary, Women's and Girls Co-ordinator and Lead Activator / Coach
Correspondence address:	92 Belmont Road, Malvern WR14 1PB
Daytime telephone:	07538837288
Email address:	bgcccommunications@gmail.com

3. About your application

Amount requested (if above £2,500 please state specific reason for this):

£1,800

26 weekly sessions @ £60 per week = £1,560

Purchase of equipment – bats, balls, beanbags and balloons = £200

Marketing and printing = £40

Breakdown of £60

- Coaching = £25 per week
- Hire of function room / kitchen for 90 mins (50% nominal charge) = £25 per week
- Provision of refreshments = £10 per week

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

We would like to offer seated cricket to Malvern residents at our clubhouse in North End Lane. We recognised the benefit of regular organised exercise and the opportunity to socialise as really important for the mental and physical wellbeing of older members of our local community. Seated cricket is also suitable for those with mobility issues and disabilities so the sessions would have wide appeal.

We would use the money to pay for a recognised and qualified coach from Worcestershire Cricket Foundation to deliver the session and to offer free refreshments.

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

By providing sport-related regular free exercise sessions encouraging local older and disabled residents to keep active which can benefit their physical health. This is an alternative to the seated yoga and Zumba style sessions provided locally and would have wide appeal.

It would also provide an opportunity for lonely and isolated residents to meet regularly and form supportive relationships – which is beneficial to their mental health.

We would encourage participants to join in with other activities running at the club to help them connect to their community.

How many residents of Malvern Town will benefit?

We would be able to offer sessions of up to 20 people. Whilst some people would attend regularly we anticipate there would be some who come less frequently. We would hope to reach 20-50 people in total over the whole programme

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

As a leading community cricket club in the Worcestershire area, we feel it is our place to be able to offer cricket to as wider audience as possible. We are looking to be able to offer seated cricket alongside out potential involvement in Super 1s disability cricket and Street Cricket, as well as our cricket programmes for children aged 5-19 and adult cricket. We are also a host venue for Health Lifestyles Worcester and Age Uk Dementia Café and this offering fits in nicely with our aims to be able to work with the local community outside of cricket.

We already have a number of older members, and we are on the edge of a large housing estate (with a high proportion) of social housing which gives us access to a good amount of potential participants. We have connections with a number of community groups through the Pickersleigh Project and have a plan to engage with older people's services more widely across the town.

We would use the grant to pay for coaching from Worcestershire Cricket Foundation and to provide free refreshments – with a view to seek further funding or to become self-sufficient beyond the end of the grant. We anticipate that the amount requested would fund 26-32 weeks of activity.

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

We received a small grant to support the refurbishment of our artificial nets. (I believe £2k in 2022)

What is the planned delivery date for the project/activity?

We have agreed in principle that Worcestershire Cricket Foundation will deliver the programme, and they have good availability across the summer. We would like to start this at the start of the cricket season (May) but an exact start date is yet to be decided.

What arrangements are in place for the delivery and management of this project?

Kath Wood will coordinate the project
Coaching will be provided by Worcestershire Cricket Foundation
Club staff will arrange access to premises and refreshments

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

This would be the first time we have tried to deliver seated cricket, but it has been run successfully at the dementia café we have hosted.

4. Financial information

Total cost of your project:	£1,800
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What funding has been secured to date and from where?

None

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

The funding would cover an initial period of 26 weeks, and we would seek alternative funding, fundraise or charge a small fee to cover costs following that.

	Now	Previous year
Annual income	£44,469.68	£42,519.71
Annual expenditure	£ 46,400.33	£47,959.59
Surplus/loss for the year	(£ 1,930.65)	(£5,429.88)
Savings/reserves	£8,500	£9,800

5. Bank details

Does your organisation have its own bank account and manage its own funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	40-31-09	
Account number:	41371150	
Account name:	Barnards Green Cricket Club	

6. Supporting information to be included

	Attached
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	✓
A list of those involved in running the organisation, including trustees if appropriate.	✓
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	✓
A recent bank statement in the name of the organisation.	✓
A business plan or other similar document showing future plans for the organisation.	✓

7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	Kath Wood
Signature:	
Date:	10th March 2025

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

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

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**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 26 March 2025 at 6.00 pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

REVIEW OF EARMARKED RESERVES

1. Purpose of Report

- 1.1. The purpose of this report is to present to Policy and Resources Committee a summary of the current position of the Council's Earmarked Reserves and to consider any further provisions or revisions which may need to be made in light of the Council's financial and operational position approaching Financial Year End 2024/25.

2. Recommendation

- 2.1. The Committee is recommended to review and approve the details of Earmarked Reserves as summarised in Appendix A.

3. Background

- 3.1. Malvern Town Council is required to maintain adequate financial reserves to meet the needs of the organisation.
- 3.2. Reserves can be categorised as **General Reserves** which are held to cushion the impact of uneven cash flows or unexpected events, or **Earmarked Reserves** which are held for a specific purpose. Earmarked Reserves are established on a "needs" basis in line with planned or anticipated requirements.
- 3.3. Earmarked Reserves are held by Malvern Town Council for six main reasons:
- 1) As part of a planned programme of Asset Renewal and Refurbishment.
 - 2) To allow the carry forward of budgeted projects that the Council has not been able to complete in the current year due to specific circumstances.
 - 3) To carry forward underspend. Earmarked Reserves can be used to carry forward these resources for specific projects.
 - 4) Perpetuity Funds are held for Townsend Way and Grave Maintenance. The capital sums of these funds cannot be utilised, but interest from investment of these funds is used to contribute towards maintenance costs in these areas.
 - 5) Specifically allocated funding such as community infrastructure levy receipts Section 106 funding or other receipts with restricted usage.
 - 6) Other Earmarked Reserves will be set up from time to time to meet known or predicted liabilities.
- 3.4. A review of Earmarked Reserves shows that the estimated balance of Earmarked Funds at 31 March 2025 is £271,988.
- 3.5. This amount is £7,475 higher than at 31 March 2024.

- 3.6. Officers are proposing the following addition to Earmarked Reserves:
- £5,000 to be added to the Town Council Elections Reserve
 - £20,000 to be earmarked for the new toddler play area at Victoria Park
 - £3,500 to be earmarked for the new lighting at Victoria Park
- 3.7. There are no other specific Earmarked Reserves allocations that have been agreed or identified as being necessary at this point. However, Committee may wish to make its own suggestions for additions.
- 4. Financial Implications**
- 4.1. The predicted balance on Earmarked Reserves at 31 March 2025 will be £271,988 as set out in Appendix A.
- 4.2. Committee is advised that the Council has enough cash resources to support the Earmarked Reserves.
- 5. Legal Implications**
- 5.1. The requirement as such to set aside Earmarked Reserves is not set out in statute.
- 5.2. However, the Council is required to make arrangements for the proper administration of its financial affairs and to so manage its affairs as to secure economic, efficient and effective use of resources and safeguard its assets.
- 5.3. The setting aside of reserves, and hence the cash to finance the relevant expenditure when incurred, would be deemed prudent.

End

Linda Blake
Town Clerk

**AGENDA ITEM 7
APPENDIX A**

Description	Earmarked Funds at 01/04/24	Reserves added / (released) during year	Predicted Earmarked Funds at 31/03/25	Details of movements during the Year	Any further additions or releases
EM Elections	£2,411	£5,000	£7,411	No movements as there have been no elections or by-elections.	Proposal for addition of £5,000 to start building funds back up before the next Full Council elections in May 2027 or to cover the costs of any by-elections.
EM Asset Repair and Development	£47,855	(£19,900)/ (£8,625)/ £20,000 / £3,500	£42,830	Reserves were released during the year for works to refurbish the play area at Jamaica Crescent and landscaping works at the Community Hub in Victoria Park.	£20,000 was included in the re-forecast to install a new toddler play area at Victoria Park. Unfortunately, with timescales very tight, this project will now take place in April and £20,000 of funds need to be earmarked to offset this cost in 2025/26. A further addition of £3,500 is proposed to carry forward funding for new lighting at Victoria Park.
EM Play Areas	Nil	Nil	Nil	No additions are proposed at this time.	None proposed
EM Cemetery Extension / Cemetery Refurbishment Project	£16,659	Nil	£16,659	The cemetery extension has now been completed, with burials now taking place in this area. This Earmarked Fund will therefore remain in place for any additional refurbishment or extension works that may be required in the future.	None proposed

**AGENDA ITEM 7
APPENDIX A**

Description	Earmarked Funds at 01/04/24	Reserves added / (released) during year	Predicted Earmarked Funds at 31/03/25	Details of movements during the Year	Any further additions or releases
EM Vehicle and Machinery Replacement Fund	£44,438	£20,000 / (£12,500)	£51,938	<p>This fund is to smooth the effect on the precept of purchasing vehicles and machinery and £20,000 of funds has been added during 2024/25.</p> <p>A release of £12,500 has been made during the year to fund the purchase of the new Kubota Tractor.</p>	None proposed
EM Events and Grants	Nil	Nil	Nil	No additions are proposed at this time.	None proposed
Capital Receipts Reserve	Nil	Nil	Nil	No additions are proposed at this time.	None proposed
Perpetuity Funds	£66,484	Nil	£66,484	None required	None proposed
Premium Receipt for Adam Lee	£50,000	Nil	£50,000	None required	None proposed
CIL Reserve – Brook Farm Drive	£36,666	Nil	£36,666	None required	None proposed
Overall Total	£264,513	£48,500 / (£41,025)	£271,988		

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 26 March 2025 at 6.00 pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

REVIEW OF STANDING ORDERS

1. Purpose of report

1.1. For review and decision.

2. Recommendation

2.1. Policy and Resources Committee is asked to consider, review and revise as necessary, the Town Council's standing orders with recommendations to go to Full Council for approval and adoption.

3. Background

3.1. The last review of standing orders was carried out by Policy and Resources Committee in February 2025. Committee members reviewed the Standing Orders, identified areas which needed clarification and made amendments as required.

3.2. The updated and amended Standing Orders were sent to Full Council on 12 February 2025. These are attached at Appendix A and show amendments as made by committee in red.

3.3. A number of queries were put forward during the Full Council meeting held in February 2025 and therefore following a proposal by the Chair of Policy and Resources, it was agreed that the draft Standing Orders should go back to the next meeting of this committee.

3.4. Standing Orders written in bold reflect mandatory statutory or legal requirements and may not be changed.

3.5. Recommendations from Policy and Resources Committee will then go to Full Council for adoption.

4. Financial Implications

4.1. None pertaining to this report.

5. Legal Implications

5.1. A council requires standing orders to regulate its proceedings and business.

5.2. Standing orders in bold type contain legal and statutory requirements and so cannot be amended.

End

Linda Blake
Town Clerk



MALVERN TOWN COUNCIL

STANDING ORDERS

1. RULES OF DEBATE AT MEETINGS

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. This standing order has been deleted from MTC's standing orders.
- h. A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j. Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k. One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p. During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

- q. A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect **mandatory** statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t. Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the Chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a. ● **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. ● **The minimum three clear days * for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

- c. ● The minimum three clear days' * public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- d. ●● Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Public participation will take place following 'Apologies for Absence', 'Declarations of Interest' and 'Approval of the Minutes of the last meeting' (if relevant)
- f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed thirty minutes unless directed by the Chair of the meeting.
- g. Subject to standing order 3(f), a member of the public shall not speak for more than five minutes.
- h. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i. A person shall raise their hand when requesting to speak (except when a person has a disability or is likely to suffer discomfort).
- j. A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l. ●● Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m. ●● A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n. ●● The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o. ● Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- p. ● The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

- q. ●●● **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r. ●●● **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
- See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*
- s. ● **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before the vote is taken and before moving on to the next item of business on the agenda.
- t. The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u. ●●● **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v. ● **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
- w. ●●● **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- x. A meeting shall not exceed a period of two hours. At the discretion of the Chair, the council may agree to suspend standing orders and the meeting be extended for a further thirty minutes.

4. COMMITTEES AND SUB-COMMITTEES

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d. The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting that they are unable to attend;
 - vi. shall permit the members of a standing committee or committee to appoint the Chair and Vice-Chair of that standing committee or committee at the first meeting of the committee held after the Annual Council in May;
 - vii. this standing order has been deleted from MTC's standing orders;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no fewer than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
- e. **Sub-committees will be formed rather than task and finish groups and shall have a timeframe determined at the time of appointment by either Full Council or a Standing Committee as appropriate.**
- f. **Written reports from the Chair of sub-committees will be an agenda item for meetings of the parent Standing Committee or Full Council to facilitate progress updates where applicable.**

5. ORDINARY COUNCIL MEETINGS

- a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
Note: Elected councillors take office on the fourth day following ordinary elections and in both cases the number of days is calculated disregarding Sundays, bank holidays and days appointed for public thanksgiving.
- b. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council. (In the case of Malvern Town Council, this is currently the Mayor and the Deputy Mayor).**
- f. **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g. **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j. **Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:**
 - i. **in an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. receipt of the minutes of the last meeting of a committee;
 - iv. consideration of the recommendations made by a committee;
 - v. review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. review of the terms of reference for committees;
 - vii. appointment of members to existing committees;

- viii. appointment of any new committees in accordance with standing order 4;
- ix. review and adoption of appropriate standing orders and financial regulations;
- x. review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
- xi. review of representation on or work with external bodies and arrangements for reporting back;
- xii. in an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. review of inventory of land and other assets including buildings and office equipment;
- xiv. confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. review of the Council's and/or staff subscriptions to other bodies;
- xvi. review of the Council's complaints procedure;
- xvii. review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);
- xviii. review of the Council's policy for dealing with the press/media;
- xix. review of the Council's employment policies and procedures;
- xx. review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Items v. to xxi may be referred to a committee before final ratification by Full Council during the council year.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a. **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c. The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d. If the Chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least seven councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

a. Where one position is to be filled:

Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

b. Where more than one position is to be filled:

Where there are more nominations than positions available to be filled, each councillor at the meeting shall have the same number of votes as vacancies. A councillor can choose to place fewer votes than vacancies, but cannot place more. A councillor may also only vote for each candidate once. If there is a tie in votes, which does not allow for the election of the required number of candidates, then the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes are given in favour of the required number of people to fill the vacancies.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a. A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days** before the meeting **and provide a seconder.**
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d. ~~If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least five clear days* before the meeting. (remove this SO)~~

- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded and numbered in the order that they are received.
- h. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting;
 - xvii. to close the meeting; or
 - xviii. to congratulate, thank or encourage an individual or body or to send condolences or best wishes to someone.

10B QUESTIONS

- a. Councillors' questions regarding any aspect of council business, addressed to a named councillor or officer, must be sent via the Town Clerk, not later than three working days before the Council meeting.

- b. Every question put shall be answered by that named person, either verbally or in writing at the meeting or, in the case of more complex issues, at the earliest possible opportunity.
- c. The questioner shall have the right to ask a supplementary question and receive an answer, either verbally at the meeting or in writing at the earliest possible opportunity thereafter.
- d. No further discussion or debate will be permitted.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a. Draft minutes will be confirmed at the next meeting of the relevant Council or committee having been served on Councillors with the agenda to attend the meeting at which they are due to be approved.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- d. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:
“The Chair of this meeting does not believe that the minutes of the meeting of the () held on () in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e. ●●● **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f. Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b. Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f. A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

- h. **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a. Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b. Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c. The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d. **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
- i. **at least three clear days * before a meeting of the Council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. **At least two clear days ** before a meeting of the Council, a committee or a sub-committee issue all reports relating to agenda items for that meeting, as far as is practicably possible;**
- iii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five clear days** before the meeting confirming their withdrawal of it;
- iv. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- v. **facilitate inspection of the minute book by local government electors;**
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. hold acceptance of office forms from councillors;
- viii. hold a copy of every councillor's register of interests;
- ix. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- x. liaise, as appropriate, with the Council's designated Data Protection Officer;
- xi. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xii. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xiii. arrange for legal deeds to be executed; (see also standing order 23).
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xvi. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Operations and Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Operations and Planning committee;
- xvii. manage access to information about the Council via the publication scheme; and
- xviii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect (see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioner's Guide".
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September, 31 December and 31 March in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least fourteen days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity, unless it proposes to use an existing list of approved suppliers (framework agreement)**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council OR the Policy and Resources Committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Town Clerk will ensure that levels of staff absence are reported to Policy and Resources Committee on a quarterly basis.
- c. The Chair of the Policy and Resources Committee or in their absence, the Vice-Chair, along with the Chair of the Council shall upon a resolution conduct a review of the performance and annual appraisals of the work of the Town Clerk and the Operations Manager. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Policy and Resources Committee. The Policy and Resources Committee shall also have the responsibility of reviewing annual appraisals of all Town Council employees once they have been completed by the Town Clerk and the Operations Manager.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair of the Policy and Resources Committee or in their absence, the Vice-Chair of the Policy and Resources Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Policy and Resources Committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the Chair or Vice-Chair of the Policy and Resources Committee, this shall be communicated to another member of the Policy and Resources Committee, which shall be reported back and progressed by resolution of the Council.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *If gross annual income or expenditure (whichever is the higher) exceeds £200,000* **the Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

See also standing order 11. (Below is not an exclusive list).

- a. **The Council shall appoint a Data Protection Officer, if required.**
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution or the delegated powers of the Proper Officer.
- b. **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each correspondence sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
inspect any land and/or premises which the Council has a right or duty to inspect;
or
issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least seven councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

* The Council will in practice use its own definition of clear days for this purpose. See below **

** A 'clear day' does not include the day on which notice was issued, the day of a meeting, a weekend, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.