



EVESHAM TOWN COUNCIL

Minutes of the Meeting of **EVESHAM TOWN COUNCIL** held at 6.30 pm on **MONDAY 14 SEPTEMBER 2015** in the Council Chamber, Town Hall, Evesham.

Those present:

Chairman: Cllr F Kaler (Town Mayor)
Vice Chairman: Cllr A P Booth (Deputy Town Mayor)

Councillors: Cllr Mrs S Amor, Cllr A Barlow, Cllr P R Boyd, Cllr M D Elliman,
Cllr M S Goodge, Cllr Mrs L S Jakeman,
Cllr R S W Jones, Cllr Mrs L Johnson, Cllrs Mrs D R Raphael,
Cllr R W Raphael, Cllr Mrs M Sale, Cllr Mrs J E Sandalls,
Cllr Mrs F S Smith, Cllr J H Smith OBE, Cllr C Tether,
Cllr Mrs R J Whiting

Officers: Mr S D Carter (Town Clerk)

43. Apologies for Absence

Apologies for absence were submitted on behalf of Councillors J Bulman, C D Homer, R S W Jones, Mrs F S Smith, and J H Smith OBE.

44. Declarations of pecuniary or other interests (if any)

There were no declarations of interest.

45. Announcements by the Town Mayor

The Town Mayor informed Members of an invite he had just received to a service marking the anniversary of the Battle of Britain. The invite was open to all Councillors.

The Town Mayor informed Members of his intention to have a Christmas Spectacle to be held on 19 December in the town centre. As part of this there would be Christmas carols.

The Town Mayor permitted Mr P Wisbeh to address the Council. Mr Wisbeh informed the Council of his concern with regards to street furniture in the town centre and asked the Council to consider adopting a Town Centre Charter. Mr Wisbeh was informed that this matter would be appropriate for the Town Plan Committee to discuss and that he should speak to the Town Clerk with regards to having it placed on the agenda.

46. Minutes of the Previous Meeting

The Minutes of the Council meeting held on 13 July 2015, copies of which had been circulated to all Members with the agenda were considered.

It was **RESOLVED** that the minutes be adopted as a true record.

47. Committee Reports

The following report had been circulated to all Members with the agenda for adoption as a true record and authorisation for execution where necessary:-

- a) Planning and Estates Committee – 15 July 2015
No recommendations to Council

It was **RESOLVED** that the Minutes be adopted as a true record and correct record.

- b) Planning and Estates Committee – 10 August 2015
No recommendations to Council

It was **RESOLVED** that the Minutes be adopted as a true record and correct record.

- c) Planning and Estates Committee – 1 September 2015
Recommended to Council – Minute 39
Following discussion it was moved, seconded and **RESOLVED** that the council would negotiate with the tenants and agree to staged annual increments over 3 years up to the market rate. This would be reported back to the committee once an agreement had been reached.

It was **RESOLVED** that the Minutes be adopted as a true record and correct record and that the recommendations to Council be adopted.

- d) Town Plan Committee – 7 September 2015

Recommended to Council – Minute 14
That the Council adopts the anti litter and public realm strategy and reviews its policy on the purchase of bins and dog bins.

It was **RESOLVED** that the Minutes be adopted as a true record and correct record and that the recommendations to Council be adopted.

48. Steering Group recommendations

Circulated with the agenda were the minutes from the Market Steering Group held on 30 July 2015. It was **RESOLVED** to adopt all the recommendations made by the Steering Group.

49. Update from Wychavon District Council and Worcestershire County Council members

Cllr Bob Banks Worcestershire County Council (WCC) member for Evesham South updated Members on issues relating to WCC.

Cllr Banks advised Members that WCC were to commence enhancement works to the Market Place on 26 October and would be done in sections so as to minimise disruption to markets. Work would not be done on Saturdays or during the Christmas Market. In Overbrook work would be undertaken to resurface and improve the footpath.

Cllr Banks informed Members that improvements had been made to the drop off and pick up point at Bengeworth School and that 28 households in Evesham South had taken up a new insulation scheme.

The County Council were working to promote fostering to potential families in the County. A number of drop in events were to be held and Members were asked to help publicise them.

Finally Cllr Banks informed members that the county had hosted the European wheelchair basket ball championships, which was also a qualifying event for the Rio 2016 Paralympics.

Cllr Banks was thanked for his update.

Cllr R W Raphael Wychavon District Councillor (WDC) for Evesham North updated Members on issues and news from WDC. He informed Members that meetings at WDC had been moved from Wednesdays to Tuesdays to accommodate Jack Hegarty who had taken on the dual role of Chief Executive of both WDC and Malvern Hills District Council.

Cllr Raphael informed Members of a newly approved Flood Initiatives Fund, and a new parking price structure whereby you pay for 2 hours and get the third free. WDC were also looking to bring in a by-law which would fine supermarkets if Council resources were used to retrieve discarded shopping trolleys. Cllr Raphael went on to inform that a lease had been signed between WDC and ROTEC to take over the old leisure centre and that contract negotiations had opened with regards to refuse collection. Finally Cllr Raphael confirmed that all WDC meetings were webcast.

Cllr Raphael was thanked for his update.

50. Finance

Evesham Town Council's payments and receipts and bank reconciliation for the months of July and August 2015 were circulated to Members with the agenda.

It was **RESOLVED** that the Town Council payments for the month of May, as attached at appendix A, amounting to £40,869.05 (NET) be approved and the receipts be **NOTED**.

It was also **RESOLVED** that the Town Council payments for the month of June, as attached at appendix B, amounting to £86,971.49 (NET) be approved and the receipts be **NOTED**.

The bank reconciliation as at 31 August 2015 was **NOTED**.

51. Conclusion of the Annual Audit

A report was circulated with the agenda informing Members that the Town Council had successfully concluded its annual external audit, and that the Annual Return had been signed off by the auditors, Grant Thornton UK LLP.

The auditors had commented the Council had not fully documented its internal controls. This would be further investigated.

NOTED

52. Appointment of Internal Auditor

A report was circulated informing Members of the recommended practise of appointing an internal auditor on an annual basis, even if it was to be the same auditor. It was explained that the Council was required to make proper provision for internal control through the appointment of an independent internal auditor in accordance with the Accounts and Regulations (England) Act

2011 and as defined in the CIPFA code of practise for Local Government 2006. The current auditor was Kevin Rose of IAC Ltd, who had done a great job since his appointment last year.

It was therefore **RESOLVED** that the Town Council appoint IAC Ltd to undertake its internal audit for the Financial Year 2015/16.

53. Grant to repair historic west porch at former church in Bengeworth

A report was circulated with the agenda informing Members that the Clerk had been successful in being awarded a provisional grant of £15,000 to carry out work to the west porch building in Church Street. A survey had been undertaken of this grade II* listed building which was on the 'at risk' register. The survey had highlighted issues with the pointing, the rotten internal timbers, and the roof. The cost of undertaking the work was estimated at £20,000, with the Town Council required to provide at least £5,000. The costs were broken down as £2,497 development costs of which EH would pay £1,833 and £17,833 in building costs, of which EH would pay £13,477 (a total grant of £15,280). As part of the conditions of the grant, the Town Council would be required to put in place a maintenance programme for the porch, with an associated budget. There was a contingency budget built into these figures.

Financially, the building costs that the Town Council would be liable for is estimated £4,386, this cost could be met by capital reserves. The development costs of which the Council would be asked to pay £664 would come from cemetery maintenance.

Members agreed that this was a good opportunity to undertake some much needed work. It was **RESOLVED** to undertake the work and commit the funding as detailed in the previous paragraph.

54. Repairs to the Almonry

The Town Clerk explained that there was to be some much needed work carried out to the staff area at the Almonry. The aim of the work was to prevent water coming in and to decorate it to a standard so that it could be used as an office by the new manager and as a staff room.

The Clerk explained that it had been placed on the agenda as it was thought that the costs would be considerable, however, the builders had estimated that it would not be more than £1,000. The Almonry has a maintenance budget which would cover the cost.

NOTED

55. Confirmation of Appointment of Almonry Manager

A report was tabled recommending that the Council approve the appointment of Ms Ashleigh Jayes as the new Manager of the Almonry Heritage and Tourist Information Centre.

It was explained that Ms Jayes recommended appointment had come as a result of a considerable recruitment process resulting in the interviewing of 5 extremely impressive candidates. Mr Robin Hill formerly a Museums Officer at WCC had advised the Council throughout the process and had been on the interview panel, his advice and assistance had been invaluable.

It was explained that Ms Jayes start date was provisionally 19 October 2015. It was also confirmed that once she had settled in Ms Jayes would attend a Council meeting.

It was **RESOLVED** that Ms Ashleigh Jayes be appointed Almonry Heritage and Tourist Information Centre Manager.

56. Reports from Council's Representatives

There were no reports made under this agenda item.

57. Matters of urgency raised for information only at the discretion of the Town Mayor

It was explained that WDC had contacted the Town Council to inform them that they were to give one afternoon of free parking (from 2pm) on a Saturday in the lead up to Christmas to every town in the district. They were seeking the view of the Town Council as to which date it should be. The Town Clerk explained that ordinarily this would be discussed under a dedicated agenda item but the request had only just come in and that WDC required a quick answer.

It was further explained that WDC favoured allocating the free parking afternoon to the afternoon of the Christmas light switch on, 21 November 2015; this was because they could link it to the light switch on publicity. If the Town Council wanted another day then it would be responsible for publicising it.

It was suggested that the Mayor's Christmas Spectacle to be held on the 19 December should be considered, however, Members agreed that the free parking should be on the 21 November 2015 as suggested by WDC.

NOTED

**COUNCILLOR F KALER
TOWN MAYOR**