Notice is hereby given that a meeting of the TOWN COUNCIL will be held in the Council Chamber, Town Hall, Evesham, at 6.30pm on MONDAY 10 JUNE 2019 to which you are hereby summoned for the transaction of the business specified below.

Admission of the Public and Media
Members of the Public and Media are welcome to attend in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1.

Public Participation
Public Participation is welcomed and will be in accordance with Standing Order 3(e) to 3(j) on a matter before the Council. It would be helpful if anyone wishing to participate would contact the Town Council on 01386 565700, email townclerk@eveshamtowncouncil.gov.uk, or in person, prior to the meeting.

AGENDA

1. Apologies for Absence
2. Declarations of pecuniary or other interest (if any)
3. Announcements by the Town Mayor
4. Minutes of the Previous Meetings
   Minutes of the Meetings held on 13 May 2019 and 20 May 2019 are circulated with the agenda for adoption as a true record.
5. Committee Minutes
   To receive the committee minutes and approve authorisation for recommendations where applicable:
   a) Planning and Estates Committee – 28 May 2019 (attached)
6. Finance – Payments and Receipts for May 2019
   Report attached
7. Planning Applications – To receive and consider planning applications received from Wychavon District Council since the last meeting of the Planning and Estates Committee
8. Re-Adoption of the General Power of Competence
   Town Clerk’s report attached
9. Review of the Council’s Standing and Financial Regulations
   Town Clerk’s report attached
10. Approval of the Annual Governance Statement and Annual Return for the Financial Year 2018/19
    Town Clerk’s report attached
11. **Reports from Council’s Representatives**
Members wishing to make a report under this item should advise the Town Clerk prior to the commencement of the meeting

12. **Matters of urgency raised, for information only, at the discretion of the Town Mayor**
notice of which is to be given prior to the commencement of the meeting.

Stuart Carter
Town Clerk

Evesham Town Council
Unit 6 (Ground Floor)
Abbey Lane Court
Evesham
Worcestershire
WR11 4BY

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[www.eveshamtowncouncil.gov.uk](http://www.eveshamtowncouncil.gov.uk)
[www.facebook.com/eveshamtowncouncil](http://www.facebook.com/eveshamtowncouncil)
[@EveshamTC](http://@EveshamTC)
EVESHAM TOWN COUNCIL

Minutes of the Annual Meeting and Mayor Making of EVESHAM TOWN COUNCIL held at 7.00 pm on MONDAY 13 MAY 2019 in the Town Hall, Evesham.

Those present:

Chairman: Cllr M S Goodge (Town Mayor)
Vice Chairman: Cllr S Mrs Amor (Deputy Mayor)

Councillors: Cllr G Bearcroft, Cllr A P Booth, Cllr P Boyd, Cllr P Clifford, Cllr A Dyke, Cllr G Hale, Cllr R Hale, Cllr Mrs J Haines, Cllr Miss E Haynes, Cllr Mrs J Johnson, Cllr Mrs E Nishigaki, R W Raphael, Cllr Mrs M Sale, Cllr Mrs S Schaathun, Cllr Mrs J E Sandalls, Cllr Mrs C Smith, Cllr Mrs S Smith, Cllr Mrs F S Smith, Cllr Mrs J Tucker, Cllr N S Tucker, Cllr B Turrell

Officers: Mr S D Carter (Town Clerk)
         Mrs C Chambers (Finance Officer)
         Mrs K Cullen (Officer)

Macebearers: Mr G Lyon & Mr P Stewart

Also present were 1 member of the press and approximately 125 invited dignitaries, guests and members of the public.

1. **Apologies for Absence**

There were no apologies for absence.

2. **Declarations of pecuniary or other interests (if any)**

No declarations were made.

3. **Presentation of the Youth Sports Award, Community Sprit Award and Civic Award**

Miss Keira-Lee Staniforth received the Mayor’s youth sports award for her amazing achievements in gymnastics. The TDMS pupil is an elite gymnast who has held a number of national championships.

Mrs Maria Kwiecien received the Community Sprit Award in recognition of her efforts in organising many events including the fantastically popular Polish Day held annually in Evesham.

And Bruce Taylor was given the Mayor’s Civic Award in recognition of his amazing work with the Evesham Anti Litter Group which not only picks litter from the streets but also educates on the negative impact of litter to stop people dropping it in the first place.

4. **Presentation of cheques to Mayor’s Charities**
The Town Mayor presented cheques of £1,140 each to representatives of his chosen charities, these being Evesham Shopmobility, Evesham Girl Guides and Caring Hands in the Vale.

5. Announcements by the Town Mayor

The Town Mayor reflected on his past year of office and thanked those who had supported him, in particular his Mayoress, Mrs Emma Goodge and his children, Eleanor, Abigail and Nathanial. He referred to the fact that during his term his son Nathanial had been born which had presented a few challenges.

Finally the Town Mayor also thanked his fellow Councillors, the Town Clerk and Council staff for their support over the past year.

6. Acknowledgement

Councillor R W Raphael moved a vote of thanks in respect of the past year’s service of the Town Mayor which was seconded by Councillor G Hale.

7. Re-Election of the Town Mayor

It was moved by Councillor A P Booth and seconded by Councillor Mrs S Amor that Councillor M S Goodge be re-elected as Town Mayor for the ensuing municipal year. There being no further nominations, it was RESOLVED that Councillor M S Goodge serve as Town Mayor for the municipal year 2019/20.

8. Declaration of Acceptance of Office by the Town Mayor

The Town Mayor made his declaration of acceptance of office which was attested by the Town Clerk.

9. Address by the Town Mayor

The Town Mayor addressed the Council and guests in response to his re-election. He thanked his fellow councillors for electing him.

In response to his election as Mayor, Cllr Goodge highlighted his desire to bring people together during what was a politically difficult time nationally. Cllr Goodge said “I am very proud to have been re-elected as Mayor of Evesham for a second term. Serving the community of Evesham as Mayor is an immense privilege, and I sincerely hope that I can do justice to the role and repay the trust placed in my by my fellow councillors.”

Finally the Town Mayor thanked all the assembled dignitaries, councillors and guests for their attendance and their support.

10. Appointments by the Town Mayor

The Town Mayor appointed his wife Mrs Emma Goodge as his Mayoress. The Town Mayor appointed the Reverend Andrew Spurr as his Chaplain, and Mr Peter Stewart and Mr Glen Lyon as his Macebearers and Mr John Raphael as his Town Crier.

The Town Mayor also confirmed that his charities for the year were to remain Evesham Shop Mobility, Caring Hands in the Vale and Evesham Girl Guides as he felt that he had not raised enough as he could of for them in the previous term due to the birth of his son.
11. **Re-Election of Deputy Mayor**

It was moved by Councillor P Boyd and seconded by Councillor R W Raphael that Councillor Mrs S Amor be Deputy Mayor for the ensuing municipal year. There being no further nominations, it was **RESOLVED** that Councillor Mrs S Amor be re-elected and serve as Deputy Town Mayor for the municipal year 2019/20.

12. **Declaration of Acceptance of Office by the Deputy Town Mayor**

The Deputy Town Mayor made her declaration of acceptance of office which was attested by the Town Clerk.

13. **Dates of Times of Meetings**

It was **RESOLVED** that the Council meet during the municipal year on the second Monday every month at 6.30pm in the Council Chamber, Evesham Town Hall, with the exception of August when the Council is in recess, December, and March when the meeting follows the Annual Town Meeting and May when the Annual Council Meeting (Mayor Making) commences at 7.00pm.

14. **Adjournment**

The Town Mayor adjourned the meeting until 6.30pm on Monday 20 May for the consideration of other business to be listed on a separate agenda.

There being no further business, the meeting closed at 7.40pm.

COUNCILLOR M S GOODGE
TOWN MAYOR
EVESHAM TOWN COUNCIL

Minutes of the Meeting of EVESHAM TOWN COUNCIL held at 6.30 pm on MONDAY 20 MAY 2019 in the Council Chamber, Town Hall, Evesham.

Those present:

Chairman: Cllr M S Goodge (Town Mayor)
Vice Chairman: Cllr Mrs S Amor (Deputy Town Mayor)

Councillors: Cllr G Bearcroft, Cllr A P Booth, Cllr P Boyd, Cllr P Clifford, Cllr A Dyke, Cllr G Hale, Cllr R Hale, Cllr Mrs J Haines, Cllr Miss E Haynes, Cllr Mrs J Johnson, Cllr Mrs E Nishigaki, R W Raphael, Cllr Mrs M Sale, Cllr Mrs S Schaathun, Cllr Mrs J E Sandalls, Cllr Mrs C Smith, Cllr Mrs S Smith, Cllr Mrs F S Smith, Cllr Mrs J Tucker, Cllr N S Tucker, Cllr B Turrell

Officers: Mr S D Carter (Town Clerk) & Mrs C Chambers (Finance Officer)

Also present: Rev Andrew Spurr (Mayor’s Chaplin)

15. Apologies for Absence

There were no apologies of absence as everyone was present.

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

Cllr R Hale declared a pecuniary interest in minute 19, payments, as he is a board member of Badsey Growers who in turn have a shareholding in BHGS whom the Town Council use for outdoors equipment.

17. Announcements by the Town Mayor

The Town Mayor thanked those that had attended his Mayor Making ceremony and welcomed new councillors. He asked everybody present to introduce themselves and state their ward or role.

18. Minutes of the Previous Meeting

The Minutes of the Council Meeting held on 8 April 2019 were circulated with the agenda. It was proposed, seconded and RESOLVED that the minutes be adopted as a true record. Also circulated for information were the minutes of the Annual Town Meeting also held on 8 April 2019.

19. Committee Minutes

a) Town Plan Committee – 23 April 2019. It was RESOLVED to approve the minutes including the committee recommendations therein.
b) Planning and Estates Committee – 29 April 2019. It was RESOLVED to approve the minutes including the committee recommendations therein.

20. Finance – Payments and Receipts for April 2019

Evesham Town Council’s payments and receipts for the month of April 2019 were sent out with the agenda.

In response to a question it was confirmed that the payments labelled ‘Festival’ were the awards to the Festival of Music, Festival of Brass and Festival of Words as agreed by the Council.

It was RESOLVED that the Town Council payments for the month of April amounting to £56,775 (gross) are approved and the receipts be NOTED.

21. Planning Applications

The Town Clerk explained that the majority of planning applications were dealt with by the planning committee however, those that fell outside of the time frame would come to Council to ensure a response was made before the deadline.

a) 19/00950/HP – Mr S Bearcroft & Miss F Williamson – 27 Offenham Road
   Ground floor rear extension and second storey addition over the existing kitchen. [Link](https://plan.wychavon.gov.uk/plandisp.aspx?recno=99761)

   It was RESOLVED to recommend that this application be approved subject to it not adversely affecting neighbouring properties.

b) 19/00587/HP – Mr & Mrs John Fisher – Trevose 36 Greenhill
   Dropped kerb outside the front of our house. Take down part of the wall on the boundary of our property adjoining the pavement and remove 2 x shrubs to give vehicular access. [Link](https://plan.wychavon.gov.uk/plandisp.aspx?recno=99398)

   It was RESOLVED to recommend that this application be refused. It was stated that there was insufficient space at the entrance/exit of the drive meaning that vehicles would not be able to turn and would therefore have to reverse either in or out, which in turn would cause a danger on the highway, especially as it is close to a junction. There was also the view that this would not fit in with the street scene as removing the wall and hedge would significantly harm the aspect. In addition, the hedge was of significant age and there would be a negative historical and environmental impact in removing it. It would also set a precedent for neighbouring properties if this was given permission which in turn would further harm the aspect and the environment.

c) 19/00945/HP – Mr B Whatmore – 41 Burford Road

   It was RESOLVED to recommend that this application be approved subject to it not adversely affecting neighbouring properties.

d) 19/00995/CU – Mrs Verney Jeynes – 38 Port Street
   Change of use of ground floor from A5 takeaway to C3 residential [Link](https://plan.wychavon.gov.uk/plandisp.aspx?recno=99806)
It was **RESOLVED** to recommend that this application be approved subject to it not adversely affecting neighbouring properties.

### 22. Appointments to Council Committees

It was **RESOLVED** that the following councillors serve on the respective committees for the municipal year 2019/20.

**Planning and Estates Committee**  
Councillors Mrs S Amor (South) Ex-officio (Deputy Mayor), A Booth (Bengeworth), P Boyd (Twyford), Miss E Haynes (Great Hampton), M Goodge (Bengeworth) Ex-officio (Town Mayor), R Hale (Bengeworth), Mrs J Johnson (Avon), Mrs M Sale (South), Mrs J Sandalls (Twyford), Mrs S Schaathun (Little Hampton), Mrs C Smith (South)

**Finance and General Purposes Committee**  
Councillors Mrs S Amor (Ex-Officio – Deputy Mayor), G Bearcroft, A Booth, P Boyd, A Dyke, M Goodge (Ex-Officio – Town Mayor), Mrs E Nishigaki, R Raphael, Mrs M Sale, Mrs F S Smith, N Tucker

**Town Plan Committee**  
Councillors Mrs S Amor (Ex-Officio – Deputy Mayor), G Bearcroft, A Booth, A Dyke, M Goodge (Ex-Officio – Town Mayor), G Hale, Mrs J Tucker

**Personnel Committee**  
Councillors Mrs S Amor (Ex-Officio – Deputy Mayor), A Booth, P Clifford, A Dyke, M Goodge (Ex-Officio – Town Mayor), Mrs J Johnson, Mrs M Sale, Mrs F Smith, N Tucker

**Wallace Trust Board**  
Previously there were 6 members of the Wallace Trust Board. This year there were 10 applicants and it was stated that the Board would welcome additional members to help undertake the duties. It was therefore **RESOLVED** to increase the membership to 10.

Councillors Mrs S Amor, G Bearcroft, A Booth, P Clifford, Miss E Haynes, R Raphael, Mrs M Sale, Mrs J Sandalls, Mrs C Smith, Mrs S Smith

**Steering Groups**

**Charter Market**  
Councillors Mrs S Amor (Ex-Officio – Deputy Mayor), A Booth, M Goodge (Ex-Officio – Town Mayor), R Raphael, Mrs J Sandalls, Mrs S Smith

**New Homes Bonus**  
Councillors Mrs S Amor (Ex-Officio – Deputy Mayor), G Bearcroft, A Booth, M Goodge (Ex-Officio – Town Mayor), Miss E Haynes, Mrs E Nishigaki, B Turrell

### 23. Appointments of Council’s Representatives to Outside Bodies
It was **RESOLVED** that the following members serve on the respective committees for the municipal year 2019/20, unless otherwise indicated due to the constitution of that organisation.

*John Gardeners Foundation: Cllrs Mrs F S Smith and Mrs C Smith
VECTA: Cllr G Hale
Estate Charity of John Rudge: Cllrs Mrs E Nishigaki and N Tucker
Evesham Twinning Association: Cllrs A Booth and Mrs J Johnson
Evesham Relief in Need: Cllrs A Booth and R Raphael
Vale Volunteers: Cllrs G Bearcroft and Mrs M Sale
*John Martins Charity: Cllrs A Booth and Mrs J Sandalls
Evesham Arts Centre: Cllr Mrs C Smith
Evesham and District Mental Health Charity: Cllr Mrs S Smith
*Great and Little Hampton Education Charity: Cllr Mrs F S Smith
*Smith Memorial Collection Trust: Cllr P Boyd (and serving town mayor)
Vale Public Transport Group: Cllr Mrs J Tucker
Cross Parishes Cycle and Pathways Project Group: Cllr R Hale

* Denotes that they are appointed for the full council term (2019-2023).

24. **Review of staff/council subscriptions**

In line with Standing Orders, the Council was required to review the staff and council subscriptions, which are detailed below:

- VECTA - £50 per annum
- Society of Local Council Clerks (SLCC) – £310 per annum. The Clerk is a member of this professional body for Clerks that gives access to advice, discounted training events etc
- Cotswold Line Promotion Magazine - £10 per annum
- Museums Association - £125 per annum. The Manager is a member of this body which offers training, advise etc to museum professionals
- Institute of Cemetery and Crematorium Management - £90 per annum – The Council is a member of the ICCM which provides regular newsletters, advice line, and training events.
- Hereford and Worcester Chamber of Commerce – £126 per annum. The Almonry is a member of the H&WCC, which aids them in publicising their events, the museum and tourist information.
- National Allotment Society - £55 per annum
- National Association of National British Market Authorities (NABMA) - £318 per annum. It promotes markets on the national stage and also provides a wide portfolio of services for its members.

It was **RESOLVED** to approve membership/the subscription to all of the above.

25. **Mayor of Evesham’s Charities Bank account – annual closing statement**

The closing statement for the Mayor’s Charity Account was attached to the agenda. It showed a balance of £3,425. Cheques had been handed out to the Mayor’s three charities at the recent Mayor Making, which when cashed would take the opening balance for the new Mayor to almost £0.

**NOTED**
26. **Great Big Almonry Project bank account – annual statement**

It was reported that the balance of the aforementioned account was £8,461.94. This account fundraised for the renovations of the Almonry.

**NOTED**

27. **List of Direct Debits**

In line with the Council’s Financial Regulations, a list of current direct debits and standing orders were circulated with the agenda. It was **RESOLVED** to approve these direct debit payments for the year. There were no standing orders set up.

28. **Reports from Council's Representatives**

There were no reports made under this item.

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

Cllr Mrs S Smith thanked the Mayor for his recent support in attending a talk on homelessness in Evesham.

The Clerk advised members that due to ill health, Mrs L Jakeman had decided not to sign her declaration of acceptance of office following her election. Cllr Mrs Jakeman had been a long standing councillor having first come on in 2007. She had not taken the decision lightly but felt her health would not allow her to devote the time required to fulfil the role of Evesham Town Councillor. Accordingly a casual vacancy would arise on the Council. Wychavon District Council in their capacity as the responsible body for elections would advertise it. If 10 people from the ward came forward to request an election before the deadline there would be another election. If not the Council could co-opt a member.

Mrs Jakeman was thanked for her service to the Town Council.

**NOTED**

The meeting closed at 8.45pm

COUNCILLOR M S GOODGE
TOWN MAYOR
Minutes of the Meeting of the PLANNING AND ESTATES COMMITTEE held at 5.30 pm on TUESDAY 28 MAY 2019 at 5.30 pm in the Council Chamber, Town Hall, Evesham.

Those present:

Chairman: Cllr S Amor (Deputy Mayor)
Vice Chairman: Cllr A P Booth
Councillors: Cllr Miss E Haynes, Cllr R Hale, Cllr Mrs J Johnson, Cllr Mrs M Sale, Cllr Mrs J Sandalls, Cllr Mrs S Schaathun, Cllr Mrs C Smith

Officer: Mr S D Carter – Town Clerk

1. Election of Committee Chairman

Cllr S Amor took the Chair and asked Members for nominations for a new Chairman. It was moved and seconded that Cllr Mrs S Amor be Chairman. There being no further nominations it was RESOLVED that Cllr Mrs S Amor be elected as Chairman of the Planning and Estates Committee for the municipal year. Cllr Amor took the Chair.

2. Election of Committee Vice-Chairman

It was moved and seconded that Cllr A P Booth be Vice Chairman. There being no further nominations it was RESOLVED that Cllr A P Booth be elected as Deputy Chairman of the Planning and Estates Committee for the municipal year.

3. Apologies for Absence

Apologies for absence were submitted by Cllr Boyd & Cllr M Goodge

4. Declarations of pecuniary or other interest including requests for dispensation (if any)

No declarations were made.

5. To agree the Minutes of the meeting held on 29 April 2019

It was moved, seconded and RESOLVED that the minutes of the meeting held on 29 April 2019 be adopted as a true record.

6. Planning Applications

a. 19/01010/LB – Bengeworth, Evesham Town Council, Evesham Town Hall, Market Place. Replacement of modern floor finishes to main hall and entrance and stairways to Town Hall. Insulation of floor void with mineral fibre to provide sound and fire protection to the Valkyrie Cafe Bar on the ground floor.


As the applicant was Evesham Town Council, it was RESOLVED to note the application.

b. 19/01061/HP – Bengeworth – Mr Philip Hobday, 3 Kings Road, Single flat roof extension to rear of property

It was **RESOLVED** to recommend approval.


It was **RESOLVED** to recommend approval.

d. 19/01034/FUL – Twyford – Plot Adjacent 34, Greenhill Gardens, Mr & Mrs C Mounce Erection of bungalow (amended design to that approved under W/16/01927/PN) https://plan.wychavon.gov.uk/plandisp.aspx?recno=99845

It was **RESOLVED** to recommend approval, however the committee expressed concern about the potential harm to mature trees and asked that a condition that no mature trees be removed.

7. **Planning Decisions from Wychavon District Council**

<table>
<thead>
<tr>
<th>Planning No:</th>
<th>Applicant:</th>
<th>Address:</th>
<th>Brief Description:</th>
<th>ETC:</th>
<th>WDC:</th>
</tr>
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<tbody>
<tr>
<td>19/00309</td>
<td>Mr/s Crane</td>
<td>150 Cheltenham Road</td>
<td>Two storey rear extension</td>
<td>Approve</td>
<td>Approve</td>
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<tr>
<td>19/00534</td>
<td>R Sinclair Transport</td>
<td>St Richards Road</td>
<td>Totem Sign</td>
<td>Approve</td>
<td>Approve</td>
</tr>
<tr>
<td>19/00241</td>
<td>Lidl</td>
<td>6 Broadway Road</td>
<td>Temporary car park</td>
<td>Refuse</td>
<td>Approve</td>
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<tr>
<td>19/00555</td>
<td>Igor Fjodorvos &amp; Ilze Zelbere</td>
<td>92 Albert Road</td>
<td>Garage conversion etc.</td>
<td>Approve</td>
<td>Approve</td>
</tr>
<tr>
<td>19/00329</td>
<td>Mrs Leonidova</td>
<td>4 Blackthorn Close</td>
<td>2 side extension</td>
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<td>Approve</td>
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<td>19/00657</td>
<td>Aldi Stores</td>
<td>Sinclair Retail Park</td>
<td>3 illuminated signs etc</td>
<td>Approve</td>
<td>Approve</td>
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<tr>
<td>16/02006</td>
<td>St Mowden Developments</td>
<td>Land west of Vale Business Park</td>
<td>Business park including offices, storage, hotel, public house, restaurant and hot food takeaway</td>
<td>Approve</td>
<td>Approve</td>
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<tr>
<td>19/00697</td>
<td>Mr M Knight</td>
<td>23 St Peters Close</td>
<td>Single storey extension</td>
<td>Approve</td>
<td>Approve</td>
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<tr>
<td>19/00341</td>
<td>Mr Andy Ford</td>
<td>64 Port Street</td>
<td>Internal alterations</td>
<td>Approve</td>
<td>Approve</td>
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<tr>
<td>19/00655</td>
<td>Majesticare</td>
<td>Cavendish Park Care Home</td>
<td>Panel sign for advertising</td>
<td>Approve</td>
<td>Approve</td>
</tr>
<tr>
<td>19/00420</td>
<td>Waitrose</td>
<td>14 Vine St</td>
<td>Various signs</td>
<td>Approve</td>
<td>Approve</td>
</tr>
</tbody>
</table>
8. Proposed disabled persons parking space – Princess Road

The Clerk had circulated with the agenda a report which advised the committee that Worcestershire County Council had written to inform the Council of a proposal to install 2 disabled parking spaces in Princess Road outside numbers 33 and 28.

It was explained that the applicants met the criteria to have disabled parking space. It was RECOMMENDED that the Council support this proposal.

9. Public Bodies (Admission to Meetings) Act

Under the provisions of the above Act, the press and public were asked to leave pending the discussion of a potential contract.

10. Visual Display options for Town Hall Main Hall and Council Chamber

In confidential session, the committee were given two quotes which looked to address the issues of visual display in the Town hall and the Council Chamber.

It was explained that part of the Town Council’s successful bid for New Homes Bonus funding to upgrade the Town hall included an element that would install a permanent projector and screen in the main hall, and a display screen in the Council Chamber. Many of the Town Hall hirers expressed their wish that the projection equipment in the main hall be improved. It was used regularly by the U3A for presentations and talks as well as by the Council and other groups for public meetings. A suitable projection would aid the facilitation of these meetings. Similarly in the Chamber, councillors were aware of the projection set up which was cumbersome. Upgrading the screen would allow presentations and planning applications to be displayed in a more professional manner.

The other 2 elements were a new lift which had been completed, and the new flooring which was awaiting planning permission, with a provisional install in July/August.

It was explained that the projection part of the project had proved challenging for those who had come out to survey the building because of the fact that the building was listed and the nature of the buildings with its low hanging chandeliers and decorative walls and ceilings. However two firms had quoted. HTS had recommended an Epson Laser Ultra Short Throw projector for the Town Hall with a drop down screen. The total cost excluding VAT is £4861 including installation. Further options are £439, total £5300.
For the chamber, the brief was to maximise the display of planning applications as well as making it more attractive to hirers. HTS had recommended a 75 inch AVOCAR interactive display, cost £3289. Added options total a further £1105, though it is not thought that a slot in PC is required.

Smartvisual had quoted a BenQ short throw projector for the Town Hall. They included software to allow AirPlay, Chromecast etc. Total cost is £4424 plus VAT. Not included is the installation of electrical sockets in the vicinity.

It was explained that the major difference between the two proposals was that Smartvisual had recommended no dropdown screen in the main hall. They have said that a short throw projector on such a large screen would lead to the screen rippling which would in turn distort the image. This distortion would be magnified given that the projector is short throw. They recommended removing the two paintings at the head of the room when projecting and painting this wall white. These paintings whilst big are not heavy and are moveable by one person. From the company ‘you would not be able to project onto a drop down screen with this kind of projection device, you must use a rigid screen/surface. Again, as mentioned if you were able to remove the current pictures from the wall, you could project directly onto the wall if finished in white. I do feel this option would be the easiest and most cost effective option for the hall and provide as little impact as possible on the building’. HTS stated that that they would install a flex screen that would hold taut when down and that a movement would be minimal. In their opinion, projecting onto the wall, which was unlikely to be flat, would present similar issues to projecting onto a rippling screen.

For the Chamber Smartvisual recommended a 75 inch Sony Bravia 4K Commercial TV with wireless connectivity from a devise. The cost including installation would be £3,372 plus VAT.

It was explained to members for clarification that both proposals would locate the short throw projector above the 2 portraits at the top of the town hall, above the stage area. In the chamber both proposals would locate the TVs at the end of the Chamber and would be fixed to the false doors.

It was commented that a drop down screen which held tort was preferable to removing portraits and projecting onto a wall that may not be flat.

It was therefore RECOMMENDED that the HTS be appointed as the contractor for this project, subject to any planning requirements, at a total cost of £8649 plus VAT.

11. Matters of urgency raised, for information only, at the discretion of the Chairman

There were no items raised under this agenda item.

There being no further business, the meeting closed at 6.15pm

COUNCILLOR S AMOR
CHAIRMAN
EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL

DATE: 10 JUNE 2019

SUBJECT: FINANCE – PAYMENTS AND RECEIPTS FOR MAY 2019

REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To advise Members of the details of income and expenditure for the Council for the month of May 2019.

2.0 RECOMMENDATION

2.1 It is recommended that the monthly expenditure and payments for the Council as attached at Appendix A be approved and the receipts be noted.

3.0 FINANCE

3.1 The details of income and expenditure for the Council for the month of May 2019 are set out in Appendix A of this report.

3.2 The payments have been authorised, but the Council are encouraged to ask any questions it has about any item, though if possible to ask in advance of the meeting so the Clerk may get the required information.

4.0 FINANCIAL IMPLICATIONS

4.1 The relevant accounts of the Council have been credited and debited by the amounts shown in Appendix A of this report.

5.0 LEGAL IMPLICATIONS

5.1 None
**NOTE: All values shown on this report are in the Bank Account's operating Currency**

<table>
<thead>
<tr>
<th>Bank Code</th>
<th>Bank Name</th>
<th>Ref</th>
<th>Details</th>
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**Tot** 11062.64 1565.46 12628.10
## Evesham Town Council

**Flat Rate Day Books: Bank Payments (Detailed)**

**Date:** 05/06/2019  
**Time:** 09:20:10

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**Totals:** £32,063.26  
**Net:** 0.00  
**Gross:** £32,063.26  
**Bank Rec. Date:** 0
EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL

DATE: 10 JUNE 2019

SUBJECT: PLANNING APPLICATIONS

REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To advise Members of the planning applications received from Wychavon District Council for consultation.

2.0 RECOMMENDATIONS

2.1 Members’ recommendations are requested.

3.0 PLANNING APPLICATIONS

3.1 19/01004/HP – Delegated – Twyford
Mr & Mrs Bille
Battlewell
67 Greenhill
Demolition of a single storey residential extension to the property and the construction of a new two storey extension

3.2 19/01079/FUL – Delegated – Little Hampton
Unit 2 Sinclair Retail Park
St Richards Road
TJX UK
Installation of HVAC/plant equipment consisting of the following: 13 x Condensing Units and 1 x Air Handling Unit, together with associated ducting and pipework, all located within a 2m high Galvanised Palisade Fence enclosure.

4.0 FINANCIAL IMPLICATIONS

4.1 None

5.0 LEGAL IMPLICATIONS

5.1 None
EVESHAM TOWN COUNCIL

COMMITTEE:  TOWN COUNCIL

DATE:  20 MAY 2019

SUBJECT:  RE-ADOPTION OF THE GENERAL POWER OF COMPETENCE

REPORT BY:  TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To inform members of the General Power of Competence and the requirement to renew it on an annual basis.

2.0 RECOMMENDATION

2.1 It is recommended that the Town Council resolved that it again meets the criteria to adopt the General Power of Competence and does so accordingly.

3.0 THE GENERAL POWER OF COMPETENCE

3.1 Evesham Town Council first adopted the General Power of Competence in early 2019. The Town Council is required to renew the power on an annul basis, and following an election. This report gives more detail on what the power is what it means for the Town Council.

3.2 Parish (and latterly town) councils are corporate bodies that have accumulated powers through legislation since 1894. Their powers were constrained to specific and appropriate legislation. This means that before undertaking anything, members must be satisfied that a town council has the power (under a specified statute) to undertake that activity.

3.3 Town councils have many specific powers (e.g. the power to provide cemeteries and crematoria) in addition to section 137 of the Local Government Act 1972, permitting the expenditure up to certain limits for “purposes not otherwise authorised”. Section 137 is a last resort power, to be used when no other power can be found. Councillors will be familiar with section 137 as it is often quoted when awarding grants or funding.

3.4 Despite the wide range of powers, town councils are always at risk of being challenged, especially if they undertake an unusual activity.

3.5 As a consequence, the Government included a “general power of competence” in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8).

3.6 The Local Government Association has produced an interesting paper on the GPC which can be downloaded from https://www.local.gov.uk/sites/default/files/documents/general-power-competence--0ac.pdf

4.0 LEGISLATION

The intention of the legislation is that eligible local authorities will no longer have to identify specific powers to undertake an activity. As a result, the risk of legal challenge will be reduced. It is also to encourage councils to be ambitious with their plans. It is
stated that “The Government’s intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers”. The GPC is intended not only to increase local authority powers but to give greater confidence in the scope of those powers and to signal that how those powers are used is a matter for local authorities (Department for Communities and Local Government, November 2011

Under the new legislation, eligible town councils have “the power to do anything that individuals generally may do” as long as they do not break other laws. It is intended to be the power of first, not last, resort (as S137 is). The eligible council has to ask itself if an individual is allowed to do it. If the answer is “yes”, then a town council is normally permitted to act in the same way.

5.0 TYPES OF ACTIVITIES:

5.1 Examples of how town and Parish Councils have used the GPC around the country include:

- Running a community shop or post office
- Establishing a company or co-operative society to trade and engage in commercial activity
- Establishing a company to provide services such as local transport
- Providing grants to individuals.
- Provision of a library

5.2 It is also worth noting that the power is not restricted to the town boundary.

6.0 RESTRICTIONS AND RISKS:

6.1 The only real limitation is that the general power of competence cannot be used to circumvent an existing restriction in an existing specific power. The general power of competence is a power; it cannot be used to raise the precept.

6.2 Existing duties remain in place and there are also many existing procedural and financial duties that remain in place for the regulation of governance (e.g. no delegation to a single councillor). Furthermore, councils must comply with relevant existing legislation (e.g. employment law, health and safety, equality legislation and duties relating to data protection and freedom of information).

6.3 If another council has a statutory duty to provide a service (e.g. education, highways, footpaths, rights of way), it remains their duty to provide it. Nonetheless, eligible town councils may assist. The eligible town council would need to ask itself whether an individual, private company or community trust could help. If the answer is “yes”, the town council can assist.

6.4 Whist councils are encouraged to be innovative, they should be aware of the risks of:

- Being challenged
- Their trading activities damaging other local enterprises
- Damage to the council’s reputation and public money if a project or investment goes wrong.
7.0 ELIGIBILITY

7.1 The three conditions for eligibility are set out as follows:

1. Resolution: the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant qualification of the clerk.

2. Electoral mandate: at the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).

3. Qualified clerk: At the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration, Certificate of Higher Education in Local Policy) AND pass the 2012 CiLCA module relating to the general power of competence.

7.2 Having decided at a full meeting of the council that it meets the criteria for eligibility at that particular time, a resolution to this effect must be clearly written in the minutes. The council is then required to revisit that decision and make a new resolution at every ‘relevant’ annual meeting of the council to confirm that it still meets the criteria (if it does). A ‘relevant’ annual meeting is the annual meeting of the council after the next ordinary election has taken place. This would be the Council’s Annual Meeting/Mayor Making in May.

7.3 In consequence, eligibility remains in place until the ‘relevant’ annual meeting even if the conditions of the eligibility criteria have changed. If the council loses its qualified clerk or has insufficient elected councillors it must also record its ineligibility at the next ‘relevant’ meeting. For example, if the Council met the criteria in May, then something changed in June, e.g. the Clerk left, it would remain eligible until the next Annual Meeting in May. If in the meantime the Council appointed another qualified Clerk, then it would meet the criteria when making the resolution at the Annual Meeting. If it comes to the scenario where the Council no longer meets the criteria it can continue or complete the task it has already started but it can not start anything new.

7.4 There is no requirement for members to be trained in the general power of competence.

7.5 Given that there were elections in all the Town Council wards it will continue to meet the criteria with 24 of 24 councillors being elected albeit, 1 who has not taken up their seat.
EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL

DATE: 10 JUNE 2019

SUBJECT: REVIEW OF THE TOWN COUNCIL’S STANDING ORDERS AND FINANCIAL REGULATIONS

REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To give the opportunity to the Town Council to review its existing Standing Orders and Financial Regulations.

2.0 RECOMMENDATION

2.1 Members’ comments and recommendations are requested.

3.0 STANDING ORDERS

3.1 Standing orders are the written rules of the town council. They are used to confirm the internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of the council but they may refer to them.

3.2 Meetings of full council, committee meetings, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. A council should have standing orders and financial regulations to confirm those statutory requirements.

3.3 All councillors were given a copy of the Council’s standing orders and financial regulations during their recent induction and should refer to these. Both the standing orders and financial regulations are based on model documents drafted by the National Association of Local Councils. Standing orders that are in bold type contain statutory requirements and cannot be altered. Model standing orders not in bold are designed to help the council operate effectively but do not contain statutory requirements so they may be amended to suit the council’s needs.

4.0 FINANCIAL REGULATIONS

4.1 Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the Responsible Financial Officer (the Town Clerk).

4.2 Members received copies of the council’s financial regulations during their induction and these should be referred to. Similarly to the standing orders, the financial regulations are based on a model document drafted by the National Association of Local Councils.

5.0 CHANGES TO THE MODEL STANDING ORDERS
The model standing orders were updated last year. Below are the statutory updates and it is recommended that Council adopt these amendments/additions as a matter of course.

Standing Order 3(k) should be amended to read as follows, and insert the second paragraph:

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.

A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

Standing Order 6(b) needs to be amended to state that 2 councillors, rather than 3 can convene an extraordinary meeting of the Council if the Mayor fails to do so.

If the Chairman 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.

Standing Order 7(b) should be deleted as the committees do not have delegated authority.

Standing Order 11 needs to be deleted and replaced with the following:

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.

Standing Order 15 (b) i & ii should be deleted and replaced with:

The Proper Officer shall:
Standing order 18(c) should be amended to the following, though Council can decide whether it wants to retain the £35,000 threshold as it does presently.

(c) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 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).

Standing Order 18 (f) should be amended to the below and (g) inserted:

(f) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 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 £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 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.

Standing Order 19 should be deleted and replaced with:

19. RESPONSIBILITIES TO PROVIDE INFORMATION

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.
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

Insert a new Standing Order at 20, as follows:

20. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

a The Council may appoint a Data Protection Officer. (Currently Town Clerk)

b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his 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.

6.0 MODEL FINANCIAL REGULATIONS

6.1 The Council’s current financial regulations are based on the most recent model. Members will need to amend the tendering amount if that is amended in the standing orders.

7.0 LEGAL IMPLICATIONS

7.1 These documents are central to the functioning of the Council and therefore in effect are the rules as to how the council functions.

8.0 FINANCIAL IMPLICATIONS

8.1 There are no costs to implementing or amending these documents.
Agenda Item No. 10

EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL

DATE: 10 JUNE 2019

SUBJECT: APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN FOR THE FINANCIAL YEAR 2018/19

REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To advise Members of the Annual Return including the Annual Governance Statement and accounts return for 2018/19 (attached at appendix A).

1.3 To advise of the year end bank reconciliation attached at the end of the Annual Return.

2.0 RECOMMENDATION

2.1 That the contents of this report be noted and that the governance statement and annual return be approved.

3.0 FINANCE

3.1 The Town Council’s draft Annual Return is attached at Appendix A.

4.0 ANNUAL RETURN INCLUDING THE ANNUAL GOVERNANCE STATEMENT

4.1 Each year the Town Council must produce an Annual Return under the Audit Commission Act 1988, Sections 15 and 16, and The Accounts and Audit (England) Regulations 2011 (SI 2011/817). The Town Council’s auditors are PKF Littlejohn LLP. The Council is required to produce an annual return that summarises its financial position and confirms that it has complied with the governance requirements that define ‘good management practice’.

4.2 The details in the annual return have been checked by the Internal Auditor and are attached for information.

4.3 The Annual Return is sent to the external auditor along with requested supporting documentation. The annual return is also made available for the public to view in line with legislation.

4.4 Members need to approve both the annual governance statement (section 1) and the annual return (section 2). The Annual Governance Statement must be approved first.

4.5 The Annual Governance Statement is managed by the systems in place with the risk management Policies, recently reviewed by Council, the reporting of payments and budget control, the independent internal audit and subsequent action on his recommendations and the review of the Council’s insurance.
5.0 FINANCIAL IMPLICATIONS

5.1 These are detailed in the report and the supporting documents.

6.0 LEGAL IMPLICATIONS

6.1 The format of the end of year accounts is prescribed by the Accounts and Audit Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006. These regulations require the annual statement of accounts to be approved by the Council prior to the annual external audit.

6.2 The required internal audit was carried out by the Council’s retained auditor, Kevin Rose ACMA.
Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:
- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19
1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.

2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
   - The annual internal audit report is completed by the authority's internal auditor.
   - Sections 1 and 2 are to be completed and approved by the authority.
   - Section 3 is completed by the external auditor and will be returned to the authority.

3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published before 1 July 2019.

4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both):
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2019
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

Publication Requirements
Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities must publish:
- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited.
- Section 1 - Annual Governance Statement 2018/19, approved and signed, page 4
- Section 2 - Accounting Statements 2018/19, approved and signed, page 5

Not later than 30 September 2019 authorities must publish:
- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 & 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014

Annual Governance and Accountability Return 2018/19 Part 3
Local Councils, Internal Drainage Boards and other Smaller Authorities*
Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority must comply with Proper Practices in completing Sections 1 and 2 of this Annual Governance and Accountability Return. Proper Practices are found in the Practitioners’ Guide which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.

- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and, if necessary, republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.

- The authority should receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.

- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).

- Do not send the external auditor any information not specifically requested. However, you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.

- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation must be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners’ Guide.

- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.

- If the external auditor has requested unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.

- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).

- The Responsible Financial Officer (RFO), on behalf of the authority, must set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it must include a common inspection period — during which the accounts and accounting records of all smaller authorities must be available for public inspection — of the first ten working days of July.

- The authority must publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor before 1 July 2019.

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### Completion checklist – ‘No’ answers mean you may not have met requirements

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>All sections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have all highlighted boxes have been completed?</td>
<td></td>
<td></td>
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<tr>
<td>Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?</td>
<td></td>
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<tr>
<td>Internal Audit Report</td>
<td></td>
<td></td>
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<tr>
<td>Have all highlighted boxes been completed by the internal auditor and explanations provided?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For any statement to which the response is ‘no’, is an explanation provided?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the authority’s approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?</td>
<td></td>
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<tr>
<td>Has an explanation of significant variations from last year to this year been provided?</td>
<td></td>
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<tr>
<td>Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has an explanation of any difference between Box 7 and Box 8 been provided?</td>
<td></td>
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</tr>
<tr>
<td>Sections 1 and 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Governance and Accountability for Smaller Authorities in England – a Practitioners’ Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk*
Annual Internal Audit Report 2018/19

Evesham Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

<table>
<thead>
<tr>
<th>Internal control objective</th>
<th>Agreed? Please choose one of the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Appropriate accounting records have been properly kept throughout the financial year</td>
<td>Yes</td>
</tr>
<tr>
<td>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</td>
<td>Yes</td>
</tr>
<tr>
<td>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</td>
<td>Yes</td>
</tr>
<tr>
<td>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</td>
<td>Yes</td>
</tr>
<tr>
<td>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</td>
<td>Yes</td>
</tr>
<tr>
<td>F. Petty cash payments were properly supported by receipts. all petty cash expenditure was approved and VAT appropriately accounted for.</td>
<td>Yes</td>
</tr>
<tr>
<td>G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</td>
<td>Yes</td>
</tr>
<tr>
<td>H. Asset and investments registers were complete and accurate and properly maintained.</td>
<td>Yes</td>
</tr>
<tr>
<td>I. Periodic and year-end bank account reconciliations were properly carried out.</td>
<td>Yes</td>
</tr>
<tr>
<td>J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure) agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate dettectors and creditors were properly recorded.</td>
<td>Yes</td>
</tr>
<tr>
<td>K. If the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. &quot;Not Covered&quot; should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR.</td>
<td>Yes. Not applicable</td>
</tr>
<tr>
<td>L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

M. (For local councils only)
Trust funds (including charitable) - The council met its responsibilities as a trustee.

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 11/06/2018
Name of person who carried out the internal audit: Kevin Rose ACMA

Signature of person who carried out the internal audit: [Signature]
Date: 23/04/2019

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).
Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Evesham Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Agreed</strong></td>
<td><strong>Yes</strong></td>
<td><strong>No</strong></td>
</tr>
<tr>
<td>1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</td>
<td></td>
<td></td>
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<tr>
<td>2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of controls and/or external insurance cover where required.</td>
<td></td>
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</tr>
<tr>
<td>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</td>
<td></td>
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<tr>
<td>7. We took appropriate action on all matters raised in reports from internal and external audit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

10/06/19

and recorded as minute reference.

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.eveshamtowncouncil.gov.uk

Annual Governance and Accountability Return 2018/19 Part 3
Local Councils, Internal Drainage Boards and other Smaller Authorities* Page 4 of 6
### Section 2 – Accounting Statements 2018/19 for Evesham Town Council

<table>
<thead>
<tr>
<th></th>
<th>Year ending</th>
<th>Notes and guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31 March 2018 £</td>
<td>31 March 2019 £</td>
</tr>
<tr>
<td>1. Balances brought forward</td>
<td>358648</td>
<td>339638</td>
</tr>
<tr>
<td>2. (+) Precept or Rates and Levies</td>
<td>466927</td>
<td>511414</td>
</tr>
<tr>
<td>3. (+) Total other receipts</td>
<td>225058</td>
<td>179389</td>
</tr>
<tr>
<td>4. (-) Staff costs</td>
<td>359021</td>
<td>357722</td>
</tr>
<tr>
<td>5. (-) Loan interest/capital repayments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. (-) All other payments</td>
<td>351974</td>
<td>307251</td>
</tr>
<tr>
<td>7. (=) Balances carried forward</td>
<td>339638</td>
<td>365469</td>
</tr>
<tr>
<td>8. Total value of cash and short term investments</td>
<td>292919</td>
<td>323589</td>
</tr>
<tr>
<td>9. Total fixed assets plus long term investments and assets</td>
<td>203844</td>
<td>206550</td>
</tr>
<tr>
<td>10. Total borrowings</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>N.B. The figures in the accounting statements above do not include any Trust transactions.</td>
</tr>
</tbody>
</table>

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

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I confirm that these Accounting Statements were approved by this authority on this date:

10/06/19

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

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Annual Governance and Accountability Return 2018/19 Part 3
Local Councils, Internal Drainage Boards and other Smaller Authorities*
Section 3 – External Auditor Report and Certificate 2018/19

In respect of Evesham Town Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

• summarises the accounting records for the year ended 31 March 2019; and
• confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

[Except for the matters reported below] on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

Kevin Rose ACMA

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors’ work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website [www.nao.org.uk]
Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(appplies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority: Evesham Town Council

County area (local councils and parish meetings only): Worcestershire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

<table>
<thead>
<tr>
<th>Box 7: Balances carried forward</th>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deduct: Debtors (enter these as negative numbers)</td>
<td></td>
<td>365,469.00</td>
</tr>
<tr>
<td>WH</td>
<td>(28,451.42)</td>
<td></td>
</tr>
<tr>
<td>Clients</td>
<td>(15,778.17)</td>
<td></td>
</tr>
<tr>
<td>Deduct: Payments made in advance (prepayments) (enter these as negative numbers)</td>
<td></td>
<td>(44,229.59)</td>
</tr>
<tr>
<td>Total deductions</td>
<td></td>
<td>(44,229.59)</td>
</tr>
<tr>
<td>Add: Creditors (must not include community infrastructure levy (CIL) receipts)</td>
<td>3,036.08</td>
<td></td>
</tr>
<tr>
<td>Suppliers</td>
<td>3,036.08</td>
<td></td>
</tr>
<tr>
<td>Add: Receipts in advance (must not include deferred grants/loans received)</td>
<td>1,312.00</td>
<td></td>
</tr>
<tr>
<td>Various Receipts</td>
<td>1,312.00</td>
<td></td>
</tr>
<tr>
<td>Total additions</td>
<td>4,350.08</td>
<td></td>
</tr>
</tbody>
</table>

Box 8: Total cash and short term investments

<table>
<thead>
<tr>
<th></th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>325,589.49</td>
</tr>
<tr>
<td></td>
<td>325,589.40</td>
</tr>
</tbody>
</table>