



EVESHAM TOWN COUNCIL
MEETING OF THE TOWN COUNCIL



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 14 OCTOBER 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 meeting held on 9 September 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) Town Plan Committee – 23 September 2019 (attached)
 - b) Planning and Estates Committee – 30 September 2019 (attached)
- 6. Finance – Payments and Receipts for August and September 2019**
Report attached
- 7. Update from Worcestershire County Council and Wychavon District Councillors if present**
- 8. Planning Applications – To receive and consider planning applications received from Wychavon District Council since the last meeting of the Planning and Estates Committee**
- 9. Conclusion of the External Annual Audit**
Report attached
- 10. 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

Tel: 01386 565700

www.eveshamtowncouncil.gov.uk
www.facebook.com/eveshamtowncouncil
@EveshamTC

EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL

DATE: 14 OCTOBER 2019

SUBJECT: FINANCE – PAYMENTS AND RECEIPTS FOR AUGUST AND SEPTEMBER, BANK RECONCILIATION FOR SEPTEMBER 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 months of August and September 2019.

2.0 RECOMMENDATION

2.1 It is recommended that the monthly expenditure and payments for the Council and bank reconciliation as attached 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 August and September 2019 are set out in Appendix A of this report. Council will note that September is presented in a more simplified form as officers find the reports which serve the purpose.

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 on the attached report.

5.0 LEGAL IMPLICATIONS

5.1 None

EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL
DATE: 14 OCTOBER 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 19/01747/HP – Bengeworth – Delegated
Mrs Lisa Hunn
33 Lichfield Avenue
First floor and single storey extensions to rear
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=100558>
- 3.2 19/02103/CU & 19/02165/LB – Avon – Delegated
Department for Work and Pensions
3 High Street
Change of use from 377sqm of A1 ground floor retail space to A2 (professional services) use.
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=100911>
- 3.3 19/02149/OUT – South – Delegated
Mr Patrick Burton
13 Fielden Close
Demolition of existing dwelling and erection of 2 semi-detached dwellings and 1 bungalow.
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=100957>
- 3.4 19/02001/HP & 19/02002/LB – Avon – Delegated
Mr Nicholas Sutton
4 Merstow Place
Internal and external alterations including replacing all windows and doors
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=100811>

4.0 FINANCIAL IMPLICATIONS

4.1 None

5.0 LEGAL IMPLICATIONS

5.1 None

EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL
DATE: 14 OCTOBER 2019
SUBJECT: CONCLUSION OF THE ANNUAL EXTERNAL AUDIT
REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.2 To advise Members of comments made by the Town Council's external auditor and to give notice of its conclusion.

2.0 RECOMMENDATION

2.1 It is recommended that Members note this report.

3.0 ANNUAL EXTERNAL AUDIT

3.1 The Town Council has successfully completed its Annual External Audit, and its Annual Return document has been signed off by the external auditors, PKF Littlejohn. The Annual Return is prepared by officers in conjunction with the Council's independent auditor and approved by the Council before being submitted to the external auditor.

3.2 This year was the second year that PKF Littlejohn has undertaken the audit. The Council is legally obliged to publish notice that its external audit is ready for inspection for a set period.

3.3 The Council submits an Annual Return to its External Auditor each year. Notice has been given that the external audit of the accounts of Evesham Town Council for the year 2018-19 was completed on 17 September 2019.

3.4 The Council's external auditors, PKF Littlejohn LLP, have expressed the view that, on the basis of the review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion, the information is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. In addition, there were no other matters affecting their opinion that required the issue of a report or the further attention of the Council.

3.5 The external auditors comments are attached for information (page 6/6). The rest of the Annual Return has already been distributed to councillors and is available for all to inspect at any time on the Council's website under the finance section.

4.0 FINANCIAL IMPLICATIONS

4.1 None

5.0 LEGAL IMPLICATIONS

5.1 In accordance with Sections 20(2) and 25 of the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 (SI 2015/23) the Annual Governance & Accountability Return is available for inspection by local electors and have been published on the Town Council's website.