



EVESHAM TOWN COUNCIL
MEETING OF THE TOWN COUNCIL



Notice is hereby given that a **MEETING OF THE COUNCIL** will be held at 6.30 pm on **MONDAY 12 OCTOBER 2020** to which you are hereby summoned for the transaction of the business specified below.

The meeting will be held via Video Conference in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

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 is welcomed and will be in accordance with Standing Order 3(e) to 3(j) on a matter before the Committee. The public are also welcome to observe the meeting. The meeting will be held via video conferencing platform Zoom <https://us02web.zoom.us/join>. For security reasons you will need to contact the Town Clerk via email in advance of the meeting to get the meeting ID and password. Email townclerk@eveshamtowncouncil.gov.uk.

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

Stuart Carter
Town Clerk

- 1. Apologies for Absence**
- 2. Declarations of pecuniary or other interest in accordance with the Town Council's Code of Conduct, including requests for dispensation (if any)** *Dispensation requests must be received in writing by the Town Clerk prior to the meeting*
- 3. Announcements by the Town Mayor**
- 4. Minutes of the Previous Meetings**
Minutes of the Meetings held on 14 September 2020 is 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 September 2020

6. Finance – Payments and Receipts for August 2020

Report attached

7. Almonry Advisory Panel

Report attached

8. Review of Council Direct Debits

Report attached

9. Christmas Light Infrastructure Upgrades

Report attached

10. 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

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

Tel: 01386 565700
Web: www.eveshamtowncouncil.gov.uk



EVESHAM TOWN COUNCIL

Minutes of the Meeting of the **TOWN COUNCIL** held at 6.30 pm on **MONDAY 14 SEPTEMBER 2020** via the Zoom video conferencing platform and in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Those present:

Chairman: Cllr Mrs S Amor (Town Mayor)

Vice Chairman: Cllr P Clifford (Deputy Mayor)

Councillors: Cllr A P Booth, Cllr A Dyke, Cllr G Hale, Cllr R Hale, Cllr Mrs J Haines, Cllr Miss E Haynes, Cllr M S Goodge, Cllr Mrs J Johnson, Cllr Mrs E Nishigaki, Cllr R W Raphael, Cllr Mrs M Sale, Cllr Mrs S Schaathun, Cllr Mrs S Smith, Cllr B Turrell, Cllr Mrs B Timbrell, Cllr Mrs J Tucker, Cllr N S Tucker

Officers: Mr S D Carter (Town Clerk)

12. Apologies for Absence

Apologies were received from Cllr Mrs F S Smith, Cllr Mrs C Smith and Cllr Mrs J Sandalls.

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

No declarations were made.

14. Announcements by the Town Mayor

The Town Mayor stated that their had not been many engagements because of the epidemic but that she was enjoying tenure so far.

15. Minutes of Previous Meetings

It was **RESOLVED** to approve the minutes for the Council meeting held on 14 July, Extraordinary meeting held 3 August, and the Annual Meeting/Mayor Making held 3 August 2020.

Cllr Raphael congratulated the Town Mayor and Town Clerk on the excellent video that had been produced to mark the Mayor Making. It was available to view on YouTube at <https://youtu.be/lsfyDwllnXo>.

16. Committee Minutes

- a) Planning and Estates Committee – 20 July 2020. It was **RESOLVED** to accept and approve the minutes and the recommendations contained therein.
- b) Planning and Estates Committee – 10 August 2020. It was **RESOLVED** to accept and approve the minutes and the recommendations contained therein.

- c) Planning and Estates Committee – 1 September 2020. It was **RESOLVED** to accept and approve the minutes and the recommendations contained therein.

17. Finance Report – Payments and Receipts

Circulated with the agenda were the payments and receipts for June and July 2020.

In response to a question it was explained that the payment to Neil Healey was his fees for the planning application relating to the extension at Hampton Cemetery.

In response to a further question it was explained that the Council had hired a van for 5 weeks to assist the outdoor staff with their duties during lockdown enabling them to maintain social distancing and also carry out food deliveries in partnership with Wallace House.

It was **RESOLVED** to approve the payments and note the receipts and bank reconciliation.

18. Almonry Museum Update

Attached to the agenda was an update from Ms Ashleigh Jayes, the Manager of the Almonry Museum and Tourist Information Centre (TIC). Ms Jayes presented her report.

Ms Jayes explained that following an increase in visitor figures during 2019-2020, COVID-19 has made a huge impact to the 2020-2021 figures. The Almonry was closed on from 20 March and the TIC and Gift Shop re-opened in late June with the museum re-opening in August. Museum visitor figures for August 2020 compared to August 2019 showed a drop of 42%. It was explained that having spoken to colleagues across the region and nationally, this downturn was matched across the board. Ms Jayes went on to explain that as the winter opening hours came into effect in November she expected visitor numbers to be low particularly as there was caution over a potential second wave of the virus.

Group and school visits were not expected to return until next year at the very earliest, schools may not be back until the next academic year.

With regards to income the drop in visitor numbers had impacted in the income which had fallen by 52% when compared to the same period last year. With the likelihood of no group or school visits and reduced visitor numbers we are expecting our annual income to be substantially below last year's total.

With regards to funding it was explained that the National Lottery Heritage Fund delayed all new applications until 2021. Once the application window opened again the project proposal that was prepared earlier this year would be submitted. Historic England had launched an Emergency Heritage at Risk Response Fund. A proposal was submitted in June for £25,000 to facilitate the surveys and investigations required to inform urgent repairs to the Almonry. The proposal was unsuccessful but had been taken forward for consideration in a second round of funding. The response was expected in early October. The Art Fund had launched Respond and Reimagine, a scheme that offered grants of between £10,000-£50,000 with the possibility of 100% funding. The COVID-19 crisis had highlighted how poor the Almonry's digital engagement was with our existing visitors and was practically non-existent with potential visitors. Consequently, Ms Jayes stated that she had been attending online webinars and training over the summer and was preparing a funding bid that would enable us to build a new website that was accessible and inclusive and would allow us to engage with a wider audience. The submission date was October with a decision due in early November.

It was reported that the lockdown had an effect on the timeline for cataloguing and accessioning. A workstation had been set up in the Huddy Room with scanners, camera and a PC to enable work on accessioning and cataloguing. Ms Jayes would be looking to recruit a volunteer with MODES experience to assist with the cataloguing. As a result of the lockdown and its impact on plans, a full review of the museum Documentation Plan and Forward Plan was needed and a new timetable put into place.

Look forward to events and plans, Ms Jayes reported that all event and exhibition plans for next year would be made with due consideration for any changes with the virus and consequent government recommendations. A draft plan would be drawn up in October with the flexibility to change and adapt events at short notice should the need arise.

Councillor Dyke put forward the idea of forming a committee or working group to assist the Almonry Manager in her duties and increase the input from the councillors. He stated that the Almonry was a big project and that the Manager needed a lot of support to help her pursue lottery funding and everything else that was planned. This idea was widely supported and it was agreed that it would go formally on the agenda at a future meeting.

Ms Jayes was thanked for her report and left the meeting.

19. Appointments to Council Committees

Circulated with the agenda was a list of councillors who had put themselves forward for the Council's committees and working groups. The Clerk attempted to conclude the vote for the committees that were contested by having them set up on Zoom polls, however, some members stated that they were unable to see all the options. It was therefore **RESOLVED** to use a workaround and have the Clerk email out the vote using Survey Monkey in the days following the meeting. It was further proposed and **RESOLVED** that only those present at the meeting be permitted to vote in the survey.

Planning and Estates Committee

It was proposed by Cllr Nishigaki and seconded that the committee terms of reference be amended to ensure at least two members from each ward be appointed to the Planning and Estates Committee. The reason for this was that it would help share the burden of work and ensure there are representatives from each ward. Speaking against this it was commented that it was more important to have people who wanted to actually be on the committee, be present at the meeting and do the background work rather than be on it by default. It was also noted that big wards such as Bengeworth had many more applications. Upon being put to the vote this proposal failed.

It was further proposed by Cllr Nishigaki and seconded that the terms of reference be amended to state that at least one member from each ward be represented on the committee. Upon being put to the vote it was **RESOLVED** that at least one member from each ward be elected to the committee. In practical terms the Clerk stated that members should vote for who they wanted and if there was a ward that did not have a representative, further advice would be taken.

Following the vote via Survey Monkey (excluding the Mayor and Dep Mayor who are ex-officio members) the following were elected to the Planning and Estates Committee:

Cllr S Amor (South) (Ex-officio as Town Mayor)
Cllr G Bearcroft (Little Hampton)
Cllr A Booth (Bengeworth)
Cllr P Clifford (Little Hampton) (Ex officio as Deputy Mayor)

Cllr M Goodge (Bengeworth)
Cllr R Hale (Bengeworth)
Cllr E Haynes (Great Hampton)
Cllr J Johnson (Avon)
Cllr J Sandalls (Twyford)
Cllr S Schaathun (Little Hampton)
Cllr C Smith (South)

All wards are represented.

Elected (excluding the Mayor and Dep Mayor who are ex-officio members) uncontested to the **Finance and General Purposes Committee** were:

Cllr S Amor (Ex-officio as Town Mayor)
Cllr A Booth
Cllr P Boyd
Cllr P Clifford (Ex-officio as Deputy Mayor)
Cllr A Dyke
Cllr M Goodge
Cllr E Nishigaki
Cllr R Raphael
Cllr M Sale
Cllr F Smith
Cllr J Haines

Following the vote via Survey Monkey (excluding the Mayor and Dep Mayor who are ex-officio members) the following were elected to the **Personnel Committee**:

Cllr S Amor (Ex-officio as Town Mayor)
Cllr A Booth
Cllr P Clifford (Ex-officio as Deputy Mayor)
Cllr A Dyke
Cllr M Goodge
Cllr J Johnson
Cllr S Schaathun
Cllr F Smith
Cllr N Tucker

Following the vote via Survey Monkey (excluding the Mayor and Dep Mayor who are ex-officio members) the following were elected to the **Town Plan Committee**:

Cllr S Amor (Ex-officio as Town Mayor)
Cllr A Booth
Cllr Clifford (Ex-officio as Deputy Mayor)
Cllr A Dyke
Cllr M Goodge
Cllr R Hale
Cllr J Tucker

Appointed uncontested to the **Samuel Wallace Smedley Trust Board:**

Cllr S Amor
Cllr G Bearcroft
Cllr A Booth
Cllr P Clifford
Cllr J Johnson
Cllr E Nishigaki
Cllr R Raphael
Cllr M Sale
Cllr C Smith
Cllr S Smith

20. Appointment of Council's Representatives to Outside Bodies

The following were appointed/voted to represent the Council on the outside bodies.

VECTA:

Cllr Dyke

Rudge Charity:

Cllr C Smith
Cllr N Tucker

Evesham Twinning Association:

Cllr Booth
Cllr Timbrell

Evesham Relief in Need:

Cllr Raphael
Cllr G Hale

Vale Volunteers:

Cllr Bearcroft
Cllr C Smith

Evesham and District Mental Health Charity:

Cllr C Smith

Vale Public Transport Group:

Cllr J Tucker

Cross Parish Cycle and Path Project Group:

Cllr R Hale

21. Review of staff/council subscriptions

In accordance with the Town Council's Standing Orders, the subscriptions were presented to the Council for approval. Direct debits and banking standing orders would be presented at a future meeting.

- 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, advice 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

It was **RESOLVED** to approve these subscriptions.

22. Mop Fair 2020

The Town Clerk gave a verbal update on the Mop Fair in relation to the Covid-19 epidemic.

The Clerk stated that he had been working with the fair organiser Mr Edward Danter, partner local authorities, and the emergency services to put on the Mop Fair. Up to that point all had been supportive of the event could be put on safely and it was noted that the government had been encouraging the opening up of the economy to support jobs.

However, the new government restrictions on gatherings of more than six and the rise in the local infection rate and caused the Clerk to rethink the event and whether it was safe to put on. The Clerk had spoken to the police who confirmed that they would be willing to police the event but asked for clarification as to how the fair would be able to assist them in maintaining social distancing and enforce the rule of six.

The Medieval Market which had taken place over the weekend 12-13 September, and had been extremely popular and well managed. However, the police had commented that social distancing had been difficult to enforce at times because of the events popularity.

The Clerk now favoured cancelling the event as he was of the opinion that the rule of six would put extra burden on the local police force making it almost unenforceable. In addition, the rise in the local infection rate and lockdowns in neighbouring areas meant that the balance had been tipped. Worcester had also announced the cancellation of their Christmas Market.

It was commented that the decision should be made by experts. The Clerk responded that it was ultimately his and the Town Council's decision to take based on the information given to them. The information from the police and from other local authorities had changed in the past week with a sense that the event should not take place.

It was commented that the Mop Fair was a great event that was really popular with the town, however the current pandemic meant that there was a greater responsibility and we could not be sure that it could be held safely and in compliance with the legislation. It was widely agreed that the potential burden on the local police and the health implications for the general public and staff of the fair were paramount and that the Council would support the decision to cancel the Mop Fair in 2020 because of the Covid-19 epidemic.

Clerk's Note: After subsequent conversations with the police, public health and Mr Danter, a joint decision was made with Mr Danter to postpone the 2020 Mop Fair because of the Covid-19 epidemic. A small child's ride and vintage fair vehicle would be place on the Market Square on Saturday 3 October to honour and preserve the fair charter.

23. Schedule of Meetings

Circulated with the agenda was a schedule of meetings up to May 2021. In line with legislation and recommendations from central government, Local Government Association, and other local councils it was noted that all meetings would be held remotely via video conferencing until further notice.

NOTED

24. In accordance with Standing Orders it was **RESOLVED** to go into confidential session due to the confidential nature of what was to be discussed

25. Christmas Light Contract – Additional Lights

In confidential session it was **RESOLVED** to purchase the extra tree lights for the High Street for 2020 and the extra individual Christmas Trees in 2021 from SparkX.

26. It was **RESOLVED** to end confidential session.

27. Reports from Council representatives

Cllr Nishigaki informed members that there was a group who were crocheting poppies in preparation for Remembrance Day. Anybody interested in getting involved could contact her.

The Town Clerk informed the Council that the three bids for New Homes Bonus for Battleton Brook, Wallace House and Prince Henrys School had all been recommended for approval by the panel at WDC. They were now awaiting sign off by the Executive Board at WDC.

There being no further business, the meeting closed at 8.05pm.

COUNCILLOR S AMOR
TOWN MAYOR

Minutes of the Meeting of the **PLANNING AND ESTATES COMMITTEE** held at 6.30 pm on **MONDAY 28 SEPTEMBER 2020** via the Zoom video conferencing platform and in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Those present:

Chairman: Cllr Mrs S Amor (Town Mayor)

Vice Chairman: Cllr A P Booth

Councillors: Cllr G Bearcroft, Cllr P Clifford, Cllr M Goodge, Cllr R Hale,
Cllr Mrs J Johnson, Cllr Mrs J Sandalls, Cllr Mrs S Schaathun,

Officers: Mr S D Carter (Town Clerk)
Mrs K Cullen

1. Election of Committee Chairman

Cllr Mrs S Amor took the Chair and asked Members for nominations for a new Chairman. It was moved and seconded that Cllr P Clifford be Chairman. There being no further nominations it was **RESOLVED** that Cllr P Clifford be elected as Chairman of the Planning and Estates Committee for the municipal year. Cllr Clifford 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 received from Cllr Miss E Haynes and Mrs C Smith

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

Cllr A Booth declared a non-pecuniary in minute 120 (g) since he knew the applicant.

5. Planning Applications

a. 20/01712/FUL – Bengeworth – Delegated

Tosney Developments Ltd

2 Shor Street

Variation of condition 18 (approved plan numbers) of planning permission 20/00115/FUL (Demolition of existing industrial units and construction of 5 dwellings and associated works) to amend plans to change from two bedroom properties to one bedroom.

<https://plan.wychavon.gov.uk/plandisp.aspx?recno=103497>

It was **RESOLVED** to recommend this application be approved.

b. 20/01752/AGR – Bengeworth – Delegated

Gary Andrews

Abbey Road Nurseries

Abbey Road

Prior notification for extension to existing hardstanding for parking of agricultural implements and storage of cut Christmas trees.

<https://plan.wychavon.gov.uk/plandisp.aspx?recno=103537>

It was noted that this application had already been approved by the planning authority despite only having a 2 week consultation. It was therefore **RESOLVED** to recommend this application be noted.

c. 20/01711/HP – South – Delegated

Mr & Mrs Hepher

139 Battleton Road

Single storey side extension

<https://plan.wychavon.gov.uk/plandisp.aspx?recno=103496>

It was **RESOLVED** to recommend this application be approved

d. 20/01596/HP - Great Hampton – Delegated

Mr Wayne Ormsby

64 Chestnut Close

Ground floor extension and alterations

<https://plan.wychavon.gov.uk/plandisp.aspx?recno=103382>

It was **RESOLVED** to recommend this application be approved

e. 20/01847/FUL -Evesham South Ward – Delegated

EPL

Building 2 Stella House

Asparagus Way

Vale Park

Proposed alterations to existing east elevation to form new forklift and delivery access door and associated external works.

<https://plan.wychavon.gov.uk/plandisp.aspx?recno=103632>

It was **RESOLVED** to recommend this application be approved

f. 20/01608/ADV - Bengeworth Ward – Delegated

Mr Avishek Prakash

54 High Street

Retrospective application for advertisement consent.

<https://plan.wychavon.gov.uk/plandisp.aspx?recno=103394>

It was **RESOLVED** to recommend this application be approved

g. 20/01631/HP – Twyford – Delegated

Mr S Murphy

15 Croft Road

Proposed alterations to first floor extension approved under application 17/01343/HP

<https://plan.wychavon.gov.uk/plandisp.aspx?recno=103417>

It was **RESOLVED** to recommend this application be approved

6. Traffic Order Consultation – Alexandra Road, Hampton – Prohibition of waiting at any time

Circulated with the agenda was a consultation on a proposal to extend the existing prohibit waiting at any time at Alexandra Road near the junction with School Road.

It was **RESOLVED** to support this application.

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

There was nothing raised under this item.

There being no further business, the meeting closed at 6.52 pm

COUNCILLOR P CLIFFORD
CHAIRMAN

EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL

DATE: 12 OCTOBER 2020

SUBJECT: FINANCE REPORT – PAYMENTS AND RECEIPTS FOR AUGUST 2020

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 August 2020.

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 and bank reconciliations be noted.

3.0 FINANCE

3.1 The details of income and expenditure for the Council for these months are set out in Appendix A of this report.

3.2 These payments have been approved by the Chairmen of the Committees in line with the scheme of delegation.

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.

Date: 05/10/2020

Time: 15:33:19

Evesham Town Council

Page: 1

Day Books: Bank Payments (Summary)

Date From: 01/08/2020

Date To: 31/08/2020

Bank From: 1200

Bank To: 1200

Transaction From: 1

Transaction To: 99,999,999

Bank: 1200

Currency: Pound Sterling

| No | Type | Date | Ref | Details | Net £ | Tax £ | Gross £ | B | Bank Rec. Date | |
|---------------|------|------------|------------|----------------------------------|-----------|------------------|-------------|------------------|----------------|--|
| 7516 | BP | 01/08/2020 | 500014026 | Almonry Rates | 948.00 | 0.00 | 948.00 | R | 31/08/2020 | |
| 7517 | BP | 01/08/2020 | 500016798 | Waterside Cemetery - Rates | 122.00 | 0.00 | 122.00 | R | 31/08/2020 | |
| 7518 | BP | 01/08/2020 | 500010409 | Bengeworth Cemetery - Rates | 43.00 | 0.00 | 43.00 | R | 31/08/2020 | |
| 7519 | BP | 01/08/2020 | 500014509 | Hampton Cemetery - Rates | 18.00 | 0.00 | 18.00 | R | 31/08/2020 | |
| 7520 | BP | 01/08/2020 | 500077661 | Town Hall - Rates | 359.00 | 0.00 | 359.00 | R | 31/08/2020 | |
| 7521 | BP | 01/08/2020 | 500236002 | Roundabout Nr Listers - Rates | 30.00 | 0.00 | 30.00 | R | 31/08/2020 | |
| 7522 | BP | 01/08/2020 | 500184602 | Town Council Office - Rates | 454.00 | 0.00 | 454.00 | R | 31/08/2020 | |
| 7523 | BP | 01/08/2020 | 500236011 | Roundabout Adj Vale Link - Rates | 30.00 | 0.00 | 30.00 | R | 31/08/2020 | |
| 7732 | BP | 03/08/2020 | TV Licence | TV Licence | 157.50 | 0.00 | 157.50 | R | 31/08/2020 | |
| 7733 | BP | 03/08/2020 | DVLA Road | DVLA Road Tax-BK65KFX | 23.27 | 0.00 | 23.27 | R | 31/08/2020 | |
| 7782 | BP | 26/08/2020 | Wages | Wages August | 16,946.20 | 0.00 | 16,946.20 | R | 31/08/2020 | |
| 7787 | BP | 31/08/2020 | d/d Bank | Bank Charges | 27.20 | 0.00 | 27.20 | R | 31/08/2020 | |
| Totals | | | | | £ | <u>19,158.17</u> | <u>0.00</u> | <u>19,158.17</u> | | |

Date: 05/10/2020
 Time: 15:32:04

Evesham Town Council
Day Books: Supplier Invoices (Detailed)

Page: 1

Date From: 01/08/2020
 Date To: 31/08/2020

Supplier From:
 Supplier To: ZZZZZZZZ

Transaction From: 1
 Transaction To: 99,999,999

N/C From:
 N/C To: 99999999

Dept From: 0
 Dept To: 999

| Tran No. | Type | Date | A/C Ref | N/C | Inv Ref | Dept | Details | Net Amount | Tax Amount | T/C | Gross Amount | V | B |
|---------------|------|------------|----------|--------|-----------|------|------------------------------|------------------|-----------------|-----|------------------|---|---|
| 7734 | PI | 03/08/2020 | FUELCARD | 60110 | 167 | 4 | Cemetery Fuel | 149.96 | 29.99 | T1 | 179.95 | - | - |
| 7735 | PI | 03/08/2020 | EEMOBILE | 51410 | Office | 17 | Ooffice Mobile | 22.75 | 4.54 | T1 | 27.29 | - | - |
| 7738 | PI | 05/08/2020 | OPUSALM | 80110 | 168 | 15 | Almonry Electricity | 1,750.45 | 350.09 | T1 | 2,100.54 | - | - |
| 7740 | PI | 07/08/2020 | PENINSUL | 90112 | d/d | 17 | HR Software | 24.00 | 4.80 | T1 | 28.80 | - | - |
| 7741 | PI | 10/08/2020 | FUELCARD | 60110 | 169 | 4 | Cemetery Fuel | 11.00 | 2.20 | T1 | 13.20 | - | - |
| 7742 | PI | 11/08/2020 | OPUSTOW | 51810 | 171 | 3 | Town Hall Electricity | 62.73 | 3.14 | T5 | 65.87 | - | - |
| 7743 | PI | 11/08/2020 | OPUSCEMS | 60110 | 170 | 4 | Mess Room Electricity | 15.33 | 0.77 | T5 | 16.10 | - | - |
| 7748 | PI | 14/08/2020 | MAINSTRE | 80110 | 172 | 15 | Almonry Phone | 1.60 | 0.32 | T1 | 1.92 | - | - |
| 7749 | PI | 14/08/2020 | MAINSTRE | 80110 | 172a | 15 | Almonry B/Band | 75.00 | 15.00 | T1 | 90.00 | - | - |
| 7750 | PI | 14/08/2020 | MAINSOFF | 51410 | 172b | 24 | Office Phone | 22.88 | 4.58 | T1 | 27.46 | - | - |
| 7751 | PI | 14/08/2020 | MAINSOFF | 51410 | 172c | 24 | Office B/Band | 34.54 | 6.91 | T1 | 41.45 | - | - |
| 7756 | PI | 17/08/2020 | SAGE | 90110 | d/d | 17 | Payroll Software | 168.46 | 33.69 | T1 | 202.15 | - | - |
| 7757 | PI | 17/08/2020 | SAGE | 90110 | d/d Acc | 17 | Acc Software | 150.00 | 30.00 | T1 | 180.00 | - | - |
| 7758 | PI | 17/08/2020 | FUELCARD | 60110 | 173 | 4 | Cemetery Fuel | 84.34 | 16.87 | T1 | 101.21 | - | - |
| 7762 | PI | 20/08/2020 | NPOWER | 50110 | 175 | 5 | Market Place Electricity | 73.55 | 3.68 | T5 | 77.23 | - | - |
| 7764 | PI | 19/08/2020 | LHRPROPE | 51410 | 174f-SI-3 | 24 | SI-36 Electricity July-Oct | 200.95 | 10.05 | T5 | 211.00 | - | - |
| 7765 | PI | 19/08/2020 | LHRPROPE | 51410 | 174g | 24 | SI-46 Electric Oct 19-Feb | 174.95 | 8.74 | T5 | 183.69 | - | - |
| 7766 | PI | 19/08/2020 | LHRPROPE | 51410 | 174e | 24 | SI-54 Insurance April | 225.56 | 0.00 | T9 | 225.56 | - | - |
| 7767 | PI | 19/08/2020 | LHRPROPE | 51410 | 174a | 24 | SI-55 Service Charge | 330.85 | 66.17 | T1 | 397.02 | - | - |
| 7768 | PI | 19/08/2020 | LHRPROPE | 51410 | 174c | 24 | SI-64 Rent June-Sept | 2,000.00 | 400.00 | T1 | 2,400.00 | - | - |
| 7769 | PI | 19/08/2020 | LHRPROPE | 51410 | 174d | 24 | SI-65 Hygiene Service | 27.45 | 5.49 | T1 | 32.94 | - | - |
| 7770 | PI | 19/08/2020 | LHRPROPE | 51410 | 174b | 24 | SI-67 Electric April-July 20 | 49.52 | 2.48 | T5 | 52.00 | - | - |
| 7778 | PI | 21/08/2020 | JSRBUILD | 513104 | 177 NHB | 23 | NHB Bowling Club | 1,666.67 | 333.33 | T1 | 2,000.00 | - | - |
| 7779 | PI | 28/08/2020 | JSRBUILD | 513104 | 176 NHB | 23 | NHB Bowling Club | 16,666.67 | 3,333.33 | T1 | 20,000.00 | - | - |
| 7785 | PI | 24/08/2020 | PENINSUL | 90112 | d/d | 17 | HR Support | 109.63 | 21.93 | T1 | 131.56 | - | - |
| Totals | | | | | | | | 24,098.84 | 4,688.10 | | 28,786.94 | | |

Date: 05/10/2020
Time: 15:35:09

Evesham Town Council
Day Books: Customer Invoices (Summary)

Page: 1

Date From: 01/08/2020
Date To: 31/08/2020

Customer From:
Customer To: ZZZZZZZZ

Transaction From: 1
Transaction To: 99,999,999

| <u>Tran No.</u> | <u>Items</u> | <u>Tp</u> | <u>Date</u> | <u>A/C Ref</u> | <u>Inv Ref</u> | <u>Details</u> | <u>Net Amount</u> | <u>Tax Amount</u> | <u>Gross Amount</u> |
|-----------------|--------------|-----------|-------------|----------------|----------------|---------------------------|-------------------|-------------------|---------------------|
| 7624 | 1 | SI | 23/08/2020 | LENGTHSM | 8929 | July 2020 Lengthsman Fees | 213.75 | 0.00 | 213.75 |
| 7625 | 1 | SI | 23/08/2020 | LENGTHSM | 8928 | June 2020 Lengthsman Fees | 202.50 | 0.00 | 202.50 |
| 7799 | 1 | SI | 27/08/2020 | SIMPLYST | GO Burton | GO Burton Shaw | 416.00 | 0.00 | 416.00 |
| 7801 | 1 | SI | 24/08/2020 | SIMPLYST | GO Byrne | GO Byrne | 121.00 | 0.00 | 121.00 |
| 7803 | 1 | SI | 24/08/2020 | SIMPLYST | GO | GO Hampton | 73.00 | 0.00 | 73.00 |
| 7807 | 1 | SI | 28/08/2020 | MOGRAVES | MOG G77 | MOG G77 - Nash | 97.25 | 19.44 | 116.69 |
| Totals: | | | | | | | <u>1,123.50</u> | <u>19.44</u> | <u>1,142.94</u> |

Date: 05/10/2020

Time: 15:34:14

Evesham Town Council
Day Books: Bank Receipts (Summary)

Page: 1

Date From: 01/08/2020
Date To: 31/08/2020

Bank From: 1200
Bank To: 1200

Transaction From: 1
Transaction To: 99,999,999

Bank: 1200 Currency: Pound Sterling

| No | Type | Date | Ref | Details | Net £ | Tax £ | Gross £ | B | Bank Rec. Date |
|---------------|------|------------|-----------|-------------------------|------------------|-------------|------------------|---|----------------|
| 7788 | BR | 20/08/2020 | WDC - NHB | Wychavon DC NHB Bowling | 45,000.00 | 0.00 | 45,000.00 | R | 31/08/2020 |
| Totals | | | | | <u>45,000.00</u> | <u>0.00</u> | <u>45,000.00</u> | | |

EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL
DATE: 12 OCTOBER 2020
SUBJECT: ALMONRY ADVISORY PANEL
REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To inform the Council of the proposal to establish an Almonry Advisory Committee.

2.0 RECOMMENDATION

2.1 It is recommended that, subject to any approved amendments, the Council agrees to the establishment of an Almonry Advisory Panel and the associated Terms of Reference attached.

3.0 BACKGROUND

- 3.1 Members will recall at the last meeting of the Council Cllr Dyke table a proposal to look at establishing a group with the task of assisting and supporting the Almonry Manager in her role. It was also highlighted that as the Almonry makes progress and moves towards a bid for lottery funding the work involved will increase and that this group can assist with this.
- 3.2 The proposal to establish a group was broadly supported at the Council meeting and it was agreed that a more formal proposal would be forthcoming at a future meeting.
- 3.3 Subsequent conversations with the Mayor, Cllr Dyke as the proposer and Cllrs F Smith and Goodge as the previous members of the group tasked with resolving the collection issue between the Historic Society and the Almonry have informed this report and the proposal that is tabled.

4.0 PROPOSAL

- 4.1 It is proposed that this not be a formal committee but an advisory panel. This permits less formality and more flexibility to meet and consider issues. It also gives the option to co-opt people from outside the Council with voting rights. It would not be permitted to have any delegated authority to make decision, they would all have to be referred to the Council in the form of a report.
- 4.2 When considering the membership, it was proposed that this be set at 5 councillors with the option of co-opting non councillors for specific projects should the need arise. It was stated that to big a group would make it unwieldy and dilute the focus, too small and there would not be enough members to support the Manager. The group would be appointed annually with the other committees and groups.

4.3 Attached for consideration is the draft terms of reference for the Advisory Panel. In *italics* are suggested additions put forward by Cllr Dyke.

5.0 LEGAL IMPLICATIONS

5.1 The Advisory Panel would be a standing group, subject to its own terms of reference, but not able to make any decision on the Council's behalf. It would act as a sounding board for the Manager and also consider quotes and tenders as they arise and make recommendations to the Council.

5.2 The Panel would be reviewed after 12 months.

6.0 FINANCIAL IMPLICATIONS

6.1 None.

Almonry Museum Advisory Panel – Terms of Reference

Members

- The Advisory Panel shall consist of five councillors
- The Mayor and Deputy Mayor will not automatically be members but are entitled to stand for election to the group should they want to
- The Panel will be entitled to co-opt non council members to the group with specialist knowledge for specific projects or tasks. These co-optees will be subject to Council approval and will have voting rights.
- The quorum of the Committee shall be three
- The Almonry Manager and where possible, the Town Clerk, will attend the Advisory Panel meetings
- The Advisory Panel will elect its own Chairman
- The Chairman of the Advisory Panel assisted by the Manager and Clerk, if required, will present any reports to the Council.

How Often Meetings Are Held

- Ordinary meetings of the Advisory Group will be held on a quarterly basis. *On reflection I think formal meetings should be held bi-monthly. Should any decision need to be made, having the meetings quarterly and then waiting for a council meeting to ratify that request is too long).*
- The Advisory Group may meet to review Museum policies and procedures as and when needed.
- The Chairman may summon a meeting of the Panel with the agreement of the Almonry Manager at any time.
- An additional meeting shall also be summoned on the requisition in writing of not less than half the members of the Panel. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- Meetings will be held during the working day

Voting in Committees

- Members who are entitled to vote, shall vote by show of hands
- The Chairman of the Advisory Panel shall in the case of an equality of votes have a second or casting vote, regardless of whether he/she gave an original vote.

What will the Advisory Panel consider

- The Advisory Panel's primary objective is to support the Almonry Manager and staff in their duties
- The Advisory Panel will receive an Almonry Manager's Report at each meeting.
- The Advisory Panel will consider recommendations, requests and improvements in respect of the Almonry and Tourist Information Centre as and when required.
- The Advisory Panel will consider quotes and specifications relating to the Almonry as and when required
- *To identify grant funding opportunities to support short, medium and long-term capital works.*
- The Advisory Panel will work with the Almonry manager to identify and achieve the Almonry's strategic plan.

- The Advisory Panel will assist the Almonry Manager in the preparation of the annual budget
- *To review **the performance of the Almonry's trading against predicted targets and recommend modifications if required.***

Decisions

- The Advisory Panel will not have any delegated powers and all decisions/recommendations will be referred to the Council for consideration
- Day to day decisions will remain the responsibility of the Almonry Manager and Town Clerk without reference to the Advisory Panel
- *To be accountable to ETC and provide a quarterly report on progress against agreed measures.*

EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL

DATE: 12 OCTOBER 2020

SUBJECT: REVIEW OF COUNCIL DIRECT DEBITS

REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To advise the Council of the list of direct debits that the Council currently has.

2.0 RECOMMENDATION

2.1 It is recommended that the Council note this report.

3.0 BACKGROUND INFORMATION

3.1 The Council's financial regulations require that a list of direct debits be presented to the Council on an annual basis. The Council has no active Standing Orders set up.

3.2 Accordingly the list attached details the current direct debits.

3.3 The narrative in the description should explain what the direct debit is for. However, for a bit more information:

Rates – these are business rates payments paid to WDC. Rates are paid on cemeteries and buildings. Rates are also paid on roundabouts as we receive payment from sponsorship on these roundabouts.

3.4 Mainstream digital provide the vast majority of the Council's phone lines and broadband.

3.5 Fuel Card Services is a fuel card that the outdoor staff use to purchase fuel for our vehicles and mowers.

4.0 LEGAL IMPLICATIONS

4.1 None.

5.0 LEGAL IMPLICATIONS

5.1 All payments made by direct debit are reported in the payments which the Council receives at each Council meeting.

EVESHAM TOWN COUNCIL

last updated March 2020

List of Direct Debits

| Description | Bank | Reference | Customer Reference | Description | Payments | Additional Information |
|--------------|--------------|-----------|--------------------|---|-----------|------------------------|
| Direct Debit | 01 | 500103609 | WYCHAVON DC NNDR | Rates - Market Place | Monthly | SERIAL NO - 930157 |
| Direct Debit | 01 | 500016798 | WYCHAVON DC NNDR | Rates - Waterside Cemetery | Monthly | SERIAL NO - 930157 |
| Direct Debit | 01 | 500014026 | WYCHAVON DC NNDR | Rates - Almonry | Monthly | SERIAL NO - 930157 |
| Direct Debit | 01 | 500184602 | WYCHAVON DC NNDR | Rates - Abbey Lane | Monthly | SERIAL NO - 930157 |
| Direct Debit | 01 | 500077661 | WYCHAVON DC NNDR | Rates - Town Hall | Monthly | SERIAL NO - 930157 |
| Direct Debit | 01 | 500014509 | WYCHAVON DC NNDR | Rates - Hampton Cemetery | Monthly | SERIAL NO - 930157 |
| Direct Debit | 01 | 500010409 | WYCHAVON DC NNDR | Rates - Bengeworth Cemetery | Monthly | SERIAL NO - 930157 |
| Direct Debit | 01 | 500236011 | WYCHAVON DC NNDR | Rates - Roundabout Adj Vale Link | Monthly | SERIAL NO - 930157 |
| Direct Debit | 01 | 500236002 | WYCHAVON DC NNDR | Rates - Roundabout Nr Listers | Monthly | SERIAL NO - 930157 |
| Direct Debit | 1024760 | | OPUS ENERGY LTD | Electricity - Almonry | Monthly | SERIAL NO - 948515 |
| Direct Debit | 1205885 | | OPUS ENERGY LTD | Electricity Mess Room | Monthly | SERIAL NO - 948515 |
| Direct Debit | 996498 | | OPUS ENERGY LTD | Electricity Town Hall | Monthly | SERIAL NO - 948515 |
| Direct Debit | AA21624841 | | MAINSTREAM DIGITAL | Phone Lines-Almonry-Office-Cemetery-Town Hall | Monthly | SERIAL NO - 830998 |
| Direct Debit | 600766877 | | NPOWER | Gas Supply - Town Hall | Quarterly | SERIAL NO - 992531 |
| Direct Debit | 601035462 | | NPOWER | Cemetery Chapel | Monthly | SERIAL NO - 992531 |
| Direct Debit | A60347649-01 | | SAGE UK LTD | Payroll | Monthly | SERIAL NO - 830278 |
| Direct Debit | YQA784E | | SAGE SOFTWARE LTD | Accounts | Monthly | SERIAL NO - 299281 |
| Direct Debit | 28939528 | | DVLA-PJ13BSX | Road Tax - New Cemetery | Yearly | SERIAL NO - 295402 |
| Direct Debit | 5890220 | | DVLA-HY54MTV | Road Tax - Old Cemetery | Yearly | 19866.99 |
| Direct Debit | 35091435 | | DVLA-BK65KFX | Road Tax New Van | Monthly | SERIAL NO - 295402 |
| Direct Debit | FFB025241 | | FUEL CARD SERVICES | Cemetery Vans & Mowers Fuel | Monthly | SERIAL NO - 624751 |
| Direct Debit | 000EVE080 | | PENINSULA BUSINESS | Software | Monthly | SERIAL NO - 750261 |
| Direct Debit | 000EVE080 | | PENINSULA BUSINESS | HR Support | Monthly | SERIAL NO - 750261 |