



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 10 FEBRUARY 2020** 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.

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.

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 13 January 2020 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 – 27 January 2020 (attached)
- 6. Question and answer session with West Mercia Police Crime Commissioner**
Please submit detailed questions in advance
- 7. Finance – Payments and Receipts for January 2020**
Report to follow
- 8. Update from Worcestershire County Council and Wychavon District Councillors if present**
- 9. Review of the Systems of Internal Control and audit**
Report attached

10. **New Homes Bonus – Working Group recommendations regarding NHB projects**
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
13. **Minutes of the latest Board Meeting of the Samuel Wallace Smedley Trust**
Attached for members only



Stuart Carter
Town Clerk

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EVESHAM TOWN COUNCIL

Minutes of the Meeting of **EVESHAM TOWN COUNCIL** held at 6.30 pm on **MONDAY 13 JANUARY 2020** 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 A P Booth, Cllr G Bearcroft, Cllr P Boyd, Cllr A Dyke, Cllr G Hale, Cllr R Hale, Cllr Miss E Haynes, Cllr Mrs J Johnson, Cllr Mrs J E Sandalls, Cllr Mrs M Sale, Cllr Mrs S Schaathun, Cllr Mrs C Smith, Cllr Mrs F S Smith, Cllr Mrs B Timbrell, Cllr Mrs J Tucker, Cllr N Tucker, Cllr B Turrell

Officers: Mr S D Carter (Town Clerk)

Also present was the Mayor's Chaplain Rev A Spurr

The Town Mayor informed members that the meeting was being recorded.

89. Apologies for Absence

Apologies had been received from Councillors Clifford, Mrs Haines, Mrs Nishigaki, Raphael, Mrs S Smith.

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

Cllr Dyke declared a non-pecuniary interest in Minute 100 as he is on the planning committee at Wychavon District Council (WDC).

Cllrs Miss Haynes and Bearcroft declared a non-pecuniary interest in minute 100 application (e) as they had undertaken volunteering for the Evesham Abbey Trust in the past.

91. Announcements by the Town Mayor

The Town Mayor informed members that he was to hold a fundraiser at Raphael's on Valentines Day, all were invited.

The Mayor informed the Council that a boundary review was to take place at WDC and that this could have implications for the town council as they liked parish boundary wards to match those of the district. The Council would be invited to take part in the consultation when it was published.

92. Minutes of the Previous Meeting

The Minutes of the Town Council Meeting held on 11 November 2019 was circulated with the agenda.

It was proposed, seconded and **RESOLVED** that the minutes be adopted as a true record.

93. Committee Minutes

- (a) Finance and General Purposes Committee – 18 November 2019. It was **RESOLVED** to approve the minutes including the committee recommendations therein.
- (b) Planning and Estates Committee – 28 October 2019. It was **RESOLVED** to approve the minutes including the committee recommendations therein.
- (c) Town Plan Committee – 16 December 2019. It was noted that two councillors had been requested to put their names forward to serve on the Evesham Fairtrade Town Steering Group. It was **RESOLVED** that Councillors Mrs J Tucker and G Hale be appointed to represent the Council on this steering group. It was **RESOLVED** to approve the minutes including the committee recommendations therein.
- (d) Planning and Estates Committee – 23 December 2019. It was **RESOLVED** to approve the minutes including the committee recommendations therein.
- (e) Finance and General Purposes Committee – 6 January 2020. It was **RESOLVED** to approve the minutes including the committee recommendations therein.

94. Finance – Payments and Receipts for November and December 2019

Evesham Town Council's payments and receipts for the months of November and December 2019 were sent out with the agenda.

It was **RESOLVED** that the Town Council payments for the months of November and December as attached at appendix A were approved.

95. Update from Worcestershire County Council and Wychavon District Councillors if present

There was nothing reported under this item.

96. Adoption of Almonry Documentation Policy and Plan

Sent out with the agenda was a documentation policy and plan for the Almonry. It was explained that this policy was part of the museum reaccreditation process.

In response to a question about loan agreements with the VEHS the Clerk explained that it was his understanding that when the Almonry was in a position to look at this it would do so on an item by item basis. It would not be taking indefinite blanket loans as this was contrary to best practise.

Clerk's note: A question was asked as to whether the Almonry had an existing documentation policy and plan, to which it was stated that he thought there was as the Almonry was an accredited museum. The Manager has since confirmed that there was a policy however it was not up-to-date and not in line with best practise, which the new document was.

It was proposed, seconded and **RESOLVED** to adopt the updated Almonry documentation policy and plan.

97. Evesham Town Council Budget and Precept – 2020/21

Circulated with the agenda was a draft budget and fees for the forthcoming financial year 2020/21. It was explained that the budget had been drafted following a meeting of the committee chairman and then two Finance and General Purposes Committees where various amendments were made. Councillors were asked to make reference to these minutes for a narrative of the budget.

It was explained that the proposed budget would see the Council plan to spend £729,790 (excluding any expenditure from grants, NHB reserves etc) against a forecasted income of £147,918 including the Council Tax grant from WDC. This would result in a precept of £581,872 (the precept for the current 2019/20 financial year was £541,214).

In response to a question on the council tax grant the Clerk stated that this was given to the precepting authority from central government following changes to council tax benefit payments. There was no legal obligation on the precepting authority to pass this on to town and parishes and in may areas they did not, however, it could be argued that morally there was an obligation and WDC always had.

It was proposed, seconded and **RESOLVED** that a budget be agreed and that a precept of £581,872 (five hundred and eighty-one thousand, eight hundred and seventy-two pounds) be set and requested from the precept raising authority, this being Wychavon District Council.

Councillor A Dyke asked that it be recorded that he voted against this budget.

98. Adoption of updated Code of Conduct

Circulated with the agenda was a report regarding the updated members' code of conduct. It was explained that the updated code had been drafted by monitoring offices in the county and adopted by the district councils and county councils. They were recommending that all town and parish councils adopt it too so that there was consistency throughout Worcestershire.

The Clerk explained that this new code expanded on the previous one, rather than taking things away. It added harassment to bullying as unacceptable behaviour, it also expanded the code to cover working group meetings and other non council meetings which members attended in their capacity as councillors. The code also gave specific examples of bullying, etc.

It was unanimously **RESOLVED** to adopt the updated code of conduct.

99. Christmas Lights Contract

Circulated with the agenda was a report from the Town Mayor on the Christmas Light contract which had now finished. He proposed that the Council look at the feasibility of getting a community group to take on responsibility for the lights with the Council underwriting it. The advantage of this would be that the group involved could seek further funding whilst having the guarantee of the current budget that the council had. It was commented that VECTA should be approached.

It was unanimously **RESOLVED** to look into the feasibility of handing over the responsibility for Christmas Lights to a local group and that a working group be established to investigate this. Those agreed to serve on the working group were Councillors Goodge, Booth, Schaathun, Johnson and Haynes.

Clerk's note: Cllr Haynes subsequently withdrew her request to serve on the working group

100. Planning Applications

- (a) 19/02579/FUL – Mr Bipin Patel, 1 Chapel Street - demolition of industrial unit and replacement with a single building incorporating six no. one bedroom apartments along with associated external works

<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101385>

It was **RESOLVED** to recommend that this application be refused. It was stated that this application would overlook neighbouring properties.

- (b) 19/02580/CU – Cotswold Trichology, 4B Port Street - change of use from residential flat with entrance within the business to a scalp micropigmentation treatment room, consulting room and staff / room above existing hair and scalp clinic.

<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101386>

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

- (c) 19/02603/FUL – Mr K Norledge, Hall, Albert Road - proposed demolition of existing Scout Hut and replacement with new building

<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101409>

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

- (d) 19/02737/HP – Mr R Lingham-Wood, 11 Rudge Road - removal of Detached Garage and Carport and construction of single storey side and rear extension

<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101747>

It was **RESOLVED** to recommend that this application be approved subject to there being a 1 metre gap between buildings.

- (e) 19/02372/FUL & 09/02373/LB– Evesham Abbey Trust, Land Adjacent To Abbey Park Abbey Road - to create a new opening in the Southern boundary wall 2500mm wide and to build a ramp to accommodate vehicles.

<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101180>

It was **RESOLVED** to recommend that this application be refused. Members were concerned about damage to an historic town asset.

- (f) 19/02693/CU – Mr I Rodenhurst, Hampton Parks Farm, Red Lane Hampton 6 holiday chalets and change of use of part of land from farm to holiday accommodation.

<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101703>

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

101. Reports from Council representatives

There were no reports brought up under this agenda item.

102. It was **RESOLVED** to go into confidential session and omit the public and press as tender documents were to be discussed.

103. Member Code of Conduct Report including recommendations for Council

In confidential session a report was discussed following a member code of conduct complaint.

It was **RESOLVED** to amend Standing Order 3 rewriting paragraph (k) as follows, splitting it into two sub-clauses:

k) Photographing, recording, broadcasting or transmitting the proceedings of a meeting:

i: The Clerk to the meeting will, where possible, make an audio recording of the meeting to aid in drafting the minutes and to assist in resolving any disagreements as to what occurred or was discussed at the meeting. These recordings will normally be deleted once the minutes, including any amendments, have been agreed as a true and accurate record. Recordings made by the Clerk are not public and will normally only be available to Members and Officers of the Council.

ii: Members of the Council and other persons present may record, photograph or broadcast any part of the proceedings other than those following a resolution to exclude the public and press, so long as this, in the opinion of the Chairman, does not undermine or disrupt the meeting. Councillors must not record, photograph, broadcast or otherwise transmit the proceedings of any meeting, or part of meeting, from which the press and public have been excluded. This includes the use of social media to report on, or disclose, the content of items under discussion.

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

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

There were no matters brought up under this agenda item.

The meeting closed at 7.55pm

COUNCILLOR M S GOODGE
TOWN MAYOR

Minutes of the Meeting of the **PLANNING AND ESTATES COMMITTEE** held at 6.30 pm on **MONDAY 27 JANUARY 2020** at the Council Chamber, Town Hall,

Those present:

Chairman: Cllr Mrs S Amor (Deputy Mayor)

Vice Chairman: Cllr A P Booth

Councillors: Cllr P Boyd, Cllr R Hale, Cllr Miss E Haynes, Cllr Mrs J Johnson,
Cllr Mrs M Sale, Cllr Mrs S Schaathun

Officer: Mrs Stuart Carter – Town Clerk

67. Apologies for Absence

Apologies were received from Councillors M Goodge and Mrs J Sandalls.

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

Cllr Miss E Haynes declared an interest in planning agenda 3.5 as the applicant is known to her and Cllr R Hale declared an interest in planning agenda item 3.6 as he lived at a neighbouring property.

69. To agree the Minutes of the meeting held on 23 December 2019

The Town Clerk had circulated with the agenda the minutes of the meeting held on 23 December 2020. It was moved, seconded and **RESOLVED** to adopt the minutes as a true record.

70. Planning Applications

- a. 19/02761/CU – Mr R Sharples, 36 Bridge Street - Proposed change of use of existing building to residential and retain existing retail shop at ground level- (Removal of condition 4 and variation of condition 3 Ref. 18/02045/CU)
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101771>

Condition 4: Prior to its/their installation as part of the development hereby approved, details of the following shall be submitted to and approved in writing by the local planning authority:-

- external joinery details (new window and bin store doors) along with architectural details of the proposed external finishes, heads, sills, position in wall reveal and any surrounding dressings (elevational drawings at a minimum scale of 1:20 and vertical sectional drawings at minimum scale of 1:2). The development shall be carried out using the materials as approved.

Reason: To protect, conserve and enhance the significance of heritage assets and to ensure that the new materials are in keeping with the surroundings and/or represent quality design in accordance with policies SWDP 6, SWDP21 and SWDP24 of the South Worcestershire Development Plan.

Condition 3. Unless where required or allowed by other conditions attached to this permission/consent, the development hereby approved shall be carried out in accordance with the information (including details on the proposed materials) provided on the application form and the following plans/drawings/documents –

1813-01 A – Location Plan

1813-02 A – Existing Plans

1813-03 B – Proposed Plans.

Reason: To define the permission.

It was moved, seconded and **RESOLVED** to recommend this application be refused – Members felt that the conditions should still be in place.

- b. 19/02762/LB – Mr R Sharples, 36 Bridge Street - proposed change of use of existing building to residential and retain existing retail shop at ground level (Removal of conditions 3&4 and variation of condition 2 Ref: 18/02046/LB)
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101772>

2. Unless where required or allowed by other conditions attached to this permission/consent, the development hereby approved shall be carried out in accordance with the information (including details on the proposed materials) provided on the application form and the following plans/drawings/documents –

1813-01 A – Location Plan

1813-02 A – Existing Plans

1813-03 B – Proposed Plans.

Reason: To define the permission.

*3. Prior to its/their installation as part of the development hereby approved, details of the following shall be submitted to and approved in writing by the local planning authority: -
- external joinery details (bin store doors and new window) along with architectural details of the proposed external finishes, heads, sills, position in wall reveal and any surrounding dressings (elevational drawings at a minimum scale of 1:20 and vertical sectional drawings at minimum scale of 1:2).*

The development shall be carried out using the materials as approved.

Reason: To protect, conserve and enhance the significance of heritage assets in accordance with policies SWDP 6 and SWDP24 of the South Worcestershire Development Plan.

It was moved, seconded and **RESOLVED** to recommend this application be refused – Members were of the opinion that the conditions should remain in place.

- c. 19/02733/CU – Merstow House Residential Home, 7 Merstow Place - change of use from residential home for the elderly to an 8 bed house in Multiple Occupation and two self-contained flats with office space
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101743>

It was moved, seconded and **RESOLVED** to recommend this application be approved however members wanted the front door retained.

- d. 20/00036/HP – Mrs T Hudson, 91 Greenhill - demolition of a single storey extension and erection of two storey extension.
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101823>

It was moved, seconded and **RESOLVED** to recommend this application be approved.

- e. 20/00013/HP – Mr Andrew Taylor, 71 Falkland Road -first floor side extension over existing garage.
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101799>

It was moved, seconded and **RESOLVED** to recommend this application be approved.

Cllr R Hale left the meeting

- f. 19/02752/FUL- Mr & Mrs Moss, Longacres Caravan Park, Longdon Hill - Change of use of land from a caravan storage area to the siting of 12no. holiday lodge caravans
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101762>

It was moved, seconded and **RESOLVED** to recommend this application be approved.

Cllr R Hale returned to the meeting

- g. 19/02713/FUL – Rooftop Housing Group, 23-25 Swan Lane
 Demolition of existing building and erection of 27 affordable dwellings.
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101723>

It was moved, seconded and **RESOLVED** to recommend this application be approved – Members wanted it noted that this will vastly improve what is currently a derelict site.

71. Planning Decisions from Wychavon District Council - NOTED

Planning No:	Applicant:	Address:	Brief Description	ETC:	WDC:
19/02525/HP	EPL	Unit 1 Countrywide House	New forklift and delivery access door	Approve	Approve
19/02537/HP	Mr & Mrs Davies	13 Elisabeth Road	Single storey side extension	Approve	Approve

72. Traffic Order – Balmoral Close, Princess Road & Greenavon Close – Evesham – Proposed Prohibition of Waiting “At Any Time”

The Town Clerk had circulated with the agenda a report from Worcestershire County Council with regards to a proposed Prohibition of Waiting "At any time" at Balmoral Close, Princess Road & Greenavon Close.

It was **RESOLVED** to support this proposal, though it was commented that this would need to be enforced.

73. Report from Evesham Civic Society

A report was circulated from the Evesham Civic Society accompanied by a covering report from the Clerk. The Civic Society had highlighted some deficiencies on some of the Town Council’s properties/structures and wanted to highlight them.

The Clerk explained in his report:

Bengeworth Cemetery gate – The gutters are cleaned annually and will be done again shortly. The funeral bier has been resident in there for many years, the Almonry already has an example in its collection. The window does need repairing/replacing.

Former St Peters Church Porch, Church Street – The Clerk was successful in getting funding for the preservation of this listed building a few years ago. Works were undertaken to the roof and the stonework. As part of this English Heritage advised that they did not want to replace the gate as it was not a building restoration project. Any work to replace the gate would require listed building consent.

Waterside Chapels – The Clerk has long been looking at options for the chapels. Some pointing work was undertaken last year but the wooden structure has not been touched. The Council have budgeted £20,000 for professional fees in the coming year and it is anticipated surveys and feasibility studies can be forthcoming from this. Gutters are cleaned annually and will be done again shortly. Internally they are used for storage, mostly for the outdoor equipment, there is also a small office.

Gate pillars at All Saints Church – This is noted. Discussions with regards to the churchyard were recently held with the church and this may inform this going forward.

With regards to the chapels at Waterside members did express a keenness to address this issue as the building and whilst secure, did have defects especially the woodwork. The Clerk explained that there was potential to convert tee buildings. The £20,000 put in the forthcoming budget for professional services would enable the Clerk to get a survey done and potentially a feasibility study.

The report was **NOTED**.

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

There were no matters brought up under this item.

There being no further business, the meeting closed at 7.15 pm

COUNCILLOR MRS S AMOR
CHAIRMAN

EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL

DATE: 10 FEBRUARY 2020

**SUBJECT: REVIEW OF INTERNAL CONTROLS, SYSTEM OF INTERNAL
AUDIT AND ASSESSMENT OF RISKS**

REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To review the effectiveness of the Council's internal controls its system of internal audit and assessment of risks.

2.0 RECOMMENDATION

2.1 That the Town Council's current arrangements of internal controls and its system of internal audit are approved and that the risk strategy (attached) is also approved.

**3.0 REVIEW OF INTERNAL CONTROLS, INTERNAL AUDIT AND ASSESSMENT
OF RISK**

3.1 Under the Accounts and Audit (Amendment) (England) Regulations 2006 (which amend the Accounts and Audit Regulations 2003) the Council is obliged to carry out a review of the effectiveness both of its internal controls and its system of internal audit.

3.2 The Annual Return also requires Members to agree that they have 'assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.'

3.3 The Internal Controls document and Risk Register assist the Council in meeting this requirement as set out in the Annual Return. Attached for Members information is a risk policy and controls document that was adopted in 2015. These documents help both the Council and the Clerk in ensuring that the proper checks are in place with regards to risk management and internal controls.

3.4 The Council has appointed a qualified local government accountant to act as its independent internal auditor. The role of the internal auditor is to assist the Council in fulfilling its responsibility for the prevention and detection of fraud and corruption, errors and mistakes. It is for the Council to determine the level of internal audit required based on the internal controls in place.

3.5 Currently, the internal auditor makes one visit towards the end of the calendar year to review the internal controls and to carry out testing on the transactions undertaken and to ensure compliance with financial regulations. A further review, particularly regarding the year end annual accounts is carried out when the annual accounts have been prepared. At this time the internal auditor seeks to ensure that the documents to be sent to the external auditor are in order. The internal auditor produces a written report for the Council after both stages of the internal audit and highlights any deficiencies. You will see in italics in

the Risk management policy a number of amendments made following the most recent audit.

3.6 It is suggested that these arrangements with the addition of the Internal Controls policy and checklist are satisfactory.

3.7 The Clerk has drafted a checklist to aid officers in ensuring they undertake the required actions. This is attached for information.

4.0 FINANCIAL IMPLICATIONS

4.1 None in terms of expenditure.

5.0 LEGAL IMPLICATIONS

5.1 These are covered in the report.



Evesham Town Council

Risk Management Policy and Internal Controls

The Local Council's Governance and Accountability Guidance includes the following statements:-

1. Risk management is not just about financial management: it is about setting objectives and achieving them in order to deliver high quality public services.
2. The new approach places emphasis on local councils strengthening their own corporate governance arrangements, improving their stewardship of public funds and providing assurance to taxpayers.

It makes the point that Members are ultimately responsible for risk management because risk threatens the achievement of policy objectives. "The greatest risk facing a Local Authority is not being able to deliver the activity or services expected of the Council". Member should, therefore:

- a. take steps to identify key risks facing the Council
- b. evaluate the potential consequences to the Council if an event identified as a risk takes place
- c. decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

To identify the risks facing a Council, the Guidance recommends beginning by grouping the three main types of decisions that have to be taken into the following areas:

- I. areas where there may be scope to use insurance to help manage risk
- II. areas where there may be scope to work with others to help manage risk
- III. areas where there may be need for self-managed risk.

Section 1

Areas where there may be scope to use insurance to help manage risk

Subject	Risk(s)	Risk Level (H/M/L)	Management/Control of Risk	Review/Assess/Revise
Protection of physical assets e.g. building, furniture.	Identified destruction of physical assets.	L	<p>All physical assets are insured with Zurich Municipal under Policy No: YLL-272007-2203</p> <p>Asset Register is maintained and property reviewed/inspected regularly.</p>	<p>Maintain Asset Register on an annual basis.</p> <p>Officers undertakes regular inspections of Town Hall, as does the Town Clerk.</p> <p>Inspection of the Almonry is undertaken regularly by the Manager</p> <p>. Inspections of the Allotment Sites and cemeteries are undertaken by staff on a regular basis.</p> <p>The Mayoral Insignia has been revalued for accurate insurance purposes.</p>
Protection of Third Party property or individuals.	Risk of damage as result of Council providing services or amenities and legal liability as a consequence of asset ownership.	L	<p>ETC has Public Liability of £10m and Personal Accident Liability cover for employees, members and volunteers.</p> <p>Annual Review takes place by RFO</p> <p>Zurich Municipal is one of two main insurers for Councils and robustness is considered as part of RFO's review.</p>	<p>Insurance cover is reviewed annually by the RFO and recommendations made as necessary. Cover updated as required. <i>Reviewed February 19</i></p>
Loss of income or the need to	Consequential losses.	L	<p>This is covered by the Council's insurance policy.</p>	<p>See above.</p> <p><i>Business continuity plan required</i></p>

provide essential services following critical damage, loss or non-performance by a third party (consequential loss).				
Loss of cash through theft or dishonesty.	Fidelity losses.	L	The Council has Fidelity Guarantee cover up to £500,000 for both Members and Employees, with £100 excess.	Internal controls are reviewed as necessary by the Clerk and the Internal Auditor. Recommendations are submitted to the Council.
Management failure	Gross breach of a duty of care	L	The Council has insurance cover in the light of the Corporate Homicide and Corporate Manslaughter Act 2007, of £5 million.	Obligations under the H&S laws should be met.

Section 2

Areas where there may be scope to work with others to help manage risk

Subject	Risk(s)	Risk Level (H/M/L)	Management/Control of Risk	Review/Assess/Revise
Security for buildings, amenities and equipment.	Breaches of security.	M	The Council employs a caretaker to lock up the Town Hall. Equipment is stored securely at Waterside Cemetery, locked in garages and in the former chapel. There have been no recent attempts to break in.	
Banking Services	Fraudulent payments, financial irregularities etc.	L	All cheques require 3 signatories, one of which is to be the RFO and the other 2 are members. The Council has an investment policy, as well as Standing Orders, and Financial Regulations	Standing Orders and Financial Regulations are reviewed biannually as part of the auditing process. <i>New dual authorisation banking to needs to be implemented</i> <i>Auditor advises that SO and FR should be reviewed annually</i>
Professional Services, Contractors, etc	Misappropriation of contracts, failure of completion of contracts, etc	L	Contracts are reviewed as they expire and when required. 3 quotes are required unless Council specifies otherwise.	Presently, each committee has responsibility for its own budgets and makes recommendations to Council.
Provision of amenities/facilities for local community groups	Misuse of facilities.	L	Users of the Town Hall are advised to ensure their own public liability insurance cover is in place and it is suggested that users complete risk assessments for all activities taking place.	Hirers of the town hall are instructed to review the fire safety arrangements, and to appoint a delegated steward who takes on responsibility if there is a fire.

			This is also necessary for the use of any other building or site owned by the Council.	
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Section 3

Areas where there may be a need to self-manage risk

Subject	Risk(s)	Risk Level (H/M/L)	Management/Control of Risk	Review/Assess/Revise
Financial records	To be kept in accordance with statutory regulations.	L	This falls to the Council/Committee and forms part of the audit review.	Annual Audit both by the Internal and the External Auditor takes place.
Business activities	To be in accordance with legal powers for Town Councils.	L	The Town Clerk looks to ensure that the Council does not act 'ultra vires'. <i>Recently adopted the General Power of Competence (Feb 19), renewed June 2019</i>	Minutes are reviewed as part of the audit process by the Internal and the External Auditor.
Requirements under Employment Law	Inland Revenue, personnel matters etc to be in accordance with statutory requirements.	L	Salary forecasts are included within budget estimates. All personnel matters are reported to the Chairman of Personnel Committee and the Council employs a company to offer HR advise.	All contracts recently updated
Requirements under Customs and Excise Regulations, including VAT.	Taxation matters to be in accordance with statutory requirements.	L	This is dealt with by the RFO and the Internal Audit .	The Sage Accounting package is regularly updated and assists with VAT returns.
Annual Precept	Soundness and adequacy. Submission of	L	Committee budgets are reviewed by full Council Chairman & Vice Budget prep meeting	This is reviewed by the External Auditor.

	request to Wychavon District Council and receipt therefrom		held to start budget prep before submitting to Finance and then Council	
Cash	Loss through mishandling, theft, dishonesty	L	A list of all Petty Cash transactions is kept.	<i>Petty cash has been phased out in office. A float is held in the Almonry.</i>
Grants to local community bodies	Proper use under specific powers or Section 137	L	Applications for grants are reviewed by the Grants Committee and then presented to the Council for approval. Section 137 grants are listed separately in the annual accounts.	See minutes <i>New Power of General Competence supersedes Section 137 usage</i>
Minuting of Council business	Accuracy of recording	L	Minutes are prepared by Clerk and distributed in advance of the subsequent meeting, verified as a correct record at that meeting and signed by the Chairman. Minutes are presented to Council of all committees.	Minutes are numbered sequentially. Signed copies are kept within the Office. Minutes are also posted on the Council's website <i>Ensure minutes are signed</i>
Rights of Inspection by the public of certain 'open' documents	Adherence to legislation	L	All documents listed for public viewing under legislation are available to view and copies may be provided upon demand at a reasonable cost.	All appropriate requests are actioned.
Consultation documentation	Responses within timescales set	L	In the majority of consultations the matter is presented to Committee. Should the timescale of the consultation and the Town Council's Programme of Meetings mean that this is not possible, the Chairman of the relevant Committee is consulted.	Action upon consultation documents is minuted.
Receipt and retention of documentation	Loss of information	L	Documents and letters are retained in accordance with legislation and incoming mail is date-stamped.	Regular archiving takes place. <i>A lot of documents purged as part of GDPR compliance</i>
Members Register of Interests	Up-to-date information to be	L	The individual Register of Interests form for each Councillor is held by the	It is the responsibility of the individual member to advise of

	listed		Monitoring Officer at Wychavon District Council. A copy is retained by the Town Clerk.	changes.
Election Costs	Requirement to budget – NB democratic process	L/M Higher in Election year	Estimate costings in election year are obtained from Wychavon District Council.	Requirement to include for by-election within annual budget. This is now done each year. Also included annually is a one-third proportion of the local government elections costs.
Computerised information	Loss of information	L	A remote and automated back-up service of the Town Council's computerised information is provided by Mircoshade systems	A full review of the IT requirements of the Council has been undertaken and files are now hosted remotely.

**EVESHAM TOWN COUNCIL
INTERNAL CONTROLS CHECKLIST - 2020**

Control	Method	Evidence	
Up to date register of assets and investments	Amended annually	Printouts provided by Clerk	
Regular maintenance arrangements for physical assets	Weekly inspections by groundsman – reporting to Clerk Day to day observations and reporting verbally to Clerk by all staff	Record sheets kept	
Annual review of risk and adequacy of cover	Risk assessments updated at end of financial year, insurance cover checked annually at renewal	Risk assessment Insurance schedule	
Ensuring robustness of insurance providers	Only recommended providers used – ie: Zurich or AoN	Regulated by the F.S.A.	
Standing orders and financial regulations dealing with the award of contracts for services or purchase of capital equipment	Standing orders and financial regulations in place and reviewed biannually	Standing orders and financial regulations and minute evidence of biannual review	
Regular reporting on performance by suppliers/providers/contractors	At review unless Clerk identifies problem	Review of contracts – see minutes	
Clear statements of management responsibility for each service	Clerk’s responsibility	Clerk’s job description	
Regular scrutiny of performance	Contractors monitored by all staff to ensure workmanship and contracts fulfilled satisfactorily.	Monitoring of contractor	
Adoption of and adherence to codes of practice investment	Investment policy agreed	Investment policy in place	
Arrangements to detect and deter fraud and/or corruption	Segregation of financial duties in office Invoices checked against contracts and	Evidence of segregation of duties.	

	work completed.		
Regular bank reconciliation, independently reviewed	Completed monthly and resulting budget comparison presented to committee	Printouts from accounts package showing bank reconciliation and bookkeeping records	
Regular scrutiny of financial records and proper arrangements for approval of expenditure	Presented to Council for approval on a monthly basis.	Financial regulations	
Annual Return to the Inland Revenue, contracts for all staff annually reviewed at appraisal. Systems of updating records for any changes in legislation.	Annual return to Inland Revenue, monthly payment of PAYE and NIC. Contracts in place for all staff. Updates in legislation notified by Inland Revenue/SLCC/NALC	Payroll records Cheque payment lists Contracts of employment	
Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary	Quarterly VAT returns completed. RFO attends training as necessary	VAT returns	
Regular budget monitoring statements	Detailed reports to Finance and Property Committee	Minutes of F & P and full Council	
Developing systems of performance measurement	Appraisals undertaken by Clerk	Appraisal records	
Procedures for dealing with and monitoring grants or loans made or received.	Annual grants awarded system in place Grants awarded to Council earmarked for work to be undertaken	Grants debated in September Earmarked reserves used to ensure grants spent as agreed	
Minutes properly numbered and paginated with a master copy kept in safekeeping	See minute book	Minute book	
Documented procedures to deal with enquiries from the public	No written procedures but customer service paramount Complaints procedure in place	Complaints procedure	
Documented procedures in place to deal with consultation requests	Consultation information to Council meeting Documentation in office	Documents	
Procedures in place for recording and monitoring members interests	Members interests register via WDC	Register of Interests	

Adoption of codes of conduct for members	Members Code of Conduct adopted 2012, amended code adopted 2020	Minute adopting Code. Members signed code of conduct when elected	
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EVESHAM TOWN COUNCIL**COMMITTEE: TOWN COUNCIL****DATE: 10 FEBRUARY 2020****SUBJECT: NEW HOMES BONUS (NHB) – WORKING GROUP'S RECOMMENDATIONS REGARDING NHB PROJECTS****REPORT BY: TOWN CLERK****1.0 PURPOSE OF REPORT**

1.1 To inform the Council of the working group's recommendations regarding NHB projects following the recent public consultation.

2.0 RECOMMENDATION

2.1 That the Town Council's consider the recommendations of the working group and make a resolution.

3.0 PROPOSED PROJECTS SURVEY RESULTS

3.1 Members will already be aware of the projects put forward for NHB consultation. A public meeting was held and a consultation document made available to complete. The results of the consultation are summarised in the table below.

Proposer	Short description of project	Total Project Cost:	How much they have asked for	Average rating out of 5	*Top Priority
Evesham Cricket Club	Relocate Cricket Club to new ground at Cheltenham Road, Evesham.	£800,000	£36,000	3.3	18
Wychavon District Council	Evesham's Creative Lighting Trail.	£95,871	£50,000	3.3	14
Evesham Riverside Shopmobility	New for Old (Scooters!)	£13,600	£3,600	3.5	14
Wallace House Community Centre	window replacements, flooring, boiler and heating improvements and changing rooms	£143,000	£100,000	3.8	25
Bengeworth Church House (Community Hall)	Bengeworth Church House Renovation (Phase 1)	£45,000	£45,000	3.9	30
Prince Henry's High School	Improved community and disabled parking for	£95,000	£47,000	3.5	60

Academy Trust	Evesham Arts Centre and Worcestershire Cricket Centre with new Electric Vehicle Charging Points, easing local traffic congestion in the vicinity of the area.				
**Avon Navigation Trust	Evesham Lock Activity Centre	£230,000	**£125,000	4.1	65
St Andrew's CE School	Community Hub Building	£200,000	£75,000	4.1	90
The Vale of Evesham Civic Society	Town Centre Map Display Signing	£10,000	£10,000	3.2	7
Evesham Town Council	Battleton Brook Natural Networks Project	£36,000	£20,000	3.8	11
Total requested	Excluding Avon Nav Trust		£386,600		

*Number of people who specified that this project would be their top priority

** To come from the NHB legacy fund which is separate to the NHB allocated to Evesham

3.2 The full results of the survey can be found at <https://nhbsurvey.meyu.eu/results#.Xh7jrP77SUk>

4.0 PRESENT NHB FUNDING ALLOCATION

4.1 Projects approved or earmarked for NHB but not yet complete

Town Hall	£23,692
***High Street Crossing	£50,000
Round Evesham Walk	£22,465
Street Pastors Defibs	£5,000
Almonry	£25,000
Bowls Club	£45,000

***deferred by ETC and not yet submitted or approved by WDC

Total un-earmarked NHB available	£264,703
Total requested excluding ANT	£386,600

5.0 WORKING GROUP'S RECOMMENDATIONS

5.1 The working group met and considered each application in conjunction with the consultation results. The Working Group members present at the meeting were Cllr Goodge, Cllr Booth, Cllr Amor, and Cllr Haynes

5.2 Evesham Cricket Club – **It is recommended that this application be deferred** with a possible application to the legacy fund to be made in the future. The reason for a proposed deferment was that there was concern that this would just benefit league

cricketers, that there was no commitment to set up a ladies' team, and that clarity was needed on negotiations with WDC.

- 5.3 Wychavon District Council – Evesham's creative lighting trail – **It is recommended that this project be supported with an allocation of £50,000.** It was commented that this was a large amount, however, it was a good project that had come out of the town plan.
- 5.4 Evesham Riverside Shopmobility – new of old scooters. **It is recommended that his project be supported with an allocation of £3,600.** The committee was mindful, that the application may not meet the criteria however this project played in important role in the town.
- 5.5 Wallace House Community Centre – window replacements, flooring, boiler and heating improvements and changing rooms. **It is recommended that this project be supported with an allocation of £90,000.** It was noted that Wallace House was a major facility in the centre of town that supported a diverse range of Evesham residents and should be supported.
- 5.6 Bengeworth Church House – **It is recommended that this application be supported with an allocation of £25,000.** It was agreed that this was a good project however, there would be a requirement on them to fundraise for the rest of the amount.
- 5.7 Prince Henry's High School Academy Trust – **It was recommended that this project not go forward for NHB funding.** The school had recently received funding for the car park through NHB.
- 5.8 Avon Navigation trust – **It was recommended that this project is supported via an application to the Community Legacy Grant scheme.** It was agreed that this was potentially a great project. It was stated that assurances would be wanted regarding the businesses that would be run from the location and that they would be paying a commercial rent etc.
- 5.9 St Andrew's CE School Community Hub – – **It is recommended that this application be supported with an allocation of £75,000.** The creation of a community building in this part of Evesham was to be supported. Assurances would be required that the building would be open and accessible beyond school times.
- 5.10 Vale of Evesham Civic Society Town Centre Map Display Signage – **It was recommended that this project not go forward for NHB funding.** There was a perception that more clutter in the streets was not necessarily a good thing. This project had also scored low in the average ratings from the public consultation.
- 5.11 Evesham Town Council Battleton Brook Natural Networks Project – **It is recommended that this application be supported with an allocation of £20,000.** It was commented that this was a potentially great project to transform an under utilised green area.

6.0 FINANCIAL IMPLICATIONS

- 6.1 The Town Council has £264,703 of earmarked NHB available. The total put forward to the Council to consider for the proposals detailed is £263,600.

5.0 LEGAL IMPLICATIONS

5.1 Any applications that are agreed to submit to WDC will be subject to their protocol and their decision making process.