



**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 8 FEBRUARY 2021** 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](mailto: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.

**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 11 January 2021 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) Personnel Committee – 18 January 2021
  - b) Planning and Estates Committee – 25 January 2021
- 6. Finance – Payments and Receipts for January 2021**  
Report attached
- 7. Almonry Advisory Panel**  
Report from latest meeting to be tabled

**8. Review of the Systems of Internal Control and audit**

Report attached

**9. 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.

**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

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## EVESHAM TOWN COUNCIL

Minutes of the Meeting of the **TOWN COUNCIL** held at 6.30 pm on **MONDAY 11 JANUARY 2021** 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) from Minute 46

Councillors: Cllr A P Booth, Cllr A Dyke, Cllr G Bearcroft, 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 J Sandalls, Cllr Mrs S Schaathun, Cllr Mrs C Smith, Cllr Mrs F Smith, Cllr Mrs S Smith, Cllr Mrs B Timbrell, Cllr Mrs J Tucker, Cllr N S Tucker

Officers: Mr S D Carter (Town Clerk)  
Mrs K Cullen  
Miss A Jayes – Almonry Manager

Also present: Cllr P Griffiths (WDC)

### **40. Apologies for Absence**

Apologies were submitted on behalf of Cllr P Clifford although he did join the meeting from minute 46.

### **41. Declarations of pecuniary or other interest (if any)**

- Cllr Mrs F Smith declared a non pecuniary interest in agenda item 8 as she is a member of the WDC Communities and Funding Advisory Panel which deals with NHB applications.
- Cllr G Bearcroft declared a non-pecuniary interest in agenda item 8 as he is a member of the WDC Communities and Funding Advisory Panel which deals with NHB applications

### **42. Announcements by the Town Mayor**

The Town Mayor Cllr Mrs Amor informed members that she had recently been treated for a heart condition but was now fully recovered. Cllr Mrs Amor described how she had recently run an Evesham residents Christmas Lights competition and that the winners had been notified. Each winner would receive vouchers to use at the Evesham Fruit and Vegetable shop on the High Street.

### **43. Minutes of the Previous Meetings held on 9 November 2020**

The Town Clerk had circulated with the agenda the minutes of the previous Town Council Meeting. It was moved seconded and **RESOLVED** that the minutes for the Council meeting held on 9 November be approved and adopted as a true record.

#### **44. Committee Minutes**

The Town Clerk had circulated with the agenda the minutes of the following committees:

- a) **Town Plan Committee** held on 16 November 2020. It was moved seconded and **RESOLVED** that the minutes be adopted as a true record.
- b) **Planning and Estates Committee held on 23 November 2020.** It was moved seconded and **RESOLVED** that the minutes be adopted as a true record.
- c) **Finance and General Purposes Committee held on 7 December 2020.** It was moved seconded and **RESOLVED** that the minutes be adopted as a true record.
- d) **Planning and Estates Committee held on 21 December 2020.** It was moved seconded and **RESOLVED** that the minutes be adopted as a true record
- e) **Finance and General Purposes Committee held on 4 January 2021.** It was moved seconded and **RESOLVED** that the minutes be adopted as a true record.

#### **45. Finance – Payments and Receipts for November and December 2020.**

The Town Clerk had circulated with the agenda details of the income and expenditure of the Council for the months of November and December 2020. Also attached were the bank reconciliation reports for November and December. The payments had been approved by the Chairmen of the Committees in line with the scheme of delegation.

Following a query on the payment of the Mayors allowance and NI it was explained that the Mayors allowance was subject to tax and national insurance. The Mayor stated payment of the Mayor's allowance had continued during the pandemic, however, as official engagements had all but ceased, she planned to donate any unspent allowance to the Mayor's Charities.

In response to a question it was explained that the wages budgets included tax, national insurance contributions and pension contributions. The Clerk would see if it was possible to itemise these elements in a future budget.

It was moved seconded and **RESOLVED** that the receipts and payments and bank reconciliations for November and December 2020 be approved.

#### **46. Evesham Town Council Budget and Precept – 2021/22**

Circulated with the agenda was the proposed budget and fees for the forthcoming financial year 2021/22. 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.

The Clerk explained that he had been asked to set a budget that meant there would be no rise in the band D equivalent for the town council element for Evesham tax payers. This had resulted some cuts having to be made to some budget headings as detailed in the minutes of the finance committee meetings. The Finance Committee had also agreed to fund part of the budget from reserves following WDC's confirmation that the tax base had reduced.

It was explained that the proposed budget would see the Council plan to spend £705,822 (down from £729,790 in 2020/21) (excluding any expenditure from grants, NHB reserves etc) against a forecasted income of £130,722 including the Council Tax grant from WDC. This would result in a precept of £575,100.

The Clerk stated that WDC confirmed that they would pass on the Council Tax grant (£42,718) but that this was at their discretion and could be taken away in the future as had been the case in many other councils around the country.

With reference to the fees, it was noted that the request to make the almonry free admission be referred to the Almonry Advisory panel for further discussion before being referred back to the Council.

Referring to the proposal to cut the £5,000 for Neighbourhood Plan, Cllr Mrs J Tucker stated that she understood the reasoning, however there was still an intention to look into the feasibility of conducting a plan, the pandemic had stopped it this year, and that Mr Ford at WDC had advised that it was still worthwhile. She asked that the Council consider allocating the unspent funds from this year to the project if it is required in the forthcoming financial year. It was agreed that this could be considered in the coming year if funding was required.

It was proposed, seconded and **RESOLVED** that a budget be agreed and that a precept of £575,100 (five hundred and seventy-five thousand, one hundred pounds) be set and requested from the precept raising authority, this being Wychavon District Council.

It was **RESOLVED** that the fees be agreed as recommended by the committee this being a freeze on all fees and that the Almonry admission be considered by the Advisory Panel before coming back to Council.

#### **47. New Homes Bonus**

A report was circulated with the agenda regarding New Homes Bonus. It explained that the Town Council had successfully submitted a number of bids to NHB scheme over the years. At the end of last year WDC informed us that the scheme would be ending in March 2021. With this in mind the Council looked at further projects and gave the NHB working group delegated authority on which projects to submit to the WDC Legacy Scheme.

It was reported that the Town Council's New Homes Bonus (NHB) Working Group Chaired by Cllr Goodge recently held a meeting where it considered two applications for WDC Community Legacy Scheme from Avon Navigation Trust and Evesham Cricket Club. The working group decided to submit both applications, but graded them in accordance with WDC's requirement, with Evesham Lock Project from Avon Navigation Trust (ANT) being graded as a priority.

WDC had subsequently confirmed that the ANT project had been put forward for the next stage but the cricket club project had not. WDC were holding a consultation workshop which the Town Clerk, Cllr Goodge and a representative of the ANT would be attending.

The NHB working group agreed that if any of the projects were not successful they would consider putting it forward for NHB funding from the Council's own pot of money that has to be allocated by the end of March. This would mean putting forward a request on behalf of the Cricket Club for £50,000.

WDC Cllr Peter Griffiths who was involved with the Cricket Club informed members of the community benefit and that the potential amount of users and beneficiaries was significant.

It was proposed, seconded and **RESOLVED** to submit a bid of £50,000 on behalf of Evesham Cricket Club.

Cllr Goodge informed members that the bid from St Andrews School had been withdrawn by the school just before Christmas. This project had been allocated £75,000. This went back into Evesham's pot but if no projects were forthcoming before the end of March would go into the Legacy Scheme pot. Cllr Goodge therefore asked that the NHB Working Group be given delegated authority to consider and submit any applications in order to speed up the process. It was proposed, seconded and **RESOLVED** that the NHB Working Group be given delegated authority to submit proposals and carry out any required consultations.

#### **48. Update from the Almonry Advisory Panel**

Cllr Dyke gave an update on behalf of the Almonry Advisory Panel which had held its first meeting in December. Cllr Dyke stated that he had been elected as chairman and that items discussed included the proposed electrical work and the appointment of a contractor to get quotes. Cllr Dyke confirmed that the panel had discussed the proposed Heritage Centre as part of the Public Hall development. The Town Council had asked to be kept informed as to the progress of this proposal and the panel was inviting representatives to speak to them in the near future.

**NOTED**

#### **49. Lockdown Arrangements**

The Clerk verbally updated members on the latest arrangements following the latest lockdown due to the Covid 19 pandemic. The office staff were primarily working from home, as they were previously however, instead of two people in the office only one would be in at any one time. There would be times when no officer would be in the office but the phone would be forwarded. The outdoor staff continued to work as they were, and the Almonry staff had been allocated work by the manager. The home schooling element had an impact on a number of staff which was noted.

**NOTED**

#### **50. Reports from Council's Representatives**

There were no reports from Council Representatives.

#### **51. Matters of urgency raised, for information only, at the discretion of the Town Mayor**

The Mayor informed members that Cllr R Hale had asked to speak.

Cllr R Hale informed the Council that local resident and former town councillor Colin Tether had taken it upon himself to repaint the plaques on Workman Bridge. This followed a convoluted process whereby WCC had asked that road closures and pavement closure be put in place. Mr Tether had gone and undertaken the work in a couple of hours at his own expense and the they looked very good and had saved the Council's a lot of money. Cllr R Hale asked that the Council write to express its thanks to Mr Tether for his work.

**NOTED**

There being no further business, the meeting closed at 7.20pm.

COUNCILLOR S AMOR  
TOWN MAYOR

## EVESHAM TOWN COUNCIL

Minutes of the meeting of the **PERSONNEL COMMITTEE** held at 6.30pm on **18 JANUARY 2021** 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 F S Smith

Vice-Chairman Cllr A P Booth

Councillors: Cllr Mrs S Amor (Town Mayor),  
Cllr P Clifford (Deputy Mayor), Cllr A Dyke,  
Cllr M S Goodge (Town Mayor), Cllr J Johnson,  
Cllr Mrs S Schaathun, Cllr N Tucker

Officer: Mr S D Carter (Town Clerk)

Also present was Mr B Baldelli from the Evesham Abbey trust project

### 1. Election of Chairman

It was proposed and seconded that Cllr F S Smith be elected as Chairman of the committee. Cllr S Schaathun put her name forward but there was no proposer or seconder. There being no further nominations it was **RESOLVED** that Cllr Mrs F S Smith be elected Chairman of the Personnel Committee.

### 2. Election of Vice-Chairman

It was proposed and seconded that Cllr A P Booth be elected Vice Chairman of the committee. There being no further nominations it was **RESOLVED** that Cllr A P Booth be elected Vice-Chairman of the Personnel Committee.

### 3. Apologies for Absence

There were no apologies, all members were present.

### 4. Declarations of pecuniary or other interest (if any)

There were no declarations made under this agenda item.

### 5. Request from Evesham Abbey Trust to the Town Council to act as a 'Surrogate Employer'

Circulated with the agenda was a report detailing a request from the Evesham Abbey Trust requesting that the Council act as the employer to a Community Engagement Officer that they had successfully obtained funding to employ.

The report explained that the Trust were asking the Council to act as the employer and payroll provider to this member of staff. The reason for this request was that they did not



have the expertise or resources to act as an employer and the cost of contracting this to a third party was prohibitive.

The Clerk explained that he had taken advice from both the auditor and the Council's Human Resources (HR) provider. The auditor had explained that there was no legal reason that the Council could not act as an employer, especially as it held the 'General Power of Competence'. The arrangement was relatively common for District and County Councils, less so for town and parishes. The auditor was of the opinion that there would need to be a clear agreement between the Council and the trust detailing clear roles and responsibilities.

The Council's HR provider stated that this arrangement would be a 'secondment' and that they could draft a contract of employment and secondment agreement on behalf of the Council. However, they stated that there would be a risk to the Council. They highlighted that regardless of the fact that the employee was seconded, the Council would be viewed as the employer, so any potential issues arising between the employee and the Trust could have implications for the Council. If the trust took action against the employee and it proceeded to a tribunal, there is a possibility that regardless of clauses, management agreements etcetera, the Council could be viewed as the employer and liable for any costs despite having no direct involvement with the staff member.

Mr Baldelli who represented the Evesham Abbey trust reiterated that they did not have the resources or expertise to act as an employer and that the cost of outsourcing was prohibitive. He explained that this role was the only employed person, the other roles such as project management was being undertaken by specialist companies as part of a contract. Mr Baldelli stated that if the Town Council said no then the trust would approach Wychavon District Council however, he thought that Evesham Town Council was the most appropriate to undertake this role. The trust would be happy to put in some sort of indemnity clause and provide a document detailing the management arrangement. Mr Baldelli confirmed that the employee would be paid on NJC conditions and eligible for the local government pension scheme. He explained that the funding for the role was secured and earmarked so there would be no issues in reimbursing the town council for the wages, NI, tax and pension.

The Clerk explained that with regards to the Council, there would be a resource cost in terms of adding the person to the payroll and managing the payments, i.e. calculating how much the trust needs to reimburse the Council each month. In response to a question about the benefits for the Council in doing this the Clerk stated that in his opinion it would show the community that Evesham Town Council supported this great project which will benefit the town. The Town Council would be associated with this and be one of the enablers that allow this project to progress. There was a risk and also an impact on resources and councillors would have to weigh this against the benefits for the town and to the Council in being associated with this project.

It was **RECOMMENDED** that subject to a contract and secondment arrangement being satisfactory to the Council that the Council act as the employer on behalf of the Evesham Abbey trust for the purposes of employing a Community Engagement Officer.

Mr Baldelli left the meeting.

## **6. Public Bodies (Admission to Meetings) Act**

Under the provisions of the above Act, the press and public were asked to leave pending the discussion of a confidential/sensitive item.

## **7. General update including Furlough**

In confidential session a general staff update was given.

It was reported that the epidemic had impacted on all staff. New working practises had been established with office staff mixing working from home with attendance in the office. The Council had a remote working system in place for a long time and this had put us ahead of the curb when the lockdown was introduced. The outdoor staff had continued to work as normally as they could throughout, though new arrangements had been made such as working in the same pairs, provision of PPE etc. The Almonry had to close a number of times due to government directives, with officers given duties to perform at home whilst attending the Almonry on a rota basis. Some staff had also supported Wallace House in their work supporting residents during the lockdown.

It was noted that training had all but stopped though the Clerk had attended a course on quotes and tenders that was held remotely.

Finally, the Town Clerk addressed the issue with furloughing of staff. He explained that in March during the first lockdown this subject had been broached with the Mayor and Chair of Personnel. It was decided not to pursue this primarily because the government guidance was and still was:

- “if you have staff costs that are publically funded (even if you’re not in the public sector), you should use that money to continue paying your staff, and not furlough your staff” <https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme#who-can-claim>

In addition, office staff and outdoor staff were working as before. Senior Almonry staff continued to work and the assistants were given tasks for them to undertake during lockdown. The Mayor and Chairman of Personnel also questioned the morality of taking money from the government when the wages of staff were covered by the precept income. Whilst income was and had been reduced, the reduction in expenditure had offset this.

As the shorter lockdown was introduced and the Almonry was closed once more before Christmas, the issue of furlough was considered again. The government guidance remained not to furlough if staff costs were publically funded. In addition, expenditure had significantly dropped so to furlough was not seen as the correct option.

The Chairman thanked staff for their efforts over this unprecedented period.

**NOTED**

## **8. Any other business, for information only**

There was nothing brought up under this item.

There being no further business the meeting closed at 7.10 pm.

COUNCILLOR MRS F S SMITH  
CHAIRMAN

Minutes of the Meeting of the **PLANNING AND ESTATES COMMITTEE** held at 6.30 pm on **MONDAY 25 JANUARY 2021** 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 P Clifford

Vice Chairman: Cllr A P Booth

Councillors: Cllr Mrs S Amor (Mayor) Cllr G Bearcroft, 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

## **26. Apologies for Absence**

Apologies for absence were received from Councillors Miss E Haynes and Mrs C Smith.

## **27. Declarations of pecuniary or other interest including requests for dispensation (if any)**

There were no declarations of interest.

## **28. Minutes of the previous meeting**

Minutes of the meeting held on 21 December 2020 were circulated with the agenda.

It was **RESOLVED** to accept the minutes as a true and accurate record.

## **29. Planning Applications**

- (a) 20/01943/FUL – South – Delegated  
Online Home Retail Ltd  
2 Millennium Court  
Enterprise Way Vale Park  
Erection of temporary building  
<https://plan.wychavon.gov.uk/Planning/Display/20/01943/FUL>

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

- (b) 20/02778/FUL – Great Hampton – Delegated  
All Things Property Ltd  
26 School Road  
Erection of dormer bungalow (resubmission of approved application ref  
20/01003/FUL).  
<https://plan.wychavon.gov.uk/Planning/Display/20/02778/FUL>

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

- (c) 20/02830/CU – Bengeworth – Delegated  
Mr H Patel  
Brooklands  
92 Northwick Road

Change of use from Residential care home (C2) to House in multiple occupation (HMO - Sui Generis)

<https://plan.wychavon.gov.uk/Planning/Display/20/02830/CU>

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

- (d) 20/02660/FUL – Bengeworth – Delegated  
Banbury & Evesham Area Quaker Meeting  
Friends Meeting House  
Cowl Street  
Erection of outbuilding in the Peace Garden for use as a Children's Room and Committee Room in association with the Friends Meeting House.  
<https://plan.wychavon.gov.uk/Planning/Display/20/02660/FUL>

It was **RESOLVED** to recommend that this application be approved subject to the graves not being disturbed.

- (e) 20/02827/FUL – Bengeworth – Delegated  
Tosney Developments Ltd  
2 Shor Street  
Demolition of existing industrial units and construction of 5 dwellings and associated works as approved under planning permission 20/00115/FUL - variation of condition

*Clerks note: Condition 18:*

*18. 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 –*

*Original plans:*

*Architecture4All drawing numbers 598-001; 598-002; 598-003; 598-004; 598-005 Rev A; A; 598-007; 598-008; Amended plans: (received on 15 May 2020)*

*Architecture4All drawing numbers 598-009 Rev B*

*Reason: To define the permission.*

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

- (f) 20/00938/RM – Avon – Amendment  
Hallam Land Management  
Land Off Boat Lane  
<https://plan.wychavon.gov.uk/Planning/Display/20/00938/RM>

It was **RESOLVED** to recommend that this application be deferred by Wychavon District Council for further information. Despite a previous request, the Town Council notes that no swept path analysis has been carried out which would detail the impact that heavy goods vehicles would have when turning left into Boat Lane. In addition, the Council supports the concerns raised by Worcestershire County Council's Health and Wellbeing team with regards to the way that pedestrians and cyclists join with Boat Lane from the development. The Council also has doubts that the proposed street lighting that would be located in the middle of the pathways is appropriate for this development.

### 30. Planning Decisions

Circulated with the agenda were the latest planning decisions from Wychavon District Council as detailed below for information. In response to a question regarding the applications from Cashino, Cllr Goodge stated that though planning permission had been agreed, the licensing committee would consider the license application and therefore the granting of planning permission did not necessarily mean it would get the go ahead. The report was **NOTED**.

Planning No:	Applicant:	Address:	Brief Description	ETC:	WDC:
20/02600	Mr/Mrs Villiers	8 Northwick Road	Single storey rear extension	Approve	Approve
20/02238	Church of All Saints	Market Place	Stone repairs to the tower	Approve	Approve
20/02412	Mid-Counties Co op	15 Bridge St	Fascia sign	Approve	Approve
20/01548	My Construction Ltd	11-13 Bridge St	Conversion of 1 <sup>st</sup> & 2 <sup>nd</sup> floors to residential (8 no. apartments)	Approve	Approve
20/02349	Cashino	1-3 Swan Lane	Change of use of the basement to Adult Gaming Centre	Refuse	Approve
20/02350	Cashino	1-3 Swan Lane	Installation of 4 fascia signs	Refuse	Approve
20/02010	My Construction Ltd	11-13 Bridge St	Raises front parapet by 2 brick courses to allow and upgrade thermal value	Approve	Approve
20/02214	Gavin Swinburne	Pippins Court 40 Waterside	Erection of two additional storeys to provide an additional 10 flats	Refuse	Refuse

### 31. Proposed Transfer of Allotment Site at the development off the Offenham Road

Circulated with the agenda was a report detailing the proposal to transfer a new allotment site to the Town Council. It was explained that some years ago, the joint developers of the new housing development off the Offenham Road approached the Town Council about taking on the allotments that they were providing. The Council stated that they would be interested but asked that they be fenced, and have a water connection. In addition, the provision of a notice board was requested.

Subsequently the allotments were laid, fenced and a water supply installed, however no further contact was made with the Town Council, until the end of last year when an officer acting on behalf of the developers asked if we would now take them on.

Paper work has been sent to our solicitors, Cox and Hodgetts and they are seeking the formal approval to go ahead with the transfer subject to any legal issues that may arise.

The Clerk explained that the allotments were arranged into 8 equal plots located on the housing development. They were fenced had a water supply and a small car park. The Clerk stated that some of the fencing near the main entrance was broken and would need repairing before taking on the ownership.

It was proposed that the allotments are transferred freehold to the Town Council. The Town Clerk explained that Town and Parish Councils have a statutory obligation to provide allotments, the only statutory obligation that they have. In addition, Evesham Town Council has a waiting list for allotments so the demand was there. In response to a question on the demand in the future the Town Clerk stated that at the moment allotments were sought after and that for the town's population, we perhaps did not have ideal amount of allotments though there was no formula for calculating this.

The Clerk highlighted that if proceeding and at a later meeting, the committee would need to consider how it wanted to allocate these allotments, i.e. give first refusal to residents in the vicinity or not. The Clerk also highlighted that the Council had been lobbied by a resident who lives near the site on the use of bonfires, they are opposed to them for health reasons. The committee would also need to consider a name for the site.

The Clerk highlighted that legal fees would be around £2,000 and that he had asked developers to meet the Council's legal costs. In response to a question, the Clerk stated that the Council's solicitor had stated that the work required would be quite complicated but that it was hoped that any issues would be legally sorted before the Council took ownership.

It was **RECOMMENDED** that the Council proceed with the transfer of the ownership of this allotment site subject to any legal advice from the Council's solicitor.

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

The Town Clerk highlighted again the need for further burial ground. The planning application to extend the cemetery at Hampton had been submitted but was not guaranteed. He asked members to let him know if they were aware of any land they believed would be suitable. The Clerk also suggested the forming of a working party to look at the issue.

**NOTED**

There being no further business, the meeting closed at 7.25 pm

COUNCILLOR P CLIFFORD  
CHAIRMAN

**EVESHAM TOWN COUNCIL**

**COMMITTEE:** TOWN COUNCIL

**DATE:** 8 FEBRUARY 2021

**SUBJECT:** FINANCE – PAYMENTS AND RECEIPTS FOR JANUARY

**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 January.

1.2

**2.0 RECOMMENDATION**

2.1 It is recommended that the monthly expenditure and payments for the Council 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 January 2021.

3.2 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

Date: 31/01/2021

**Evesham Town Council**

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Time: 19:20:39

**Day Books: Supplier Payments Current 2020**

Date From: 01/01/2021

Bank From: 1200

Date To: 29/01/2021

Bank To: 1200

Transaction From: 1

Supplier From:

Transaction To: 99,999,999

Supplier To: ZZZZZZZZ

Bank 1200

Currency Pound Sterling

No	Type	Date	Supplier	Ref	Details	Net £	Tax £	Gross £	B	Bank Rec	Date
9098	PP	07/01/2021	CLARKCRO	NHB Bengeworth Church	Purchase Payment	17,252.50	3,450.50	20,703.00	R	29/01/2021	
9106	PP	07/01/2021	AIM	Assoc of Independant	Purchase Payment	62.00	0.00	62.00	R	29/01/2021	
9107	PP	07/01/2021	WSTAFFOR	Commission Sales	Purchase Payment	18.24	0.00	18.24	R	29/01/2021	
9108	PP	07/01/2021	WESTAIR	Almonry Retail Items	Purchase Payment	243.65	48.73	292.38	R	29/01/2021	
9109	PP	07/01/2021	BTWIFI	Town Hall WI Fi	Purchase Payment	92.40	18.48	110.88	R	29/01/2021	
9110	PP	07/01/2021	BHGSLTD	Cemetery Supplies	Purchase Payment	46.25	9.25	55.50	R	29/01/2021	
9130	PP	07/01/2021	SSE	Footlights Electric	Purchase Payment	105.01	21.00	126.01	R	29/01/2021	
9131	PP	07/01/2021	MERLIN	Cemetery/Office Supplies	Purchase Payment	11.99	2.40	14.39	R	29/01/2021	
9132	PP	07/01/2021	VIKING	Covid Wips	Purchase Payment	7.87	1.57	9.44	R	29/01/2021	
9133	PP	07/01/2021	VIKING	Stationery	Purchase Payment	24.92	4.98	29.90	R	29/01/2021	
9134	PP	07/01/2021	PETEBOTT	Cemetery Skips	Purchase Payment	305.00	61.00	366.00	R	29/01/2021	
9142	PP	07/01/2021	WYCHAVON	Recycle Bins	Purchase Payment	52.00	0.00	52.00	R	29/01/2021	
9143	PP	07/01/2021	ARECADE	Almonry Domain Name	Purchase Payment	30.98	6.20	37.18	R	29/01/2021	
9144	PP	07/01/2021	AVICA	Collection Care	Purchase Payment	16.52	3.30	19.82	R	29/01/2021	
9145	PP	07/01/2021	WATERALM	Almonry Water Supply	Purchase Payment	206.29	0.00	206.29	R	29/01/2021	
9146	PP	07/01/2021	WATERTH	Town Hall Water Supply	Purchase Payment	369.32	0.00	369.32	R	29/01/2021	
9147	PP	07/01/2021	WATERPLU	Cemetery Lodge Water	Purchase Payment	86.57	0.00	86.57	R	29/01/2021	
9148	PP	07/01/2021	WATERPLU	Cemetery Water Supply	Purchase Payment	94.40	0.00	94.40	R	29/01/2021	
9150	PA	07/01/2021	SIGNRUS	Signs R Us	Town Hall Floor Stickers	210.00	42.00	252.00	R	29/01/2021	
9166	PP	04/01/2021	OPUSMARK	Electricity Supply Market Plac	Purchase Payment	14.54	0.74	15.28	R	29/01/2021	
9167	PP	05/01/2021	OPUSALM	Almonry Electricity Supply	Purchase Payment	1,188.77	237.75	1,426.52	R	29/01/2021	
9168	PP	06/01/2021	PENINSUL	HR Support	Purchase Payment	43.50	8.70	52.20	R	29/01/2021	
9169	PP	11/01/2021	FUELCARD	Cemetery Fuel	Purchase Payment	140.10	28.02	168.12	R	29/01/2021	
9170	PP	11/01/2021	OPUSTOWN	Town Hall Electricity Supply	Purchase Payment	54.88	2.74	57.62	R	29/01/2021	
9171	PP	11/01/2021	OPUSCEMS	Mess Room Electricity Supply	Purchase Payment	61.24	3.06	64.30	R	29/01/2021	
9176	PP	14/01/2021	MAINSTRE	Almonry Phone	Purchase Payment	0.42	0.08	0.50	R	29/01/2021	
9177	PP	14/01/2021	MAINSOFF	Office Phone	Purchase Payment	21.29	4.27	25.56	R	29/01/2021	
9178	PP	18/01/2021	FUELCARD	Cemetery Fuel	Purchase Payment	39.86	7.97	47.83	R	29/01/2021	
9179	PP	18/01/2021	SAGE	Payroll & Acc Software	Purchase Payment	318.00	63.60	381.60	R	29/01/2021	
9193	PP	26/01/2021	DELTRONL	TH Lift Maintenance	Purchase Payment	140.00	28.00	168.00	R	29/01/2021	
9194	PP	26/01/2021	ADTFIRE	Almonry CCTV	Purchase Payment	176.05	35.21	211.26	R	29/01/2021	
9195	PP	26/01/2021	BHGSLTD	Cemetery Supplies	Purchase Payment	30.50	6.10	36.60	R	29/01/2021	
9196	PP	26/01/2021	AVONPEST	Almonry Pest Control	Purchase Payment	614.17	122.83	737.00	R	29/01/2021	
9197	PP	26/01/2021	ANTHONYK	Cemetery Supplies	Purchase Payment	5.00	1.00	6.00	R	29/01/2021	
9198	PP	26/01/2021	FILTAGRO	Cem Lodge Sewage	Purchase Payment	150.00	30.00	180.00	R	29/01/2021	
9199	PP	26/01/2021	AVONROUN	Remove Flower Boxes	Purchase Payment	300.00	0.00	300.00	R	29/01/2021	
9200	PP	26/01/2021	LHRPROPE	Office Rent Dec 20-Mar	Purchase Payment	2,000.00	400.00	2,400.00	R	29/01/2021	
9201	PP	26/01/2021	TRADEUK	Cemetery Supplies	Purchase Payment	5.00	1.00	6.00	N		
9202	PP	26/01/2021	GOTTFIRE	Fire Extinguishers	Purchase Payment	736.00	147.20	883.20	R	29/01/2021	
9216	PP	22/01/2021	ICO-D/D	Information Comis Office	Purchase Payment	55.00	0.00	55.00	R	29/01/2021	
9217	PP	26/01/2021	PENINSUL	HR Support	Purchase Payment	109.63	21.93	131.56	R	29/01/2021	
9231	PP	29/01/2021	ARTHURSM	Repair Xmas Lights	Purchase Payment	164.00	0.00	164.00	R	29/01/2021	
9232	PP	29/01/2021	JEWSON	Cemetery Supplies	Purchase Payment	6.84	1.37	8.21	R	29/01/2021	
9233	PP	29/01/2021	NEOPOSTL	Franking Machine	Purchase Payment	150.00	30.00	180.00	R	29/01/2021	
9234	PP	29/01/2021	WATERPLU	Water Supply Bengeworth	Purchase Payment	21.34	0.00	21.34	R	29/01/2021	
9235	PP	29/01/2021	WATERALM	Almonry Water Supply	Purchase Payment	206.29	0.00	206.29	R	29/01/2021	
9236	PP	29/01/2021	WATERTH	Town Hall Water Supply	Purchase Payment	369.32	0.00	369.32	R	29/01/2021	
9237	PP	29/01/2021	WATERPLU	Cemetery Water Supply	Purchase Payment	94.40	0.00	94.40	R	29/01/2021	
9238	PP	29/01/2021	WATERPLU	Cemetery Lodge Water	Purchase Payment	86.57	0.00	86.57	R	29/01/2021	
9239	PP	29/01/2021	WATERALL	Common Road Water Supply	Purchase Payment	158.44	0.00	158.44	R	29/01/2021	
9240	PP	29/01/2021	MERLIN	Office Chair CC	Purchase Payment	85.23	17.05	102.28	R	29/01/2021	
9241	PP	29/01/2021	ACORNCRE	Notice Board	Purchase Payment	145.00	29.00	174.00	R	29/01/2021	
9242	PP	29/01/2021	WYCHAVON	Enlighten Project	Purchase Payment	3,770.00	0.00	3,770.00	R	29/01/2021	
9243	PP	29/01/2021	NEILHEAL	Town Hall Listed Building	Purchase Payment	895.00	0.00	895.00	R	29/01/2021	
9247	PP	14/01/2021	MAINSOFF		Purchase Payment	0.01	0.00	0.01	R	29/01/2021	



**Date:** 31/01/2021  
**Time:** 19:20:39

**Evesham Town Council**  
**Day Books: Supplier Payments Current 2020**

**Page:** 2

<b>Totals</b>	<b>£</b>	<u>31,592.30</u>	<u>4,897.03</u>	<u>36,489.33</u>
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Date: 31/01/2021

Time: 19:21:35

## Evesham Town Council

Page: 1

### Day Books: Bank Payments (Summary)

Date From: 01/01/2021  
Date To: 29/01/2021

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	
9152	BP	01/01/2021	500014026	Almonry Rates	1,896.00	0.00	1,896.00	R	29/01/2021	
9153	BP	01/01/2021	500016798	Waterside Cemetery - Rates	122.00	0.00	122.00	R	29/01/2021	
9154	BP	01/01/2021	500010409	Bengeworth Cemetery - Rates	43.00	0.00	43.00	R	29/01/2021	
9155	BP	01/01/2021	500014509	Hampton Cemetery - Rates	18.00	0.00	18.00	R	29/01/2021	
9156	BP	01/01/2021	500077661	Town Hall - Rates	359.00	0.00	359.00	R	29/01/2021	
9157	BP	01/01/2021	500236002	Roundabout Nr Listers - Rates	30.00	0.00	30.00	R	29/01/2021	
9158	BP	01/01/2021	500184602	Town Council Office - Rates	454.00	0.00	454.00	R	29/01/2021	
9159	BP	01/01/2021	500236011	Roundabout Adj Vale Link - Rates	30.00	0.00	30.00	R	29/01/2021	
9180	BP	04/01/2021	DVLA-BK65	DVLA-BK65KFX Road Tax	23.18	0.00	23.18	R	29/01/2021	
9203	BP	26/01/2021	Wages	Wages January	17,562.14	0.00	17,562.14	R	29/01/2021	
9206	BP	26/01/2021	Mayors	Mayors Allowance January	353.47	0.00	353.47	R	29/01/2021	
9207	BP	29/01/2021	PAYE & NI	PAYE & NI January	4,464.60	0.00	4,464.60	R	29/01/2021	
9209	BP	29/01/2021	NI Only	PAYE NI Only Janaury	88.20	0.00	88.20	R	29/01/2021	
9210	BP	29/01/2021	PAYE & NI	PAYE & NI January	1,288.40	0.00	1,288.40	R	29/01/2021	
9211	BP	29/01/2021	Pension	Pension January	7,293.50	0.00	7,293.50	R	29/01/2021	
9246	BP	29/01/2021	Bank	Bank Charges	22.80	0.00	22.80	R	29/01/2021	
<b>Totals</b>					<b>£</b>	<u>34,048.29</u>	<u>0.00</u>	<u>34,048.29</u>		

Date: 31/01/2021  
Time: 19:37:56

## Evesham Town Council

Page: 1

### List of Sales Receipts & Bank Receipts By Bank

Date From: 01/01/2021  
Date To: 29/01/2021

Transaction No From: 1  
Transaction No To: 99,999,999

**\*\* NOTE: All values shown on this report are in the Bank Account's operating Currency \*\***

Bank Code: 1200

Bank Name: Co-operative Bank - Day Account

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	B	Bank Rec Date
9113	SR	07/01/2021	1200	TLG	Cemetery Lodge Rent	718.68	0.00	718.68	R	29/01/2021
9114	SR	13/01/2021	1200	Simply Stone	GO Shirley Davies	295.00	0.00	295.00	R	29/01/2021
9115	SR	15/01/2021	1200	Inv 3018/24/26	Cemetery Fees	1,360.00	0.00	1,360.00	R	29/01/2021
9116	SR	18/01/2021	1200	████████ CR 191	C/R 191	70.00	0.00	70.00	R	29/01/2021
9117	SR	20/01/2021	1200	Inv 3028	Cemetery Fees	1,215.00	0.00	1,215.00	R	29/01/2021
9118	BR	13/01/2021	801104	50001402	Almonry Rates Refund	1,400.00	0.00	1,400.00	R	29/01/2021
9119	BR	19/01/2021	2202	VAT Refund	HMRC VAT Refund Oct-Dec 2020	8,898.88	0.00	8,898.88	R	29/01/2021
9244	SA	20/01/2021	1200	Previously Paid 02.10.20	In Credit Previously Paid	130.00	0.00	130.00	R	29/01/2021
9245	BR	29/01/2021	402001	LAMIT PROPERTY	Interest Received-Lamit Property	1,280.69	0.00	1,280.69	R	29/01/2021
						<u>15,368.25</u>	<u>0.00</u>	<u>15,368.25</u>		
						<u>15,368.25</u>	<u>0.00</u>	<u>15,368.25</u>		

**EVESHAM TOWN COUNCIL**

**COMMITTEE: TOWN COUNCIL**

**DATE: 8 FEBRUARY 2021**

**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. 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 The internal auditor makes one visit (presently done remotely) 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 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.

#### **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. <i>To be reviewed at March Finance meeting</i></p> <p>Officers undertakes regular inspections of Town Hall, as does the Town Clerk. Inspection of the Almonry is undertaken regularly by the Manager . 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	Consequential losses.	L	<p>This is covered by the Council's insurance policy.</p>	<p>See above.</p>



need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss).				<i>Business continuity plan required</i>
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. <i>H&amp;S service similar to that offered for HR to be considered</i>

## 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	<p>The Council contracts a caretaker company to lock up the Town Hall.</p> <p>Contract with security company to deal with alarm call outs at the Almonry</p> <p>Equipment is stored securely at Waterside Cemetery, locked in garages and in the former chapel. There have been no recent attempts to break in.</p>	
Banking Services	Fraudulent payments, financial irregularities etc.	L	<p>Copy of invoices sent to Chairman for comment and authorisation via email before being paid.</p> <p>Payment reports reported at Council.</p> <p>All cheques (though now very rare) require 3 signatories, one of which is to be the RFO and the other 2 are members.</p> <p>The Council has an investment policy, as well as Standing Orders, and Financial Regulations</p>	<p>Standing Orders and Financial Regulations are reviewed biannually as part of the auditing process.</p> <p><i>New dual authorisation banking to delayed by pandemic</i></p> <p><i>SO and FR to be reviewed in 2021</i></p>
Professional Services, Contractors, etc	Misappropriation of contracts, failure of completion of contracts, etc	L	<p>Contracts are reviewed as they expire and when required.</p> <p>3 quotes are required unless Council specifies otherwise or not possible.</p>	<p>Presently, each committee has responsibility for its own budgets and makes recommendations to Council.</p>

Provision of amenities/facilities for local community groups	Misuse of facilities.	L	Professional users (business, local authority etc) 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. This is also necessary for the use of any other building or site owned by the Council.	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.
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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>Council 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	All personnel matters are reported to the Chairman of Personnel Committee and the Council employs a company to offer HR advise.	
Requirements under	Taxation matters	L	This is dealt with by the RFO and the	The Sage Accounting package is

Customs and Excise Regulations, including VAT.	to be in accordance with statutory requirements.		Internal Audit.	regularly updated and assists with VAT returns.
Annual Precept	Soundness and adequacy. Submission of request to Wychavon District Council and receipt therefrom	L	Committee budgets are reviewed by full Council Chairman & Vice Budget prep meeting held to start budget prep before submitting to Finance and then Council	This is reviewed by the External Auditor.
Cash	Loss through mishandling, theft, dishonesty	L	Office only accepts cash if no other option is available. Card payment or bank transfer is preferred	<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	Action upon consultation documents is minuted.

			and Town Mayor is consulted.	
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 listed	L	The individual Register of Interests form for each Councillor is held by the Monitoring Officer at Wychavon District Council and linked to from the Town Council website.	It is the responsibility of the individual member to advise of 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	Files are hosted remotely.