



## **EVESHAM TOWN COUNCIL**

Minutes of the Meeting of **EVESHAM TOWN COUNCIL** held at 6.30 pm on **MONDAY 13 JUNE 2016** in the Council Chamber, Town Hall, Evesham.

Those present:

Chairman: Cllr F Kaler (Town Mayor)

Vice Chairman:

Councillors: Cllr K Barclay, Cllr A Barlow, Cllr R Bowers, Cllr A P Booth, Cllr P Boyd, Cllr J Bulman, Cllr M D Elliman, Cllr M S Goodge, Cllr Miss E Haynes, Cllr Mrs L S Jakeman, Cllr Mrs J Johnson, Cllr Mrs D R Raphael, Cllr R W Raphael, Cllr Mrs M Sale, Cllr Mrs J E Sandalls, Cllr Mrs F S Smith, Cllr J H Smith OBE, Cllr C Tether,

Officers: Mrs C Chambers (Finance Officer)

Ms A Jayes (Almonry Manager)

Also present: Mr D Payne (Evesham River Festival), Ms K Dunn (Evesham Artisan Market) and one member of the public

### **32. Apologies for Absence**

Apologies for absence were received from Cllr C D Homer, Cllr R S W Jones (Deputy Town Mayor) and Cllr Mrs R J Whiting.

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

Cllr Mrs J Sandalls declared a non-pecuniary interest in Minute 42, Planning Application, as she is on the Wychavon District Council Planning Committee. Cllrs Tucker and Booth also declared a non-pecuniary interest in Minute 42, Planning Application as the applicant was known to them.

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

There were no announcements.

### **35. Minutes of the Previous Meetings**

The Clerk had circulated with the agenda the Minutes of the Meetings held on 9 May 2016 and 16 May 2016, it was moved, seconded and **RESOLVED** that the Minutes be adopted as a true record.

### **36. Committee Minutes**

- a) The Clerk had circulated with the agenda the Minutes of the Planning and Estates Committee Meeting held on 23 May 2016. It was moved, seconded and **RESOLVED** that the Minutes be adopted as a true record.

- b) The Clerk had tabled at the meeting the Minutes of the Finance and General Purposes Committee held on 6 June 2016. It was moved, seconded and **RESOLVED** that the Minutes be adopted as a true record.

### **37. Market Steering Group**

The Clerk had circulated with the agenda a report which informed Members of the recent recommendations made by the Charter Market Steering Group with regards to the proposed Sunday Market and the Market Tendering process.

#### **Market Tender**

Members considered what they believed to be the best process to invite people to tender for the Charter Market, the Christmas Market and potentially the Tuesday market. The report recommended that the Council should seek expressions of interest from market contractors by placing an advert in an appropriate trade magazine and by writing to market companies directly.

Once an expression of interest was received a general application form would be sent to the organisation to seek their views on the market and how they could improve it.

It was **RESOLVED** to approve this approach to seeking tenders for the market.

#### **Sunday Artisan Market**

With regards to the proposed Sunday Artisan market, the report informed Members that Evesham Town Council had been approached by two local people who had requested permission to put on an artisan market on Sundays. The proposal was attached to the report for Members information. The Charter Market Steering Group considered the proposal and fully supported the intention which would provide a completely different market experience in terms of what items would be sold. Mr Shawn Riley from WDC had been consulted and was also supportive of the idea though he reminded noted that there would be some Sundays that it could not be held due to festivals and events and this should be made clear from the start. The Steering Group recommended that the Council support the proposal on a trial basis, and with no charge to be made and subject to further details being confirmed, times, start dates, insurance, rubbish collection and so forth to be clarified and reported.

It was **RESOLVED** to approve the recommendation as put forward by the Market Steering Group.

### **38. Almonry Update**

Almonry Manager Ashleigh Jayes read out her report which was circulated with the agenda.

Following questions from Members the Manager reassured the Council that although the Almonry had been placed on the 'At Risk' register there was no danger to the public and no immediate emergency work was needed. She reported that she was in contact with English Heritage and Historic England to monitor the situation.

The Manager went onto report that Ms Webb, Almonry Heritage Assistant, had successfully won a £1,000 grant from the Museums and Heritage Show in London for use on a specific project.

Members commented that the Museums signage could be improved. In response the Manager informed Members that signage would be replaced as part of the HLF project but temporary

signage was being explored. It was noted that the signage should be in keeping with the grade 1 listed building.

### **39. Festival Funding Request – Evesham River Festival**

The Town Clerk had circulated with the agenda a report and completed application form from the organisers of the River Festival who had requested a grant of £4,200, the event would take place on 8,9 & 10 July. Attached to the report was the expenditure for the 2015 event and the proposed events for 2016.

The organiser Mr Doug Payne addressed the Council, he explained that the grant would be used to pay for the fireworks, the stage and sound system. The Clerk reported that the Council could pay for these direct, if the Council agrees, taking out the VAT element. It was understood that WDC would pay for the toilets to be open for the event.

The Clerk's report also reminded Members that Evesham Town Council had a budget of £19,500 for the financial year 2016/17 allocated to tourism/events and that £4,573 had been earmarked/spent on the Evesham Carnival, the street party and the festival of brass.

Following questions from Members it was moved, seconded and **RESOLVED** to support the River Festival with a grant of £4,200, to be paid as a grant in kind to pay for the expenses direct. The Chairman thanked Mr Payne for his attendance. This grant in kind was made under the power detailed in the Local Government Act 1972, s 145 (d), Provision of entertainments.

### **40. Finance – Payments and Receipts for May 2016**

The Committee Clerk advised Members that the payments and receipts for May 2016 would be presented at the next meeting.

### **41. Annual Return – Annual Governance Statement**

The Town Clerk had circulated with the agenda a report to advise Members of the Town Council accounts for the year ending 31 March 2016 which formed part of Annual Return including the Annual Governance Statement 2015/16.

The report explained that the Annual Governance Statement was managed by the systems in place with the risk management policies, recently reviewed by Council, the reporting of payments and budget control, the independent internal audit carried out by Kevin Rose CPFA, and subsequent action on the Clerks recommendations and the recent review of the Council's insurance.

The Town Clerk advised that Members needed to approve the annual governance statement (section 1) if they were happy that it had met all the statements laid out. It was **RESOLVED** To approve the annual governance statement as detailed in section 1, page 2 of the annual return (attached at appendix A).

### **42. Annual Return – Accounting Statement**

The Town Clerk had circulated with the agenda a report which explained any large difference in the income and expenditure when compared to the previous year which formed part of the accounting statement.

The figures in the annual return had been checked by the Internal Auditor and is attached at appendix A section 2, page 3 for information. The Annual Return, once approved, would be sent

to the external auditor with any requested supporting documentation. The annual return would also be made available for the public to view in line with legislation. The Town Clerk added that Members need to approve and the annual return accounting statement (section 2).

It was **RESOLVED** to approve the accounting statements and the Annual Return as a whole for 2015/16 financial year.

#### **43. Planning Applications**

- (a) 16/01295/PP - Mrs J Marshall, 13 Badsey Lane - Side and rear first floor extension and loft conversion. <http://bit.ly/1VK3Awc>. It was moved, seconded and **RESOLVED** to recommend that the application be approved subject to the application not adversely affecting neighbouring properties.
- (b) 16/00477/CU - Mr & Mrs Godber, Oxstalls Cottage, Blayneys Lane  
Proposed barn conversion to one dwelling and replacement of covered area to provide a ground floor disabled facilities, a garage and a covered parting space. <http://bit.ly/24w9MIz>  
It was moved, seconded and **RESOLVED** to recommend that the application be approved subject to the application not adversely affecting neighbouring properties.
- (c) 16/01188/CU - RLS Investments, Banner House, Briar Close - Conversion of basement to two flats and amended parking lot. <http://bit.ly/1rbtdt0>. Evesham Town Council deferred their decision - Subject to comments made by Highways as concern was expressed about the parking lot.
- (d) 16/01363/ - Mr Petit, 27 Spinney Grove - Erect storm porch to the front elevation. <http://bit.ly/1PfUu3M>. Deferred to the planning committee as plans were not available on the Wychavon DC planning portal.

#### **44. Councillor Badges**

Councillor Mrs S Amor addressed the Council with regards to the purchase of identity badges for Councillors, she noted that although there were ties and scarfs with the Evesham crest it did not say that they were Councillors.

Cllr Amor tabled at the meeting picture of a badge with the wording 'Evesham Town Councillor'. She asked the Council to consider this proposal as the cost for the design that was tabled was £2.89 + VAT for a minimum order of 50 Badges.

Following discussion it was agreed that the outer edge of the badge which was coloured red needed to be changed and the word 'Councillor' be changed to 'Council' it was agreed that the Mayor and Deputy Mayor oversee the changes with the Clerk and bring the new design to a future meeting.

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

Cllr J H Smith OBE reported on his and Cllr Mrs Smith's (as Chair to WDC) visit to Evesham's twin town Melsungen in Germany. They had been invited as official Twinning guests and they represented both Evesham and Wychavon. The visit was to celebrate the 50th anniversary of twinning between Dreux in France and Melsungen in Germany. Evesham is twinned with both Dreux and Melsungen. They were greeted by the Mayor of Melsungen Mr Markus Boucsein, and were joined by the Mayor of Dreux, Mr Gerard Hamel, he added that they both had a wonderful time.

The Town Mayor thanked Cllr J H Smith OBE for his report.

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

No matters of urgency were raised under this agenda item.

There being no further business, the meeting closed at 8.00 pm

COUNCILLOR F KALER  
TOWN MAYOR