



## EVESHAM TOWN COUNCIL

Minutes of the Meeting of the **TOWN COUNCIL** held at 6.30 pm on **MONDAY 12 OCTOBER 2020** via the Zoom video conferencing platform and in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Those present:

Vice Chairman: Cllr P Clifford (Deputy Mayor)

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

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

### **28. Apologies for Absence**

Apologies were received from Cllr Mrs S Amor (Chairman).

### **29. Declarations of pecuniary or other interests (if any)**

No declarations were made.

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

As the Town Mayor was absent there were no announcements.

**31.** Due to a technical issue with the connection between Cllr P Clifford and the zoom meeting it was **RESOLVED** that Cllr M Goodge be instructed to take the chair.

### **32. Minutes of Previous Meetings**

It was **RESOLVED** to approve the minutes for the Council meeting held on 14 September 2020.

### **33. Committee Minutes**

- a) Planning and Estates Committee – 28 September 2020. It was **RESOLVED** to accept and approve the minutes and the recommendations contained therein.

### **34. Finance Report – Payments and Receipts**

Circulated with the agenda were the payments and receipts for August 2020.

In response to a question it was explained that the high electricity bill for The Almonry had been based on estimated readings whilst the building was closed. Staff were now taking weekly meter readings which will be sent to the energy supplier.

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

### **35. Almonry Advisory Panel**

Circulated with the agenda was a report detailing the establishment of an Almonry Advisory Panel. This followed a statement at the last Council meeting from Cllr Dyke asking that the Council look at establishing some sort of body to assist the Almonry Manager.

Also circulated with the agenda was a proposed terms of reference for the advisory panel. It was explained that this would not be a full standing committee but a panel whose primary objective would be to support the Almonry manager. The terms of reference had been drafted following discussions with Cllr Dyke whose proposal this was, Cllrs Mrs F Smith and Goodge, who served on a previous Almonry panel that was set up to resolve the issue with the Historic Society and with the Almonry Manager. The Clerk had sourced other terms of reference from other town council with museums who had a similar group.

It was commented that it was proposed that there should be 5 councillors on the panel, which seemed like an arbitrary number that was plucked from thin air. In response it was explained that this had been suggested as too many members would dilute it the panel, too little and there would not be enough people. In addition, this was only a suggestion, it was for the Council to agree or disagree with this. An amendment to add additional members could be proposed at this meeting.

In response to a point about the drafting of a terms of reference before the establishment of the group, the Clerk stated that what was decided at this meeting could be amended or tinkered with as time went on if it was found that the group was not working as was expected.

It was commented that those putting their names forward may want to add any supporting information detailing any experience or expertise they had. It was agreed that members could include this information should they want too.

It was proposed, seconded and **RESOLVED** that the Almonry advisory group be established and that the terms of reference as attached at appendix A be approved.

In terms of voting for members to join the group, the Clerk explained that he would seek nominations, then set up a poll before the next Council meeting so members could vote online with the result being formalised at the Council meeting in November.

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

### **36. Review of Council Direct Debits**

Circulated with the agenda was a list of Council's Direct Debits. It was explained that these needed to be reviewed and approved annually inline with Standing Orders.

It was **RESOLVED** to approve the direct debits.

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

### 38. Christmas Lights Infrastructure Upgrades

Circulated with the agenda was a report advising members that an “infrastructure health check” had been carried out by the newly appointed Christmas Lights supplier SparkX. It had highlighted a number of defects most notably the lack of RCBO protection in many of the lamp columns, something which was required, and the poor state of the timers.

The Clerk had used the document provided by SparkX as the basis for producing a specification from which companies could quote to undertake the work. The specification had been sent to a number of companies, the following put in a full quote:

SparkX  
Arthur Smith

Further it was noted that Buzz had put in an estimate but could not provide a fully costed quote due to the volume of work they had.

It was commented that photocells may be a better option as well as digital timers. The Clerk was asked to ask the contractor about this and whether they would be a better alternative.

It was **RESOLVED** that SparkX be appointed as the contractor to undertake this work. They had already been contracted to undertake the Christmas Lights and combining the two when they knew exactly what was required made the additional cost worthwhile. The cost would be paid in one lump sum and come from the professional services budget.

Clerk’s note: regarding photocells and digital timers, the contractor stated the following: -  
*As per our telephone conversation, as a company we would always promote the use of digital time clocks over photo cells. This is predominately as the cells are incredibly unreliable as they run off of ambient lighting, which can obviously differ via each location based on where the cell is located. Furthermore, the cost of a cell is approx. £200.00 ex VAT per column, as opposed to £100.00 ex VAT per column for the time clocks, this is despite them being more reliable. To emphasise this further, photocells are prohibited by some county councils due to their unreliability.*

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

### 40. Reports from Council representatives

There were no reports from Council representatives.

The Clerk advised that Remembrance Day would entail just having a small service at the War Memorial this year due to the pandemic. Only a small number of people had been asked to attend and councillors and the public were encouraged to mark the event from home.

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

COUNCILLOR M GOODGE  
ELECTED CHAIRMAN FOR  
THIS MEETING