



EVESHAM TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE



Notice is hereby given that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held via Zoom Video Conferencing, on **MONDAY 22 MARCH 2021** at 6.30 pm, to which you are hereby summoned for the transaction of the business specified below

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

Admission of the Public and Media

Members of the Public and Media are welcome to attend in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1. Public Participation is welcomed and will be in accordance with Standing Order 3(e) to 3(j) on a matter before the Committee. The public are also welcome to observe the meeting. The meeting will be held via video conferencing platform Zoom <https://us02web.zoom.us/join>. For security reasons you will need to contact the Town Clerk via email in advance of the meeting to get the meeting ID and password. Email townclerk@eveshamtowncouncil.gov.uk.

Recording of Meetings

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

AGENDA

1. **Apologies for Absence**
2. **Declarations of pecuniary or other interest including requests for dispensation (if any)**
3. **Minutes of the last meeting 4 January 2021 (attached) for information and questions as to the progress of any item**
4. **Financial Report up to March 2021**
Report attached
5. **Request for Festival Funding – Battle of Evesham Medieval Market**
Report attached
6. **Request for Festival funding – Battle of Evesham Festival**
Report attached
7. **Request for Festival Funding – ‘A weekend festival July 2021’**
Report attached
8. **Dual Authorisation Account**
Report attached

9. Matters of urgency raised, for information only, at the discretion of the Chairman
notice of which is to be given prior to the commencement of the meeting.

Stuart Carter
Town Clerk

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

Tel: 01386 565700
www.eveshamtowncouncil.gov.uk

Committee Circulation: Cllr Mrs S Amor (Town Mayor), Cllr A P Booth, Cllr P Boyd,
Cllr P Clifford (Deputy Mayor), Cllr A Dyke, Cllr M S Goodge, Cllr Mrs J Haines
Cllr Mrs E Nishigaki, Cllr R W Raphael, Cllr Mrs M Sale, Cllr Mrs F S Smith,

Also circulated electronically to all other councillors for information

EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL

DATE: 22 MARCH 2021

SUBJECT: FESTIVAL FUNDING REQUEST – BATTLE OF EVESHAM FESTIVAL

REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To seek Members' recommendation concerning a grant for the Battle of Evesham festival.

2.0 RECOMMENDATION

2.1 Members' recommendation is requested.

3.0 BACKGROUND

3.1 Evesham Town Council has a budget of £18,500 for the financial year 2021/22 allocated to tourism/events.

3.2 The Council uses the Tourism Budget primarily to aid the putting on of festivals and events. It is also sometimes used for publicity of Evesham and/or its attractions.

4.0 BATTLE OF EVESHAM FESTIVAL

4.1 The Battle of Evesham festival is to take place on the 7 and 8 August. The Town Council supported this event with a grant of £5,000 in 2019. Last year the event was cancelled because of the pandemic.

4.2 Attached to this report is the application form.

4.3 The Battle of Evesham Festival has requested £5,000 from Evesham Town Council. The total event cost is estimated at £27,000.

5.0 FINANCIAL IMPLICATIONS

5.1 The Committee has a remaining budget of £18,500 minus what the committee allocates at this meeting.

6.0 LEGAL IMPLICATIONS

6.1 The Council may award a grant in accordance with the General Power of Competence.

EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL

DATE: 22 MARCH 2021

SUBJECT: FESTIVAL FUNDING REQUEST – BATTLE OF EVESHAM
MEDIEVAL FESTIVAL

REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To seek Members' recommendation concerning a grant for the Battle of Evesham' Medieval Festival.

2.0 RECOMMENDATION

2.1 Members' recommendation is requested.

3.0 BACKGROUND

3.1 Evesham Town Council has a budget of £18,500 for the financial year 2021/22 allocated to tourism/events.

3.2 The Council uses the Tourism Budget primarily to aid the putting on of festivals and events. It is also sometimes used for publicity of Evesham and/or its attractions.

4.0 BATTLE OF EVESHAM FESTIVAL MEDIEVAL MARKET

4.1 The Battle of Evesham Medieval Market is to take place on the 22 and 23 May.

4.2 Details of the event can be found on
<https://www.battleofevesham.co.uk/MedievalMarket.html>

4.3 They have requested £5,000 for this event. The total cost to put on the event is £5,000.

5.0 FINANCIAL IMPLICATIONS

5.1 The Committee has a remaining budget of £18,500 minus what the committee allocates at this meeting.

6.0 LEGAL IMPLICATIONS

6.1 The Council may award a grant in accordance with the General Power of Competence.

EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL

DATE: 22 MARCH 2021

SUBJECT: FESTIVAL FUNDING REQUEST – ‘A WEEKEND
FESTIVAL JULY 2021’

REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To seek Members’ recommendation concerning a grant for the Weekend Festival put on by the Festival Players.

2.0 RECOMMENDATION

2.1 Members’ recommendation is requested.

3.0 BACKGROUND

3.1 Evesham Town Council has a budget of £18,500 for the financial year 2021/22 allocated to tourism/events.

3.2 The Council uses the Tourism Budget primarily to aid the putting on of festivals and events. It is also sometimes used for publicity of Evesham and/or its attractions.

4.0 FESTIVAL PLAYERS WEEKEND FESTIVAL

4.1 The Festival Players Weekend Festival is scheduled for 16 – 18 July 2021.

4.2 They have requested £1,500 for this event. The total cost to put on the event is £4,600.

4.3 Attached is an application form and supporting documents as provided by the Weekend Players.

5.0 FINANCIAL IMPLICATIONS

5.1 The Committee has a remaining budget of £18,500 minus what the committee allocates at this meeting.

6.0 LEGAL IMPLICATIONS

6.1 The Council may award a grant in accordance with the General Power of Competence.

EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL
DATE: 22 MARCH 2021
SUBJECT: DUAL AUTHORISATION
REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To inform members of progress made with dual authorisation.

2.0 RECOMMENDATION

2.1 It is recommended that members nominate two councillors be dual authorisation signatories.

3.0 BACKGROUND

3.1 Members will recall that in the last audit report it was highlighted that the Council needed a dual authorisation account for making payments. The Council bank with the Cooperative Bank who at that time did not offer this service. The auditor recommended Lloyds, HSBC and Unity Trust as suitable accounts. The Clerk made contact with all these banks but only Unity Trust Bank actually provided information. This was then delayed when the pandemic hit.

3.2 Subsequently, Cooperative Bank now offer dual authorisation on their accounts meaning that the Council does not need to open a new account.

3.3 It is therefore recommended that two councillors are nominated as signatories to the account and therefore become dual authorisation. The ideal people will be available in the day when payments are input in order to then be contacted and be able to authorise.

4.0 FINANCIAL IMPLICATIONS

4.1 There is no cost to the Council for this. The councillor(s) would be signatories and would have to complete a form to go on the account.

5.0 LEGAL IMPLICATIONS

5.1 Whilst not a legal requirement, it is recognised as best practise in the sector.