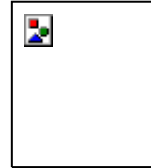




EVESHAM TOWN COUNCIL
MEETING OF THE TOWN COUNCIL



Notice is hereby given that the adjourned Annual meeting of the **TOWN COUNCIL** will be held in the Main Hall, Town Hall, Evesham, at 6.30pm on **THURSDAY 19 MAY 2022** 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.

T J Predeth

Tracy Predeth MPA
Locum Town Clerk

12 May 2022

1. **Apologies for Absence** (*Apologies should be given to the Clerk prior to the meeting*)
2. **Declarations of pecuniary or other interest in accordance with the Town Council's Code of Conduct, including requests for dispensation (if any)** *Dispensation requests must be received in writing by the Town Clerk prior to the meeting*
3. **Announcements by the Town Mayor**
4. **Minutes of the Previous Meetings**
Minutes of the Meetings held on 11 May 2022 are deferred and will be taken to the next meeting of the Council.
5. **Committee Minutes**
To receive the committee minutes and approve authorisation for recommendations where applicable: (if any)

- 6. Finance – Payments and Receipts for April 2022**
To receive a schedule of payments to date and review expenditure against budget.
- 7. Appointments to Council Committees**
Town Clerk's report attached
- 8. Appointments of Council's Representatives to Outside Bodies**
Town Clerk's report attached
- 9. Review of staff/council subscriptions**
Town Clerk's report attached
- 10. Review of Standing Orders and Financial Regulations**
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. Confidential session**
To Resolve to exclude the public and the press as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted. (*Public Bodies (Admission to Meetings) Act 1960*)
- 13. Staff Matters**
To consider staffing matters and agree a way forward.
To agree to advertise the role of Clerk to the Council
To agree to advertise the role of a Responsible Finance Officer for the Council.

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

Tel: 01386 565700
Web: www.eveshamtowncouncil.gov.uk

EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL
DATE: 19 May 2022
SUBJECT: FINANCE – PAYMENTS AND RECEIPTS FOR APRIL 2022
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 April.

2.0 RECOMMENDATION

2.1 It is recommended that the monthly expenditure and payments for the Council as attached be approved and the receipts and bank reconciliation be noted.

3.0 FINANCE

3.1 The details of income and expenditure for the Council for the month of April 2022.

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.

3.3 The payments have been circulated to the Committee Chairmen prior to payment inline with the scheme of delegation.

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

EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL
DATE: 19 MAY 2022
SUBJECT: APPOINTMENTS TO COUNCIL COMMITTEES
REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To seek Members' nominations for appointments to Council Committees.

2.0 RECOMMENDATION

2.1 Members' nominations are requested.

3.0 APPOINTMENTS TO COUNCIL COMMITTEES AND STEERING GROUPS

3.1 Members have been asked to put themselves forward for any committees and working groups they would like to be a member of. The committees are made up as follows:

- a) **Planning & Estates Committee**
9 Members plus Town Mayor and Deputy Town Mayor
- b) **Finance and General Purposes Committee**
8 Members plus Town Mayor, Deputy Town Mayor and outgoing Mayor (if outgoing Mayor wants to sit on the committee)
- c) **Personnel Committee (oversees all Town Council staff matters)**
6 Members plus Town Mayor and Deputy Town Mayor
- d) **Town Plan Delivery Committee**
5 Members plus the Town Mayor and Deputy Mayor, and 3 co-opted Members of the community (co-opted by the committee)

3.2 Members have already received a poll asking them to state which committee(s) they would like to serve on, the details of which are below.

4.0 FINANCIAL IMPLICATIONS

4.1 None.

5.0 LEGAL IMPLICATIONS

5.1 Each committee is bound by the Council's Standing Orders and terms of reference. Where a vote is required due to more councillors wishing to be on the committee than spaces available, any member with over a 50% vote share will automatically be appointed. If more than one round of voting is required, the councillor with the least votes will drop out and the process will begin again.

EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL
DATE: 19 MAY 2022
SUBJECT: APPOINTMENTS OF COUNCIL'S REPRESENTATIVES TO OUTSIDE BODIES
REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To seek Members' nominations/re-nominations for vacancies for Council's representatives on various bodies and organisations.

2.0 RECOMMENDATION

2.1 Members' nominations/re-nominations are sought.

3.0 APPOINTMENT OF COUNCIL'S REPRESENTATIVES

3.1 Members have already received information on what each organisation does. There are a number of bodies who appoint for the whole council term, these are not included below.

3.2 Next to each organisation are the names of members who have put themselves forward: -

Organisation

VECTA (1 member)

Estate Charity of John Rudge (2 members)

Evesham Relief in Need Charity (2 members)

Vale Volunteers (2 members)

Evesham Arts Centre (1 member)

Evesham & District Mental Health Charity (1 member)

Vale Public Transport Group (1 member)

Cross Parish Cycles & Pathway Project Group (1 member)

4.0 FINANCIAL IMPLICATIONS

4.1 None.

5.0 LEGAL IMPLICATIONS

5.1 Representatives will be bound by the rules and regulations of the bodies/organisations to which they are appointed.

5.2 Where a vote is required due to more councillors wishing to be appointed to the outside body than spaces available, any member with over a 50% vote share will automatically be appointed. If more than one round of voting is required, the councillor with the least votes will drop out and the process will begin again. We will attempt to do any voting using Zoom live polling so please be patient. If it does not work, we will look at an alternative to resolve membership in the following week.

5.3 If you do not wish to be considered for any of the outside bodies then please let the clerk know in advance.

EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL

DATE: 19 MAY 2022

SUBJECT: REVIEW OF STAFF/COUNCIL SUBSCRIPTIONS

REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To advise Members of a requirement to review the Council's subscriptions.

2.0 RECOMMENDATION

2.1 It is recommended that in accordance with the Council's Standing Orders Members review the subscriptions detailed below, and make any recommendations for amendment accordingly.

3.0 BACKGROUND INFORMATION

3.1 The Town Council/Member of staff are currently subscribed to the following, the cost of which is met by the Town Council.

- VECTA - £50 per annum
- Society of Local Council Clerks (SLCC) – £310 per annum. The Clerk is a member of this professional body for Clerks that gives access to advice, discounted training events etc
- Cotswold Line Promotion Magazine - £10 per annum
- Museums Association - £125 per annum. The Manager is a member of this body which offers training, advice etc to museum professionals
- Institute of Cemetery and Crematorium Management - £90 per annum – The Council is a member of the ICCM which provides regular newsletters, advice line, and training events.
- Hereford and Worcester Chamber of Commerce – £126 per annum. The Almonry is a member of the H&WCC, which aids them in publicising their events, the museum and tourist information.
- National Allotment Society - £55 per annum
- Worcestershire CALC - £737 per annum

3.2 Each subscription is a good source of information, and many of them provide an invaluable advice and support network as well as access to sector specific training.

4.0 FINANCIAL IMPLICATIONS

4.1 The Council has a specific budget to meet the costs of these subscriptions. This budget code is also used to pay for registering with the Information Commissioners Office, Performing Rights Society, and software licenses, all of which are not optional.

5.0 LEGAL IMPLICATIONS

5.1 None.

EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL
DATE: 17 MAY 2022
SUBJECT: REVIEW OF THE TOWN COUNCIL'S STANDING ORDERS
AND FINANCIAL REGULATIONS
REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To give the opportunity to the Town Council to review its existing Standing Orders and Financial Regulations.

2.0 RECOMMENDATION

2.1 Members' comments and recommendations are requested.

3.0 STANDING ORDERS

3.1 Standing orders are the written rules of the town council. They are used to confirm the internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of the council but they may refer to them.

3.2 Meetings of full council, committee meetings, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. A council should have standing orders and financial regulations to confirm those statutory requirements.

3.3 All councillors were given a copy of the Council's standing orders and financial regulations during their induction and should refer to these. Both the standing orders and financial regulations are based on model documents drafted by the National Association of Local Councils. Standing orders that are in bold type contain statutory requirements and cannot be altered. Model standing orders not in bold are designed to help the council operate effectively but do not contain statutory requirements so they may be amended to suit the council's needs.

3.4 The current version of Standing Orders may be downloaded from the website:
https://www.eveshamtowncouncil.gov.uk/js/plugins/filemanager/files/policies/Standing_Orders_2020.pdf

4.0 FINANCIAL REGULATIONS

4.1 Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the Responsible

Financial Officer (the Town Clerk).

- 4.2 Members received copies of the council's financial regulations during their induction, and these should be referred to. Similarly, to the standing orders, the financial regulations are based on a model document drafted by the National Association of Local Councils

5.0 AMENDMENTS

- 5.1 No suggested amendments to Standing Orders.
- 5.2 With regards to Financial Regulations, new model has been produced, as attached and are recommended to be adopted.